

**Consolidated Schedule of  
Fees and Charges**

**West Lincoln**

Your Future Naturally

Effective January 1, 2024

**Introduction**

The Township of West Lincoln depends on revenue from property taxes and user fees and charges to provide quality Township services and programs. Many of the Township's services are funded by property taxes; however, in some cases, the Township charges a direct user fee to the individual/organization that specifically benefits from the service. Therefore, user fees and charges are established to ensure that services specific to individuals/organizations are not subsidized by all ratepayers within the Township.

The Township of West Lincoln is proud to offer the services outlined in this guide at a minimal cost to the community members that require them. The user fees and charges outlined in this document are approved via the Consolidated User Fee By-Law, and come into effect on January 1, 2024 (unless otherwise indicated).

**Disclaimer**

Where it is found that a fee in this schedule is different than an approved by-law or policy, the latter shall prevail.

The user fees and charges noted in the schedule are inclusive of the harmonized sales tax (HST) of 13%, where applicable. If an individual user fee includes HST, this is indicated in the 'HST' column within the fee schedule, alongside the user fee. A 'Y' indicates that the fee includes HST; a 'N' indicates that the fee is not subject to HST/does not include HST.

**Contact for More Information**

The fees and charges contained within this document represent costs for specific activities. The total cost for a service may involve multiple activities and therefore may be higher than any single activity listed. For guidance on the total cost of a service, or for more information about content within this guide, please [contact](#) the appropriate municipal staff.

**Building ..... 4**

**Cemetery ..... 11**

**Recreation ..... 12**

**Library ..... 15**

**Legislative Services ..... 16**

**Public Works ..... 17**

**Finance ..... 18**

**Utility ..... 19**

**Planning ..... 21**

**Fire ..... 24**

**By-Law ..... 26**

**2024 FEES AND CHARGES**

**SERVICE AREA: BUILDING**

<b>Description</b>	<b>2023 Fee</b>	<b>2024 Fee</b>	<b>Change</b>	<b>HST</b>
<b>NEW CONSTRUCTION AND ADDITIONS</b>				
<b>Group A – Assembly Occupancies</b>				
school, church, restaurant over 30 seats, library, theatre, educational or recreational facility and occupancies of a similar nature - per sq. m.	\$20.20	\$20.81	\$0.61	N
outdoor public swimming pool	\$399.00	\$411.00	\$12.00	N
<b>Group B – Institutional Occupancies</b>				
hospital, nursing home, reformatory, prison and occupancies of a similar nature - per sq. m.	\$22.14	\$22.80	\$0.66	N
<b>Group C – Residential Occupancies</b>				
single detached, semi-detached, duplex dwelling - per sq. m.	\$15.42	\$15.88	\$0.46	N
triplex, four plex, townhouse dwelling - per sq. m.	\$15.42	\$15.88	\$0.46	N
apartment building - per sq. m.	\$15.42	\$15.88	\$0.46	N
hotel / motel - per sq. m.	\$13.13	\$13.52	\$0.39	N
repeat plans for single detached, etc. - per sq. m.	\$13.11	\$13.50	\$0.39	N
garage, carport, deck, porch, shed (accessory building) - per sq. m.	\$3.89	\$4.00	\$0.12	N
finish basement in dwelling unit - per sq. m.	\$7.72	\$7.95	\$0.23	N
sunroom / solarium (not heated) - per sq. m.	\$8.48	\$8.74	\$0.25	N
swimming pool - seasonal	\$105.00	\$109.00	\$4.00	N
swimming pool - above ground	\$158.00	\$163.00	\$5.00	N
swimming pool - in ground	\$210.00	\$217.00	\$7.00	N
<b>Group D – Business and Personal Service Occupancies</b>				
office or medical building, financial institution and occupancies of a similar nature – FINISHED - per sq. m.	\$19.72	\$20.31	\$0.59	N
office or medical building, financial institution and occupancies of a similar nature – ARCHITECTURAL SHELL - per sq. m.	\$16.16	\$16.64	\$0.48	N
<b>Group E – Mercantile Occupancies</b>				
low rise retail store, strip plaza, small restaurant or 30 seats or less and occupancies of a similar nature – FINISHED - per sq. m.	\$18.26	\$18.81	\$0.55	N
low rise retail store, strip plaza, small restaurant or 30 seats or less and occupancies of a similar nature – ARCHITECTURAL SHELL - per sq. m.	\$14.52	\$14.96	\$0.44	N
<b>Group F – Industrial Occupancies</b>				
factory, plant, warehouse, industrial building and occupancies of a similar nature - per sq. m.	\$13.13	\$13.52	\$0.39	N
parking garage - per sq. m.	\$14.44	\$14.87	\$0.43	N
service station and/or car wash - per sq. m.	\$9.22	\$9.50	\$0.28	N
canopies including gas station canopies and those intended for the parking and loading or unloading of vehicles - per sq. m.	\$5.88	\$6.06	\$0.18	N
solar collectors for swimming pools	\$201.00	\$208.00	\$7.00	N
<b>Private Sewage Systems</b>				
new application and/or replacement of existing CLASS IV system	\$1,365.00	\$1,406.00	\$41.00	N
minor sewage system repair or septic tank replacement	\$630.00	\$649.00	\$19.00	N
CLASS V installation	\$630.00	\$649.00	\$19.00	N
building addition / alteration	\$368.00	\$380.00	\$12.00	N
comment on consent applications	\$368.00	\$380.00	\$12.00	N

**2024 FEES AND CHARGES**

**SERVICE AREA: BUILDING**

<b>Description</b>	<b>2023 Fee</b>	<b>2024 Fee</b>	<b>Change</b>	<b>HST</b>
<b>Private Sewage Systems (continued)</b>				
Subdivision for each lot	\$368.00	\$380.00	\$12.00	N
Investigate complaint/site visit	\$368.00	\$380.00	\$12.00	N
Follow-up/site visit (non-routine inspections)	\$368.00	\$380.00	\$12.00	N
Analysis/report	\$368.00	\$380.00	\$12.00	N
<b>Farm Buildings</b>				
Greenhouse - per sq. m.	\$1.13	\$1.13	\$0.00	N
barn or agricultural building other than a greenhouse - per sq. m.	\$2.66	\$2.66	\$0.00	N
<b>Mobile/Portable Buildings</b>				
trailer (construction trailer/sea container)	\$289.00	\$298.00	\$9.00	N
relocatable building/portable (support structure included)	\$430.00	\$443.00	\$13.00	N
CSA certified mobile home (foundation not included)	\$318.00	\$328.00	\$10.00	N
uncertified mobile home (foundation included) - per sq. m.	\$9.62	\$9.91	\$0.29	N
mobile home foundation - per sq. m.	\$3.89	\$4.00	\$0.12	N
<b>Tents and Air Supported Structures</b>				
air supported structure, tent, temporary fabric structure (use aggregate area for multiple tents) – under 250 per sq. m.	\$247.00	\$255.00	\$8.00	N
air supported structure, tent, temporary fabric structure (use aggregate area for multiple tents) – 250 per sq. m. or more - per sq.m. over 250 sq.m.	\$2.18	\$2.25	\$0.07	N
<b>Signs</b>				
Ground sign - less than 2.5 per sq. m. [26.91 per sq.ft.]	\$158.00	\$163.00	\$5.00	N
Ground sign - 2.5 per sq. m. [26.91 per sq.ft.] to 10 per sq. m. [107.64 per sq.ft.]	\$315.00	\$325.00	\$10.00	N
Ground sign - 10 sq. m. [107.64 per sq.ft.] or greater	\$473.00	\$488.00	\$15.00	N
Portable ground sign (for each 30 day period or portion thereof)	\$158.00	\$163.00	\$5.00	N
Pole sign - less than 2.5 per sq. m. [26.91 per sq.ft.]	\$158.00	\$163.00	\$5.00	N
Pole sign - 2.5 per sq. m. [26.91 per sq.ft.] to 10 per sq. m. [107.64 per sq.ft.]	\$315.00	\$325.00	\$10.00	N
Pole sign - 10 per sq. m. [107.64 per sq.ft.] or greater	\$473.00	\$488.00	\$15.00	N
Roof sign - less than 2.5 per sq. m. [26.91 per sq.ft.]	\$158.00	\$163.00	\$5.00	N
Roof sign - 2.5 per sq. m. [26.91 per sq.ft.] to 10 per sq. m. [107.64 per sq.ft.]	\$315.00	\$325.00	\$10.00	N
Fascia/wall sign - less than 2.5 per sq. m. [26.91 per sq.ft.]	\$158.00	\$163.00	\$5.00	N
Fascia/wall sign - 2.5 per sq. m. [26.91 per sq.ft.] to 10 per sq. m. [107.64 per sq.ft.]	\$315.00	\$325.00	\$10.00	N
Fascia/wall sign - 10 per sq. m. [107.64 per sq.ft.] or greater	\$473.00	\$488.00	\$15.00	N
Inflatable sign	\$158.00	\$163.00	\$5.00	N
Billboard	\$1,050.00	\$1,082.00	\$32.00	N
Permit renewal	\$158.00	\$163.00	\$5.00	N
Variance of sign regulations	\$788.00	\$812.00	\$24.00	N
Sign removal - less than 0.6 per sq. m. [6.46 per sq.ft.]	\$79.00	\$82.00	\$3.00	N
Sign removal - 0.6 per sq. m. [6.46 per sq.ft.] or greater (in addition to removal costs)	\$210.00	\$217.00	\$7.00	N
Storage fee for signs greater than 0.6 per sq. m. [6.46 per sq.ft.] (per day)	\$11.00	\$12.00	\$1.00	N

**2024 FEES AND CHARGES**

**SERVICE AREA: BUILDING**

Description	2023 Fee	2024 Fee	Change	HST
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<b>Designated Structures</b>				
communication tower	\$370.00	\$382.00	\$12.00	N
retaining wall, pedestrian bridge, crane, runway (per \$1,000 of construction)	\$19.41	\$20.00	\$0.59	N
satellite dish with structural pedestal anchored to solid concrete pier and or building structure (per \$1,000 of construction)	\$19.41	\$20.00	\$0.59	N
other designated structures as listed in Division A 1.3.1.1 of the Ontario Building Code	\$303.00	\$313.00	\$10.00	N
<b>Miscellaneous Works</b>				
roof structure (replace, modify or alter structure)	\$212.00	\$219.00	\$7.00	N
racking system (per \$1000 of construction)	\$19.41	\$20.00	\$0.59	N
installation of drainage layer & weeping tile system	\$242.00	\$250.00	\$8.00	N
minor alterations and repairs (not requiring plans)	\$177.00	\$183.00	\$6.00	N
underpinning /shoring (per \$1,000 of construction)	\$19.41	\$20.00	\$0.59	N
temporary stages	\$332.00	\$342.00	\$10.00	N
demising wall / party wall installation	\$183.00	\$189.00	\$6.00	N
fireplace / woodstove	\$158.00	\$163.00	\$5.00	N
<b>Fire Systems</b>				
electromagnetic locks	\$300.00	\$309.00	\$9.00	N
commercial kitchen hood & fire suppression system	\$370.00	\$382.00	\$12.00	N
fire alarm system upgrades / installations	\$492.00	\$507.00	\$15.00	N
sprinkler system upgrades / installations	\$492.00	\$507.00	\$15.00	N
standpipe system upgrades / installations	\$492.00	\$507.00	\$15.00	N
<b>Energy Projects</b>				
industrial wind turbines subject to Renewable Energy Approval in accordance with the Green Energy Act	\$12,942.00	\$13,331.00	\$389.00	N
Solar panels	\$318.00	\$328.00	\$10.00	N
solar collector – swimming pool	\$158.00	\$163.00	\$5.00	N
solar collector – ground mounted	\$423.00	\$436.00	\$13.00	N
solar collector – roof mounted	\$303.00	\$313.00	\$10.00	N

**ALTERATIONS AND REPAIRS**

<b>Group A – Assembly Occupancies</b>				
including plumbing AND mechanical (60% of full rate) - per sq. m.	\$12.13	\$12.49	\$0.36	N
including plumbing OR mechanical (55% of full rate) - per sq. m.	\$11.11	\$11.44	\$0.33	N
excluding plumbing AND mechanical (50% of full rate) - per sq. m.	\$10.10	\$10.40	\$0.30	N
<b>Group B – Institutional Occupancies</b>				
including plumbing AND mechanical (60% of full rate) - per sq. m.	\$13.28	\$13.68	\$0.40	N
including plumbing OR mechanical (55% of full rate) - per sq. m.	\$12.18	\$12.55	\$0.37	N
excluding plumbing AND mechanical (50% of full rate) - per sq. m.	\$11.08	\$11.41	\$0.33	N

**2024 FEES AND CHARGES**

**SERVICE AREA: BUILDING**

Description	2023 Fee	2024 Fee	Change	HST
<b>Group C – Residential Occupancies</b>				
including plumbing AND mechanical (60% of full rate) - per sq. m.	\$9.26	\$9.54	\$0.28	N
including plumbing OR mechanical (55% of full rate) - per sq. m.	\$8.48	\$8.74	\$0.25	N
excluding plumbing AND mechanical (50% of full rate) - per sq. m.	\$7.72	\$7.95	\$0.23	N
foundation only - per sq. m.	\$3.89	\$4.00	\$0.12	N
<b>Group D – Business and Personal Service Occupancies</b>				
including plumbing AND mechanical (60% of full rate) - per sq. m.	\$11.83	\$12.19	\$0.36	N
including plumbing OR mechanical (55% of full rate) - per sq. m.	\$10.85	\$11.17	\$0.33	N
excluding plumbing AND mechanical (50% of full rate) - per sq. m.	\$9.86	\$10.16	\$0.30	N
<b>Group E – Mercantile Occupancies</b>				
including plumbing AND mechanical (60% of full rate) - per sq. m.	\$10.89	\$11.22	\$0.33	N
including plumbing OR mechanical (55% of full rate) - per sq. m.	\$9.99	\$10.29	\$0.30	N
excluding plumbing AND mechanical (50% of full rate) - per sq. m.	\$9.07	\$9.34	\$0.27	N
<b>Group F – Industrial Occupancies</b>				
including plumbing AND mechanical (60% of full rate) - per sq. m.	\$7.88	\$8.12	\$0.24	N
including plumbing OR mechanical (55% of full rate) - per sq. m.	\$7.22	\$7.44	\$0.22	N
excluding plumbing AND mechanical (50% of full rate) - per sq. m.	\$6.56	\$6.77	\$0.21	N
<b>Farm Alterations</b>				
Farm buildings up to 116 sq. m. gross floor area - per building - per sq. m.	\$6.72	\$6.72	\$0.00	N
Farm buildings over 116 sq. m. gross floor area - per sq. m.	\$6.13	\$6.13	\$0.00	N
<b>Demolition</b>				
buildings less than 100 sq. m. in gross floor area	\$177.00	\$183.00	\$6.00	N
all other demolitions - per sq. m.	\$0.87	\$0.90	\$0.03	N

**PLUMBING AND SEWER**

*Construction work related to plumbing and sewer installation when conducted as a component of other construction covered by a permit shall be included in the permit fee charged for that construction. Where plumbing or sewer works are done as standalone projects the following fees shall be applicable:*

<b>Single, Semi-Detached, Duplex, Triplex, Fourplex,</b>				
first six (6) fixtures	\$229.00	\$236.00	\$7.00	N
each additional fixture	\$10.35	\$11.00	\$0.65	N
<b>All Other Buildings</b>				
first five (5) fixtures	\$300.00	\$309.00	\$9.00	N
each additional fixture	\$10.35	\$11.00	\$0.65	N
<b>Sewer and Water Main Installations</b>				
<i>The fee shown below shall include all buried pipe on private property outside the building.</i>				
first fifteen (15) metres	\$177.00	\$183.00	\$6.00	N
each additional fifteen (15) metres	\$45.30	\$47.00	\$1.70	N

**2024 FEES AND CHARGES**

**SERVICE AREA: BUILDING**

Description	2023 Fee	2024 Fee	Change	HST
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**Specialized Plumbing Fixtures and Appurtenances**

*The fee shown below shall include all plumbing contained inside the building.*

back flow preventer installation (water line)	\$177.00	\$183.00	\$6.00	N
back water valve (sewer)	\$177.00	\$183.00	\$6.00	N
sump pump installation (weeping tile installation included)	\$370.00	\$382.00	\$12.00	N
grease / oil interceptor installation	\$370.00	\$382.00	\$12.00	N

**OTHER FEES**

**Administration**

minimum permit fee	\$177.00	\$183.00	\$6.00	N
transfer of permit	\$177.00	\$183.00	\$6.00	N
moving a building (all alterations & repairs subject to applicable charges as stipulated above)	\$177.00	\$183.00	\$6.00	N
deferral of permit revocation (per instance)	\$177.00	\$183.00	\$6.00	N
limiting distance agreement (registered on title)	\$1,327.00	\$1,367.00	\$40.00	N
research request – Building Division Records search (per hour)	\$113.00	\$117.00	\$4.00	N
911 house number – sign, post and installation (rural lots)	\$177.00	\$183.00	\$6.00	N
911 house number – replacement of sign only	\$76.00	\$79.00	\$3.00	N

**Permits**

change of use (under 400 sq. m.)	\$177.00	\$183.00	\$6.00	N
change of use (400 sq. m. or more) - per sq. m.	\$0.98	\$1.01	\$0.03	N
change of use (no construction required)	\$95.00	\$98.00	\$3.00	N
partial occupancy permit for unfinished buildings	\$197.00	\$203.00	\$6.00	N

**Inspections**

non routine inspection (per hour)	\$141.00	\$146.00	\$5.00	N
illegal grow operation – general inspection	\$786.00	\$810.00	\$24.00	N
illegal grow operation – occupancy inspection	\$943.00	\$972.00	\$29.00	N
off hours inspection (per hour)	\$212.00	\$219.00	\$7.00	N
unprepared for inspection	\$141.00	\$146.00	\$5.00	N

**Plans Examination**

stock plans examination (model plans reviewed without building permit application)	\$619.00	\$638.00	\$19.00	N
off hours plans examination (per hour) (min. 4 hours)	\$212.00	\$219.00	\$7.00	N
review of alternative solution (per hour) (min. 4 hours)	\$177.00	\$183.00	\$6.00	N
secondary plans examination (per hour)	\$177.00	\$183.00	\$6.00	N
review of revisions / amendments to permits	\$177.00	\$183.00	\$6.00	N
engineer review as determined by Chief Building Official	actual plus 10% admin	actual plus 10% admin	-	N

**CONDITIONAL / PARTIAL PERMITS**

conditional building permit agreement, in addition to all applicable building permit fees – the conditional building permit fee shall be non-refundable	\$943.00	\$972.00	\$29.00	N
Building Foundation – complete to grade including all underground services (% of permit fee)	15%	15%	-	N
Completed Structural Shell – complete exterior shell without any interior finishes (% of permit fee)	55%	55%	-	N
Completed Architectural Shell – complete exterior shell including interior finishes on exterior and structure walls (% of permit fee)	80%	80%	-	N
Complete Building – includes all tenant improvements and complete interior finishes (% of permit fee)	100%	100%	-	N



**2024 FEES AND CHARGES**

**SERVICE AREA: BUILDING**

Description	2023 Fee	2024 Fee	Change	HST
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**FEE BASED ON VALUE OF CONSTRUCTION**

for categories of construction not listed above (minimum permit fee identified in subsection 1.2 of this schedule shall apply) (per \$1,000 of construction)	\$19.41	\$20.00	\$0.59	N
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**PERFORMANCE / SECURITY DEPOSITS**

*The performance / security deposit is collected by the Township to provide securities for any potential damage that may occur to municipal property through the course of the permitted construction. Furthermore, the deposit is also held for the assurance that all necessary inspections are completed through the duration of construction and finally to ensure that the permit file can be appropriately closed at the conclusion of the works. An applicant shall be required to submit the applicable deposit(s) as specified below for each permit application submitted. Where the Township incurs costs by the applicant through the course of the construction process these costs shall be deducted from the submitted deposits and upon close of the permit, any deposit funds will be refunded to the applicant. These deposits are non-interest bearing.*

single, semi, duplex, triplex, four plex, townhome addition(s) to buildings described above where excavation is required	\$1,208.00	\$1,208.00	\$0.00	N
buildings accessory to the buildings above with construction value greater than \$3,500	\$907.00	\$907.00	\$0.00	N
construction projects other than those described above (Site Plan Agreement IS required)	\$604.00	\$604.00	\$0.00	N
construction projects other than those described above (Site Plan Agreement IS NOT required)	\$1,510.00	\$1,510.00	\$0.00	N
demolition project	\$3,019.00	\$3,019.00	\$0.00	N
moving a building	\$907.00	\$907.00	\$0.00	N
swimming pool - seasonal	\$1,208.00	\$1,208.00	\$0.00	N
swimming pool - above ground	\$0.00	\$0.00	\$0.00	N
swimming pool - in ground	\$263.00	\$263.00	\$0.00	N
	\$525.00	\$525.00	\$0.00	N

**LOT GRADING**

*The lot grading deposit is collected by the Township to provide securities to ensure compliance with the Calculated lot grading plan submitted with the application. An applicant shall be required to submit the applicable deposit(s) as specified below for each permit application submitted. These deposits are non-interest bearing.*

**Lot Grading Deposit**

each dwelling on property in a plan of subdivision that HAS NOT already been assumed by the Township	\$1,208.00	\$1,208.00	\$0.00	N
each dwelling on property other than those listed above	\$1,812.00	\$1,812.00	\$0.00	N

*Where an applicant requests an extension for the completion of lot grading to allow occupancy of the dwelling in a plan of subdivision or plan of condominium to occur prior to the completion of lot grading in accordance with Article 3.6.4 of the Building by-law, any such request shall be accompanied by the following applicable deposit(s) as specified below for each dwelling having occupancy being requested. These deposits are non-interest bearing.*

**Occupancy despite Incomplete Lot Grading Deposit**

single detached, semi-detached, duplex dwellings	\$4,200.00	\$4,325.00	\$125.00	N
triplex, four plex, street townhouse dwellings	\$3,623.00	\$3,730.00	\$107.00	N
condominium townhouse dwellings	\$3,019.00	\$3,110.00	\$91.00	N
any dwelling type other than those listed above	\$2,415.00	\$2,490.00	\$75.00	N

**2024 FEES AND CHARGES**

**SERVICE AREA: BUILDING**

Description	2023 Fee	2024 Fee	Change	HST
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**CONDITIONAL PERMIT**

*In the case of a conditional permit the applicant shall submit a conditional permit deposit which shall be calculated by the Chief Building Official to be a percentage of the value of construction as prescribed below. The conditional permit deposit shall be submitted as a condition of a Conditional Permit Agreement whereby the agreement shall establish a limitation to the extent of permitted construction. Where an applicant exceeds the limitations set out by the Conditional Permit Agreement, the Applicant shall be deemed to be in breach of the said agreement and as such the conditional permit deposit, in its entirety, shall be forfeited to the Township.*

conditional building permit deposit (Minimum \$5,000) - % of constuction value	10%	10%	-	N
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## 2024 FEES AND CHARGES

## SERVICE AREA: CEMETERY

Description	2023 Fee	2024 Fee	Change	HST
<b>LOTS</b>				
<i>Care and Maintenance (C&amp;M) is prescribed by the Bereavement Authority of Ontario.</i>				
<b>Resident</b>				
Single Grave (4' x 10' lot)				
Lot Charge	\$942.80	\$972.00	\$29.20	Y
Care & Maintenance - 40% of Total Charge	\$628.60	\$648.00	\$19.40	Y
Cremation (4' x 10' lot)				
Lot Charge	\$942.80	\$972.00	\$29.20	Y
Care & Maintenance - 40% of Total Charge	\$628.60	\$648.00	\$19.40	Y
<b>Non-Resident</b>				
Single Grave (4' x 10' lot)				
Lot Charge	\$1,414.20	\$1,457.00	\$42.80	Y
Care & Maintenance - 40% of Total Charge	\$942.80	\$972.00	\$29.20	Y
Cremation (4' x 10' lot)				
Lot Charge	\$1,414.20	\$1,457.00	\$42.80	Y
Care & Maintenance - 40% of Total Charge	\$942.80	\$972.00	\$29.20	Y
<b>Military</b>				
Single Grave (4' x 10' lot)				
Lot Charge	\$0.00	\$0.00	\$0.00	N
Care & Maintenance - 40% of Total Charge	\$628.60	\$648.00	\$19.40	Y
Cremation (4' x 10' lot)				
Lot Charge	\$0.00	\$0.00	\$0.00	N
Care & Maintenance - 40% of Total Charge	\$628.60	\$648.00	\$19.40	Y
<b>INTERMENT SERVICES</b>				
<b>Full Burial</b>				
Regular Hours	\$1,518.90	\$1,565.00	\$46.10	Y
Weekend/Holidays	\$1,967.00	\$2,027.00	\$60.00	Y
<b>Cremation</b>				
<i>* Note: there will be an additional charge of \$50.00 for any urn/box larger than 16"x16"</i>				
Regular Hours	\$523.80	\$540.00	\$16.20	Y
Weekend/Holidays	\$593.60	\$612.00	\$18.40	Y
<b>Infant/Child</b>				
Regular Hours	\$750.80	\$774.00	\$23.20	Y
Weekend/Holidays	\$750.80	\$774.00	\$23.20	Y
<b>Double Depth</b>				
Regular Hours	\$1,967.00	\$2,027.00	\$60.00	Y
Weekend/Holidays	\$2,479.20	\$2,554.00	\$74.80	Y
<b>OTHER SERVICES</b>				
<b>Foundations</b>				
Foundations (per sq. inch)	\$1.80	\$1.85	\$0.05	Y
Flat Marker	\$238.60	\$246.00	\$7.40	Y
<b>Corner Markers</b>				
Installation of Corner Markers - each	\$29.10	\$30.00	\$0.90	Y
<b>Care and Maintenance</b>				
Flat Marker, over 172 square inches	\$113.00	\$117.00	\$4.00	Y
Upright Marker, up to 4 feet	\$226.00	\$233.00	\$7.00	Y
Upright Marker, over 4 feet	\$452.00	\$466.00	\$14.00	Y
<b>Miscellaneous</b>				
Cemetery staff charge-out rate (per hour)	\$103.60	\$107.00	\$3.40	Y
Disinterment	Actual + 10% admin	Actual + 10% admin	-	Y

**2024 FEES AND CHARGES**

**SERVICE AREA: RECREATION**

Description	2023 Fee	2024 Fee	2025 Fee	HST
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**ARENA FACILITY**

<i>Note: Changes are effective September 1, which coincides with the start of the season.</i>				
<i>Prime - Weekdays (5PM to close) &amp; Weekends (6AM to close) &amp; Statutory Holidays</i>				
<i>Non-Prime - Weekdays (6AM to 5PM)</i>				
Public Skating (per person)	\$3.00	\$3.00	\$4.00	Y
Preschool Skating (per person)	\$3.00	\$3.00	\$4.00	Y
Adult Skating (per person)	\$3.00	\$3.00	\$4.00	Y
Stick & Puck (per person)	N/A	\$3.00	\$4.00	Y
Public Skating/Preschool/Adult Discount Card (10 uses)	\$25.00	\$25.00	\$35.00	Y
Shinny Hockey (per person)	\$5.00	\$6.00	\$7.00	Y
Prime (per hour)	\$228.00	\$235.00	\$243.00	Y
Non-Prime (per hour)	\$155.00	\$160.00	\$165.00	Y
Arena Floor Rental (per hour)	\$67.00	\$70.00	\$73.00	Y
Local Schools and Local Home Schools (per hour)	\$78.00	\$81.00	\$84.00	Y
<b>West Lincoln Figure Skating Club</b>				
Prime (per hour)	\$155.00	\$160.00	\$165.00	Y
Non-Prime (per hour)	\$106.00	\$110.00	\$114.00	Y
<b>West Niagara Minor Hockey Association</b>				
Prime (per hour)	\$166.00	\$171.00	\$177.00	Y
Non-Prime (per hour)	\$106.00	\$110.00	\$114.00	Y

**COMMUNITY ROOMS & GYMNASIUM**

<i>Note: Rental times must include set up &amp; take down time</i>				
<i>Prime - Weekdays (5PM to close) &amp; Weekends (6AM to close) &amp; Statutory Holidays</i>				
<i>Non-Prime - Weekdays (6AM to 5PM)</i>				
<b>Community Room (3 available)</b>				
Prime (per hour) - up to 4 hours	\$28.00	\$29.00	\$30.00	Y
Prime (daily) - more than 4 hours	\$139.00	\$144.00	\$149.00	Y
Non-Prime (per hour) - up to 4 hours	\$18.00	\$19.00	\$20.00	Y
Non-Prime (daily) - more than 4 hours	\$84.00	\$87.00	\$90.00	Y
Kitchenette (per hour) - maximum charge of \$80	\$18.00	\$16.00	\$17.00	Y
<b>Gymnasium</b>				
<b>Full Gymnasium</b>				
Prime (per hour) - up to 4 hours	\$34.00	\$36.00	\$38.00	Y
Prime (daily) - more than 4 hours	\$166.00	\$171.00	\$177.00	Y
Non-Prime (per hour) - up to 4 hours	\$23.00	\$24.00	\$25.00	Y
Non-Prime (daily) - more than 4 hours	\$112.00	\$116.00	\$120.00	Y
<b>Half Gymnasium</b>				
Hourly Prime (up to 4 hours)	\$18.00	\$19.00	\$20.00	Y
Daily Prime (more than 4 hours)	\$84.00	\$87.00	\$90.00	Y
Hourly Non-Prime (up to 4 hours)	\$12.00	\$13.00	\$14.00	Y
Daily Non-Prime (more than 4 hours)	\$56.00	\$58.00	\$60.00	Y
Gym Kitchenette (per hour) - maximum charge of \$80	\$18.00	\$16.00	\$17.00	Y

**PARKS AND OUTDOOR FACILITIES**

<b>West Lincoln Youth Sports Associations</b>				
Soccer/Football/Baseball Youth 0-8 years (per person)	\$13.00	\$14.00	\$15.00	Y
Soccer/Football/Baseball Youth 8+ (per person)	\$15.00	\$16.00	\$17.00	Y
Field with lights (per hour)	\$24.00	\$25.00	\$26.00	Y
Tournament (per field, per day ie. 8 hours or more)	\$54.00	\$56.00	\$58.00	Y
<b>Adult</b>				
Field without lights (per hour)	\$24.00	\$25.00	\$26.00	Y
Field with lights (per hour) 8PM to 11PM - minimum	\$37.00	\$39.00	\$41.00	Y
Tournament (per field, per day ie. 8 hours or more)	\$231.00	\$238.00	\$246.00	Y

**2024 FEES AND CHARGES**

**SERVICE AREA: RECREATION**

<b>Description</b>	<b>2023 Fee</b>	<b>2024 Fee</b>	<b>2025 Fee</b>	<b>HST</b>
<b>Schools - Local Schools &amp; Local Home Schools</b>				
Local Track/Cross Country Meet (per day)	\$54.00	\$56.00	\$58.00	Y
Local Soccer/Football/Baseball Daytime (per hour)	\$17.00	\$18.00	\$19.00	Y
Local Soccer/Football/Baseball Evening/Weekend (per hour)	\$24.00	\$25.00	\$26.00	Y
Local Soccer/Football/Baseball Evening/Weekend Tournament	\$231.00	\$238.00	\$246.00	Y
<b>Pavilion &amp; Bandshell</b>				
Full Day Pavilion (includes hydro)	\$75.00	\$78.00	\$81.00	Y
Half Day Pavilion (includes hydro)	\$43.00	\$45.00	\$47.00	Y
Band Shell - up to 4 hours (includes hydro)	\$292.00	\$301.00	\$311.00	Y
Band Shell (per day) - includes hydro	\$466.00	\$480.00	\$495.00	Y
<b>PROGRAMS, CLASSES, &amp; CAMPS</b>				
<i>Seniors (55+) eligible for 10% Fitness Discount (exception Tai Chi &amp; Drop In).</i>				
10 Class Adult Registered Program	\$92.00	\$95.00	\$98.00	Y
Youth Registered Program	N/A	\$57.00	\$59.00	N
Family Registered Program	N/A	\$125.00	\$129.00	Y
Pay As You Go	\$10.00	\$15.00	\$15.00	Y
Tai Chi First Timers	\$43.00	\$45.00	\$47.00	Y
Tai Chi Returning	\$27.00	\$28.00	\$29.00	Y
Registered Program Cancellation by User (non-refundable)	N/A	\$15.00	\$15.00	N
<b>Drop In</b>				
Drop In Youth Gym Program	\$3.00	\$3.00	\$4.00	Y
Drop In Youth Gym Discount Card (10 uses)	\$15.00	\$15.00	\$20.00	Y
Drop In Adult Gym Program	\$5.00	\$5.00	\$5.00	Y
Drop In Adult Gym Discount Card (10 uses)	\$41.00	\$41.00	\$41.00	Y
Drop In Senior Gym Program	\$3.00	\$3.00	\$4.00	Y
Drop In Senior Gym Discount Card (10 uses)	\$25.00	\$25.00	\$30.00	Y
Drop in Family Fee (max. 2 adults, 4 children)	N/A	\$15.00	\$16.00	Y
Drop in Family Fee Discount Card (10 uses)	N/A	\$100.00	\$100.00	Y
<b>Camps</b>				
Early Bird (per week)	\$139.00	N/A	N/A	N
Regular Five-Day (per week)	\$153.00	\$153.00	\$158.00	N
Four-Day Week (Due to Township Holiday)	N/A	\$122.00	\$126.00	N
March Break Camp	\$148.00	\$153.00	\$158.00	N
Extended Care (7:30AM to 9:00AM OR 3:30PM to 5:30PM)	\$7.00	\$7.00	\$8.00	N
Late Pick Up (per 15 minutes)	\$12.00	\$13.00	\$14.00	N
Camp Cancellation by User (non-refundable)	N/A	\$15.00	\$15.00	N
<b>Harvest Routes Workshops</b>				
Adult Workshop - Adults (non-refundable)	\$20.00	\$20.00	\$21.00	Y
Adult Workshop - Seniors (55+)	\$15.00	N/A	N/A	Y
Kid/Youth Workshop (non-refundable)	\$10.00	\$11.00	\$12.00	N
<b>DIGITAL ROAD SIGN</b>				
Per Day	\$19.00	\$20.00	\$21.00	Y
Per Week	\$83.00	\$86.00	\$89.00	Y
<b>HANGING BASKET &amp; TRAFFIC ISLAND SPONSORSHIP</b>				
Hanging Basket	\$125.00	\$129.00	\$133.00	N
Traffic Island	\$1,300.00	\$1,339.00	\$1,380.00	N



**2024 FEES AND CHARGES**

**SERVICE AREA: LIBRARY**

Description	2023 Fee	2024 Fee	Change	HST
<b>COPY/PRINTING</b>				
Computer Printout, Black Ink (per page)	\$0.25	\$0.25	\$0.00	N
Computer Printout, Colour Ink (per page)	\$0.50	\$0.50	\$0.00	N
<b>LOST OR DAMAGED MATERIAL</b>				
Membership Card Replacement	\$1.50	\$1.50	\$0.00	N
Material Lost/Damaged (per book)	Cost + \$5.00 processing charge	Cost + \$5.00 processing charge	-	N
<b>PROGRAMS</b>				
Program and Event Registration (per person)	Actual cost	Actual cost	-	N
<b>LIBRARY ROOMS</b>				
<i>Note: Rental times must include set up &amp; take down time</i>				
<i>Prime - Weekdays (5PM to close) &amp; Weekends (8AM to close) &amp; Statutory Holidays</i>				
<i>Non-Prime - Weekdays (8AM to 5PM)</i>				
<b>Smithville - Program Room 51' x 22'</b>				
Prime (per hour) - up to 4 hours	\$37.00	\$39.00	\$2.00	N
Prime (daily) - more than 4 hours	\$178.00	\$184.00	\$6.00	N
Non-Prime (per hour) - up to 4 hours	\$22.00	\$23.00	\$1.00	N
Non-Prime (daily) - more than 4 hours	\$106.00	\$110.00	\$4.00	N
Kitchen (per hour) - up to 4 hours	\$18.00	\$19.00	\$1.00	N
Kitchen (daily) - more than 4 hours	N/A	\$91.00	-	N
<b>Smithville - Board Room 22' x 15'</b>				
Prime (per hour) - up to 4 hours	\$12.00	\$13.00	\$1.00	N
Prime (daily) - more than 4 hours	\$56.00	\$58.00	\$2.00	N
Non-Prime (per hour) - up to 4 hours	\$7.00	\$8.00	\$1.00	N
Non-Prime (daily) - more than 4 hours	\$28.00	\$29.00	\$1.00	N
<b>Caistorville - Board Room 20' x 12'</b>				
Prime (per hour) - up to 4 hours	\$12.00	\$13.00	\$1.00	N
Prime (daily) - more than 4 hours	\$56.00	\$58.00	\$2.00	N
Non-Prime (per hour) - up to 4 hours	\$7.00	\$8.00	\$1.00	N
Non-Prime (daily) - more than 4 hours	\$28.00	\$29.00	\$1.00	N
<b>Wellandport Program Room 31' x 16'</b>				
Prime (per hour) - up to 4 hours	\$18.00	\$19.00	\$1.00	N
Prime (daily) - more than 4 hours	\$84.00	\$87.00	\$3.00	N
Non-Prime (per hour) - up to 4 hours	\$10.00	\$11.00	\$1.00	N
Non-Prime (daily) - more than 4 hours	\$45.00	\$47.00	\$2.00	N
<b>MAKERSPACE PROJECT CREATION</b>				
Permanent Vinyl Sheet (12" x 12")	Actual cost	\$1.00	-	N
Iron-On Vinyl Sheet (12" x 12")	Actual cost	\$1.50	-	N
Felt (12" x 12")	Actual cost	\$1.00	-	N
Cardstock Sheet (8" x 11.5")	Actual cost	\$0.25	-	N
Sticker Paper - Matte (8" x 11.5")	Actual cost	\$1.50	-	N
Sticker Paper - Glossy (8" x 11.5")	Actual cost	\$1.50	-	N
3-D Filament (per gram)	Actual cost	\$0.15	-	N
Custom Button	Actual cost	\$1.00	-	N

**2024 FEES AND CHARGES**

**SERVICE AREA: LEGISLATIVE SERVICES**

Description	2023 Fee	2024 Fee	Change	HST
<b>COMMISSIONER</b>				
Oaths - Resident	\$11.00	\$12.00	\$1.00	N
Oaths - Non-Resident	\$14.00	\$15.00	\$1.00	N
Oaths - Resident 65 years or older for pension eligibility	\$0.00	\$0.00	\$0.00	N
Oaths - Students (must provide proof of school ID)	\$0.00	\$0.00	\$0.00	N
Preparation of Affidavit/Declaration	\$20.00	\$21.00	\$1.00	N
Burial Permit/Death Registration for Non-Residents	\$20.00	\$21.00	\$1.00	N

**INFORMATION REQUESTS**

<b>Freedom of Information and Protection of Privacy Act</b>				
<i>These fees are set per The Freedom of Information and Protection of Privacy Act legislation. Therefore, the fees are subject to change per legislation.</i>				
Mandatory Application Fee	\$5.00	\$5.00	\$0.00	N
Photocopies & computer printouts (per page)	\$0.20	\$0.20	\$0.00	N
Computer disk/flash drive (per unit)	\$10.00	\$10.00	\$0.00	N
Manual record search (per 15 minutes, per person)	\$7.50	\$7.50	\$0.00	N
Record preparation for release (per 15 minutes, per person)	\$7.50	\$7.50	\$0.00	N
Develop computer program (per 15 minutes, per person)	\$15.00	\$15.00	\$0.00	N
Shipping costs to send records	Actual costs	Actual costs	-	N
<b>Non-Freedom of Information Requests</b>				
Staff time charge-out rate (per hour)	\$92.00	\$95.00	\$3.00	N
Photocopies & computer printouts (per page)	\$0.30	\$0.40	\$0.10	N

**NOMINATION FILING**

<i>These fees are set per The Municipal Act legislation, therefore subject to change per that legislation. Upon satisfactory submission of a financial statement, these fees are refundable.</i>				
Mayor	\$200.00	\$200.00	\$0.00	N
Members of Council	\$100.00	\$100.00	\$0.00	N

**LICENSES**

<i>License application fees are to be paid upfront as part of the application process. If the license application is denied by Council or its designee, the license fee will be returned, less a non-refundable fee as noted below.</i>				
Marriage License	N/A	\$130.00	-	N
Lottery (per AGCO)	3% of prizes	3% of prizes	-	N
Non-Resident Small Game Hunting	\$8.00	\$25.00	\$17.00	N
Trailer Parks (per park, per year)	\$750.00	\$773.00	\$23.00	N
Refreshment Vehicle (per vehicle, per year)	\$300.00	\$309.00	\$9.00	N
Refreshment Vehicle (per vehicle, per day)	\$100.00	\$103.00	\$3.00	N
Refreshment Cart (per cart, per year)	\$300.00	\$309.00	\$9.00	N
Refreshment Cart (per cart, per day)	\$100.00	\$103.00	\$3.00	N
Refreshment Cycle (first cycle, per year)	\$300.00	\$309.00	\$9.00	N
Refreshment Cycle (each additional cycle, per year)	\$75.00	\$78.00	\$3.00	N
Refreshment Cycle (first cycle, per day)	\$50.00	\$52.00	\$2.00	N
Refreshment Cycle (each additional cycle, per day)	\$12.50	\$13.00	\$0.50	N
Non-refundable fee if license denied	\$75.00	\$78.00	\$3.00	N



**2024 FEES AND CHARGES**

**SERVICE AREA: PUBLIC WORKS**

<b>Description</b>	<b>2023 Fee</b>	<b>2024 Fee</b>	<b>Change</b>	<b>HST</b>
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**GENERAL FEES**

Engineering Reports/ Drawings/ Studies - Printed (per page)	\$0.30	\$0.40	\$0.10	N
Curb & Sidewalk Repair	Actual + 10% admin	Actual + 10% admin	-	Y
Driveway/ Entrance	Actual + 10% admin	Actual + 10% admin	-	Y
Culvert Installation	Actual + 10% admin	Actual + 10% admin	-	Y
Culvert Inspection	\$150.00	\$155.00	\$5.00	N
Culvert Deposit, non-interest bearing (refundable upon final inspection approval)	\$1,250.00	\$1,250.00	\$0.00	N
Road Occupancy/Encroachment Permit	\$0.00	\$100.00	\$100.00	N

**OVERSIZE/OVERWEIGHT LOAD**

Single Trip	\$51.50	\$54.00	\$2.50	N
Three Month	\$103.00	\$107.00	\$4.00	N
Annually	\$154.50	\$160.00	\$5.50	N

**STAFF AND EQUIPMENT CHARGE-OUT RATES**

<b>Vehicles (per hour)</b>				
<i>Based on the Ontario Provincial Standards Specifications, Schedule of Rental Rates.</i>				
Pick-Up 4X4	\$29.00	\$41.00	\$12.00	Y
Grader	\$126.90	\$155.00	\$28.10	Y
Tandem	\$81.50	\$95.00	\$13.50	Y
One Ton	\$29.00	\$50.00	\$21.00	Y
Backhoe	\$59.05	\$70.00	\$10.95	Y
Van & 2-Wheel Drive Pick-Up	\$27.60	\$39.00	\$11.40	Y
<b>Employees (per hour)</b>				
Truck Driver	\$52.90	\$55.00	\$2.10	Y
Backhoe Operator	\$62.30	\$65.00	\$2.70	Y
Grader Operator	\$62.30	\$65.00	\$2.70	Y
Water & Wastewater Operator	\$62.30	\$65.00	\$2.70	Y
Engineering/Managerial Staff	\$98.90	\$102.00	\$3.10	Y

**2024 FEES AND CHARGES**

**SERVICE AREA: FINANCE**

<b>Description</b>	<b>2023 Fee</b>	<b>2024 Fee</b>	<b>Change</b>	<b>HST</b>
<b>GENERAL FINANCE</b>				
Returned Payment Fee (Non-Sufficient Funds)	\$35.00	\$35.00	\$0.00	N
Inter-Account Transfer of Customer-Made Payment	\$12.00	\$13.00	\$1.00	N
Refund of Customer-Made Incorrect Payment on Account	\$45.00	\$45.00	\$0.00	N
Penalty for Late Account Payment (per month)	1.25%	1.25%	-	N
Replacement of Lost/Stolen Vendor Cheque	\$42.00	\$44.00	\$2.00	N
Invoice Bill-Back Administration	\$10.00	\$11.00	\$1.00	N
Tax & Water Certificate	\$47.00	\$50.00	\$3.00	N
Tax & Water Certificate - Rush (within 1 business day)	\$52.00	\$55.00	\$3.00	N
Information/Special Requests - staff time charge-out rate (per hour)	N/A	Actual costs + 10% admin	-	Y

**PROPERTY TAX**

<b>General</b>				
Penalty for Late Tax Account Payment (per month)	1.25%	1.25%	-	N
Tax Bill - Duplicate Copy	\$8.00	\$9.00	\$1.00	N
Tax Statement	\$8.00	\$9.00	\$1.00	N
New Roll Number Account Set-Up (per roll)	\$42.00	\$44.00	\$2.00	N
Mortgage Company Administration - New	\$21.00	\$22.00	\$1.00	N
Overdue Water Account Transfer to Taxes	\$35.00	\$37.00	\$2.00	Y
Overdue Non-Water Account Transfer to Taxes	\$47.00	\$49.00	\$2.00	Y
POA Administration/AMP Fines Added to Taxes	\$47.00	\$49.00	\$2.00	N
<b>Tax Registration</b>				
Preparation of Extension Agreement	\$355.00	\$366.00	\$11.00	N
Tax Registration Charges per External Vendor(s)	Actual costs	Actual costs	-	N
Tax Sale Charges per External Vendor(s)	Actual costs	Actual costs	-	N

**DEVELOPMENT CHARGE ACT ADMINISTRATION**

Payment Default under Development Charge Act Section 26.1 Instalment Arrangement	\$412.00	\$425.00	\$13.00	N
Interest Rate under Development Charge (DC) Act Sections 26.1 and 26.2	Per DC Act legislation	Per DC Act legislation	-	N

**2024 FEES AND CHARGES**

**SERVICE AREA: UTILITY**

Description	2023 Fee	2024 Fee	Change	HST
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**WATER & WASTEWATER RATES**

*Note: Changes are effective July 1 of each year.*

**Metered Water Rates**

Consumptive Rate (per cubic metre)	\$1.63	\$1.71	\$0.08	N
Quarterly Base Charge - 5/8" Meter	\$45.70	\$47.99	\$2.29	N
Quarterly Base Charge - 3/4" Meter	\$45.70	\$47.99	\$2.29	N
Quarterly Base Charge - 1" Meter	\$114.25	\$119.96	\$5.71	N
Quarterly Base Charge - 1 1/4" Meter	\$171.36	\$179.93	\$8.57	N
Quarterly Base Charge - 1 1/2" Meter	\$228.49	\$239.92	\$11.43	N
Quarterly Base Charge - 2" Meter	\$365.58	\$383.86	\$18.28	N
Quarterly Base Charge - 3" Meter	\$731.17	\$767.73	\$36.56	N
Quarterly Base Charge - 4" Meter	\$1,142.46	\$1,199.58	\$57.12	N
Quarterly Base Charge - 6" Meter	\$2,284.89	\$2,399.13	\$114.24	N
Quarterly Base Charge - 8" Meter	\$3,655.81	\$3,838.61	\$182.80	N

**Metered Wastewater Rates**

Consumptive Rate (per cubic metre)	\$1.93	\$1.97	\$0.04	N
Quarterly Base Charge - 5/8" Meter	\$105.36	\$110.62	\$5.26	N
Quarterly Base Charge - 3/4" Meter	\$105.36	\$110.62	\$5.26	N
Quarterly Base Charge - 1" Meter	\$263.41	\$276.58	\$13.17	N
Quarterly Base Charge - 1 1/4" Meter	\$395.09	\$414.84	\$19.75	N
Quarterly Base Charge - 1 1/2" Meter	\$526.80	\$553.14	\$26.34	N
Quarterly Base Charge - 2" Meter	\$842.86	\$885.00	\$42.14	N
Quarterly Base Charge - 3" Meter	\$1,685.72	\$1,770.01	\$84.29	N
Quarterly Base Charge - 4" Meter	\$2,633.93	\$2,765.63	\$131.70	N
Quarterly Base Charge - 6" Meter	\$5,267.87	\$5,531.26	\$263.39	N
Quarterly Base Charge - 8" Meter	\$8,428.59	\$8,850.02	\$421.43	N

**Bulk Water Filling Station Rate**

Consumptive Rate (per cubic metre)	\$2.21	\$2.32	\$0.11	N
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**FINANCE UTILITY ADMINISTRATION**

New Bulk Water Account Set Up Fee (Permanent and Temporary)	\$45.00	\$47.00	\$2.00	Y
New Bulk Water Account Credit Check	N/A	Actual costs	-	Y
New Metered Account Set Up Fee	\$16.00	\$17.00	\$1.00	Y
Penalty for Late Water Account Payment (per quarter)	5%	5%	-	N
Penalty for Late Bulk Water Payment (per month)	1.25%	1.25%	-	N
Final Reminder Notice for Overdue Accounts	\$23.00	\$24.00	\$1.00	N
Minimum Bulk Water Usage	\$15.00	\$16.00	\$1.00	N
Water Bill - Duplicate Copy	\$8.00	\$9.00	\$1.00	N
Water Statement	\$8.00	\$9.00	\$1.00	N
Bulk Water Deposit, non-interest bearing (refundable upon closure of account in good standing)	\$350.00	\$400.00	\$50.00	N
Water Meter Box Deposit, non-interest bearing (refundable upon closure of customer in good standing)	\$5,000.00	\$5,000.00	\$0.00	N
Collection Charges per External Vendor(s)	Actual costs	Actual costs	-	N

**2024 FEES AND CHARGES**

**SERVICE AREA: UTILITY**

<b>Description</b>	<b>2023 Fee</b>	<b>2024 Fee</b>	<b>Change</b>	<b>HST</b>
<b>PUBLIC WORKS UTILITY ADMINISTRATION</b>				
<b>Installation of Water Meter &amp; Service Pipe</b>				
<i>The cost of installing a Township owned water meter in each unit of a subdivision/ multi-unit building, and each new building.</i>				
Installation of New 5/8" Meter (includes installation)	\$620.00	\$660.00	\$40.00	N
Installation of New 3/4" Meter (includes installation)	\$680.00	\$725.00	\$45.00	N
Installation of New 1" Meter (includes installation)	\$810.00	\$865.00	\$55.00	N
Installation of New 1 ¼" Meter (includes installation)	\$810.00	\$865.00	\$55.00	N
Installation of New 1 ½" Meter (includes installation)	\$1,230.00	\$1,300.00	\$70.00	N
Cost of New 2" Meter (excludes installation)	\$1,380.00	\$1,475.00	\$95.00	N
Cost of New 3" Meter (excludes installation)	\$4,820.00	\$5,100.00	\$280.00	N
Cost of New 4" Meter (excludes installation)	\$6,190.00	\$6,500.00	\$310.00	N
Cost of New 6" Meter (excludes installation)	\$9,500.00	\$10,000.00	\$500.00	N
Cost of New 8" Meter (excludes installation)	\$13,340.00	\$14,250.00	\$910.00	N
<i>The cost of installing each water service from the watermain in or under any highway to the limits of the private property.</i>				
Installation of New 3/4" Service (meter not included)	Actual + 10% admin	Actual + 10% admin	-	N
Installation of New Service Exceeding 3/4" (meter not included)	Actual + 10% admin	Actual + 10% admin	-	N
Tapping Service Exceeding 3/4" up to 2"	\$277.00	\$286.00	\$9.00	N
Public Sewer Hook-Up	Actual + 10% admin	Actual + 10% admin	-	N
<b>Other Charges</b>				
Water Turn On/Off - During Normal Business Hours	\$80.00	\$85.00	\$5.00	N
Water Turn On/Off - Outside Normal Business Hours	\$240.00	\$250.00	\$10.00	N
Water Same Day Read Request	\$100.00	\$125.00	\$25.00	N
<b>Water On Construction (Flat Rate)</b>				
Residential	\$258.00	\$266.00	\$8.00	N
Commercial, Industrial and Institutional	\$412.00	\$425.00	\$13.00	N

**2024 FEES AND CHARGES**

**SERVICE AREA: PLANNING**

Description	2023 Fee	2024 Fee	Change	HST
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*Note: Application fees do not apply to applications initiated by Niagara Region within the limits of Township. Pre-Consultation Meeting fees consistent with Niagara Region and Area Municipalities. All fees shall be payable in cash to Township prior to and as a condition of the Township signing and registering the executed agreement. Where needed, legal fees are billed back to the applicant. \*Should development have commenced prior to a planning application being fully approved and completed, an additional fee of \$1,200.00 shall be applied to the base fee, as an extra administrative fee. \*\*Applications submitted prior to July 1, 2022 application fee categories remain applicable (Includes Subsequent Versions of the Development Names). \*\*\*In accordance with recent Provincial legislation and the Township's Official Plan Implementation policies for deeming a complete application, a preliminary submission package is required to review the technical studies, plans/drawings, engineering requirements including costs, and any other documentation identified at the time of the pre-consultation meeting. The Township Staff and commenting agencies must sign off on the preliminary submission package prior to the formal application including the applicable fees are submitted, at which time the application is deemed complete and the mandatory timelines for the necessary approvals commence.*

**OFFICIAL PLAN AND ZONING**

Official Plan Amendment*/*** - broken down as:	\$11,940.00	\$12,537.00	\$597.00	N
<i>Preliminary Submission***</i>		\$4,179.00		
<i>Formal Submission</i>		\$8,358.00		
Zoning By-law Amendment*/*** - broken down as:	\$9,630.00	\$10,112.00	\$482.00	N
<i>Preliminary Submission***</i>		\$3,370.00		
<i>Formal Submission</i>		\$6,742.00		
Combined Office Plan Amendment/Zoning By-law Amendment*/*** - broken down as:	\$16,180.00	\$16,989.00	\$809.00	N
<i>Preliminary Submission***</i>		\$5,663.00		
<i>Formal Submission</i>		\$11,326.00		
Zoning By-law Amendment (Condition of Consent)	\$4,820.00	\$5,061.00	\$241.00	N
Removing of (H) Holding Provision	\$1,670.00	\$1,754.00	\$84.00	N
Part Lot Control – Removal of Part Lot Control (per lot/block)	\$2,290.00	\$2,405.00	\$115.00	N
Temporary Use Agreement	\$3,190.00	\$3,350.00	\$160.00	N
Temporary Use By-law	\$3,640.00	\$3,822.00	\$182.00	N
Extension to Temporary Use By-law	\$3,190.00	\$3,350.00	\$160.00	N
Deeming By-law	\$1,090.00	\$1,145.00	\$55.00	N
Zoning Compliance	\$240.00	\$252.00	\$12.00	N
Written Property Reports	\$240.00	\$252.00	\$12.00	N

**BLOCK PLANS**

Block Plan Application (Base Fee)	\$30,900.00	\$32,445.00	\$1,545.00	N
Block Plan Application (per hectare for total block that is above Base Fee)	\$1,030.00	\$1,082.00	\$52.00	N

**SUBDIVISION/CONDOMINIUM**

Draft Plan of Condominium Application (Base Fee)*** - broken down as:	\$18,490.00	\$19,415.00	\$925.00	N
<i>Preliminary Submission***</i>		\$6,470.00		
<i>Formal Submission</i>		\$12,945.00		
Condominium Conversion	\$14,820.00	\$15,561.00	\$741.00	N
Condominium Amalgamation	\$2,360.00	\$2,478.00	\$118.00	N
Exemption of Draft Plan of Condominium Approval	\$2,690.00	\$2,825.00	\$135.00	N
Draft Plan of Subdivision Application (Base Fee, up to 10 hectares)*** - broken down as:	\$21,400.00	\$22,470.00	\$1,070.00	N
<i>Preliminary Submission***</i>		\$7,490.00		
<i>Formal Submission</i>		\$14,980.00		

## 2024 FEES AND CHARGES

## SERVICE AREA: PLANNING

Description	2023 Fee	2024 Fee	Change	HST
Draft Plan of Subdivision Application (Per hectare above 10 hectares, plus Base Fee)	\$1,430.00	\$1,502.00	\$72.00	N
Extension to Draft Plan Approval of Subdivision or Condominium	\$1,700.00	\$1,785.00	\$85.00	N
Red-Line Revisions to Draft Plan Approval of Subdivision or Condominium	\$3,640.00	\$3,822.00	\$182.00	N
Final Approval of Plan of Condominium or Subdivision (Includes Clearing Conditions)	\$3,600.00	\$3,780.00	\$180.00	N
Condominium or Subdivision Agreement**	\$12,500.00	\$13,125.00	\$625.00	N
Amendment to Draft Plan of Subdivision or Condominium Agreement	\$8,520.00	\$8,946.00	\$426.00	N
Street Naming for New Subdivisions	\$1,840.00	\$1,932.00	\$92.00	N

### SITE PLAN

Site Plan Approval Application (Initial or Amendment where New Agreement Required) (Includes residential developments with >10 units)*** - broken down as:	\$8,470.00	\$8,994.00	\$524.00	N
<i>Preliminary Submission***</i>		\$2,965.00		
<i>Formal Submission</i>		\$5,929.00		
Site Plan Approval Application (Initial or Amendment where no Agreement Required)*	\$3,420.00	\$3,591.00	\$171.00	N
Red-Line Revisions to a Site Plan	\$3,640.00	\$3,822.00	\$182.00	N
Discharge of a Site Plan Agreement	\$1,490.00	\$1,565.00	\$75.00	N

### DEVELOPMENT/FRONT-END/PRE-SERVICING AGREEMENT

Development Agreement (Includes residential developments with 10 units or less)*** - broken down as:	\$8,470.00	\$8,994.00	\$524.00	N
<i>Preliminary Submission***</i>		\$2,965.00		N
<i>Formal Submission</i>		\$5,929.00		
Front-End Financing Agreement (Includes legal fees for registration, initial engineering review fee, third-party agreement review, Part 12 fees, etc.)	N/A	Actual costs	-	N
Pre-Servicing Agreement (Includes legal fees for registration, initial engineering review fee, per phase or block)	N/A	\$8,994.00	-	N

### PRE-CONSULTATION

Pre-Consultation Meeting/Development Applications (Deduct fee towards other planning fees outlined above if complete application is received within 1 year of the pre-consultation meeting)	\$310.00	\$500.00	\$190.00	N
Consultation Process for Telecommunication Facilities	\$2,110.00	\$2,216.00	\$106.00	N

### MISCELLANEOUS

Approval of Road Opening/Upgrade (Allow access to build)	\$1,700.00	\$1,785.00	\$85.00	N
Adjournment/Rescheduling Fee for public meeting	\$340.00	\$357.00	\$17.00	N
Closing of Road Allowance	\$350.00	\$368.00	\$18.00	N
Closing of Road Allowance Deposit, non-interest bearing (refundable upon conditions satisfactorily being met)	\$1,150.00	\$1,208.00	\$58.00	N

### SITE ALTERATION PERMIT

<i>The below permit fees double if fill has been hauled to the site before Township approval granted.</i>				
Application Fee, less than 500 cubic metre/year	\$0.00	\$0.00	\$0.00	N
Application Fee, between 500-1,000 cubic metre/year	\$520.00	\$546.00	\$26.00	N
Application Fee, greater than 1,000 cubic metre/year	\$1,030.00	\$1,082.00	\$52.00	N
Security deposit, non-interest bearing	As needed	As needed	-	N

**2024 FEES AND CHARGES**

**SERVICE AREA: PLANNING**

Description	2023 Fee	2024 Fee	Change	HST
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**SITE PLAN/SUBDIVISION/CONDOMINIUM DEVELOPMENT SERVICING**

*The Engineering Review and Administration fee shall cover the costs incurred following the signing of the agreement and are calculated as a percentage based upon one hundred percent (100%) of the estimated total costs of construction of all services (internal and external) as shown in the development agreement's Financial Schedule and charged as follows:*

Total cost of services less than \$1,000	\$0.00	\$250.00	\$250.00	N
Total cost of services less than \$5,000	\$260.00	\$500.00	\$240.00	N
Total cost of services less than \$20,000	\$1,550.00	\$2,000.00	\$450.00	N
Total cost of services less than \$30,000	\$2,060.00	\$3,000.00	\$940.00	N
Total cost of services less than \$60,000	\$3,090.00	\$6,000.00	\$2,910.00	N
Total cost of services less than \$75,000	\$4,120.00	\$7,500.00	\$3,380.00	N
Total cost of services less than \$100,000	\$5,150.00	\$10,000.00	\$4,850.00	N
Total cost of services between \$100,000-\$500,000 (Minimum of \$10,000)	\$5,000.00 + 4% of costs >\$100,000	\$5,000.00 + 5% of costs >\$100,000	-	N
Total cost of services over \$500,000 (Minimum of \$25,000)	\$5,000.00 + 4% of costs btwn. \$100,000- \$500,000 + 3% of costs >\$500,000	\$5,000.00 + 5% of costs btwn. \$100,000- \$500,000 + 4% of costs >\$500,000	-	N

**Tariff of Fees for the Committee of Adjustment**

Basic Processing Fee - Applications for Consent (New Lot) Includes administration and mailing fees required to process consent applications and validation of title requests.	\$2,960.00	\$3,108.00	\$148.00	N
Basic Processing Fee - Applications for Minor Boundary Adjustments or Legal and Technical Lot Adjustments (Includes administration and mailing fees required to process consent applications and validation of title requests)	\$1,480.00	\$1,554.00	\$74.00	N
Health Inspection Fee for West Lincoln Properties (Required if municipal sewage system is unavailable and private septic system proposed, per new lot + remnant)	\$290.00	\$305.00	\$15.00	N
Adjournment/Rescheduling Fee - Applicable as determined by Committee when an adjournment of an application is necessary.	\$340.00	\$357.00	\$17.00	N
Final Certification Fee (Per application, payable upon submission of the documents (deeds) for issuance of final certification)	\$760.00	\$798.00	\$38.00	N
Basic Processing Fee - Minor Variance Applications* (Includes administration and mailing fees required to process minor variance applications.)	\$2,300.00	\$2,415.00	\$115.00	N
Development Agreement as a Condition of Consent	\$3,420.00	\$3,591.00	\$171.00	N
Request for Change in Conditions - Consent. Includes administration and mailing fees required to process requests for change in conditions, under Section 53(23) of the Planning Act.	\$890.00	\$935.00	\$45.00	N

**2024 FEES AND CHARGES**

**SERVICE AREA: FIRE**

Description	2023 Fee	2024 Fee	Change	HST
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**FALSE ALARMS**

Nuisance False Alarm means the dispatch of West Lincoln Fire Department to emergency or non-emergency situations due to activation of a fire alarm system or emergency system through a mechanical failure, equipment malfunction, improper installation of the system, result of work being performed on a fire alarm system or emergency system, or failure to maintain the system as prescribed by the Fire Code being O.Reg. 213/07.				
First and Second False Alarms	\$0.00	\$0.00	\$0.00	N
Third false alarm within a 12 month period	MTO Rates	MTO Rates	-	N
Fourth false alarm and thereafter within a 12 month period (per hour, per truck)	MTO Rates	MTO Rates	-	N
Non-Authorized Open Air Burning	MTO Rates	MTO Rates	-	N

**INSPECTIONS**

<b>Daycares</b>				
Residential, or licensed (incl. co-ops)	\$142.00	\$147.00	\$5.00	Y
<b>Homes Providing Supervised or Assisted Living Services</b>				
Group homes or satellite homes	\$142.00	\$147.00	\$5.00	Y
<b>Residential Large</b>				
(Greater than 3,000 sq. ft.) - 3-5 suites	\$354.00	\$365.00	\$11.00	Y
6 suites or greater (includes hotels, motels, bed and breakfasts, apartments)	\$425.00	\$438.00	\$13.00	Y
<b>Commercial and Industrial</b>				
Less than 3,000 sq. ft.	\$142.00	\$147.00	\$5.00	Y
Between 3,000 – 10,000 sq. ft.	\$213.00	\$220.00	\$7.00	Y
Between 10,001 – 20,000 sq. ft.	\$426.00	\$439.00	\$13.00	Y
Greater than 20,000 sq. ft.	\$639.00	\$659.00	\$20.00	Y
<b>Other Inspections</b>				
Fire Re-inspections for Compliance	\$213.00	\$220.00	\$7.00	Y
Marijuana Grow Operation Inspection	\$354.00	\$365.00	\$11.00	Y
LLBO Inspection - includes Compliance Letter	\$284.00	\$293.00	\$9.00	Y
Fireworks sales per inspection	\$142.00	\$147.00	\$5.00	Y

**RECORDS AND FILES**

File and Record Search	\$181.00	\$187.00	\$6.00	Y
Letter of Compliance	\$181.00	\$187.00	\$6.00	Y
Insurance Company Report	\$181.00	\$187.00	\$6.00	Y
Court Filing and Information	\$181.00	\$187.00	\$6.00	Y

**PERMIT FEES**

Open Air Burning Permit - Non-Farms (Rural & Urban)	\$35.00	\$35.00	\$0.00	Y
Open Air Burning Permit - Farms	\$0.00	\$0.00	\$0.00	Y
Open Air Burning Permit - Campground	\$35.00	\$35.00	\$0.00	Y
Open Air Burning Permit - Specific Event	\$0.00	\$0.00	\$0.00	Y



**2024 FEES AND CHARGES**

**SERVICE AREA: FIRE**

Description	2023 Fee	2024 Fee	Change	HST
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**OTHER FIRE DEPARTMENT ACTIVITIES**

Fire Watch (per hour, per vehicle)	MTO Rates	MTO Rates	-	Y
Respond and Investigate and/or Extinguish Open Air Fire - minimum 1 hour (per hour, per vehicle)	\$750.00	\$750.00	\$0.00	Y
Recovery of Costs Incurred to Extinguish an Open-Air Fire (including but not limited to water usage, supplies, mutual aid or other reciprocal agreement fees, specialized equipment or contractors)	Actual + 10% admin	Actual + 10% admin	-	Y
Fire Safety Plan Review/Assist with Fire Safety Plan Development	\$142.00	\$147.00	\$5.00	Y
Non-Resident Car Fires/Accidents <i>(Non-Resident means a person who is neither a property owner nor a tenant of property within the Township of West Lincoln.)</i>	MTO Rates	MTO Rates	-	Y
<b>Training – Prevention and Public Education Services</b>				
Fire Extinguisher training (equipment supplied by Fire Dept.) Includes cost of recharging and printed materials.	\$90/hr (first hour); \$67/hr (after)	\$93/hr (first hour); \$69/hr (after)	-	Y
Fire Extinguisher training (equipment provided by trainees) Includes cost of Firefighter and printed materials (per hour)	\$67.00	\$70.00	\$3.00	Y
Fire Safety Training (per hour)	\$67.00	\$70.00	\$3.00	Y
Fire Drills (As requested - Industrial, Vulnerable Occupants)	\$284.00	\$293.00	\$9.00	Y

**2024 FEES AND CHARGES****SERVICE AREA: BY-LAW**

Description	2023 Fee	2024 Fee	Change	HST
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**NON-PARKING AMPS**

<b>Administrative Fees</b>				
Returned Payment Fee (Non-Sufficient Funds)	\$35.00	\$35.00	\$0.00	N
Late Payment	\$26.00	\$27.00	\$1.00	N
Remedial Work Undertaken by Township	Actual costs	Actual costs	-	Y

**PROPERTY STANDARDS**

<b>Administrative Fees</b>				
Certificate of Compliance	\$103.00	\$107.00	\$4.00	N
Discharge of Order registered in Land Registry Office (includes original registration of Order)	\$335.00	\$346.00	\$11.00	N
File Notice of Appeal	\$361.00	\$372.00	\$11.00	N
Remedial Work Undertaken by Township	Actual costs	Actual costs	-	Y