



THE CORPORATION OF THE TOWNSHIP OF WEST LINCOLN COUNCIL AGENDA

MEETING NO. SEVENTEEN

Monday, December 15, 2025, 6:30 p.m.

Township Administration Building

318 Canborough Street, Smithville, Ontario

NOTE TO MEMBERS OF THE PUBLIC: All Cell Phones, Pagers and/or PDAs to be turned off. Members of the public who are attending and participating virtually are reminded to keep their microphones muted until they are acknowledged to speak. Additionally, for your information, please be advised that this meeting will be livestreamed as well as recorded and will be available on the Township's website.

Pages

1. **SINGING OF "O CANADA" - Gainsborough Public School**

Prior to commencing with the Council meeting, Mayor Ganann will provide the following announcements:

1. The public may submit comments for matters that are on the agenda to jpaylove@westlincoln.ca before 4:30 pm. on the day of the meeting. Comments submitted will be considered as public information and read into public record.
2. This meeting is being livestreamed as well as recorded and will be available on the Township's website.

2. **LAND ACKNOWLEDGEMENT STATEMENT**

The Township of West Lincoln, being part of Niagara Region is situated on treaty land. This land is steeped in the rich history of the First Nations such as the Hattiwendaronk, the Haudenosaunee, and the Anishinaabe, including the Mississaugas of the Credit First Nation. There are many First Nations, Métis, and Inuit from across Turtle Island that live and work in Niagara today. The Township of West Lincoln, as part of the Regional Municipality of Niagara, stands with all Indigenous people, past and present, in promoting the wise stewardship of the lands on which we live.

3. **OPENING PETITION - Councillor William Reilly**

4. **CHANGE IN ORDER OF ITEMS ON AGENDA**

5. **DISCLOSURE OF PECUNIARY INTEREST AND/OR CONFLICT OF INTEREST**

6. REQUEST TO ADDRESS ITEMS ON THE AGENDA

NOTE: Requests to address items on the agenda are restricted to specific items as follows per Section 6.7 of the Procedural By-law:

6.7 Public Comment at Council

There shall be no comments from the public permitted at Council unless:

- (a) a specific appointment has been scheduled; or,
- (b) an item is included under the "Other Business" or "Communications" or "Appointments" section of the agenda and relates to a matter which would normally be dealt with at Committee.

Chair to inquire if there are any members of the public present who wish to address a specific item on the agenda as permitted by Section 6.7 of the Procedural By-law.

7. APPOINTMENTS/PRESENTATIONS

There are no appointments/presentations

8. REGIONAL COUNCILLOR'S REMARKS

9. CONFIRMATION OF MINUTES

9.1 Council Minutes

7

Re: Minutes - November 24, 2025

CONFIDENTIAL MINUTES UNDER SEPARATE COVER

Moved By Councillor Greg Maychak

- 1. That the minutes relating to the November 24, 2025, Council Meeting, and the recommendations contained therein, be accepted; and,
- 2. That the confidential minutes relating to the closed session portion on November 24 2025, Council meeting be accepted; and that the minutes remain confidential and restricted from public disclosure in accordance with exemptions provided in Section 239 of the Municipal Act.

9.2 All Committees Meeting (including Public Meetings)

16

Re: Minutes - December 8, 2025

CONFIDENTIAL MINUTES UNDER SEPARATE COVER

Moved By Councillor Joann Chechalk

- 1. That the minutes relating to the December 8, 2025, All Committees (including Public Meetings) meeting, and the recommendations contained therein, be accepted; and,
- 2. That the confidential minutes relating to the closed session portion on December 8, 2025, All Committees (including Public Meetings) be accepted; and that the minutes remain confidential

and restricted from public disclosure in accordance with exemptions provided in Section 239 of the Municipal Act.

- 9.3 Public Meeting under the Planning Act 48
Re: Minutes - December 8, 2025

Moved By Councillor Jason Trombetta

1. That the minutes relating to the December 8, 2025, Public Meetings, be accepted.

10. COMMUNICATIONS

- 10.1 Director, Corporate Services/CFO (Katelyn Repovs) 74
Re: Memo - 2026 Interim Tax By-law
FOR INFORMATION

11. MAYOR'S REMARKS

12. STAFF REPORTS

12.1 Corporate Services Committee

1. Director, Legal and Legislative Services (Jessica Dyson) 75
Re: Recommendation Report LLS-15-2025 – Administration of Policies and Procedures

Moved By Councillor Shelley Bradaric

1. That, Recommendation Report LLS-15-2025 titled "Administration of Policies and Procedures" dated December 15, 2025 be received; and,
 2. That, the Administration of Policies and Procedures Policy attached as Scheudle 'A' to this report be approved; and,
 3. That, administration be authorized to implement the policy across all departments and maintain the centralized registry to ensure ongoing consistency, compliance, and effective governance within the Township.
2. Manager, Finance/Deputy Treasurer (Steve Emslie) and Director, Corporate Services/CFO (Katelyn Repovs) 82
Re: Information Report T-21-2025 - Treasurer's Annual Statement for 2024 Development Charges

Moved By Councillor Mike Rehner

1. That, Information Report T-21-2025, dated December 15, 2025, regarding "Treasurer's Annual Statement for 2024 Development Charges", be received; and,
2. That, this report and the accompanying schedules be

made available to the public on the Township of West Lincoln's website.

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3. Manager, Finance/Deputy Treasurer (Steve Emslie) and Director, Corporate Services/CFO (Katelyn Repovs)
Re: Recommendation Report T-20-2025 - Consolidated User Fees and Charges By-Law and 2026 User Fees and Charges

Moved By Councillor William Reilly

1. That, Recommendation Report T-20-2025, titled "Consolidated User Fees and Charges By-Law and 2026 User Fees and Charges", dated December 15, 2025, be received; and,
2. That, Schedule "A", attached to this Report, outlining the Consolidated Schedule of Fees and Charges, be approved with an effective date of January 1, 2026 (unless otherwise indicated); and,
3. That, Schedule "B", outlining the Consolidated User Fees and Charges By-Law 2025-72, be approved, with an effective date of January 1, 2026.

13. RECONSIDERATION

("Definition") This section is for a Member of Council to introduce a motion to reconsider action taken at this Council Meeting or the previous regular Council meeting. A motion to reconsider must be made by a Council Member who voted in the majority on the matter to be reconsidered. The Chair may rule that a motion to reconsider will be dealt with at the next following Council Meeting if for some reason it cannot be dealt with at this meeting.

14. NOTICE OF MOTION TO RESCIND

("Definition") This section is for Council Members to serve notice of intent to introduce a motion to rescind action taken previously by Council. Notice served at this meeting will be for a motion to rescind at the next regular meeting.

15. OTHER BUSINESS

- 15.1 Councillor Jason Trombetta
Re: Update to Regional Waste Management Service for 2026
- 15.2 Members of Council
Re: Council Remarks

16. NEW ITEMS OF BUSINESS

NOTE: Only for items that require immediate attention/direction from Council and must first approve a motion to introduce a new item of business.

17. CONFIDENTIAL MATTERS

Moved By Councillor Jason Trombetta

That, the next portion of this meeting be closed to the public to consider the

following pursuant to Section 239(2) of the Municipal Act 2001:

17.1 Manager, Legislative Services/Clerk (Justin Paylove)

Re: Citizen Appointments on Boards and Committees - MYAC

APPLICATION PROVIDED UNDER SEPARATE COVER

Applicable Closed Session Exemption(s):

- Personal matters about an identifiable individual, including municipal or local board employee(s).

17.2 Human Resources Advisor (Janine Buffo)

Re: Information Report - HR-01-2025

Applicable Closed Session Exemption(s):

- Personal matters about an identifiable individual, including municipal or local board employee(s).

17.3 Councillor William Reilly

Re: Verbal Update - Local Board Financial Update and Clarification

Applicable Closed Session Exemption(s):

- Personal matters about an identifiable individual, including municipal or local board employee(s).

17.1 Manager of Legislative Services/Clerk (Justin Paylove)

Re: Citizens Appointments on Boards and Committees - Mayor's Youth Advisory Committee

17.2 Human Resources Advisor (Janine Buffo)

Re: Information Report - HR-01-2025

17.3 Councillor William Reilly

Re: Local Board Financial Update
VERBAL UPDATE

18. DISCLOSURE OF CONFIDENTIAL MATTERS

19. BY-LAWS

Moved By Councillor Greg Maychak

1. That leave be granted to introduce By-Laws 2025-71, 2025-72, 2025-73, 2025-74, 2025-75, and 2025-76 and that the same shall be considered to have been read a first, second, and third time with one reading, and are hereby adopted; and,
2. That the Mayor and Clerk be and are hereby authorized to sign and affix the Corporate Seal thereto, any rule of this Council to the contrary

notwithstanding.

19.1	BY-LAW 2025-71 Being a By-law to provide for an Interim Tax Levy and to provide for the payment of taxes and to provide for the penalty and interest of fifteen percent (per annum)	128
19.2	BY-LAW 2025-72 A By-law to Consolidate Fees and Charges and to establish User Fees and Charges for Services, Activities or the Use of Property within the Township of West Lincoln	130
19.3	BY-LAW 2025-73 A By-law to Amend Zoning By-law No. 2017-70, as amended, of the Township of West Lincoln. (3750 Concession 1, Beamer)	132
19.4	BY-LAW 2025-74 A By-law to Amend Zoning By-law No. 2017-70, as amended, of the Township of West Lincoln.	136
19.5	BY-LAW 2025-75 A By-law to amend By-law 2023-03 which confirmed various appointments and/or recommendation for appointments to Boards and Committees & Municipal Positions	140
19.6	BY-LAW 2025-76 A By-law to adopt, confirm and ratify matters dealt with by Council resolution.	142

20. **ADJOURNMENT**

The Mayor to declare this meeting adjourned at the hour of _____.

THE CORPORATION OF THE TOWNSHIP OF WEST LINCOLN

COUNCIL MINUTES

November 24, 2025, 6:30 p.m.

Township Administration Building

318 Canborough Street, Smithville, Ontario

Council: Mayor Cheryl Ganann, Chair
Councillor Shelley Bradaric
Councillor Mike Rehner
Councillor William Reilly
Councillor Jason Trombetta
Councillor Joann Chechalk
Councillor Greg Maychak

Staff: Justin Paylove, Manager, Legislative Services/Clerk
Truper McBride, CAO
Jessica Dyson, Director, Legal and Legislative Services
Kevin Geoghegan, IT Help Desk Analyst

Absent with regrets: Albert Witteveen, Regional Councillor, notification provided

1. SINGING OF "O CANADA" - Caistor Central Public School

Prior to commencing with the Council meeting, Mayor Ganann will provide the following announcements:

1. The public may submit comments for matters that are on the agenda to jpaylove@westlincoln.ca before 4:30 pm. on the day of the meeting. Comments submitted will be considered as public information and read into public record.
2. This meeting is being livestreamed as well as recorded and will be available on the Township's website.

2. LAND ACKNOWLEDGEMENT STATEMENT

The Township of West Lincoln, being part of Niagara Region is situated on treaty land. This land is steeped in the rich history of the First Nations such as the Hatiwendaronk, the Haudenosaunee, and the Anishinaabe, including the

Mississaugas of the Credit First Nation. There are many First Nations, Métis, and Inuit from across Turtle Island that live and work in Niagara today. The Township of West Lincoln, as part of the Regional Municipality of Niagara, stands with all Indigenous people, past and present, in promoting the wise stewardship of the lands on which we live.

3. OPENING PETITION - Councillor Jason Trombetta

4. CHANGE IN ORDER OF ITEMS ON AGENDA

There were no change in order of Items on Agenda

5. DISCLOSURE OF PECUNIARY INTEREST AND/OR CONFLICT OF INTEREST

NOTE: Items for which conflicts were recently declared at Committee Meeting(s)

There were no pecuniary interest and/or conflict if interest disclosed

6. REQUEST TO ADDRESS ITEMS ON THE AGENDA

NOTE: Requests to address items on the agenda are restricted to specific items as follows per Section 6.7 of the Procedural By-law:

6.7 Public Comment at Council

There shall be no comments from the public permitted at Council unless:

- (a) a specific appointment has been scheduled; or,
- (b) an item is included under the “Other Business” or “Communications” or “Appointments” section of the agenda and relates to a matter which would normally be dealt with at Committee.

Chair to inquire if there are any members of the public present who wish to address a specific item on the agenda as permitted by Section 6.7 of the Procedural By-law.

7. APPOINTMENTS/PRESENTATIONS

There were no appointments/presentations

8. REGIONAL COUNCILLOR’S REMARKS

There were no Regional Councillor remarks. Regional Councillor Witeveen sent his regrets.

9. CONFIRMATION OF MINUTES

9.1 Council Minutes

Re: Minutes - October 28, 2025

CONFIDENTIAL MINUTES UNDER SEPARATE COVER

Moved By Councillor Mike Rehner
Seconded By Councillor William Reilly

1. That, the minutes relating to the October 28, 2025, Council Meeting, and the recommendations contained therein, be accepted; and,
2. That the confidential minutes relating to the closed session portion of the October 28, 2025, Council Meeting be accepted; and that the minutes remain confidential and restricted from public disclosure in accordance with exemptions provided in Section 239 of the Municipal Act.

Carried

9.2 Public Meeting Under the Planning Act

Re: Minutes - November 10, 2025

Moved By Councillor Joann Chechalk
Seconded By Councillor Shelley Bradaric

1. That the minutes relating to the November 10, 2025, Public Meetings, be accepted.

Carried

10. STAFF REPORTS

10.1 Director, Legal and Legislative Services (Jessica Dyson)

Re: Recommendation Report LLS-13-2025 - Extension of Animal Control Services Agreement - 2026

Moved By Councillor Shelley Bradaric
Seconded By Councillor Greg Maychak

1. That Recommendation Report LLS-13-2025 titled "Extension of Animal Control Services Agreement – 2026", dated November 24, 2025, be received; and,
2. That, Council authorize the Mayor and Clerk to enter into an agreement with the Niagara SPCA and Humane Society for a period of one (1) year, effective January 1, 2026 to December 31, 2026, to allow time for area municipalities to undertake a joint

procurement process for Animal Control Services commencing in 2027.

Carried

11. COMMUNICATIONS

There were no Communications.

12. MAYOR'S REMARKS

The Mayor read from a prepared statement, which is attached to the minutes of as Schedule "A".

13. REPORT OF COMMITTEE

13.1 Growth and Sustainability Committee

Re: Minutes - November 10, 2025

Moved By Councillor Jason Trombetta

Seconded By Councillor Greg Maychak

1. That, the minutes relating to the November 10, 2025, Growth and Sustainability Committee Meeting, and the recommendations contained therein, be accepted.

Carried

13.2 Corporate Services Committee

Re: Minutes - November 17, 2025

Moved By Councillor Shelley Bradaric

Seconded By Councillor William Reilly

That, the minutes relating to the November 17, 2025, Corporate Services Committee Meeting, and the recommendations contained therein, be accepted.

Carried

14. RECONSIDERATION

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There were no notices of intent served by any Member of Council to introduce a motion to rescind action taken previously by Council.

15. NOTICE OF MOTION TO RESCIND

(“Definition”) This section is for Council Members to serve notice of intent to introduce a motion to rescind action taken previously by Council. Notice served at this meeting will be for a motion to rescind at the next regular meeting.

16. OTHER BUSINESS

16.1 Members of Council

Re: Council Remarks

Councillor Joann Chechalk
Re: Christmas Celebrations

Councillor Mike Rehner
Re: Regional Road 12, Landfill Site and Recycling

17. NEW ITEMS OF BUSINESS

NOTE: Only for items that require immediate attention/direction from Council and must first approve a motion to introduce a new item of business.

There were no new items of business.

18. CONFIDENTIAL MATTERS

Moved By Councillor Jason Trombetta

Seconded By Councillor Shelley Bradaric

That, the next portion of this meeting be closed to the public to consider the following pursuant to Section 239(2) of the Municipal Act 2001:

18.1 Mayor Cheryl Ganann

Re: CAO Performance Evaluation

PHYSICAL COPIES TO BE DISTRIBUTED

Applicable closed session exemption(s):

- Personal matters about an identifiable individual, including municipal or local board employee(s).

Carried

18.1 Mayor Cheryl Ganann

19. DISCLOSURE OF CONFIDENTIAL MATTERS

Moved By Councillor William Reilly

Seconded By Councillor Mike Rehner

That, Administration proceed as directed in Closed Session item 18.1.

Carried

20. BY-LAWS

Moved By Councillor Greg Maychak

Seconded By Councillor Shelley Bradaric

1. That leave be granted to introduce By-Laws 2025-66, 2025-67, 2025-68, 2025-69, and 2025-70, and that the same shall be considered to have been read a first, second, and third time with one reading, and are hereby adopted; and,
2. That the Mayor and Clerk be and are hereby authorized to sign and affix the Corporate Seal thereto, any rule of this Council to the contrary notwithstanding.

Carried

20.1 BY-LAW 2025-66

A By-law to authorize a Site Alteration Agreement between the Corporation of the Township of West Lincoln and Sikender Gulacha and Karam Gulacha, for lands legally described as Concession Gore A Part Lot 16 Part Lot 17 road allowance South Grimsby, West Lincoln, Municipally known as 3118 Grassie Road, in the Township of West Lincoln.

20.2 BY-LAW 2025-67

A By-law to authorize a Site Alteration Agreement between the Corporation of the Township of West Lincoln and Wayne Vincent Dutton and Maria Dutton, for lands legally described as Concession 6 Part Lot 10 in the former Township of Caistor, in the Township of West Lincoln, Municipally known as 8427 Concession 5 Road

20.3 BY-LAW 2025-68

A By-law to authorize a Site Alteration Agreement between the Corporation of the Township of West Lincoln and Marz Homes (Smithville

West) Inc., for lands legally described as Lot 7, Plan M98, in the Township of West Lincoln

20.4 BY-LAW 2025-69

A By-law to Amend Zoning By-law No. 2017-70, as amended, of the Township of West Lincoln.
(1185 Port Davidson Road)

20.5 BY-LAW 2025-70

A By-law to adopt, confirm and ratify matters dealt with by Council resolution.

21. ADJOURNMENT

The Mayor to declare this meeting adjourned at the hour of 8:34 P.M.

JUSTIN PAYLOVE, MANAGER,
LEGISLATIVE SERVICES/CLERK

MAYOR CHERYL GANANN

Mayor's Remarks November 24/25 Council

Since our last Council meeting, held on October 28th, November has been very focussed on budgets for 2026, both here in West Lincoln and at Niagara Region.

November 3rd, I had the task of delivering to Council a preliminary budget that highlighted various improvements to our community, while maintaining financial accountability and overall sustainability. The budget is now in the hands of members of Council who are in the process of doing their own due diligence with the goal being to further reduce, if possible, the current 3.98% increase on the West Lincoln portion of our taxes.

Remembrance Day in our community was appropriately honoured with new commemorative flags being placed throughout the community, the Poppy Flag flying high in the parkette in Smithville and a well-attended service at the Smithville Legion.

The morning of November 13th, I had the eye-opening experience of touring with other St. Catharines Councillors and additionally some Regional Councillors, the Port Well and Port Dalhousie Wastewater Treatment Plants. The youngest of these two plants, each using different technologies for purifying water was built in the early 1960s, still therefore closing in on 70 year old technology.

Representing West Lincoln, I was pleased to attend, along with Director of Growth and Sustainability, Gerrit Boerema, the Growing Niagara Housing Symposium presented by the Niagara Association of Realtors on Friday, November 14th. That same day also marked the Official Opening of our new West Lincoln Memorial Hospital. This event was one marked by the extreme pleasure and accolades for this new building after so many decades of heartbreak and disappointment for the west Niagara communities of Lincoln, Grimsby and West Lincoln.

Yesterday, November 23rd, patients were carefully moved from the old to the new hospital and this morning CAO McBride represented West Lincoln as Mayor Jordan rang the town bell in recognition of today being opening day for the new hospital.

November the 18th, I was pleased to attend the Peace Award ceremony at the Niagara West YMCA where various individuals and groups, having first been nominated in their communities, were presented with their medals and certificates. This also marked the beginning of the Shine On! Campaign, a fundraiser that helps families and individuals who are in need of financial support in order to take part in Y activities.

Thursday, November 20th there was a retirement celebration for Marlene Bergsma marking her retirement from Smithville Christian High School after 17 years. Over those years Marlene was involved in a great many community initiatives including her work with the Chamber of Commerce which included many Candidate Nights held at the school, her involvement with the Township and Kiwanis Club that initiated the pickleball courts, disc Golf and Beach volleyball courts which are now jointly used by both students and members of the public and as well was the original representative from the school precipitating the Christian High School's involvement

with our Community Tree-Lighting event 7 years ago. It was always Marlene's goal to not only have students engaged in their school community but to also involve students in the community at large. A certificate from the Township in recognition of her efforts to strengthen community-building was presented to her at that event.

The Coldest Night of the Year Walk does not happen until February 28, 2026, however a media event to help to promote that event took place in Niagara Falls on Friday afternoon. The West Niagara Walk team had a great turnout with Grimsby Mayor Jeff Jordan, CAO McBride, Councillor Reilly and his son Joshua, YMCA Executive Director Elizabeth Zimmerman and John and I all walking in the mini-walk and taking part in the photo shoot to help advertise this upcoming event. Please consider joining us for the actual event in February. Members of Council, staff and residents are all invited to join the West Lincoln Team for this fundraising walk - The Coldest Night of the year!

This morning I attended the Regional Anti Gender-Based Violence Awareness Flag-Raising at Regional Headquarters, thus kicking off the 16 Days of Activism against Gender-Based Violence. Just a reminder that our own Gillian's Place "Wrapped in Courage" Flag-raising will take place Wednesday morning of this week at 9:30 a.m.



BMA
Management Consulting Inc.

Building Permit Fees Review

Township of West Lincoln

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1 Executive Summary

1.1 Executive Summary – West Lincoln Building Permit Fees Review

The Township of West Lincoln, with support from BMA Management Consulting Inc., conducted a comprehensive review of building permit fees to ensure financial sustainability and full cost recovery in alignment with the **Ontario Building Code Act**.

Purpose of the Review

- Adjust fees to reflect increased costs and permit complexity
- Respond to legislative and regulatory changes
- Assess the financial health of the **Building Reserve Fund**
- Develop a full cost recovery model for fee setting

Key Findings

- **Construction Activity** declined sharply from \$201 million in 2020 to an average of \$27.8 million (2022–2024), affecting revenue.
- **Permit Revenues** have consistently fallen short of operating costs—resulting in a \$366,870 shortfall in 2024.
- The **Building Reserve Fund** dropped from a \$834,000 surplus in 2020 to a projected \$21,000 deficit in 2024.
- Current fee levels cannot sustain operational needs or meet the recommended reserve target of 150% of annual operating expenses.

Cost of Service & Fee Modeling

- Fees were calculated using **Activity-Based Costing**, time tracking, and process mapping.
- Full burdened hourly rates were established for staff roles and applied to application workflows.
- A detailed **financial model** was used to determine the cost by permit type.

Benchmarking

- West Lincoln's fee structure was compared against peer municipalities in the Niagara Region.
- West Lincoln's proposed permit fees are competitive with the peer Niagara Region municipalities.

Recommendations

- Adopt the proposed 2026 fees as outlined in Appendix A and apply **annual inflationary increases**
- Set a Reserve Fund target balance of **150% of gross operating costs**

2 Introduction

2.1 Study Overview

The Township of West Lincoln initiated a comprehensive review of building permit fees to assess cost recovery aligned with legislative requirements and maintaining financial sustainability. With guidance from BMA Management Consulting inc., the findings support increased fee adjustments to ensure permit revenues reflect the true cost of services.

- The purpose of the *Building Code* is to protect public health, safety and general welfare as it relates to the construction and occupancy of buildings and structures.
- West Lincoln's building department enforces the Ontario Building Code for new construction, renovations and related Building Services. As allowed under the Ontario Building Code Act, building permit fees are the sole source of revenue used to fund these services.
- Leading practice research in Ontario suggests that municipalities should undertake a comprehensive review of building permit fees every four to five years to help ensure that the building permit fees keep pace with the cost of providing this service.
- The purpose of this review was to:
 - respond to increase service demands and complexity of permit applications
 - reflect recent legislative and Regulatory changes
 - evaluate the financial health of the building Reserve fund
 - develop a fee structure based on full cost recovery

2.2 Methodology

This study included the following steps:

- Legislative review of section 7 of the *Ontario Building Code Act* (OBC) evaluation of historical construction activity, revenue analysis of operating expenditures and departmental deficits assessment of the Building Reserve fund status and policy targets.
- Process mapping and time tracking of permit services activity-based costing to calculate staff hourly rates fee benchmarking with peer municipalities in the Niagara Region.
- Review of construction activity.
- Analysis of the Building Reserve Fund.
- Process mapping and time estimates.
- Activity based accounting to calculate the full cost of building permit fees.
- Benchmark fees with other municipalities.

2.3 Guiding Principles

Based on the requirements of the Act, the following Guiding Principles were established to calculate the building permit fees and fee structure:

- ✓ Building permit fees are fair and equitable;
- ✓ A rational basis to determine fees and the fee structure;
- ✓ Fees are set to recover the anticipated full cost of service; and
- ✓ Fees are compliant with all relevant legislative and regulatory requirements.

2.4 Legislative Review

- The authority to charge for building permits is contained in Section 7 of the *OBC Act*.
- Under the Act municipalities are required to uphold three principles when setting building permit fees

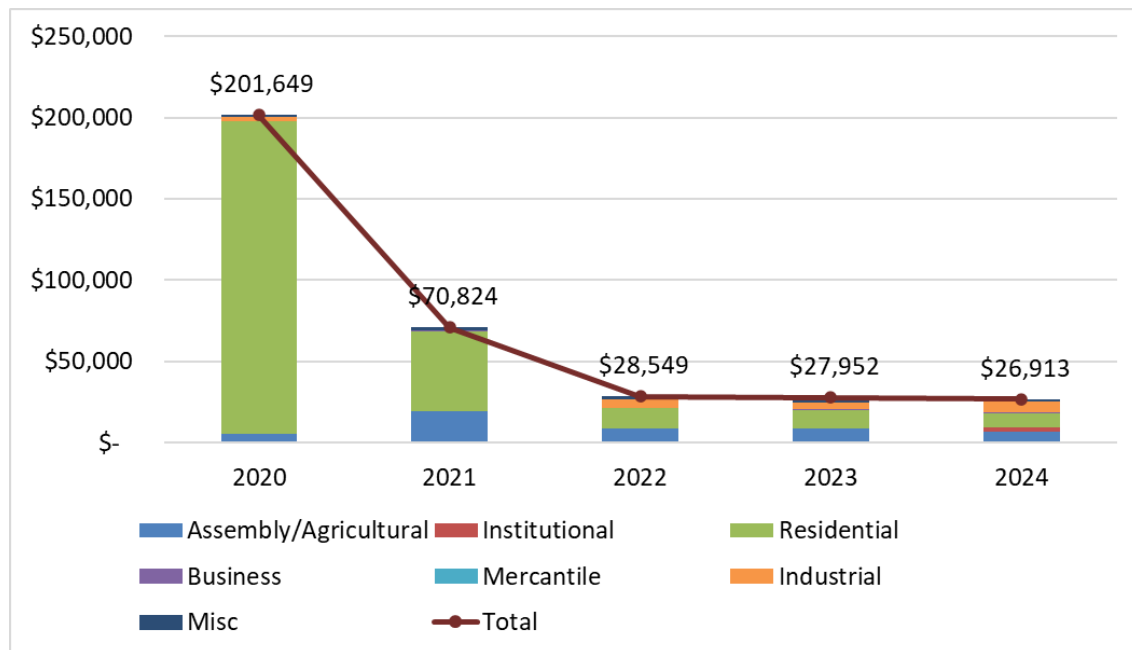
Fairness and Equity
<ul style="list-style-type: none"> • Section 7(2) of the Act states that the amount of the fees must not exceed the anticipated reasonable costs of the municipality to administer and enforce the Act. • Municipalities are expected to calculate both the direct costs required to operate the building plans examination and inspection service and indirect costs related to all other municipal departments who provide support services to the building department. • Building permit fees can also include a component designated for a reserve fund.
Accountability
<ul style="list-style-type: none"> • Section 7(4) of the Act requires that the municipality's prepare annual public reports that disclose the revenue, operating costs and Reserve balances.
Transparency
<ul style="list-style-type: none"> • Public notice must precede any fee adjustments or new fee proposals at least 21 days.

3 Financial Review

3.1 Construction Trends

- Prior to undertaking a review of the building permit fees, it is necessary to gain an understanding of the trends in terms of total construction activity, type of construction activity and associated permit fee revenues and expenditures.
- Trends in construction activity are important to understand as these trends have an impact on the financial position of the Building Department.
- Figure 1 reflects the construction value by type of application for the 5-year period from 2020 to 2024.

Figure 1 - Construction Value (000\$) by Type of Application (2020-2024)

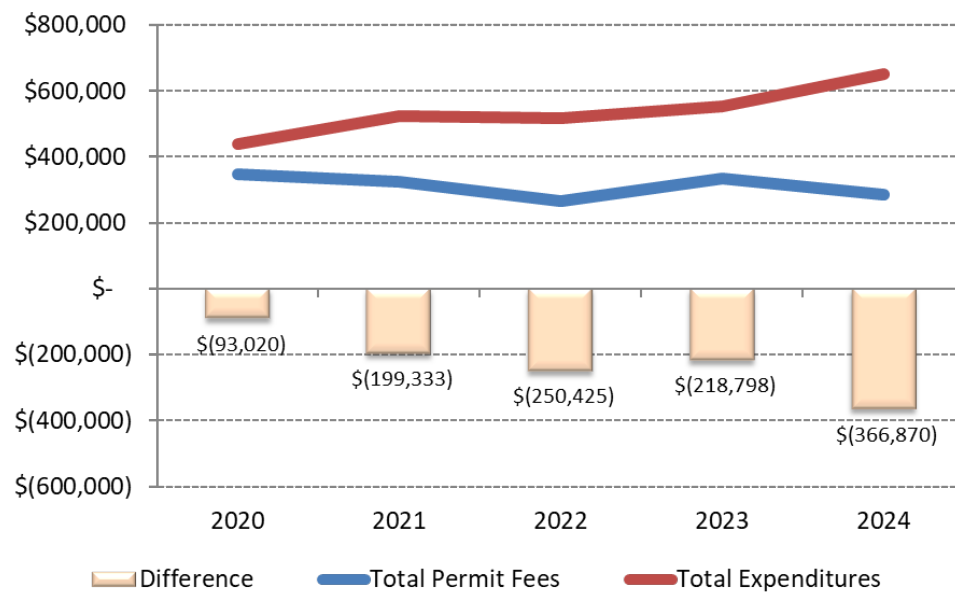


- The value of total construction activity peaked in 2020 to approximately \$201 million but since then has decreased significantly. From 2022-2024 the average annual construction value was only \$27.8 million. Growth projections in the 2024 Development Charges Background Study anticipates construction activity will increase once servicing is extended.

3.2 Revenues vs. Expenditures

- As shown in Figure 2, revenues have not kept pace with the expenditure and the gap is widening. This is the result of the decline in construction activity and permit fees not recovering the full cost of services. In 2024 there was a shortfall in revenues of \$366,870.

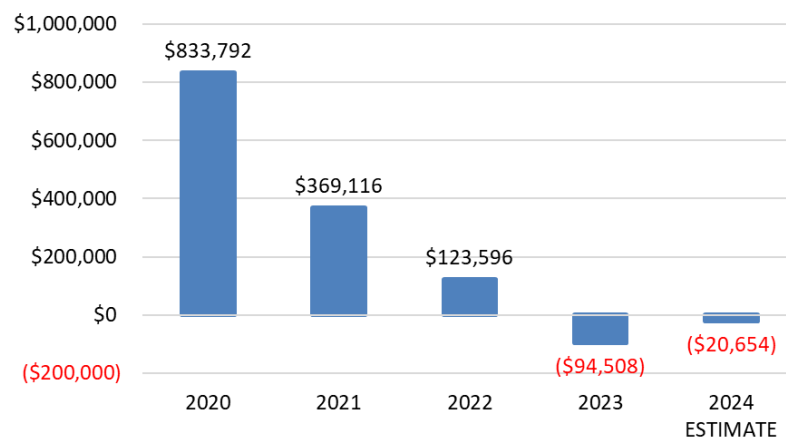
Figure 2 - Permit Revenues and Operating Expenditures



3.3 Building Reserve Fund

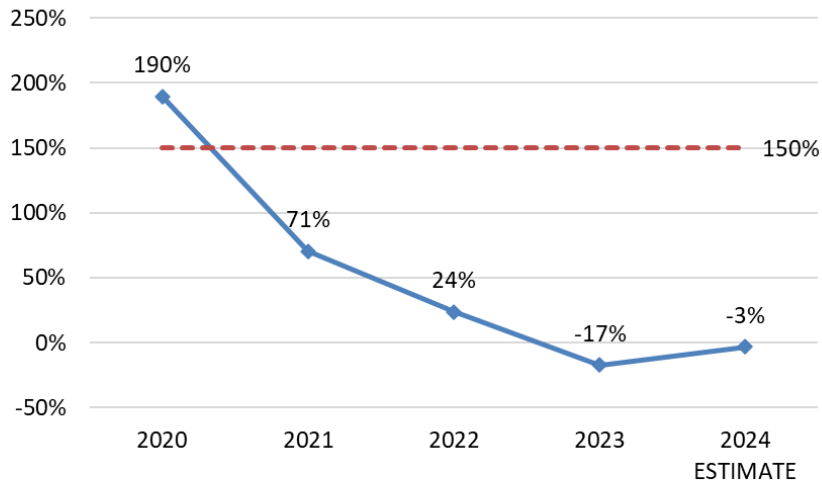
- The West Lincoln Building Department operates as an “Enterprise Model,” meaning that all costs associated with the enforcement of the Ontario *Building Code Act* are recovered from building permit fees. There is no tax levy impact to taxpayers.
- Optimally, under an Enterprise Model, revenues and expenditures are matched on an annual basis, however as shown previously construction activity is highly cyclical and building operations do not have sufficient elasticity to adjust operating expenditures to quickly align with the fluctuations in building activity. The *Building Code Act* allows municipalities to establish Reserve Funds to help maintain staffing and operations during downturns in construction activity.
- The Act does not specify a limit with respect to the size of the Reserve Fund, however, to ensure sufficient funds are available to spread the impact of a downturn in construction activity, a municipal best practice is to set a minimum reserve fund target based on historical permit activity and projected service costs. Based on the construction activity analysis as shown previously, it is recommended that West Lincoln set a minimum reserve fund target of 150% of gross operating costs to ensure that funds are available to spread the impact of market fluctuations across an economic cycle.
- Figure 3 shows the ending reserve balances from 2020 to 2024. The Building Reserve Fund has declined from a positive balance of \$834,000 in 2020 a negative balance of approximately \$21,000 in 2024.

Figure 3 - Building Reserve Fund End Year Balance



- As shown in Figure 4, the estimated 2024 Building Reserve balance is -3% of the annual gross expenditures, well below the proposed target of 150%.
- The Township currently has no protection to offset against any future budget deficits.

Figure 4 - Building Reserve Fund as a % of Operating Expenditures (%)



4 Cost of Service Calculation

4.1 Building Permit Fee Calculation

The steps to determine a proposed building permit fee structure included the following activities:

- Identify the full cost of service
- Process mapping and time estimates
- Calculate full burden hourly rates for each staff member
- Develop financial model to calculate fees
- Validate revenue

4.2 Identify the Full Cost of Service

The projected 2026 Operating Budget was used to determine the full cost of service and calculate permit fees. The salary, wages and benefit budget reflect the cost of staff directly involved in providing the service and an allocation other departmental administrative and supervisory staff required to support the direct service providers. Note inflationary factors were applied to the 2025 Operating Budget.

Figure 5 – 2025 & 2026 Budgets Comparison

Building Inspection	2025 Budget	2026
EXPENSES		
Salaries & wages	\$ 290,960	\$ 299,400
Benefits	\$ 98,210	\$ 101,060
Misc Expenses	\$ 31,750	\$ 32,390
Software Fees	\$ 34,840	\$ 51,580
Consulting Fees	\$ 24,630	\$ 50,370
Program Support	\$ 222,300	\$ 107,280
Transfer to Building	\$ 11,000	\$ 11,000
Total Expenses	\$ 713,690	\$ 653,080

Note this was calculated prior to the 2026 Proposed Budget being finalized and submitted to Council.

- As illustrated in Figure 5, the full cost of service is approximately \$653,080 in 2026.
 - Corporate departments such as Finance and Accounting, IT, and HR support all municipal services therefore, to understand the true cost of each service these corporate costs should be proportionally spread across all departments to calculate the full cost of each service. Currently the Township allocates corporate costs based on the number of staff in each department relative to the total number of staff in the Township.
 - The Ministry of Municipal Affairs and Housing recommends that for municipalities with a population of under 100,000 program support costs should be based on a percentage of the expenditures in each department relative to the total expenditures. The 2025 approved operating budget was used to calculate the corporate cost allocation using the Ministry's approach. This resulted in a significant reduction in corporate cost allocations to the Building Department of approximately \$115,000.
 - The projected 2026 Operating Budget also includes a contribution of \$11,000 to the Building Reserve Fund to help bring the reserve back up to a positive balance.
 - The software fees have also increased by \$15,000 to reflect the Region's proposed software project.

4.3 Process Mapping and Costing

- Municipal staff undertook a process mapping exercise for the various building permit classifications. The process maps identified:
 - each activity in the issuance and inspection of the building permit;
 - responsible staff role; and
 - average time to complete each activity.
- The process maps were used to calculate the anticipated cost of service. This is a reasonable and defensible approach to estimate the cost of service as they were prepared by experienced staff who understand service levels and processes unique to West Lincoln.

4.4 Activity Based Costing

- Activity based costing was used to assign a percentage of overhead and indirect costs of the department to each employee. The total employee cost was then divided by each employee's productive hours (total workable hours less non-productive activities such as vacation time, sick leave, statutory holidays, and staff training) to calculate the employees' fully burdened hourly rate.
- The fees are calculated by using the time estimates from the process maps for each of the staff members and multiplying their time by their fully burdened hourly rate.

4.5 Develop Financial Model

- A financial model was developed to calculate the fees for each type of building permit application. The hours identified in the process mapping exercise for each employee times the employees fully burden hourly rate was used to determine the total cost of the application. The total cost was then divided by the average floor area of a permit of that class to determine the square meter cost. The calculated recommended fees are attached in Appendix 'A'.

5 Benchmarking of Peer Municipalities

5.1 Benchmarking of Building Permit Fees

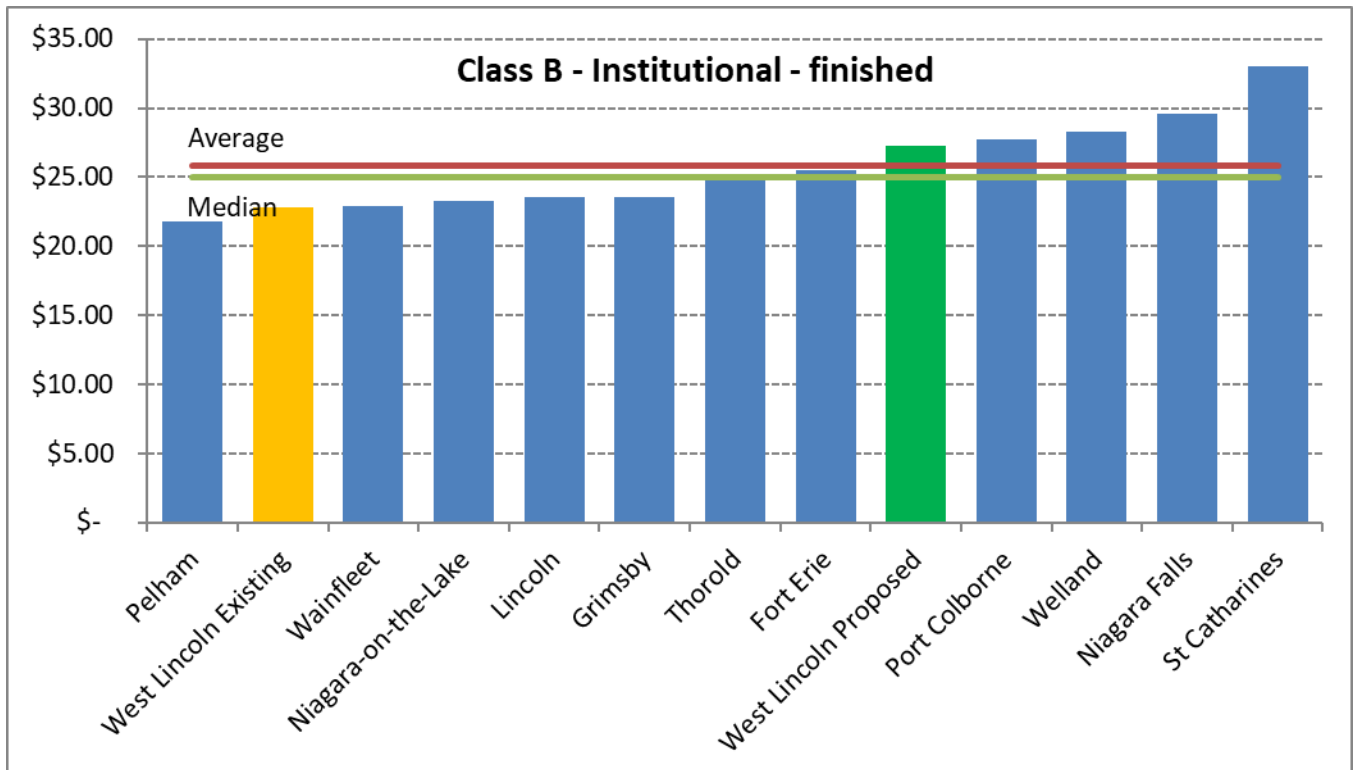
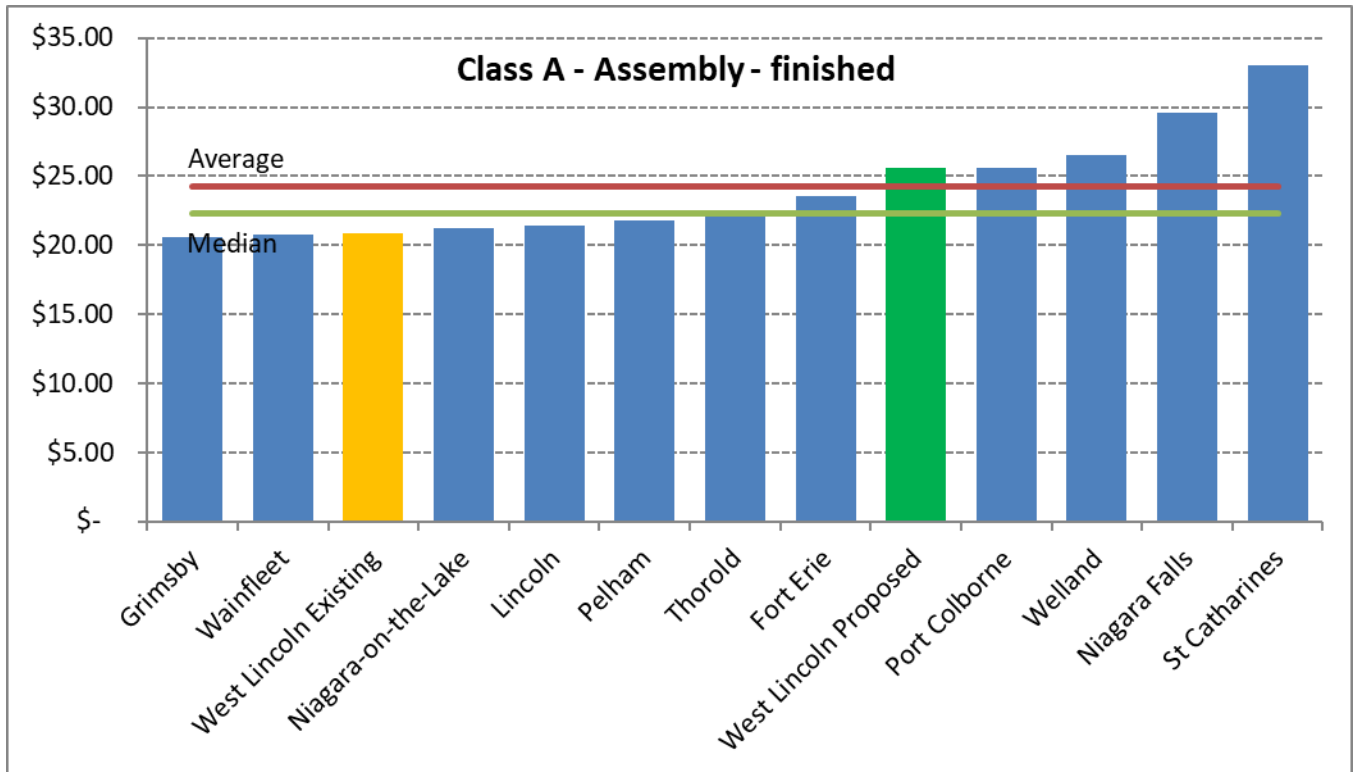
- There are a number of factors that have an impact on the cost of service including but not limited to:
 - demand for service and the service mix composition;
 - service levels and service standards;
 - land area served;
 - infilling versus new subdivisions, and
 - use of technology.
- Figure 6 shows the municipalities that were used in the fee comparison:

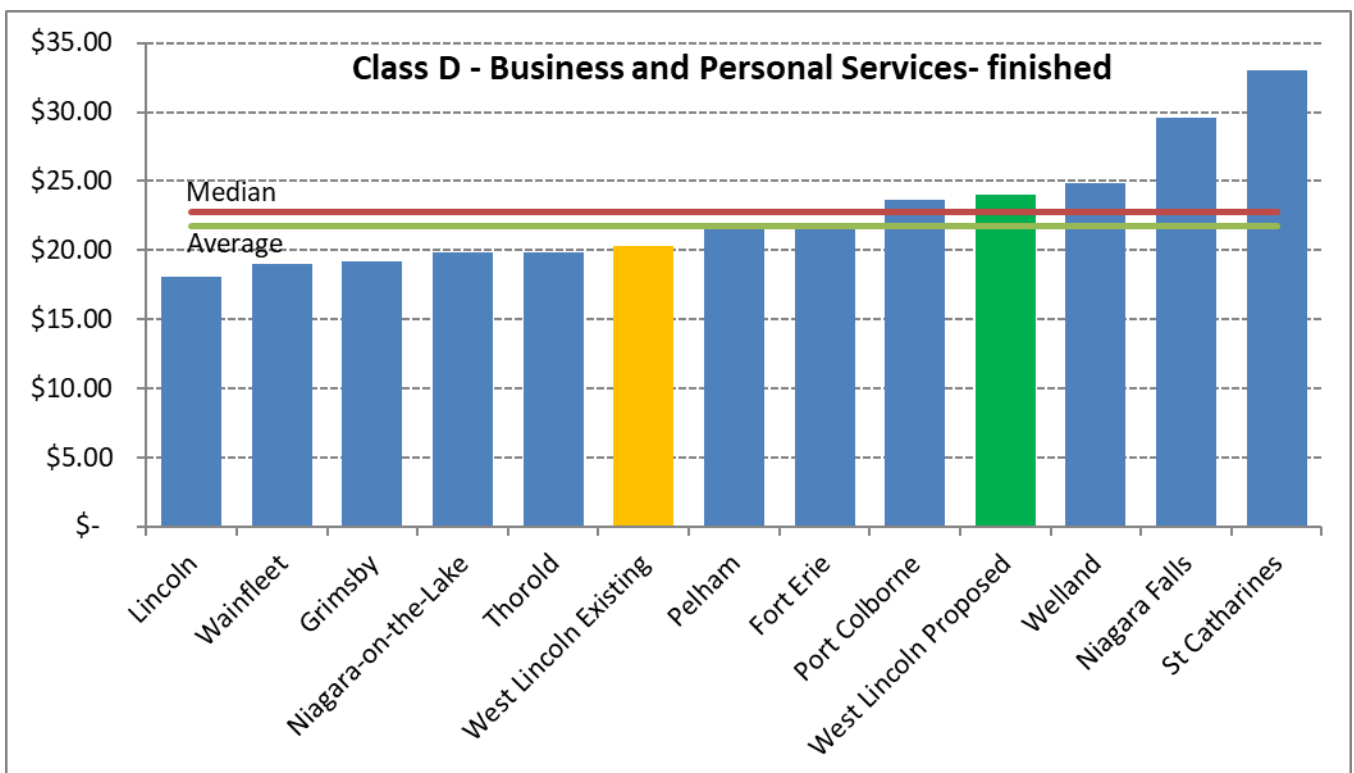
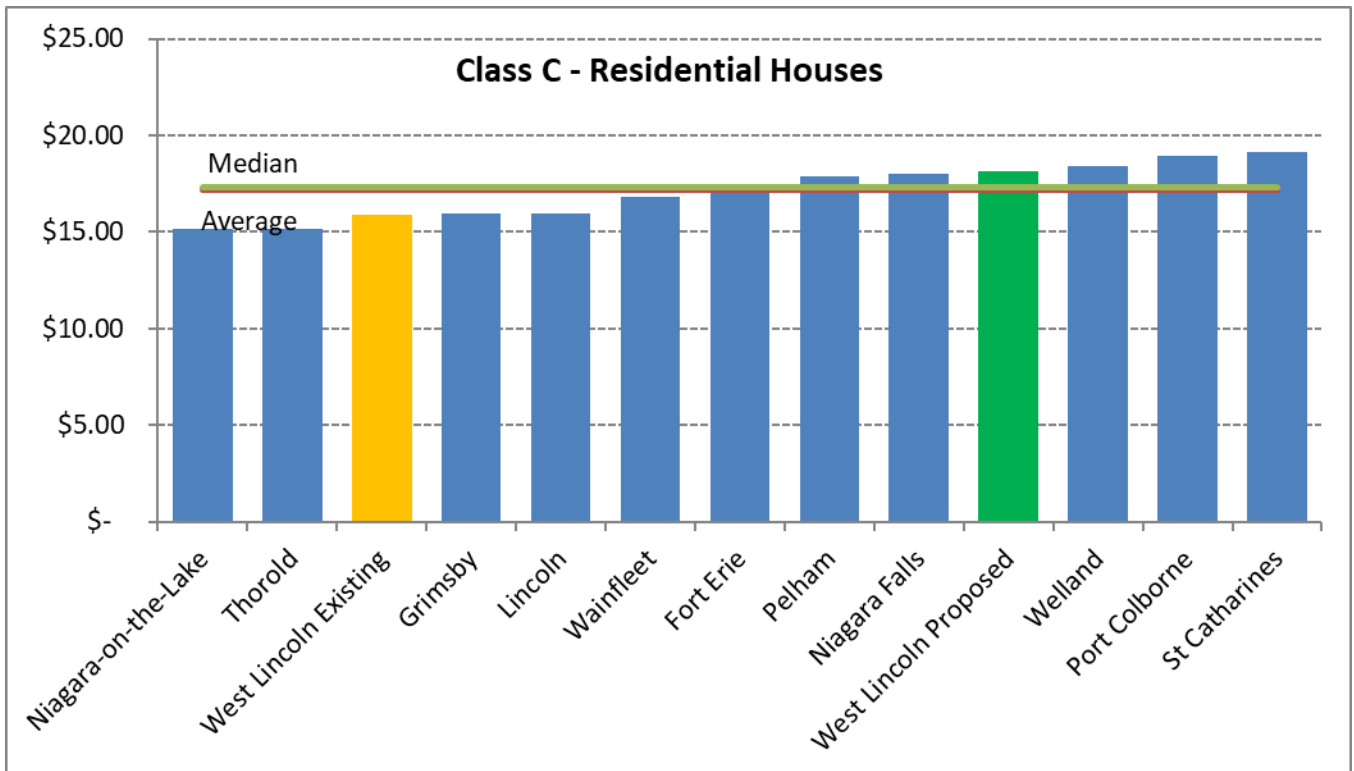
Figure 6 - Peer Municipalities

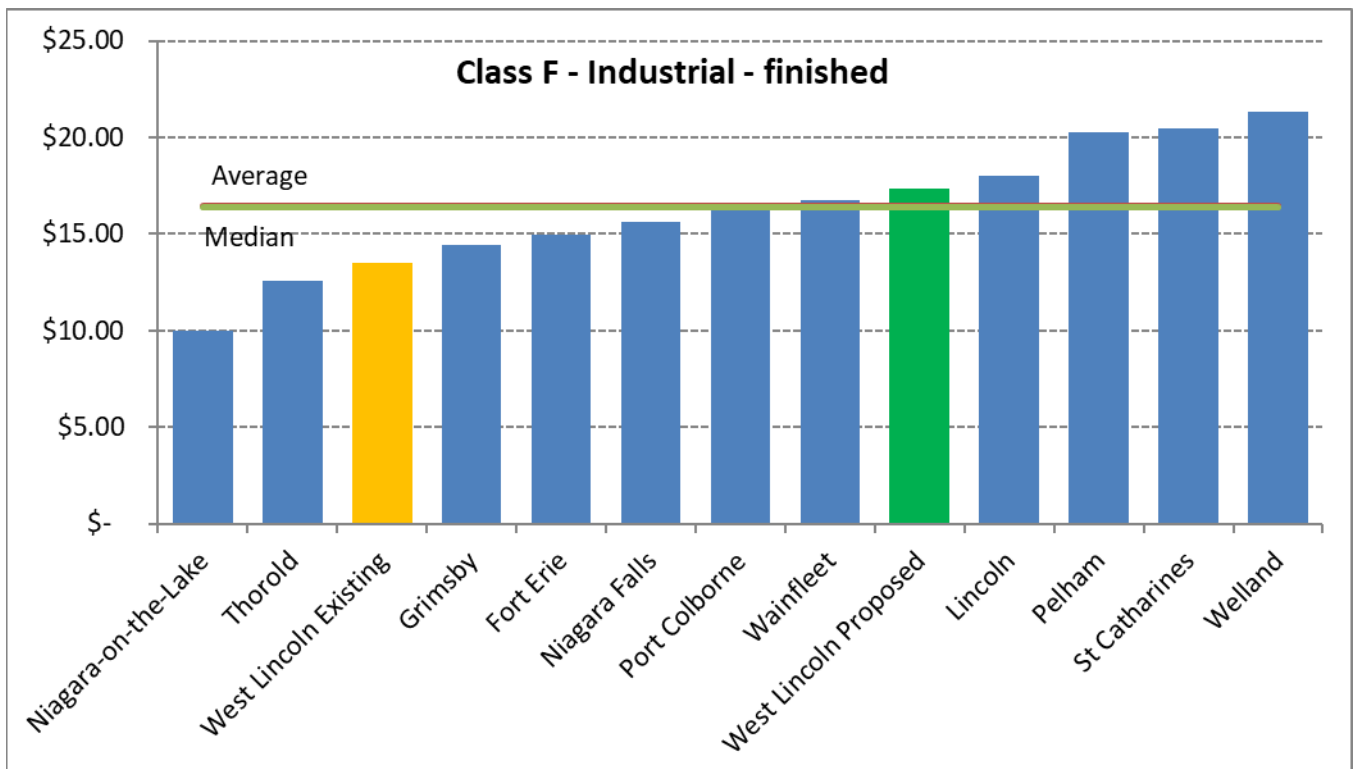
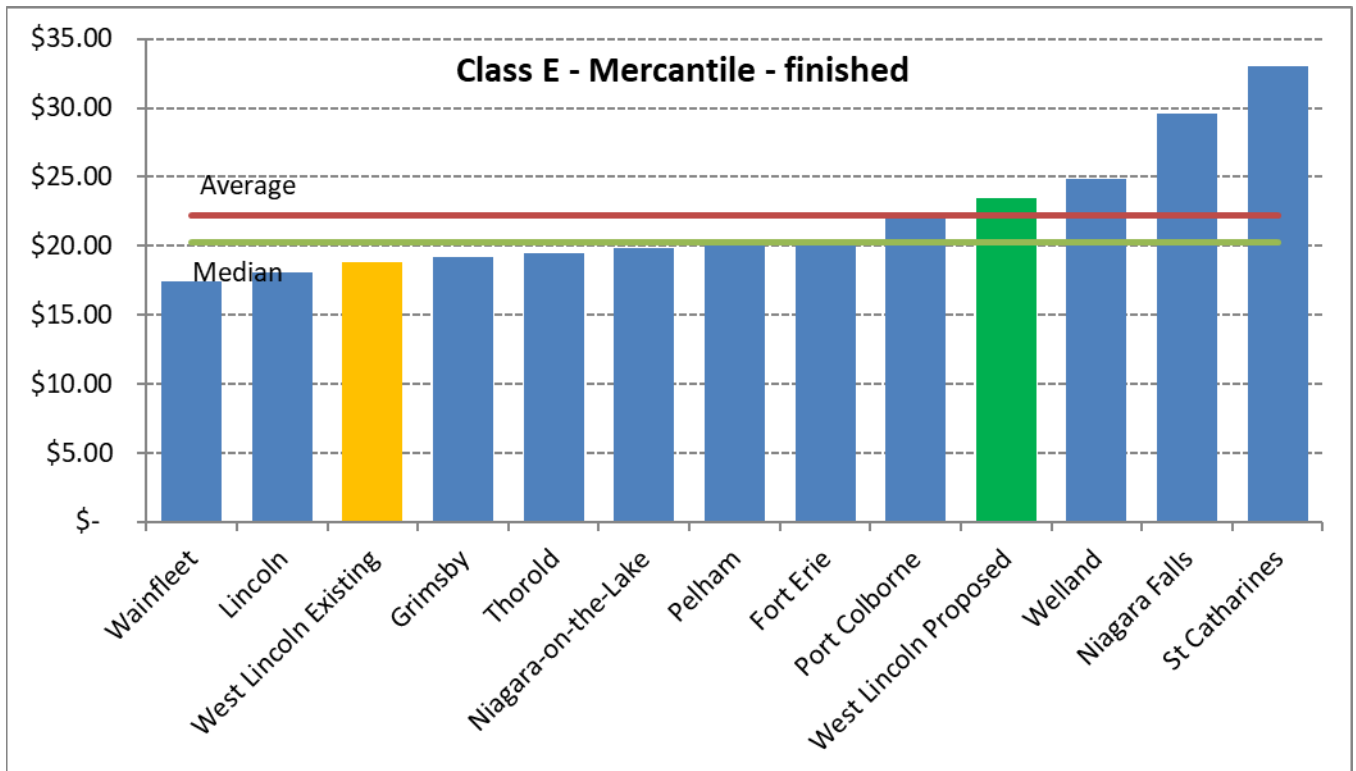
Municipality	2021-2023 Construction Activity 3 year average (000s)	2021-2023 Construction Activity % Residential	Average Construction Per Permit
Fort Erie	\$ 213,866	63.7%	\$ 287,583
Grimsby	\$ 45,926	66.6%	\$ 147,042
Lincoln	\$ 114,552	47.5%	\$ 338,577
Niagara Falls	\$ 254,588	78.5%	\$ 472,334
Niagara-on-the-Lake	\$ 105,807	81.7%	\$ 241,567
Pelham	\$ 108,318	90.7%	\$ 584,451
Port Colborne	\$ 63,631	64.3%	\$ 203,509
St. Catharines	\$ 179,181	52.3%	\$ 211,631
Thorold	\$ 283,177	90.3%	\$ 808,307
Wainfleet	\$ 35,919	57.5%	\$ 224,030
Welland	\$ 254,414	63.4%	\$ 261,294
Average	\$ 150,853	68.8%	\$ 319,091
West Lincoln	\$ 38,566	96.6%	\$ 142,311

- West Lincoln's average annual construction activity from 2021-2023 was \$38.5 million, as reported in the Financial Information Returns (FIRs), which is substantially lower than the peer average but consistent with Wainfleet and Grimsby.
- Most of the construction activity in West Lincoln was related to residential construction activity. Note that the analysis compared 2021-2023 as information on 2024 was not available for all municipalities.

- The proposed permit fees remain competitive with the other Niagara Municipalities as illustrated in the following graphs.







6 Recommendations

6.1 Recommendations

- 1. That Council adopt the 2026 building permit fees as set out in appendix 'A' of this report.***
- 2. That Council adjust the fees annually based on the Statistics Canada Consumer Price Index.***
- 3. That the building reserve fund target be set at 150% of gross operating expenses.***

7 Appendix A – Summary of Fees

Description	2023 Fee	2024-2025 Fee	2026 Fee	HST
NEW CONSTRUCTION AND ADDITIONS				
Group A – Assembly Occupancies				
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	\$25.56	N
outdoor public swimming pool	\$399.00	\$411.00	\$469.00	N
Group B – Institutional Occupancies				
hospital, nursing home, reformatory, prison and occupancies of a similar nature - per sq. m.	\$22.14	\$22.80	\$27.28	N
Group C – Residential Occupancies				
single detached, semi-detached, duplex dwelling - per sq. m.	\$15.42	\$15.88	\$18.13	N
triplex, four plex, townhouse dwelling - per sq. m.	\$15.42	\$15.88	\$18.13	N
apartment building - per sq. m.	\$15.42	\$15.88	\$18.13	N
hotel / motel - per sq. m.	\$13.13	\$13.52	\$18.13	N
repeat plans for single detached, etc. - per sq. m.	\$13.11	\$13.50	\$15.41	N
garage, carport, deck, porch, shed (accessory building) - per sq. m.	\$3.89	\$4.00	\$5.00	N
finish basement in dwelling unit - per sq. m.	\$7.72	\$7.95	\$9.06	N
sunroom / solarium (not heated) - per sq. m.	\$8.48	\$8.74	\$9.97	N
swimming pool - seasonal	\$105.00	\$109.00	\$260.00	N
swimming pool - above ground	\$158.00	\$163.00	\$260.00	N
swimming pool - in ground	\$210.00	\$217.00	\$260.00	N
solar collectors for swimming pools	\$201.00	\$208.00	\$228.00	N
Group D – Business and Personal Service Occupancies				
office or medical building, financial institution and occupancies of a similar nature – FINISHED - per sq. m.	\$19.72	\$20.31	\$24.06	N
office or medical building, financial institution and occupancies of a similar nature – ARCHITECTURAL SHELL - per sq. m.	\$16.16	\$16.64	\$21.17	N
Group E – Mercantile Occupancies				
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	\$23.45	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	\$19.99	N
Group F – Industrial Occupancies				
factory, plant, warehouse, industrial building and occupancies of a similar nature - per sq. m.	\$13.13	\$13.52	\$17.35	N
parking garage - per sq. m.	\$14.44	\$14.87	\$19.00	N
service station and/or car wash - per sq. m.	\$9.22	\$9.50	\$16.00	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	\$7.00	N
Private Sewage Systems				
new application and/or replacement of existing CLASS IV system	\$1,365.00	\$1,406.00	\$1,740.00	N
minor sewage system repair or septic tank replacement	\$630.00	\$649.00	\$720.00	N
CLASS V installation	\$630.00	\$649.00	\$800.00	N
building addition / alteration	\$368.00	\$380.00	\$550.00	N
comment on consent applications	\$368.00	\$380.00	\$550.00	N
Subdivision for each lot	\$368.00	\$380.00	\$490.00	N
Investigate complaint/site visit	\$368.00	\$380.00	\$490.00	N
Follow-up/site visit (non-routine inspections)	\$368.00	\$380.00	\$490.00	N
Analysis/report	\$368.00	\$380.00	\$490.00	N

Description	2023 Fee	2024-2025 Fee	2026 Fee	HST
NEW CONSTRUCTION AND ADDITIONS				
Farm Buildings				
Greenhouse - per sq. m.	\$1.13	\$1.13	\$1.26	N
barn or agricultural building other than a greenhouse - per sq. m. – under 250 per sq. m.	\$2.66	\$2.66	\$2.99	N
barn or agricultural building other than a greenhouse - per sq. m. - over 250 sq.m.	\$2.66	\$2.66	\$4.48	N
Mobile/ Portable Buildings				
trailer (construction trailer/sea container)	\$289.00	\$298.00	\$316.00	N
relocatable building/portable (support structure included)	\$430.00	\$443.00	\$491.00	N
CSA certified mobile home (foundation not included)	\$318.00	\$328.00	\$351.00	N
uncertified mobile home (foundation included) - per sq. m.	\$9.62	\$9.91	\$10.38	N
mobile home foundation - per sq. m.	\$3.89	\$4.00	\$4.57	N
Tents and Air Supported Structures				
air supported structure, tent, temporary fabric structure (use aggregate area for multiple tents) – under 250 sq. m.	\$247.00	\$255.00	\$263.00	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	\$2.32	N
Signs				
Ground sign - less than 2.5 per sq. m. [26.91 per sq.ft.]	\$158.00	\$163.00	\$175.00	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	\$351.00	N
Ground sign - 10 sq. m. [107.64 per sq.ft.] or greater	\$473.00	\$488.00	\$526.00	N
Portable ground sign (for each 30 day period or portion thereof)	\$158.00	\$163.00	\$175.00	N
Pole sign - less than 2.5 per sq. m. [26.91 per sq.ft.]	\$158.00	\$163.00	\$175.00	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	\$351.00	N
Pole sign - 10 per sq. m. [107.64 per sq.ft.] or greater	\$473.00	\$488.00	\$526.00	N
Roof sign - less than 2.5 per sq. m. [26.91 per sq.ft.]	\$158.00	\$163.00	\$175.00	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	\$351.00	N
Fascia/wall sign - less than 2.5 per sq. m. [26.91 per sq.ft.]	\$158.00	\$163.00	\$175.00	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	\$351.00	N
Fascia/wall sign - 10 per sq. m. [107.64 per sq.ft.] or greater	\$473.00	\$488.00	\$526.00	N
Inflatable sign	\$158.00	\$163.00	\$175.00	N
Billboard	\$1,050.00	\$1,082.00	\$1,158.00	N
Permit renewal	\$158.00	\$163.00	\$175.00	N
Variance of sign regulations	\$788.00	\$812.00	\$877.00	N
Sign removal - less than 0.6 per sq. m. [6.46 per sq.ft.]	\$79.00	\$82.00	\$88.00	N
Sign removal - 0.6 per sq. m. [6.46 per sq.ft.] or greater (in addition to removal costs)	\$210.00	\$217.00	\$233.00	N
Storage fee for signs greater than 0.6 per sq. m. [6.46 per sq.ft.] (per day)	\$11.00	\$12.00	\$13.00	N
Designated Structures				
communication tower	\$370.00	\$382.00	\$438.00	N
retaining wall, pedestrian bridge, crane, runway (per \$1,000 of construction)	\$19.41	\$20.00	\$21.00	N
satellite dish with structural pedestal anchored to solid concrete pier and or building structure (per \$1,000 of construction)	\$19.41	\$20.00	\$21.00	N
other designated structures as listed in Division A 1.3.1.1 of the Ontario Building Code	\$303.00	\$313.00	\$313.00	N

Description	2023 Fee	2024-2025 Fee	2026 Fee	HST
NEW CONSTRUCTION AND ADDITIONS				
Miscellaneous Works				
roof structure (replace, modify or alter structure)	\$212.00	\$219.00	\$263.00	N
racking system (per \$1000 of construction)	\$19.41	\$20.00	\$21.00	N
installation of drainage layer & weeping tile system	\$242.00	\$250.00	\$250.00	N
minor alterations and repairs (not requiring plans)	\$177.00	\$183.00	\$219.00	N
underpinning /shoring (per \$1,000 of construction)	\$19.41	\$20.00	\$21.40	N
temporary stages	\$332.00	\$342.00	\$342.00	N
demising wall / party wall installation	\$183.00	\$189.00	\$228.00	N
fireplace / woodstove	\$158.00	\$163.00	\$163.00	N
Fire Systems				
electromagnetic locks	\$300.00	\$309.00	\$351.00	N
commercial kitchen hood & fire suppression system	\$370.00	\$382.00	\$482.00	N
fire alarm system upgrades / installations	\$492.00	\$507.00	\$614.00	N
sprinkler system upgrades / installations	\$492.00	\$507.00	\$614.00	N
standpipe system upgrades / installations	\$492.00	\$507.00	\$614.00	N
Energy Projects				
industrial wind turbines subject to Renewable Energy Approval in accordance with the Green Energy Act	\$12,942.00	\$13,331.00	\$14,264.00	N
Solar panels	\$318.00	\$328.00	\$351.00	N
solar collector – swimming pool	\$158.00	\$163.00	\$175.00	N
solar collector – ground mounted	\$423.00	\$436.00	\$438.00	N
solar collector – roof mounted	\$303.00	\$313.00	\$351.00	N
ALTERATIONS AND REPAIRS				
Group A – Assembly Occupancies				
including plumbing AND mechanical (60% of full rate) - per sq. m.	\$12.13	\$12.49	\$15.00	N
including plumbing OR mechanical (55% of full rate) - per sq. m.	\$11.11	\$11.44	\$14.00	N
excluding plumbing AND mechanical (50% of full rate) - per sq. m.	\$10.10	\$10.40	\$13.00	N
Group B – Institutional Occupancies				
including plumbing AND mechanical (60% of full rate) - per sq. m.	\$13.28	\$13.68	\$16.00	N
including plumbing OR mechanical (55% of full rate) - per sq. m.	\$12.18	\$12.55	\$15.00	N
excluding plumbing AND mechanical (50% of full rate) - per sq. m.	\$11.08	\$11.41	\$14.00	N
Group C – Residential Occupancies				
including plumbing AND mechanical (60% of full rate) - per sq. m.	\$9.26	\$9.54	\$11.00	N
including plumbing OR mechanical (55% of full rate) - per sq. m.	\$8.48	\$8.74	\$10.00	N
excluding plumbing AND mechanical (50% of full rate) - per sq. m.	\$7.72	\$7.95	\$9.00	N
foundation only - per sq. m.	\$3.89	\$4.00	\$4.00	N
Group D – Business and Personal Service Occupancies				
including plumbing AND mechanical (60% of full rate) - per sq. m.	\$11.83	\$12.19	\$14.00	N
including plumbing OR mechanical (55% of full rate) - per sq. m.	\$10.85	\$11.17	\$13.00	N
excluding plumbing AND mechanical (50% of full rate) - per sq. m.	\$9.86	\$10.16	\$12.00	N

Description	2023 Fee	2024-2025 Fee	2026 Fee	HST
ALTERATIONS AND REPAIRS				
Group E – Mercantile Occupancies				
including plumbing AND mechanical (60% of full rate) - per sq. m.	\$10.89	\$11.22	\$14.00	N
including plumbing OR mechanical (55% of full rate) - per sq. m.	\$9.99	\$10.29	\$13.00	N
excluding plumbing AND mechanical (50% of full rate) - per sq. m.	\$9.07	\$9.34	\$12.00	N
Group F – Industrial Occupancies				
including plumbing AND mechanical (60% of full rate) - per sq. m.	\$7.88	\$8.12	\$10.00	N
including plumbing OR mechanical (55% of full rate) - per sq. m.	\$7.22	\$7.44	\$10.00	N
excluding plumbing AND mechanical (50% of full rate) - per sq. m.	\$6.56	\$6.77	\$9.00	N
Farm Alterations				
Farm buildings up to 116 sq. m. gross floor area - per building - per sq. m.	\$6.72	\$6.72	\$8.00	N
Farm buildings over 116 sq. m. gross floor area - per sq. m.	\$6.13	\$6.13	\$7.00	N
Demolition				
Base fee for buildings less than 100 sq. m. in gross floor area	\$177.00	\$183.00	\$209.00	N
Base fee + per sq. m. in excess of 100 sq. m.	\$0.87	\$0.90	\$1.00	N
PLUMBING AND SEWER				
<i>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:</i>				
Single, Semi-Detached, Duplex, Triplex, Fourplex,				
first six (6) fixtures	\$229.00	\$236.00	\$263.00	N
Base Fee + each additional fixture over 6	\$10.35	\$11.00	\$12.00	N
All Other Buildings				
first five (5) fixtures	\$300.00	\$309.00	\$351.00	N
Base Fee + each additional fixture over 5	\$10.35	\$11.00	\$12.00	N
Sewer and Water Main Installations				
<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	\$196.00	N
Base fee + each additional fifteen (15) metres over 15 m	\$45.30	\$47.00	\$50.00	N
Specialized Plumbing Fixtures and Appurtenances				
<i>The fee shown below shall include all plumbing contained inside the building.</i>				
back flow preventer installation (water line)	\$177.00	\$183.00	\$196.00	N
back water valve (sewer)	\$177.00	\$183.00	\$196.00	N
sump pump installation (weeping tile installation included)	\$370.00	\$382.00	\$409.00	N
grease / oil interceptor installation	\$370.00	\$382.00	\$409.00	N
OTHER FEES				
Administration				
minimum permit fee	\$177.00	\$183.00	\$196.00	N
transfer of permit	\$177.00	\$183.00	\$196.00	N
moving a building (all alterations & repairs subject to applicable charges as stipulated above)	\$177.00	\$183.00	\$196.00	N
deferral of permit revocation (per instance)	\$177.00	\$183.00	\$196.00	N
limiting distance agreement (registered on title)	\$1,327.00	\$1,367.00	\$1,463.00	N
research request – Building Division Records search (per hour)	\$113.00	\$117.00	\$125.00	N
911 house number – sign, post and installation (rural lots)	\$177.00	\$183.00	\$196.00	N
911 house number – replacement of sign only	\$76.00	\$79.00	\$85.00	N

Description	2023 Fee	2024-2025 Fee	2026 Fee	HST
OTHER FEES				
Permits				
change of use (under 400 sq. m.)	\$177.00	\$183.00	\$196.00	N
change of use (400 sq. m. or more) - per sq. m.	\$0.98	\$1.01	\$1.08	N
change of use (no construction required)	\$95.00	\$98.00	\$105.00	N
partial occupancy permit for unfinished buildings	\$197.00	\$203.00	\$217.00	N
Inspections				
non routine inspection (per hour)	\$141.00	\$146.00	\$156.00	N
illegal grow operation – general inspection	\$786.00	\$810.00	\$867.00	N
illegal grow operation – occupancy inspection	\$943.00	\$972.00	\$1,040.00	N
off hours inspection (per hour)	\$212.00	\$219.00	\$234.00	N
unprepared for inspection	\$141.00	\$146.00	\$156.00	N
Plans Examination				
stock plans examination (model plans reviewed without building permit application)	\$619.00	\$638.00	\$683.00	N
off hours plans examination (per hour) (min. 4 hours)	\$212.00	\$219.00	\$234.00	N
review of alternative solution (per hour) (min. 4 hours)	\$177.00	\$183.00	\$196.00	N
secondary plans examination (per hour)	\$177.00	\$183.00	\$196.00	N
review of revisions / amendments to permits	\$177.00	\$183.00	\$196.00	N
engineer review as determined by Chief Building Official	actual plus 10% admin	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	\$1,040.00	N
Building Foundation – complete to grade including all underground services (% of permit fee)	15%	15%	15%	N
Completed Structural Shell – complete exterior shell without any interior finishes (% of permit fee)	55%	55%	55%	N
Completed Architectural Shell – complete exterior shell including interior finishes on exterior and structure walls (% of permit fee)	80%	80%	80%	N
Complete Building – includes all tenant improvements and complete interior finishes (% of permit fee)	100%	100%	100%	N
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	\$22.83	N

Description	2023 Fee	2024-2025 Fee	2026 Fee	HST
PERFORMANCE / SECURITY DEPOSITS				
<p><i>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.</i></p> <p><i>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.</i></p>				
single, semi, duplex, triplex, four plex, townhome	\$1,208.00	\$1,208.00	\$2,500.00	N
addition(s) to buildings described above where excavation is required	\$907.00	\$907.00	\$1,500.00	N
buildings accessory to the buildings above with construction value greater than \$3,500	\$604.00	\$604.00	\$800.00	N
construction projects other than those described above (Site Plan Agreement IS required)	\$1,510.00	\$1,510.00	\$2,500.00	N
construction projects other than those described above (Site Plan Agreement IS NOT required)	\$3,019.00	\$3,019.00	\$3,500.00	N
demolition project	\$907.00	\$907.00	\$1,000.00	N
moving a building	\$1,208.00	\$1,208.00	\$1,500.00	N
swimming pool - seasonal	\$-	\$-	\$-	N
swimming pool - above ground	\$263.00	\$263.00	\$270.00	N
swimming pool - in ground	\$525.00	\$525.00	\$550.00	N
LOT GRADING				
<p><i>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.</i></p>				
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	\$1,293.00	N
each dwelling on property other than those listed above	\$1,812.00	\$1,812.00	\$1,939.00	N
<p><i>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.</i></p>				
Occupancy despite Incomplete Lot Grading Deposit				
single detached, semi-detached, duplex dwellings	\$4,200.00	\$4,325.00	\$4,628.00	N
triplex, four plex, street townhouse dwellings	\$3,623.00	\$3,730.00	\$3,991.00	N
condominium townhouse dwellings	\$3,019.00	\$3,110.00	\$3,328.00	N
any dwelling type other than those listed above	\$2,415.00	\$2,490.00	\$2,664.00	N
CONDITIONAL PERMIT				
<p><i>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.</i></p>				
conditional building permit deposit (Minimum \$5,000) - % of construction value	10%	10%	10%	N

TOWNSHIP OF WEST LINCOLN
PUBLIC MEETING UNDER THE PLANNING ACT MINUTES
AMENDMENT TO TOWNSHIP OF WEST LINCOLN'S ZONING BY-LAW

MEETING NO. SIXTEEN

December 8, 2025, 6:30 p.m.

Township Administration Building

318 Canborough Street, Smithville, Ontario

Council: Mayor Cheryl Ganann, Chair
Councillor Shelley Bradaric
Councillor Jason Trombetta
Councillor Joann Chechalk
Councillor Greg Maychak
Councillor William Reilly

Absent with regrets: Councillor Mike Rehner, notification provided

Staff: Jessica Dyson, Director, Legal and Legislative Services
Gerrit Boerema, Director, Growth and Sustainability
Kevin Geoghegan, IT Help Desk Analyst
Susan Smyth, Manager, Community Planning and Design
Truper McBride, CAO
Cynthia Summers, Director, Community and Protective Services
Justin Paylove, Manager, Legislative Services/Clerk
Tim Hofsink, Fire Chief
Robin Shugan, Senior Planner

Attendees: Jim Bruzzese, BMA Management Consulting Inc.*
Albert Witteveen, Regional Councillor
Kim Hessles-Glenney
Len Snippe
Lynn Snippe

Proposed Amendment to the fees and Charges By-law for 2026 and the intent to pass an associated By-law

1. Proposed Amendment to the fees and and Charges By-law for 2026 and the intent to pass an associated By-law.

The Chair advised that this Public Meeting was being held to consider the Proposed Amendment to the fees and Charges By-law 2026

2. PURPOSE OF THE PUBLIC MEETING

The Chair stated that this public meeting is being held to meet the requirements of the Ontario Building Code Act 2001, in relation to new building fees and charges for 2026 and the intent to pass an associated By-law.

The Chair further stated that in accordance with the Building Code Act S.O. 1992 Section 7 and the Municipal Act, 2001, The Township of West Lincoln hereby gives notice that it intends to approve new building fees and charges for 2026 and to pass an associated By-law.

The Chair further stated that In accordance with Section 7 (6)(a) of the Building Code Act, 1992, Public Notice of this meeting was given through advertisement on the November 13th edition of News Now and on the Township website.

3. Public Meeting

The Chair inquired to the Chief Building Official, Ben Agro to please explain the purpose and reason for an amendment to the Buildings Fees.

In response to the inquiry from the Chair, Chief Building Official gave a brief explanation on the purpose and reason for an amendment to the Building Fees.

The Chair asked if the consultant was present to speak to this amendment to the Building Fees.

Jim Bruzzese, BMA Management Consulting Inc.

Jim Bruzzese, BMA Management Consulting Inc. presented a powerpoint on the Building Permit Fees Review for the Township and gave a brief explanation on the process of the review as attached hereto as Schedule "A".

The Chair inquired Council if they had any questions of clarification for Administration with respect to this request.

Councillor Reilly inquired to Jim Bruzzese, BMA Management Consulting Inc. if other municipalities had reviewed their Building Permit Fees, and he also noted if that was something that could be incorporated in future proposals.

In response to Councillor Reilly, Jim Bruzzese, BMA Management Consulting Inc. explained that Niagara on the Lake has completed their Building Permit Fee review. He also noted that he was unsure of other municipalities.

Councillor Maychak inquired to Jim Bruzzese, BMA Management Consulting Inc., if the indexing of fees were annually based on inflation.

In response to Councillor Maychak, Jim Bruzzese, BMA Management Consulting Inc. explained that it is based on an inflationary increase and other factors such as the Consumer Price Index, and the increase of administration wages.

The Chair stated that the floor is now open for members of the public to come forward and provide Council with any oral or written submissions (either in-person or on Zoom) pertaining to the proposed Amendment to the Fees and Charges By-law. When coming forward to speak, please provide your full name and Speakers will be allowed up to five (5) minutes to make comments to Council, after which Council may ask questions of clarification related to the submission. Individuals are allowed to speak once to an application.

The Chair inquired if there were anyone online that would like to make an oral or written submissions regarding the proposed Amendment to the Fees and Charges By-law.

There were no oral or written submissions.

The Chair inquired if any Members of Committee had any final questions of clarification only to Administration or written submissions on the proposed amendment to the Fees and Charges By-law.

There were no comments from Members of Committee.

The Chair advised that a Recommendation Report will be presented later this evening whereby Council will debate the merits of this proposed amendment and will decide on the proposed fees this evening.

The Chair advised, if you wish to be further notified of this matter, please sign the sheet at the side table near the Council Chambers door.

4. Adjournment

The Chair declared that this public meeting adjourned at the hour of 6:49 p.m.

4421 and 4373 Regional Road 20, Concession 4, Part Lot 19 and Concession 4, Part Lot 20, File No. 1601-11-2025

5. Application for Zoning By-law Amendment

The Chair Advised that this public meeting was being held to consider an amendment to the Township of West Lincoln's Zoning By-law under Section 34 of the Planning Act

6. EXPLANATION OF THE PURPOSE AND EFFECT OF THE APPLICATION:

The Zoning By-law Amendment has been made to fulfill conditions of consent related to Consent File No. B082025WL to rezone Parcel 1 from Agriculture (A) Zone to a site-specific Rural Residential (RuR) Zone. The site-specific provision request is to permit the use of the existing semi-detached dwelling. Additionally, this application seeks to rezone Parcel 2 from Agriculture (A) Zone to a site-specific Rural Residential (RuR) Zone. The site-specific provision request is to increase the maximum ground floor area of an existing accessory building from 120 square metres to 350 square metres.

7. Purpose of the Public Meeting

The Chair stated that the Planning Act requires in Section 34(12) and Section 39 that before passing a, Zoning By-law Amendment Council must hold a public meeting for the purpose of informing the public.

The purpose of this public meeting is to receive comments from the public and is the only opportunity to provide Council feedback with respect to the application.

The Chair further stated it is the function of Council to listen to public comments and ask questions of clarification only. It is not the function of Council to debate the merits of the application during the public meeting or respond to questions posed by the public during this public meeting. Should the public have any questions on the application, please contact Planning staff and they will provide any information being requested.

The Chair further stated that please be aware that Council debate of the application will occur later this meeting when the accompanying recommendation report regarding the proposed Zoning By-law Amendment is presented.

8. PUBLIC MEETING

The Chair stated that in accordance with the Planning Act and the Minister, the applicant or specified person, public body or registered landowner of any land to which the by-law amendment will apply who made oral submissions at a public meeting or written submissions to Council prior to the adoption and/or passage of the by-law may appeal the by-law amendment to the Ontario Land Tribunal.

The Chair inquired to the Manager, Legislative Services/Clerk, Justin Paylove about the methods and dates by which notice of the Public Meeting was given.

In response to the Chair's inquiry, Manager, Justin Paylove, explained that proper notice was given.

The Chair inquired to the Senior Planner, Robin Shugan to explain the purpose and reason for the proposed Zoning By-law Amendment.

In response to the Chair's inquiry, Senior Planner, Robin Shugan presented a brief powerpoint and explained the purpose and reason for the proposed Zoning By-law Amendment attached as Schedule "B".

The Chair inquired to Council if they had any questions or clarification for Administration with respect to this application.

There were no questions or clarification for Administration with respect to this application.

The Chair asked if the applicant or their authorized agent were present to speak to the application.

There were no comments.

The Chair asked if there are any questions of clarification from Council to the applicant.

There were no questions or clarification from Council to the applicant/agent.

The Chair stated that the floor is now open for members of the public to come forward and provide Council with any oral or written submissions (either in-person or on Zoom) pertaining to the proposed Zoning By-law Amendment. When coming forward to speak, please provide your full name. Speakers will be allowed up to five (5) minutes to make comments to Council, after which Council may ask questions of clarification related to the submission. Individuals are allowed to speak once to an application.

There were none.

The Chair asked if there were anyone online that would like to make any oral or written submissions regarding the proposed Zoning By-law Amendment.

The Chair asked if any Members of Committee had any final questions of clarification only to Administration or written submissions on the proposed Zoning By-law Amendment.

There were none.

The Chair advised that a Recommendation Report will be brought forward later in this Committee meeting whereby Council will debate the merits of this application and decide upon its recommendation.

The Chair also advised, if you wish to be further notified of this application, please sign the sheet at the side table near the Council Chambers door.

9. Adjournment

The chair declared that this public meeting with respect to the proposed Zoning By-law Amendment is concluded at the hour of 6:57 p.m.

3750 Concession 1 Road, Concession 1, Part Lot 26, Former Township of Gainsborough, File No. 1601-010-2025

10. Application for Zoning By-law Amendment

The Chair Advised that this public meeting was being held to consider an amendment to the Township of West Lincoln's Zoning By-law under Section 34 of the Planning Act

11. EXPLANATION OF THE PURPOSE AND EFFECT OF THE APPLICATION:

An application was submitted to fulfill Conditions of Consent related to Consent File No. B07/2025WLis to rezone 3750 Concession 1 Road from Agriculture (A) Zone to a site-specific Rural Residential (RuR) Zone for Part 1 (severed parcel) with the single detached dwelling. The site-specific provision request is to permit the use of the existing single detached dwelling with a reduced front yard setback of 9.12 metres. Additionally, this application seeks to rezone Part 2 (retained agricultural lands) from Agriculture (A) Zone to a site-specific Agricultural Purposes Only (APO) Zone with a site-specific provision for a reduced lot area of 20.2 hectares.

12. PUBLIC MEETING

The Chair stated that in accordance with the Planning Act and the Minister, the applicant or specified person, public body or registered landowner of any land to which the by-law amendment will apply who made oral submissions at a public meeting or written submissions to Council prior to the adoption and/or passage of the by-law may appeal the by-law amendment to the Ontario Land Tribunal.

The Chair inquired to the Manager, Legislative Services/Clerk, Justin Paylove about the methods and dates by which notice of the Public Meeting was given.

In response to the Chair, the Manager, Legislative Services/Clerk, Justin Paylove explained that proper notice was given.

The Chair inquired to the Manager, Community Planning and Design, Susan Smyth to explain the purpose and reason for the proposed Zoning By-law Amendment.

In response to the inquiry by the Chair, Manager, Community Planning and Design, Susan Smyth presented a brief powerpoint and explained the purpose and reason for the proposed Zoning By-law Amendment, attached as Schedule "C".

The Chair inquired to Council if they had any questions or clarification for Administration with respect to this application.

There were no questions or clarification from Council to the to administration.

The Chair asked if the applicant or their authorized agent were present to speak to the application.

There were none.

The Chair asked if there are any questions of clarification from Council to the applicant.

There were no questions or clarification from Council to the applicant/agent.

The Chair stated that the floor is now open for members of the public to come forward and provide Council with any oral or written submissions (either in-person or on Zoom) pertaining to the proposed Zoning By-law Amendment. When coming forward to speak, please provide your full name. Speakers will be allowed up to five (5) minutes to make comments to Council, after which Council may ask questions of clarification related to the submission. Individuals are allowed to speak once to an application.

The Chair asked Council if they had any questions of clarification from the presenter.

There were none.

The Chair asked if there were anyone online that would like to make any oral or written submissions regarding the proposed Zoning By-law Amendment.

The Chair asked if any Members of Committee had any final questions of clarification only to Administration or written submissions on the proposed Zoning By-law Amendment.

There were none.

The Chair advised that a Recommendation Report will be brought forward later in this Committee meeting whereby Council will debate the merits of this application and decide upon its recommendation.

The Chair also advised, if you wish to be further notified of this application, please sign the sheet at the side table near the Council Chambers door.

13. Adjournment:

The Chair declared that this public meeting with respect to the proposed Zoning By-law Amendment is concluded at the hour of 7:04 p.m.

JUSTIN PAYLOVE, MANAGER,
LEGISLATIVE SERVICES/CLERK

MAYOR CHERYL GANANN,
CHAIR

Building Permit Fees Review Town of West Lincoln

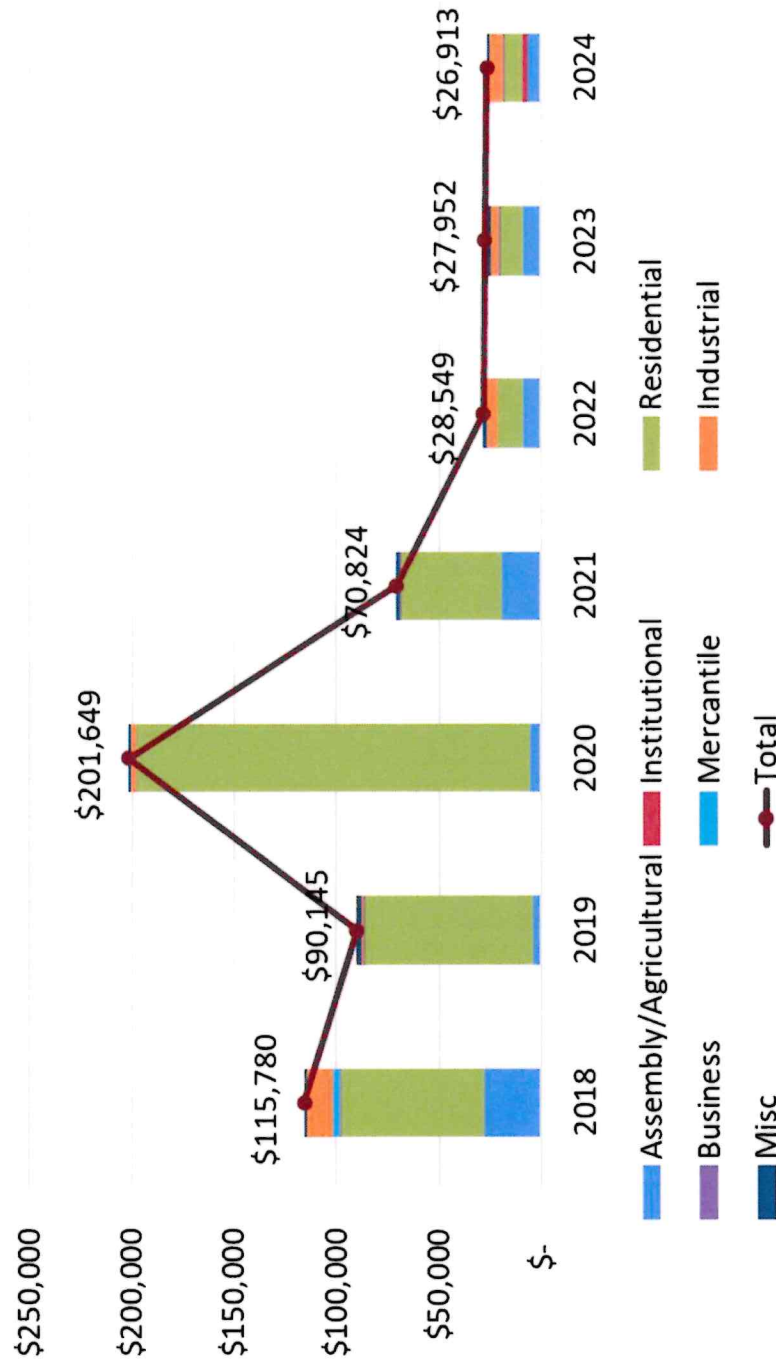
*BMA Management Consulting Inc.
December 2025*



Fee Setting Principles

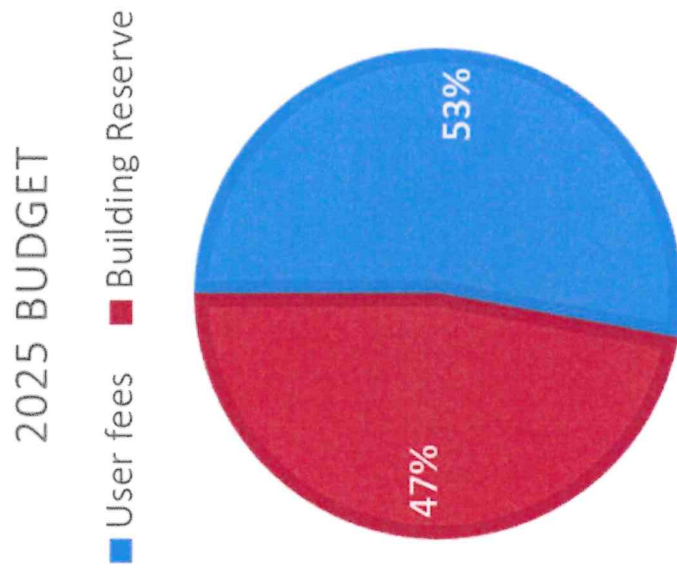
- ***Fairness and Equity*** – Equitable cost distribution across application types
- ***Legislative Compliance*** – fees reflect “anticipated reasonable cost”
- ***Transparency and Accountability*** – clear rationale for fee calculation
- ***Affordability and Competitiveness*** – competitive with peer municipalities

Construction Activity Levels (000s)



- Construction activity decreased from a high of \$201.7 million in 2020 to \$26.9 million in 2024

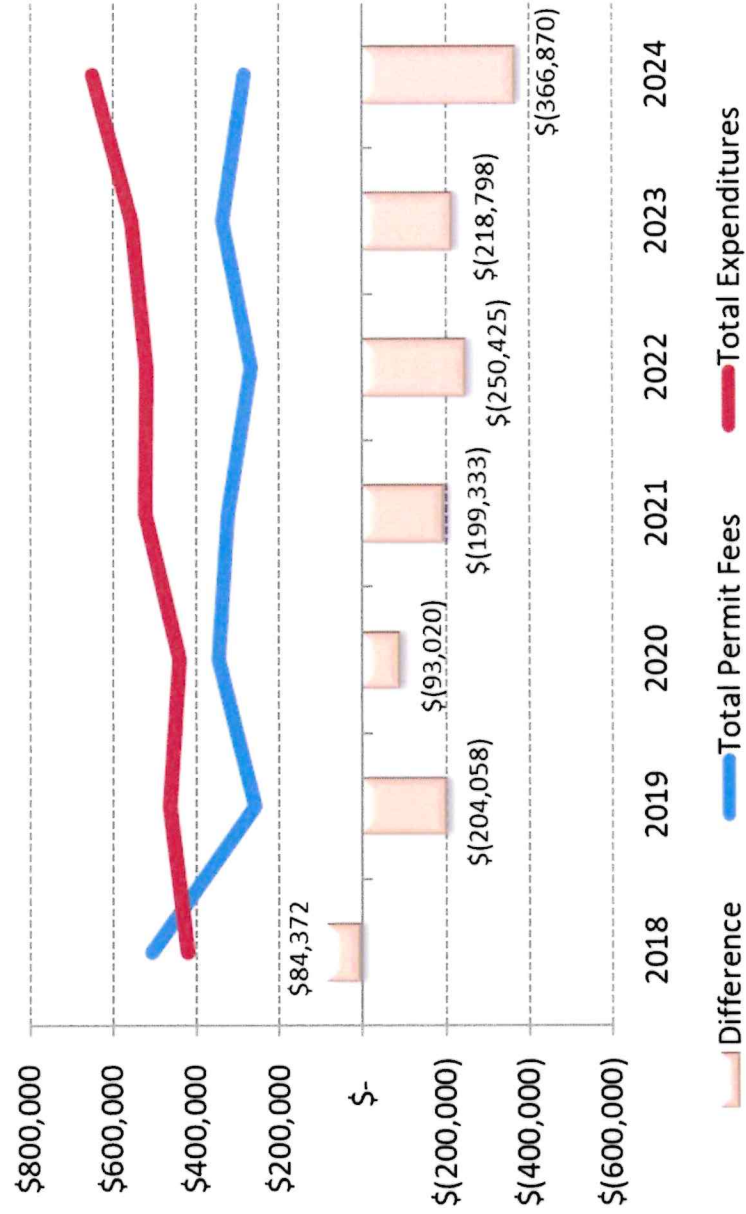
Building Budget – Sources of Revenues



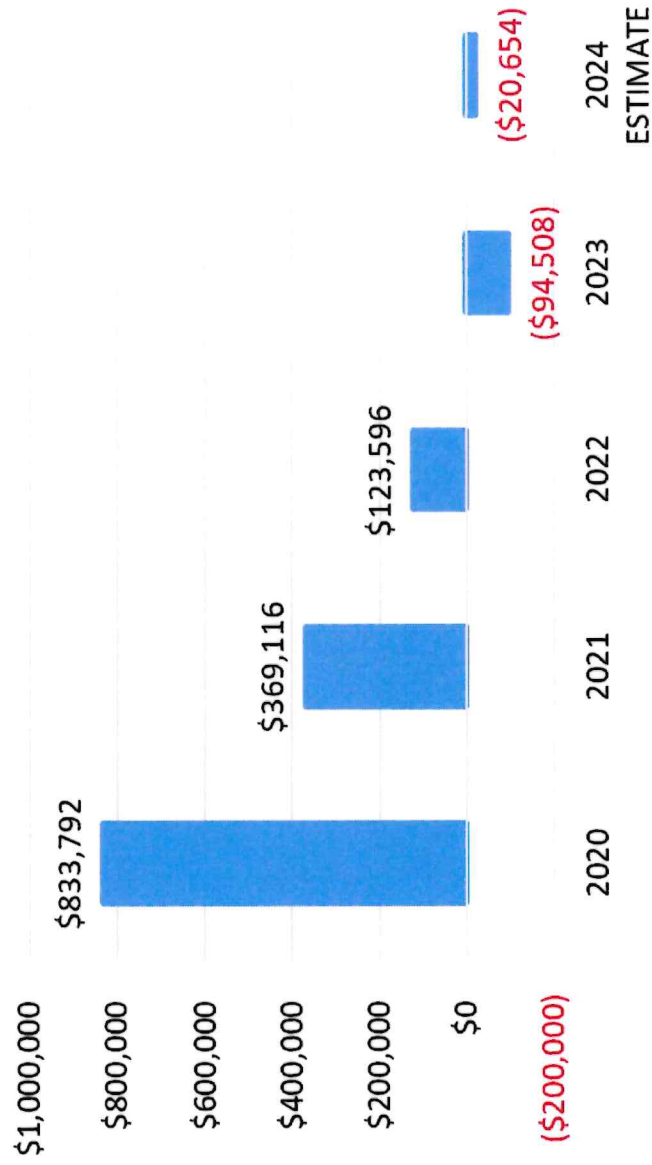
- \$335,970 budget from building reserve
- \$377,720 budget funded from user fees

Building Budget – Operating Costs

- Existing fees have consistently fallen short of operating costs



Building Reserve – Year-End balances

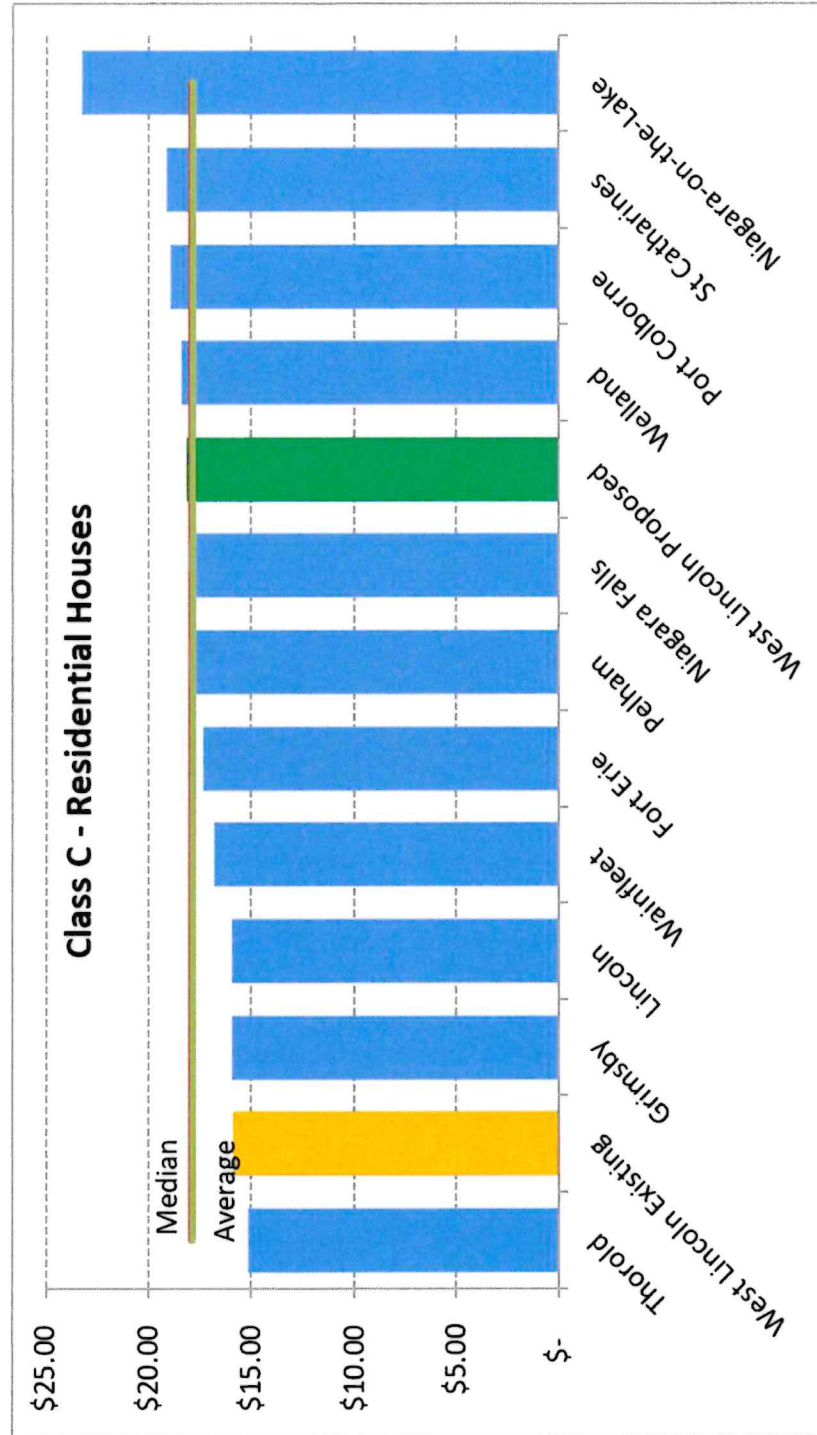


- Current fee levels cannot sustain operational needs

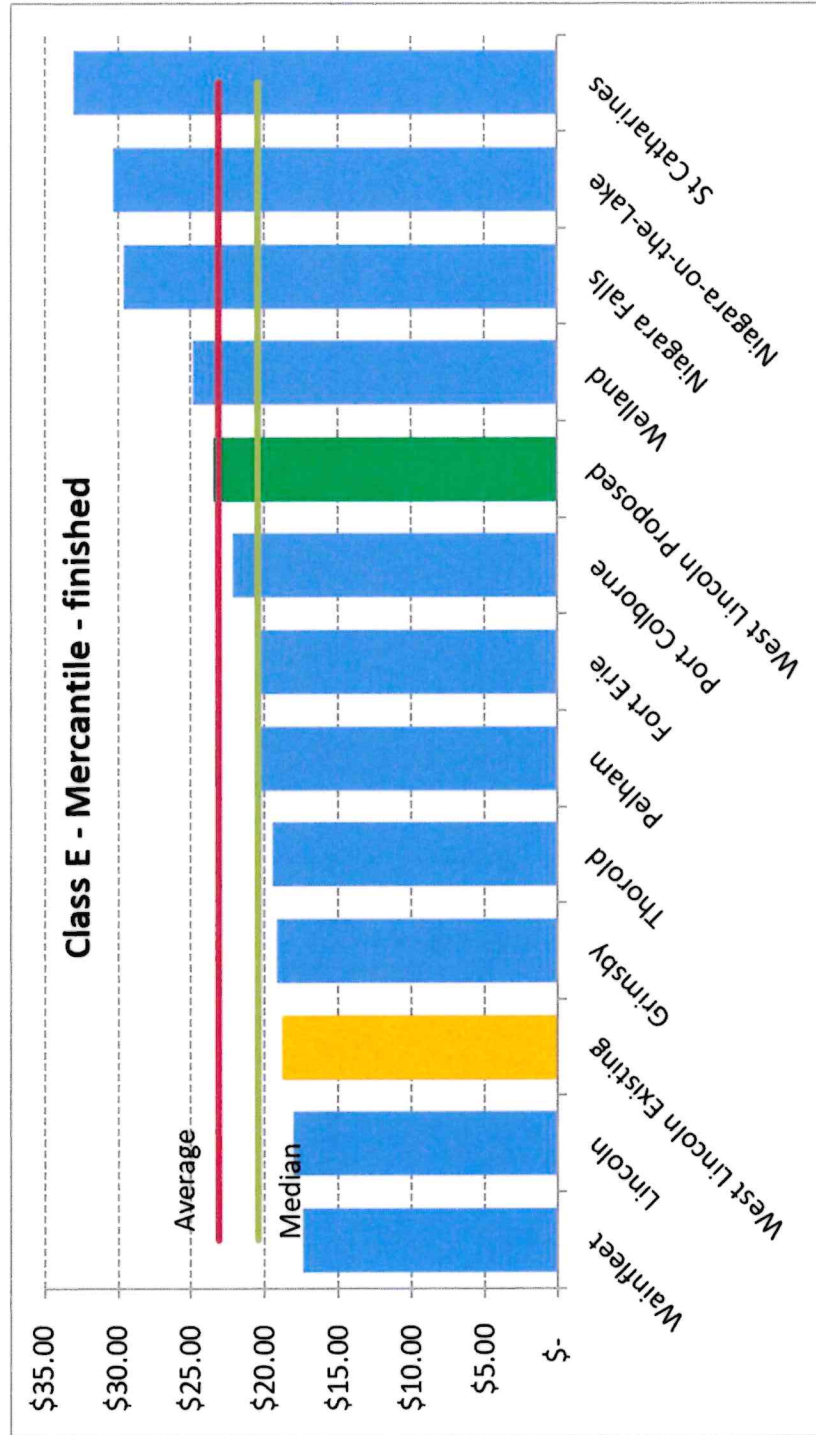
Methodology

- Operating Budget Analysis – Included direct and indirect costs (including corporate support costs based on Ministry guidelines)
- Process Mapping – Step by step process map to identify the time associated with processing permits
- Activity Based Costing to assign a percentage of overhead costs to each employee
- Calculate full cost of service
- Comparison with peer municipalities

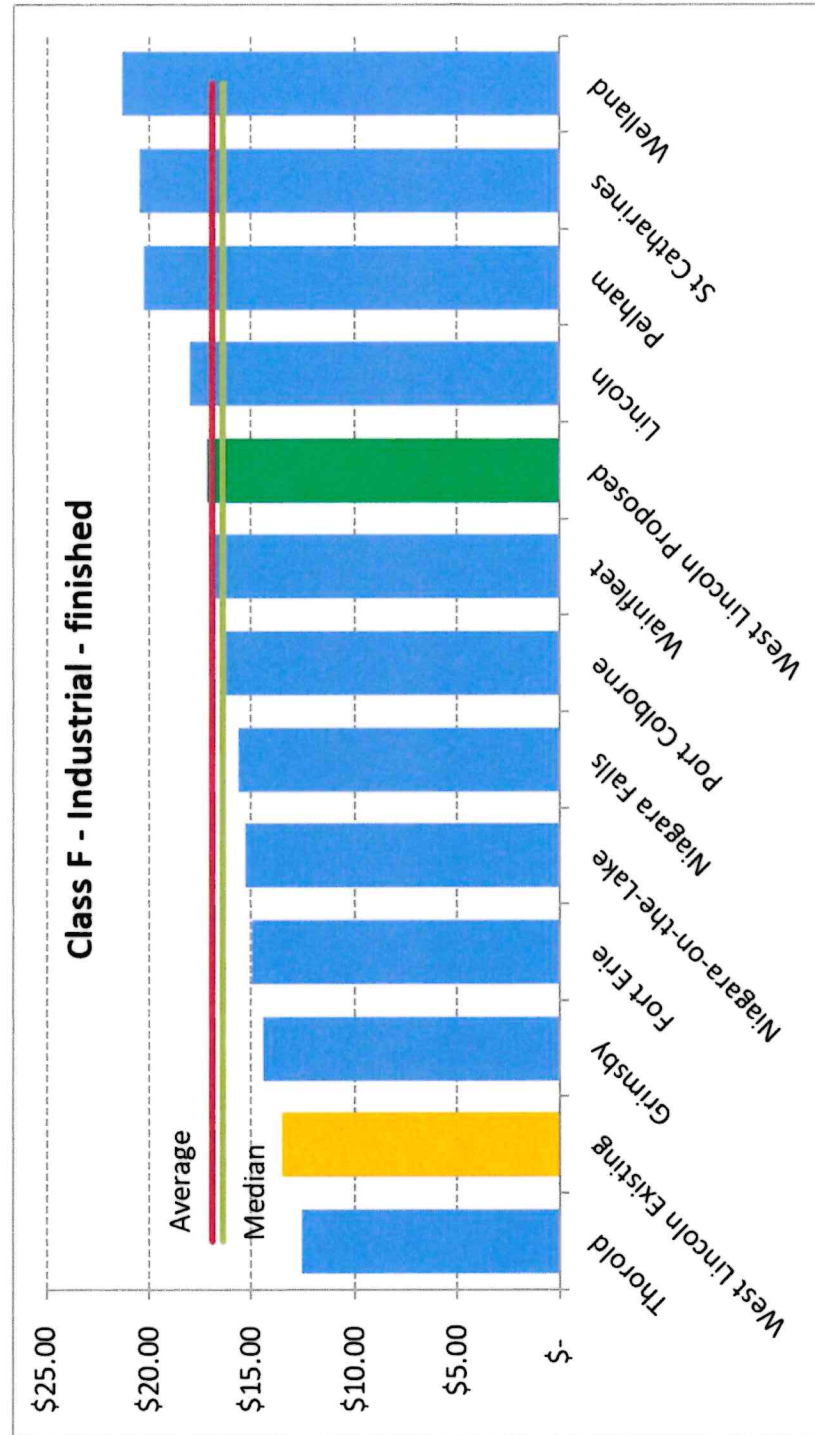
Peer benchmarking – Class C



Peer benchmarking – Class E



Peer benchmarking – Class F



Summary – Building Fee Update

- ✓ ***Fairness and Equity*** – applicants pay for direct benefit
- ✓ ***Legislative Compliance*** – Fees calculated to include ‘anticipated reasonable costs’
- ✓ ***Transparency and Accountability*** – Process mapping, activity-based costing and benchmarking
- ✓ ***Affordability and Competitiveness*** – Fees at or below the peer average

Recommendations

- Approve updated fee schedule
- Index fees annually
- Undertake comprehensive review every 4–5 years

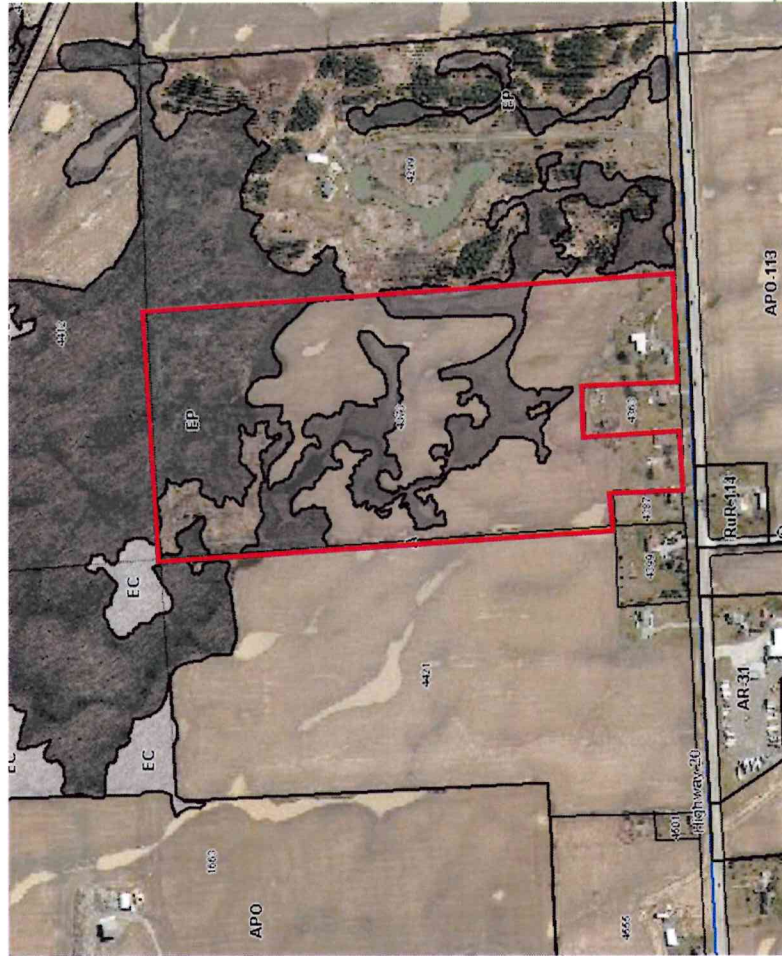
Questions & Answers

Questions & Answers

Questions & Answers
Questions & Answers

Zoning By-law Amendment

Application 1601-011-25– 4421 and 4373 Regional Road 20



Site Plan

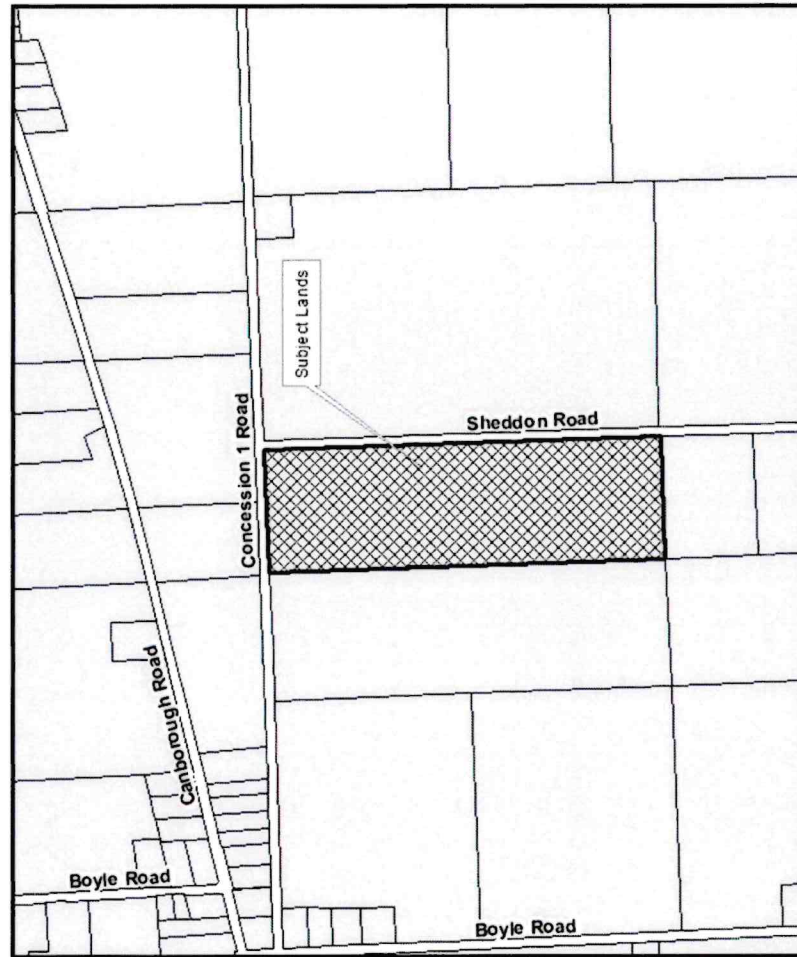


Site Specifics

- Parcel 1- Rezone to RuR-252 to recognize existing semi-detached dwelling
- Parcel 2- Rezone to RuR-253 recognize the existing accessory building

Zoning By-law Amendment

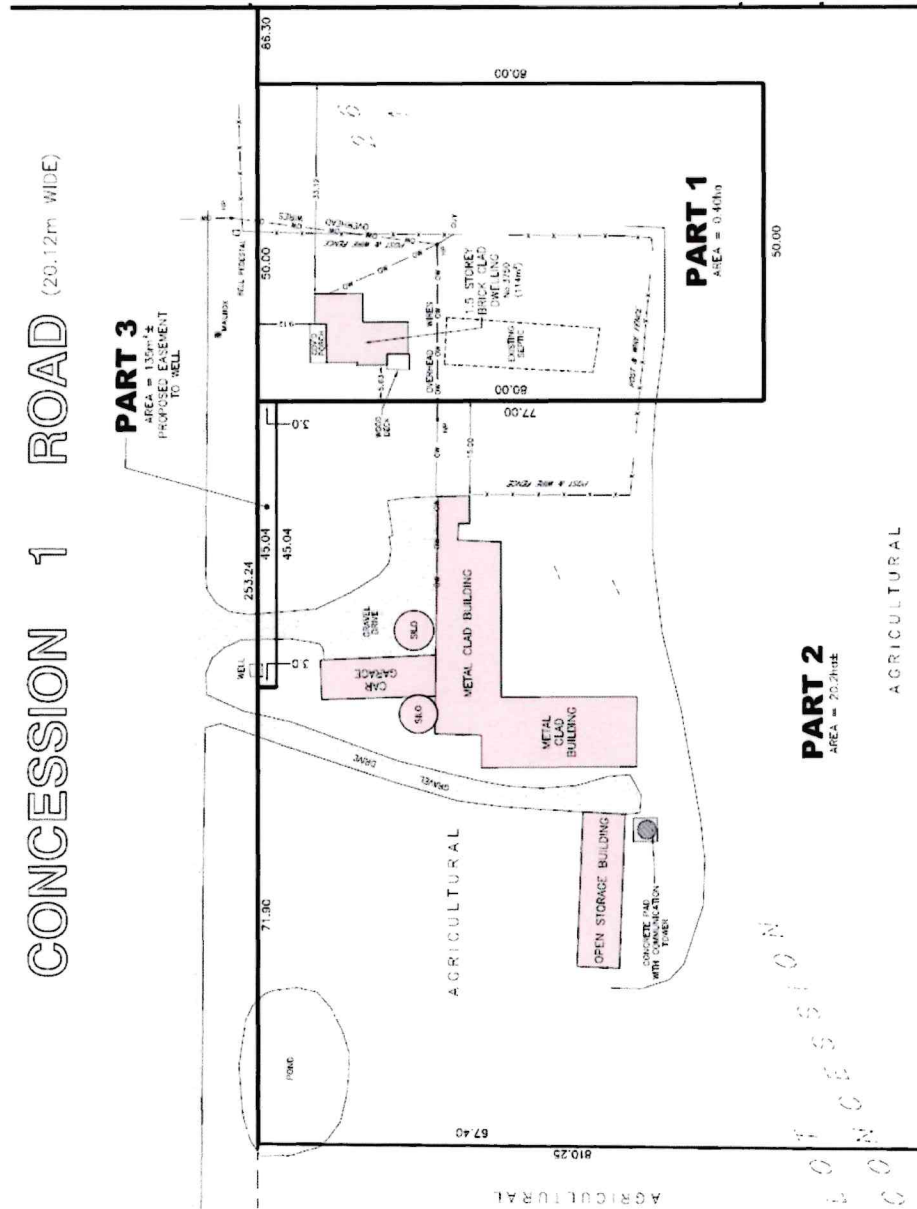
Application 1601-010-25– 3750 Concession 1 Road



CONCESSION 1 ROAD

RuR 250 (Part 1)

APO 251 (Part 2)



West Lincoln
Your Future Naturally

MEMORANDUM

TO: Mayor and Members of Council

FROM: Katelyn Repovs, Director, Corporate Services/CFO

DATE: December 15, 2025

SUBJECT: 2026 Interim Tax By-Law

Dear Mayor Ganann and Members of Council,

Contained under the by-law section of the December 15, 2025 agenda is By-law 2025-71 being the 2026 Interim Tax By-law. It outlines the provisions for billing out property taxes prior to the final 2026 tax levy being approved.

This by-law authorizes staff to charge an interim levy calculated as 50% of the total amount of taxes for municipal and school purposes levied during the previous year. An annualized tax figure is used in this calculation to compensate for mid-year adjustments in tax treatment or assessment value. If a property did not have any mid-year adjustments, the interim levy should equal 50% of the amount shown on a property owner's final 2025 tax notice.

This by-law is based on the legislation as outlined in the Municipal Act, Section 317 (3). Since the interim levy is based on 50% of the previous year's taxes levied, no schedule with tax rates is needed to accompany this by-law.

If you have any questions, please contact the memo author.

DATE: December 15, 2025

REPORT NO: LLS-15-2025

SUBJECT: **Recommendation Report – Administration of Policies and Procedures**

CONTACT: Jessica Dyson, Director, Legal and Legislative Services

OVERVIEW:

- This report presents the Administration of Policies and Procedures Policy for Council's consideration and approval.
- The Policy establishes a formal, consistent, and transparent framework for how all Township policies and procedures are developed, approved, implemented, and reviewed.
- It introduces standardized formats, defined roles and responsibilities, clear review cycles, and a centralized registry to ensure all corporate documents remain accurate, accessible, and aligned with legislative and organizational requirements.
- By adopting this Policy, the Township will strengthen internal governance, enhance operational efficiency and support a more cohesive corporate approach to policy management

RECOMMENDATION:

1. That, Recommendation Report LLS-15-2025 titled “Administration of Policies and Procedures” dated December 15, 2025 be received; and,
2. That, the Administration of Policies and Procedures Policy attached as Schedule ‘A’ to this report be approved; and,
3. That, administration be authorized to implement the policy across all departments and maintain the centralized registry to ensure ongoing consistency, compliance, and effective governance within the Township.

ALIGNMENT TO STRATEGIC PLAN:

Theme #4

- Advance – organizational capacity and effectiveness

BACKGROUND:

The Township maintains a wide range of corporate policies and procedures that guide decision-making, operational consistency, legislative compliance and service delivery. Over time, policies have been developed by various departments using different formats, approval processes and review cycles. This decentralized approach has led to inconsistencies in policy creation, document retrieval barriers, and the deficiency of a routine policy and procedure review.

Administration initiated a comprehensive review of the Township's existing policies and procedures. This review identified a need for a standardized approach to the creation, approval, maintenance, and communication of corporate policies and procedures. As a result, staff have developed a new Administration of Policies and Procedures Policy and accompanying procedure, templates, and a centralized policy/procedure registry.

CURRENT SITUATION:

The draft Administration of Policies and Procedures Policy has been completed by Legal and Legislative Services in collaboration with the Senior Leadership Team (SLT). The policy provides:

- A structured framework for the creation, approval, and management of all Township corporate policies and administrative procedures.
- Clear definitions of “corporate policy,” “administrative directive,” “procedure,” and “policy owner” to ensure consistency and corporate understanding.
- Defined roles for Council, the CAO, Senior Leadership Team, Directors, Managers, and the Legislative Services Division regarding approvals, oversight, and record management.
- A standardized review cycle, requiring all policies to be reviewed at least every five years unless legislative changes require earlier revision.
- A consistent document format and clear expectations for communication and posting of policies on internal and external platforms.

The Legislative Services Division will maintain the official corporate registry and ensure that policies and procedures remain current, accessible, and aligned with legislative and corporate requirements.

This policy along with the accompanying procedure and templates, will ensure that all future policies and procedures follow an aligned, transparent, and accountable process.

FINANCIAL IMPLICATIONS:

N/A

INTER-DEPARTMENTAL COMMENTS:

The draft Administration of Policies and Procedures Policy and supporting documents were circulated to the Senior Leadership Team (SLT) for review and feedback. Minor revisions suggested by SLT were incorporated into the final draft to enhance accuracy and consistency across the organization.

CONCLUSION:

The Administration of Policies and Procedures Policy provides the Township with a consistent, transparent, and accountable framework for managing corporate governance documents. Adoption of this policy will strengthen internal controls, support legislative compliance, and enhance efficiency in policy development and implementation across the organization.

Staff recommend that Council approve the Administration of Policies and Procedures Policy and authorize its implementation effective January 1, 2026.

SCHEDULE(S)

Schedule A: Draft Policy – Administration of Policies and Procedures

Prepared & Submitted by:

Approved by:

**Jessica Dyson,
Director, Legal and Legislative Services**

**Truper McBride,
CAO**



POLICY TITLE: Administration of Policies and Procedures

CATEGORY: Administration

POLICY NUMBER: ADM-LLS-XX

DEPARTMENT: Legal and Legislative Services

POLICY TYPE: Corporate Policy

APPROVED BY: Council

EFFECTIVE DATE: January 1, 2026

REVIEW DATE:

1. POLICY STATEMENT

The Township of West Lincoln is committed to maintaining a consistent, transparent, and accountable framework for the development, approval, implementation, and review of all corporate policies and procedures. This policy ensures that municipal operations are guided by clear, current, and well-documented directives that support effective governance, compliance with legislative requirements, and the efficient delivery of services to the community.

2. POLICY PURPOSE

The purpose of this policy is to define a standardized process for the development, approval, management, and review of all municipal policies and procedures. The intent is to ensure that policies and procedures:

- Are clearly written, accessible, and consistently applied across the organization;
- Reflect Council's strategic priorities and the Municipality's operational objectives;
- Comply with relevant legislation, regulations, and bylaws; and
- Support accountability, transparency, and effective internal controls.

3. LEGISLATIVE AUTHORITY

Roles and responsibilities have been assigned in accordance with Sections 224, 227 and 229 of the [Municipal Act, 2001, R.S.O. 1990, S.O. 2001, c. 25, as amended](#), which outlines the role of Council, the Chief Administrative Officer and Municipal Administration in the development, approval and management of policies.

4. DEFINITIONS

For the purposes of this policy, the following definitions apply:

- 4.1. "Administrative Directive"** means a policy approved by the Chief Administrative Officer (CAO) or designate and Senior Leadership Team that provides direction for internal operations, management practices, or staff conduct within the Municipality. These policies direct staff by setting operational duties and expectations and guide decision-making processes.

- 4.2. **“Chief Administrative Officer (CAO)”** means the senior administrative official appointed by Council under Section 229 of the Municipal Act, 2001, responsible for the overall management and administration of municipal operations.
- 4.3. **“Corporate Policy”** means a policy formally adopted by Council resolution that provides direction on governance, strategic priorities, or matters of public interest. These policies have an external focus on the community or are required by provincial legislation. Due to the higher level and external orientation of these policies, these policies are approved by Council.
- 4.4. **“Department Head”** means a municipal employee responsible for managing a department, reporting directly to the CAO.
- 4.5. **“Policy”** means a formal statement of principle or rule adopted to guide decision-making, operations, or behavior within the Municipality.
- 4.6. **“Policy Owner”** is a member of the Township’s senior leadership team who assumes responsibility for a specific policy or procedure revision activity.
- 4.7. **“Procedure”** means a detailed description of the steps or processes required to implement a policy. Procedures support policies and provide operational direction to staff.
- 4.8. **“Review Cycle”** means the defined period within which a policy or procedure must be reviewed to ensure accuracy, compliance, and continued relevance.

5. SCOPE

This policy applies to all corporate policies and administrative procedures established by the Municipality.

6. POLICY ADMINISTRATION

6.1. Roles and Responsibilities

a. Council

Council is responsible for the review, approval, and consideration of funding of all corporate policies, where applicable. A corporate policy may focus on one or more of the following elements:

- **Community:**
 - Supports the establishment and functioning of service levels, programs, and desired future states;
- **Financial & Fiscal Responsibility:**
 - Budget approval and amendment;
 - Establishes procurement/tendering authorities, processes and requirements;
 - Upholds financial integrity of the municipality through decision making and monitoring;
 - Legislative and Regulatory Requirements;
 - Ensures compliance through the implementation of relevant policies and procedures as required;
 - Formulates legislative acts or acts that otherwise involve the exercise of discretion (quasi-judicial acts).

- **Governance:**
 - Policies related to Council or means by which the Township are governed such as Council and Committees and municipal elections.
- **Strategic Practice:**
 - Provides high-level direction pertaining to:
 - A Township position on public issues
 - Corporate governance
 - Provides high-level standardization pertaining to:
 - Corporate programs
 - Corporate service levels, objectives, goals and priorities

b. CAO and Senior Leadership Team

The CAO and Senior Leadership Team are responsible for the review all corporate policies, recommendations to Council and approval of all administrative directives, procedures and guidelines developed to ensure the process aligns to the vision, mission and values of the Corporation.

Administrative Directives will be initiated when any of the following elements are met:

- Has focus on internal programs, procedures and practices and are designed to promote consistent business practices;
- improve organizational communication;
- Reduction of risk and exposure;
- Provide for necessary internal controls;
- Implementation of Council direction;
- Matters that do not fall under the scope of Governance Policy;
- General regulation and administrative management of the County, including but not limited to legislative requirements.

c. Directors and Managers

Directors and Managers are responsible for the review of departmental policies, standard operating procedures, protocols and guidelines developed to ensure the process aligns to the directive and to the vision, mission and values of the Corporation.

d. Legislative Services Division

The Legislative Services Division is responsible for record keeping and annual reporting of all policies, procedures and guidelines.

The Legislative Services division will further guide the overall development and review of policies by supporting the CAO and Senior Leadership Team and maintaining and posting to the internal and external registries.

e. Author

The author of a policy, procedure or guideline refers to the division (and department where applicable) with the primary responsibility for the preparation or amendment to that policy or procedure.

The author is responsible for:

- Developing the policy using the established template and process
- Consulting with other relevant stakeholders (internal and external) as appropriate
- Ensure that the policies are reviewed and renewed by their respective review cycle

6.2. Procedures:

Procedures are approved administratively and do not require Council approval.

6.3. Review and Amendments:

- a. The CAO is authorized to make minor deletions, additions or other administrative changes to any policy that do not alter the purpose or scope of the policy. Administrative amendments to corporate policies will be documented and circulated to Members of Council.
- b. Policies will be reviewed at least once every five years, unless otherwise required by legislative changes.

6.4. Policy and Procedure Format

All policies and procedures will follow the format and best practices outlined within the Procedure for Administration of Policy and Procedure's document.

7. POLICY COMMUNICATION

This policy will be communicated to staff through the CAO and Senior Leadership Team and will be shared within the Township's internal and external platforms where appropriate.

Inquiries regarding this policy should be directed to the Director, Legal and Legislative Services.

8. RELATED DOCUMENTS

Procedure for Administration of Policies and Procedures

9. REVISION HISTORY

December 8, 2025 – New Policy Created

DATE: December 15, 2025

REPORT NO: T-21-2025

SUBJECT: **Treasurer's Annual Statement for 2024 Development Charges**

CONTACT: Steve Emslie, CPA, CA Manager, Finance/Deputy Treasurer
Katelyn Repovs, CPA, CA Director, Corporate Services/CFO

OVERVIEW:

- In accordance with the *Development Charges Act, 1997*, this report provides a year-end summary of development charge activity and reserve fund balances for the 2024 calendar year.

RECOMMENDATION:

1. That, Information Report T-21-2025, dated December 15, 2025, regarding "Treasurer's Annual Statement for 2024 Development Charges", be received; and,
2. That, this report and the accompanying schedules be made available to the public on the Township of West Lincoln's website.

ALIGNMENT TO STRATEGIC PLAN:

Theme # 1, 2, 4

- **Theme 1: Build a safe, connected, caring and active community:** Development Charges provide funding for projects that have a growth component.
- **Theme 2: Champion strategic and responsible growth:** Development Charges act as key funding component to meet infrastructure requirements brought on by growth.
- **Theme #4: Foundational: Advance organizational capacity and effectiveness:** Preparation and presentation of this report will ensure that the Township complies with legislated reporting obligations.

BACKGROUND:

Development charges (DCs) are one-time fees collected on new (or additions/expansions of) residential and non-residential properties, to finance a portion of the capital infrastructure requirements associated with growth. Amounts collected are held in the designated Development Charge (DC) Reserve Fund account and accumulate interest. The growth-related spending authority is approved annually as part of the Township's budget process, with capital projects included in the DC Background Study being eligible for development charge funding. The most recent DC Background Study was completed

and approved in 2024, with an effective date of October 29, 2024.

Annually, the Treasurer of a municipality is required to provide Council with a financial statement related to the development charge by-law and reserve funds.

Under the *Development Charges Act, 1997 (DCA)*, subsection 43(2) and O. Reg. 82/98 prescribe the information that must be included in the Treasurer's Statement, as follows:

- opening and closing balances of the reserve funds;
- description of each service for which the reserve fund was established;
- all transactions for the year;
- for projects financed by DCs, the amount spent on the project from the DC reserve fund, and show how the portions not funded through DCs were funded;
- amounts borrowed from the fund by the municipality, purpose of the borrowing, and interest accrued during year;
- amount and source of money used by the municipality to repay municipal obligations to the DC reserve fund;
- list of credits by service, by holder (opening balance, credits given in the year, and closing balance); and,
- statement as to whether compliance with subsection 59.1(1) of the DCA has been met.

The below chart presents a description of each service for which a reserve fund was established:

DC Reserve Fund Service	Description of Service
Growth Studies	Used to finance the cost of growth-related studies.
Services Related to a Highway	Used for growth-related projects for roads and road- related structures and infrastructure.
Fire Protection Services	Used for growth-related projects for fire facilities, rolling stock, and related equipment.
Parks and Recreation Services	Used for growth-related projects for park development, amenities, trails, facilities, rolling stock, and related equipment.
Library Services	Used for growth-related projects for library facilities, materials, and rolling stock.
Stormwater Services	Used for growth-related projects for stormwater-related infrastructure.
Wastewater Services	Used for growth-related projects for sewer-related infrastructure.
Water Services	Used for growth-related projects for water-related infrastructure.

During the 2024 year, there were no amounts borrowed from the funds by the Township for non-DC activities. In addition, there are no credits to disclose.

Section 59.1(1) of the DCA specifically prohibits municipalities from imposing additional payments on developers or requiring construction of a service unless specifically authorized under the DCA or another Act. This provision does not affect a municipality's right to include conditions for installation or payment for local services but is intended to restrict other "voluntary" payments that may have been sought by municipalities outside the legislative framework. The Township of West Lincoln complies with section 59.1(1) of the DCA.

In 2023, *Bill 23 (More Homes Built Faster, 2022)* introduced a requirement that all municipalities must commit or spend at least 60% of the monies in a reserve fund at the beginning of the year for its services related to a highway (roads), water, and wastewater. This requirement is fulfilled through Schedule "D" to this report.

Beginning in 2025, *Bill 60 (Fighting Delays, Building Faster Act, 2025)* amends the Development Charges Act to require municipalities to deliver the Annual Treasurer's Statement to their Council by June 30 each year, with a copy to the Minister of Finance by July 15. This accelerated deadline means that for the 2025 Annual Treasurer's Statement, the Township of West Lincoln may need to report using unaudited financial figures, in the event the 2025 audit is not completed by June 30, 2026. As a result, Council and stakeholders may need to rely on provisional data. Administration will clearly disclose that the figures are unaudited.

CURRENT SITUATION:

The attached Schedules comprise the Treasurer's Statement:

- **Schedule "A"** – provides a summary of the financial activity of the various DC reserve funds for the year ending December 31, 2024. Inflows into the reserve consist of contributions collected at the time of building permit issuance, plus interest earned in the fiscal year. Outflows from the reserve represent monies being spent towards capital and operating costs attributable to growth. The closing balance as at December 31, 2024 represents the cash balance in the DC reserve funds. Finally, the commitments represent reserve monies that are committed towards active/ approved projects as of December 31, 2024, with expected future completion dates.
- **Schedules "B" and "C"** – detail how the Township's DC reserve fund monies are being spent towards capital and operating costs attributable to growth. Outflows from the reserve funds prior to October 29, 2024 were made in accordance with the Township's 2019 Background Study and 2022 Background Study Update, in support of Township By-laws 2019-51 and 2022-77, respectively. Outflows from the reserve funds after October 29, 2024 were made in accordance with the Township's 2024 Background Study, supported by Township By-Law 2024-70. These schedules also show any other funding sources for projects not fully funded through DCs.
- **Schedule "D"** – this schedule shows the Township's compliance in meeting the *Bill 23* requirement, in that at least 60% of the monies in reserve funds (as of January 1, 2024) for services related to a highway (roads), water, and wastewater have been committed or spent.

Of note, the Fire Protection Services, Library Services and Stormwater Services DC reserve funds are currently in negative positions as of December 31, 2024. This is largely due to timing of project completion, before enough DCs were collected related to these service areas. In addition, DC collections have historically been less than forecasted, slowing the recovery timing. These overdrawn funds will be recovered through future DC collections. If a reserve is in an overdrawn position, it is essentially borrowing from other DC reserves. For simplicity, the individual internal borrowing between DC reserves is not shown.

In 2024, DCs were collected on 15 building permits as follows:

- Eight permits for Residential units
- Seven permits Non-Residential unit

Three of the above permits was issued for a property within the Urban Boundary, which includes a charge for Water, Wastewater and Storm Services. Applications in the rural area of the municipality do not pay DCs for those services. In 2023, DCs were collected on five building permits.

This report, along with the accompanying schedules, will be posted on the Township's website, as per Section 43(2.1) of the DCA.

FINANCIAL IMPLICATIONS:

There is no financial impact in receiving this report. DCs are important in financing a portion of growth-related capital requirements and are legislated through the Development Charges Act. The DC By-law sets the fees for collection at the building permit stage. Fees are deposited into separate DC Reserve Funds, in accordance with legislative requirements, and recorded as deferred revenue. Interest accrues on these funds. DC revenue is recognized as amounts are used to fund eligible growth-related projects that are included in the Township's Capital Plan and DC Background Study.

INTER-DEPARTMENTAL COMMENTS:

This report was discussed with the Senior Leadership Team.

CONCLUSION:

It is recommended that the Treasurer's Statement of Development Charges report and accompanying schedules, for the year ended December 31, 2024, be received for information, and posted on the Township's website.

SCHEDULE(S):

Schedule "A" – Annual Treasurer's Statement of DC Reserve Funds

Schedule "B" – Amounts Transferred to Capital/Operating– Capital Fund Transactions

Schedule "C" – Amounts Transferred to Capital/Operating– Operating Fund Transactions

Schedule "D" – Statement of Reserve Fund Balance Allocations

Prepared & Submitted by:

**Steve Emslie, CPA, CA
Deputy Treasurer/Manager of Finance**

Approved by:

**Truper McBride
CAO**

Reviewed by:

**Katelyn Repovs, CPA, CA
Director, Corporate Services/CFO**

**Township of West Lincoln
Annual Treasurer's Statement of Development Charge Reserve Funds
As at December 31, 2024**

	Services to which the Development Charge Relates									
	Growth Studies	Services Related to a Highway	Fire Protection Services	Parks and Recreation Services	Library Services	Stormwater Services	Wastewater Services	Water Services	Total	
Opening Balance, January 1, 2024	\$ 248,829	\$ 1,715,700	\$ (582,436)	\$ 100,556	\$ (199,682)	\$ (61,510)	\$ 622,628	\$ 583,193	\$ 2,427,278	
PLUS:										
Development Charge Collections	11,338	194,442	19,237	61,450	10,303	647	5,673	14,571	317,661	
Accrued Interest	10,858	86,843	-	5,967	-	-	29,785	29,078	162,531	
Sub-total	\$ 271,025	\$ 1,996,985	\$ (563,199)	\$ 167,973	\$ (189,379)	\$ (60,863)	\$ 658,086	\$ 626,842	\$ 2,907,470	
LESS:										
Amount Transferred to Capital Fund (Schedule "B")	-	76,791	636	-	31,200	-	-	-	108,627	
Amount Transferred to Operating Fund (Schedule "C")	47,705	-	-	34,835	2,756	-	46,742	-	132,038	
Sub-total	47,705	76,791	636	34,835	33,956	-	46,742	-	240,665	
Closing Balance, December 31, 2024	\$ 223,320	\$ 1,920,194	\$ (563,835)	\$ 133,138	\$ (223,335)	\$ (60,863)	\$ 611,344	\$ 626,842	\$ 2,666,805	
COMMITMENTS:										
DC Reserve Funds Committed towards Active Projects	96,754	105,000	-	-	-	-	1,203,258	1,000,000	2,405,012	
Available/ Uncommitted Balance, December 31, 2024	\$ 126,566	\$ 1,815,194	\$ (563,835)	\$ 133,138	\$ (223,335)	\$ (60,863)	\$ (591,914)	\$ (373,158)	\$ 261,793	

Township of West Lincoln
Annual Treasurer's Statement of Development Charge Reserve Funds
Amount Transferred to Capital/Operating Fund - Capital Fund Transactions
As at December 31, 2024

CAPITAL FUND TRANSACTIONS	CAPITAL FUNDING SOURCE													
	Gross Capital Cost	DC Reserve Fund	Capital Reserve	Bridge Reserve	Fire Reserve	Community Fund Reserve	Wastewater Reserve	Library Reserve	Road Settlement Reserve	In Lieu of Parkland Reserve	Donations	Canada Community Building Fund	OCIF Grant	ICIP Grant
<u>Services Related to a Highway</u>														
General Road Rehabilitation	229,519	22,953	206,566	-	-	-	-	-	-	-	-	-	-	-
General Bridge Rehabilitation	9,080	908	-	8,172	-	-	-	-	-	-	-	-	-	-
St. Ann's Road - Road Reconstruction	79,910	5,615	8,858	-	-	-	-	-	-	-	-	-	-	65,437
St. Ann's Road - Bridge Reconstruction	14,567	1,011	-	1,627	-	-	-	-	-	-	-	-	-	11,929
Road Rehabilitation - Killins Road	385,666	6,237	-	-	-	-	-	-	-	-	-	379,429	-	-
Campbell Bridge Rehabilitation and Replacement	405,655	40,067	-	-	-	-	-	-	-	-	-	-	365,588	-
Sub-total - Services Related to Highways	\$ 1,124,397	\$ 76,791	\$ 215,424	\$ 9,799	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 379,429	\$ 365,588	\$ 77,366
<u>Fire Protection Services</u>														
Equipment for Volunteer Firefighters	636	636	-	-	-	-	-	-	-	-	-	-	-	-
Sub-total - Fire Protection Services	\$ 636	\$ 636	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<u>Library Services</u>														
Smithville Branch - Addition to Collection	17,502	14,400	-	-	-	-	-	2,602	-	-	500	-	-	-
Caistorville Branch - Addition to Collection	8,947	7,650	-	-	-	-	-	-	-	-	1,297	-	-	-
Wellandport Branch - Addition to Collection	11,303	9,150	-	-	-	-	-	2,153	-	-	-	-	-	-
Sub-total - Library Services	\$ 37,752	\$ 31,200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,755	\$ -	\$ -	\$ 1,797	\$ -	\$ -	\$ -

Township of West Lincoln
Annual Treasurer's Statement of Development Charge Reserve Funds
Amount Transferred to Capital/Operating Fund - Operating Fund Transactions
As at December 31, 2024

OPERATING FUND TRANSACTIONS	OPERATING FUNDING SOURCE							
	Gross Operating Cost	DC Reserve Fund	Operating Fund	Planning Reserve	Capital Reserve	Wastewater Reserve	Donations	Grant Contribution
<u>Growth Studies</u>								
Development Charge Background Study	43,935	43,935	-	-	-	-	-	-
Urban Boundary Expansion	3,770	3,770	-	-	-	-	-	-
Sub-total - Growth Studies	\$ 47,705	\$ 47,705	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<u>Parks and Recreation Services</u>								
Multi-Use Recreation Facility Debt Repayment	780,553	14,471	386,814	-	-	-	379,268	-
Parks and Recreation Master Plan	27,152	20,364	-	6,788	-	-	-	-
Sub-total - Parks and Recreation Services	\$ 807,705	\$ 34,835	\$ 386,814	\$ 6,788	\$ -	\$ -	\$ 379,268	\$ -
<u>Library Services</u>								
Multi-Use Recreation Facility Debt Repayment	148,656	2,756	73,668	-	-	-	72,232	-
Sub-total - Library Services	\$ 148,656	\$ 2,756	\$ 73,668	\$ -	\$ -	\$ -	\$ 72,232	\$ -
<u>Wastewater Services</u>								
Sanitary Sewer Master Plan	46,742	46,742	-	-	-	-	-	-
Sub-total - Wastewater Services	\$ 46,742	\$ 46,742	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Township of West Lincoln
Annual Treasurer's Statement of Development Charge Reserve Funds
Statement of Reserve Fund Balance Allocations
As at December 31, 2024

Reserve Fund:	Water Services
Balance in Reserve, January 1, 2024	\$ 583,193
60% of Balance to be Allocated (at a minimum)	\$ 349,916

Projects to Which Funds Will be Allocated

Project Description	Future Funding	Current Year Funding	Allocated to Date
Watermain Upsize and Replacement Projects (Future Funding per 2025 Ten-Year Capital Plan)	\$ 1,550,800		\$ 1,550,800
Total	\$ 1,550,800	\$ -	\$ 1,550,800

Reserve Fund:	Wastewater Services
Balance in Reserve, January 1, 2024	\$ 622,628
60% of Balance to be Allocated (at a minimum)	\$ 373,577

Projects to Which Funds Will be Allocated

Project Description	Future Funding	Current Year Funding	Allocated to Date
Inflow & Infiltration Reduction - Remedial Works (Future Funding per 2025 Ten-Year Capital Plan)	\$ 310,000	\$ -	\$ 310,000
Sewer Main Upsize and Replacement Projects (per 2025 Ten-Year Capital Plan)	\$ 4,153,800		\$ 4,153,800
Extraneous Flow Reduction Program (per 2025 Ten-Year Capital Plan)	\$ 100,000	\$ -	\$ 100,000
Sanitary Sewer Master Plan	\$ -	\$ 46,742	\$ 46,742
Total	\$ 4,563,800	\$ 46,742	\$ 4,610,542

Reserve Fund:	Services Related to a Highway
Balance in Reserve, January 1, 2024	\$ 1,715,700
60% of Balance to be Allocated (at a minimum)	\$ 1,029,420

Projects to Which Funds Will be Allocated

Project Description	Future Funding	Current Year Funding	Allocated to Date
General Road Rehabilitation and Replacement (Future Funding per 2025 Ten-Year Capital Plan)	\$ 6,665,600	\$ 34,805	\$ 6,700,405
New Construction of Road Infrastructure (Future Funding per 2025 Ten-Year Capital Plan)	\$ 39,750,000		\$ 39,750,000
Bridge Rehabilitation and Replacement (Future Funding per 2025 Ten-Year Capital Plan)	\$ -	\$ 41,986	\$ 41,986
New Equipment (Future Funding per 2025 Ten-Year Capital Plan)	\$ 230,000	\$ -	\$ 230,000
New Public Works Operations Facility (Future Funding per 2025 Ten-Year Capital Plan)	\$ 5,650,000		\$ 5,650,000
Total	\$ 52,295,600	\$ 76,791	\$ 52,372,391

DATE: December 15, 2025

REPORT NO: T-20-2025

SUBJECT: **Consolidated User Fees and Charges By-Law and 2026 User Fees and Charges**

CONTACT: Katelyn Repovs, CPA, CA Director of Corporate Services/CFO
Steve Emslie, CPA, CA Manager of Finance/Deputy Treasurer

OVERVIEW:

- This report provides Council with the information necessary to approve the proposed 2026 User Fees and Charges for all Township departments. These fees are proposed to come into effect on January 1, 2026 (unless indicated otherwise).
- User fees and charges provide a cost-recovery mechanism and revenue-generating function for the Township's programs and services.

RECOMMENDATION:

1. That, Recommendation Report T-20-2025, titled "Consolidated User Fees and Charges By-Law and 2026 User Fees and Charges", dated December 15, 2025, be received; and,
2. That, Schedule "A", attached to this Report, outlining the Consolidated Schedule of Fees and Charges, be approved with an effective date of January 1, 2026 (unless otherwise indicated); and,
3. That, Schedule "B", outlining the Consolidated User Fees and Charges By-Law 2025-72, be approved, with an effective date of January 1, 2026.

ALIGNMENT TO STRATEGIC PLAN:

Theme #4 - ADVANCE organizational capacity and effectiveness

BACKGROUND:

User fees and charges provide a cost-recovery mechanism to fund programs and services that provide limited or no direct benefit to the community as a whole. Section 391 of the Municipal Act, 2001 authorizes municipalities to impose fees and charges for services or activities provided, or for the use of its property. Under this authority, the Township of West Lincoln has established departmental user fees and charges; the goal of which is to recover some, or all, of the costs associated with providing the underlying service. It is important to note that the setting of appropriate user fees and charges shifts the financial

burden of providing specific services from the property tax base to the users of those services.

In 2022, BMA Management Consultants (BMA) performed a comprehensive user fee study for the Township (excluding water and wastewater consumptive and fixed charges and development charges). Two key recommendations from BMA, both of which Administration have adopted and continue to follow, were to:

- 1) Implement a centralized, consolidated user fee schedule and by-law; and,
- 2) Apply annual inflationary increases, to ensure fees keep pace with the underlying cost of service.

CURRENT SITUATION:

Schedule “A” (Consolidated Schedule of Fees and Charges) outlines the proposed 2026 user fees, for the following Service Areas: By-Law, Building, Cemetery, Corporate Services, Fire, Legislative Services, Library, Planning, Public Works, Recreation, and Utility. The user fees are inclusive of the harmonized sales tax (HST) of 13%, where applicable. It is important to note that this Schedule does not contain the following:

- Development charges: These fees are calculated in accordance with the Development Charges Act and the Township’s Development Charge Background Study, and are reflected in their respective by-law.
- Penalties and fines under the Administrative Monetary Penalty System (AMPS): These are not considered user fees and are reflected in the respective Township by-law.

The approach that Administration took to propose the 2026 user fees and charges is described below:

- For existing user fees, Administration applied a preliminary 3% increase to the 2025 user fees, rounded to the nearest dollar. This acted as a 2026 starting base for each department’s consideration. The rationale for this increase is discussed below.
- For any significant changes to existing user fees, these are supported through Administration’s calculation of an appropriate user fee using a financial costing template, provided by BMA, that factors in Administration time and direct cost inputs. The same process was followed for all new user fees. This ensures fees are calculated consistently and fairly across the Township. In cases where a new fee is proposed, Administration also benchmarked against comparable municipalities, where applicable.

Canada’s inflation rate, commonly measured via the Consumer Price Index (CPI), rose, on average, 2.2% over the 12-month period between November 2024 and October 2025. CPI reflects price changes over time in a fixed basket of goods and services. It is common for municipalities to consider the CPI in their decision to update user fees. However, it is important to note that CPI is general in nature and does not reflect the unique goods and services that are acquired annually by the Township. Therefore, Administration also gives consideration to other inflationary pressures related to collective agreements and vendor price changes, while keeping in mind affordability to the user. Given this, Administration considers the 3% increase to be reasonable as a starting base for the 2026 user fees, with departments making adjustments as necessary based on costing pressures faced.

The following is a synopsis of significant items that Administration wishes to highlight to Council.

By-Law

- A new user fee, “Issuance of an Order to Comply” is proposed for \$150. This fee would be applicable on larger offences such as matters regarding property standards or zoning. This fee is determined to recover the costs required to process this order and ensures that the costs of enforcing compliance are borne by the non-compliant party.
- A new user fee, “Non-Compliance Inspection Fee” is proposed for \$200. This fee is determined to recover the costs required for inspections or follow-up inspections related to non-compliance of a municipal requirement or by-law.
- A new user fee, “Registration of an Order (Land Registry Office)” is proposed for \$150. This fee is determined to recover the costs for putting an order on title of a property, which prevents an owner from selling, mortgaging, or otherwise transferring the property to a third party prior to an issue being resolved.
- The new user fees, “Screening Non-Appearance”, and “Hearing Non-Appearance” have been determined to recover the costs associated with Administration time and Township resources as a result of a non-appearance by a party to a screening or hearing.
- Additional new By-Law user fees can be reviewed in Schedule “A”.

Building

- BMA Management Consulting Inc. was retained by the Township in 2025 to complete a review of the Building Permit Fees and to recommend new fees based on the operating costs of the Division. Building Division operational costs have been exceeding permit revenues due to limited development activity in recent years and as a result the reserve account is being depleted. The recently completed Building Permit Fee Review by BMA Management Consulting Inc. refines the Building Permit Fees and adjusts the areas where fees did not properly reflect all costs incurred to provide the underlying service.
- The results of the Building Fees By-law Review and Proposed 2026 Fees were presented to Council in Report BLDG-12-2025 on December 8, 2025, with the recommendation passed:

That, Council direct Administration to implement all recommendations as outlined in the attached “Building Permit Fees Review”, and to include the new building permit fees in the Consolidated User Fees and Charges By-Law, for approval with an effective date of January 1, 2026.

- The fees approved in Report BLDG-12-2025 have been included in Schedule “A” attached to this Report.

Cemetery

- The 3% increase over 2025 user fees, rounded to the nearest dollar (as outlined above) was applied to calculate the 2026 Cemetery User Fees, with the exception of Resident single grave fees (increased by 7%) and Non-Resident single grave fees (increased by 10%) in order to accurately represent the Township’s costs in delivering the respective services and align with like fees from several other local municipalities.

Corporate Services

- Administration is introducing a new fee, “Section 357 Property Tax Adjustment Application”, for \$40. Currently, the Township performs Section 357 Application services at no cost. Several local municipalities already charge a fee to perform this service, and Administration’s suggested fee aligns with others, along with appropriately covering the Township’s costs in delivering the service. This fee would not be charged on all Section 357 applications, such as an application for a building razed by fire or other natural occurrences. Determination of the applicability of this fee will be on a case-by-case basis.
- Administration is introducing new user fees related to Tax Sale Registrations:
 - A new user fee, “Warning Notice Before Tax Sale Registration” is proposed for \$25. This fee is being introduced to recover the costs related to Administration time required to track, process, and prepare this notice as part of the Tax Sale Registration process.
 - Two new user fees, “Tax Sale Administration Processing” and “Proceed to Booked Tax Sale” are proposed for \$850 each. These user fees are proposed to recover the significant staff time involved in the administration of a tax sale. The cost for staff time required in this process is over and above the costs charged from external vendors. These user fees were calculated concurrently, and their sum represents the estimated user fees required to recover the costs for Administration time for the entire tax registration process. It was identified that this overall fee should be split in order to accurately address the two major steps within the process – tax sale administration processing and proceeding to the planned booked tax sale. Introducing these two new fees separately mitigates the risk of Administration being unable to recover costs for tax registrations that do not ultimately proceed to the booked tax sale.

Planning

- Several user fees for the Planning Service Area have been modified to remove the preliminary/formal fee separation that was administered in previous years. This change will more accurately time the collection of the applicable fee with the respective services provided by the Township.
- Several user fees for the Planning Service Area have been modified (split, combined, moved) as needed to adapt to new planning legislation as well as improve efficiencies and clarity.
 - One example of this being the separation of the Official Plan Amendment for Settlement Boundary Expansion Fee from the Official Plan Amendment – Other fee, which is now permitted under the Planning Act and Provincial Policy. This change accurately reflects the increased complications and Township resources required to service Official Plan Amendment for Settlement Boundary Expansion.
- For Official Plan, Zoning, Subdivision, Site Plan, Condominium, and Development Agreement user fees, in 2026, Administration is recommending to remove the preliminary/formal fee separation that was presented in past years, and going forward, Administration will collect the total fee up front, at time of application.
- A new user fee, “File Reactivation Fee (if dormant for a period of greater than 12 months)” is proposed for 20% of the applicable application fee. This fee will be charged

to recover the costs required to re-open a file that has been dormant for greater than 12 months.

- A new user fee, “Application Fee, less than 500 cubic metre/year” is proposed at \$250. Previously the Township did not have a mechanism to recover costs associated with processing a site alteration permit for sites requiring fill of less than 500 cubic metre/year. This new fee was determined to recover those listed costs and align with existing cost recovery mechanisms on larger sites.
- In 2026, Administration will be conducting a Planning and Development Engineering Fee Review with a third-party. The purpose of this fee review is to ensure that Planning and Site Alteration fees are adequately covering Administration's time in processing applications. The fee review needs to consider the function and roles for the Development Engineering review and the Manager of Planning position, to ensure appropriate cost recovery of user fees.

Recreation:

- Recreation user fees are presented for both 2026 and 2027, which is consistent with the approach taken last year, to efficiently administer facility rental and program registrations. Administration recommends setting recreation fees for two years in advance, with the availability to adjust fees if deemed necessary through the annual approval process.
- A number of Recreation user fees have been modified to include a separate Non-Resident Fee, specifically for Program Fees and Facility Rental Fees. This change was made to acknowledge that an additional charge is required for Non-Residents to reflect that these individuals do not pay Township taxes, which in turn contribute to funding the resources required to administer these program and facility rentals. This non-resident charge is a common practice at other local municipalities.
- A new user fee, “Special Events” is proposed at \$1,800. This new fee provides a mechanism to offer a facility rental alternative for larger Special Events that require the use of the arena dry floor, lower concourse, and meeting rooms if needed. This new fee is determined to recover the costs associated with offering the relevant facility space for rental.

Utility

Watson & Associates Economists Ltd. was retained by the Township in 2025 to prepare a Water and Wastewater Rate Study. As a result of the study, new rates and fees for Water and Wastewater were recommended through Report I-23-2025. The new rates and fees are reflected in Schedule “A” attached to this Report. These recommendations were approved by Council on October 20, 2025. The following recommendation was passed:

That, the Water and Wastewater Systems Rate Structure and Rates recommended in the report prepared by Watson and Associates Economists Ltd., attached as Schedule A to this report, dated October 9, 2025, be accepted and approved.

- The new rates and fees for Water and Wastewater are effective January 1, 2026 which

is a change in effective date (previously water and wastewater rates were effective July 1 of the relevant year).

FINANCIAL IMPLICATIONS:

If approved by Council, the updated user fees and charges will be charged to ratepayers starting at the effective dates as indicated. Given the majority of fees are presented with increases over the previously approved fees, this will result in increased revenue opportunities. Further, there are new user fees that are proposed in this report, which will provide new revenue streams for the Township, as no fee was previously charged for these services performed by Administration.

INTER-DEPARTMENTAL COMMENTS:

The contents of this report have been prepared in consultation with each department, where each had the opportunity to provide feedback on their departmental user fees. Internal meetings were held as necessary to gain an understanding of current fees and identify opportunities for changes to the fees and relevant processes that surround those fees.

The Library Board was presented with the 2026 proposed user fees for the Library, and raised no concerns with respect to the fees.

CONCLUSION:

In summary, Administration recommends that the proposed user fees and charges rates and fees as presented in the attached Schedule “A” – Consolidated Schedule of Fees and Charges be approved and that the fees take effect as per the effective dates indicated.

Prepared & Submitted by:

Steven Emslie, CPA, CA
Manager of Finance/Deputy Treasurer

Reviewed by:

Katelyn Repovs, CPA, CA
Director of Corporate Services/Chief Financial Officer

Approved by:

Truper McBride
Chief Administrative Officer

Consolidated Schedule of Fees and Charges



Effective January 1, 2026

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 Fees and Charges By-Law, and come into effect on January 1, 2026 (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. A ‘Y’ indicates that the fee includes HST; a ‘N’ indicates that the fee is not subject to HST/does not include HST.

Contact 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.

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2026 FEES AND CHARGES**SERVICE AREA: BY-LAW**

Description	2025 Fee	2026 Fee	Change	HST
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NON-PARKING AMPS

Administrative Fees				
Returned Payment Fee (Non-Sufficient Funds)	\$37.00	\$39.00	\$2.00	N
Late Payment	\$28.00	\$29.00	\$1.00	N
Remedial Work Undertaken by Township and/or Contractor	Actual costs	Actual costs + 10% admin	-	Y
Register Mail/Courier	\$0.00	Actual costs	-	Y
Service of Document	\$0.00	Actual costs	-	Y
Unlawfully Placed Signs on Public Property	\$0.00	\$50/sign	\$50.00	N

PARKING

Administrative Fees				
Ministry of Transportation (MTO) Search	\$0.00	Actual Costs	-	Y

NON-APPEARANCE FEE (Parking)

Administrative Fees				
Screening Non-Appearance	\$0.00	\$50.00	\$50.00	N
Hearing Non-Appearance	\$0.00	\$100.00	\$100.00	N

NON-APPEARANCE FEE (Non -Parking)

Administrative Fees				
Screening Non-Appearance	\$0.00	\$100.00	\$100.00	N
Hearing Non-Appearance	\$0.00	\$250.00	\$250.00	N

ORDER TO COMPLY

Administrative Fees				
Issuance of an Order to Comply	\$0.00	\$150.00	\$150.00	N
Subsequent Issuance of and Order to Comply	\$0.00	\$250.00	\$250.00	N
Non-Compliance Inspection Fee	\$0.00	\$200.00	\$200.00	Y

PROPERTY STANDARDS

Administrative Fees				
Certificate of Compliance	\$111.00	\$115.00	\$4.00	N
Registration of Order register in Land Registry Office	\$0.00	\$150.00	\$150.00	N
Discharge of Order registered in Land Registry Office (includes original registration of Order)	\$357.00	\$368.00	\$11.00	N
File Notice of Appeal	\$384.00	\$396.00	\$12.00	N

2026 FEES AND CHARGES

SERVICE AREA: BUILDING

2024-2025

Description	Fee	2026 Fee	Change	HST
NEW CONSTRUCTION AND ADDITIONS				
Group A – Assembly Occupancies				
school, church, restaurant over 30 seats, library, theatre, educational or recreational facility and occupancies of a similar nature - per sq. m.	\$20.81	\$25.56	\$4.75	N
outdoor public swimming pool	\$411.00	\$469.00	\$58.00	N
Group B – Institutional Occupancies				
hospital, nursing home, reformatory, prison and occupancies of a similar nature - per sq. m.	\$22.80	\$27.28	\$4.48	N
Group C – Residential Occupancies				
single detached, semi-detached, duplex dwelling - per sq. m.	\$15.88	\$18.13	\$2.25	N
triplex, four plex, townhouse dwelling - per sq. m.	\$15.88	\$18.13	\$2.25	N
apartment building - per sq. m.	\$15.88	\$18.13	\$2.25	N
hotel / motel - per sq. m.	\$13.52	\$18.13	\$4.61	N
repeat plans for single detached, etc. - per sq. m.	\$13.50	\$15.41	\$1.91	N
garage, carport, deck, porch, shed (accessory building) - per sq. m.	\$4.00	\$5.00	\$1.00	N
finish basement in dwelling unit - per sq. m.	\$7.95	\$9.06	\$1.11	N
sunroom / solarium (not heated) - per sq. m.	\$8.74	\$9.97	\$1.23	N
swimming pool - seasonal	\$109.00	\$260.00	\$151.00	N
swimming pool - above ground	\$163.00	\$260.00	\$97.00	N
swimming pool - in ground	\$217.00	\$260.00	\$43.00	N
solar collectors for swimming pools	\$208.00	\$228.00	\$20.00	N
Group D – Business and Personal Service Occupancies				
office or medical building, financial institution and occupancies of a similar nature – FINISHED - per sq. m.	\$20.31	\$24.06	\$3.75	N
office or medical building, financial institution and occupancies of a similar nature – ARCHITECTURAL SHELL - per sq. m.	\$16.64	\$21.17	\$4.53	N
Group E – Mercantile Occupancies				
low rise retail store, strip plaza, small restaurant or 30 seats or less and occupancies of a similar nature – FINISHED - per sq. m.	\$18.81	\$23.45	\$4.64	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.	\$14.96	\$19.99	\$5.03	N
Group F – Industrial Occupancies				
factory, plant, warehouse, industrial building and occupancies of a similar nature - per sq. m.	\$13.52	\$17.35	\$3.83	N
parking garage - per sq. m.	\$14.87	\$19.00	\$4.13	N
service station and/or car wash - per sq. m.	\$9.50	\$16.00	\$6.50	N
canopies including gas station canopies and those intended for the parking and loading or unloading of vehicles - per sq. m.	\$6.06	\$7.00	\$0.94	N
Private Sewage Systems				
new application and/or replacement of existing CLASS IV system	\$1,406.00	\$1,740.00	\$334.00	N
minor sewage system repair or septic tank replacement	\$649.00	\$720.00	\$71.00	N
CLASS V installation	\$649.00	\$800.00	\$151.00	N
building addition / alteration	\$380.00	\$550.00	\$170.00	N
comment on consent applications	\$380.00	\$550.00	\$170.00	N

2026 FEES AND CHARGES

SERVICE AREA: BUILDING

2024-2025

Description	Fee	2026 Fee	Change	HST
Private Sewage Systems (continued)				
Subdivision for each lot	\$380.00	\$490.00	\$110.00	N
Investigate complaint/site visit	\$380.00	\$490.00	\$110.00	N
Follow-up/site visit (non-routine inspections)	\$380.00	\$490.00	\$110.00	N
Analysis/report	\$380.00	\$490.00	\$110.00	N
Farm Buildings				
Greenhouse - per sq. m.	\$1.13	\$1.26	\$0.13	N
barn or agricultural building other than a greenhouse - per sq. m. under 250 sqm	\$2.66	\$2.99	\$0.33	N
barn or agricultural building other than a greenhouse - per sq. m. over 250 sq m	\$2.66	\$4.48	\$1.82	N
Mobile/Portable Buildings				
trailer (construction trailer/sea container)	\$298.00	\$316.00	\$18.00	N
relocatable building/portable (support structure included)	\$443.00	\$491.00	\$48.00	N
CSA certified mobile home (foundation not included)	\$328.00	\$351.00	\$23.00	N
uncertified mobile home (foundation included) - per sq. m.	\$9.91	\$10.38	\$0.47	N
mobile home foundation - per sq. m.	\$4.00	\$4.57	\$0.57	N
Tents and Air Supported Structures				
air supported structure, tent, temporary fabric structure (use aggregate area for multiple tents) – under 250 per sq. m.	\$255.00	\$263.00	\$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.	\$2.25	\$2.32	\$0.07	N
Signs				
Ground sign - less than 2.5 per sq. m. [26.91 per sq.ft.]	\$163.00	\$175.00	\$12.00	N
Ground sign - 2.5 per sq. m. [26.91 per sq.ft.] to 10 per sq. m. [107.64 per sq.ft.]	\$325.00	\$351.00	\$26.00	N
Ground sign - 10 sq. m. [107.64 per sq.ft.] or greater	\$488.00	\$526.00	\$38.00	N
Portable ground sign (for each 30 day period or portion thereof)	\$163.00	\$175.00	\$12.00	N
Pole sign - less than 2.5 per sq. m. [26.91 per sq.ft.]	\$163.00	\$175.00	\$12.00	N
Pole sign - 2.5 per sq. m. [26.91 per sq.ft.] to 10 per sq. m. [107.64 per sq.ft.]	\$325.00	\$351.00	\$26.00	N
Pole sign - 10 per sq. m. [107.64 per sq.ft.] or greater	\$488.00	\$526.00	\$38.00	N
Roof sign - less than 2.5 per sq. m. [26.91 per sq.ft.]	\$163.00	\$175.00	\$12.00	N
Roof sign - 2.5 per sq. m. [26.91 per sq.ft.] to 10 per sq. m. [107.64 per sq.ft.]	\$325.00	\$351.00	\$26.00	N
Fascia/wall sign - less than 2.5 per sq. m. [26.91 per sq.ft.]	\$163.00	\$175.00	\$12.00	N
Fascia/wall sign - 2.5 per sq. m. [26.91 per sq.ft.] to 10 per sq. m. [107.64 per sq.ft.]	\$325.00	\$351.00	\$26.00	N
Fascia/wall sign - 10 per sq. m. [107.64 per sq.ft.] or greater	\$488.00	\$526.00	\$38.00	N
Inflatable sign	\$163.00	\$175.00	\$12.00	N
Billboard	\$1,082.00	\$1,158.00	\$76.00	N
Permit renewal	\$163.00	\$175.00	\$12.00	N
Variance of sign regulations	\$812.00	\$877.00	\$65.00	N
Sign removal - less than 0.6 per sq. m. [6.46 per sq.ft.]	\$82.00	\$88.00	\$6.00	N
Sign removal - 0.6 per sq. m. [6.46 per sq.ft.] or greater (in addition to removal costs)	\$217.00	\$233.00	\$16.00	N
Storage fee for signs greater than 0.6 per sq. m. [6.46 per sq.ft.] (per day)	\$12.00	\$13.00	\$1.00	N

2026 FEES AND CHARGES

SERVICE AREA: BUILDING

2024-2025

Description	Fee	2026 Fee	Change	HST
Designated Structures				
communication tower	\$382.00	\$438.00	\$56.00	N
retaining wall, pedestrian bridge, crane, runway (per \$1,000 of construction)	\$20.00	\$21.00	\$1.00	N
satellite dish with structural pedestal anchored to solid concrete pier and or building structure (per \$1,000 of construction)	\$20.00	\$21.00	\$1.00	N
other designated structures as listed in Division A 1.3.1.1 of the Ontario Building Code	\$313.00	\$313.00	\$0.00	N
Miscellaneous Works				
roof structure (replace, modify or alter structure)	\$219.00	\$263.00	\$44.00	N
racking system (per \$1000 of construction)	\$20.00	\$21.00	\$1.00	N
installation of drainage layer & weeping tile system	\$250.00	\$250.00	\$0.00	N
minor alterations and repairs (not requiring plans)	\$183.00	\$219.00	\$36.00	N
underpinning /shoring (per \$1,000 of construction)	\$20.00	\$21.40	\$1.40	N
temporary stages	\$342.00	\$342.00	\$0.00	N
demising wall / party wall installation	\$189.00	\$228.00	\$39.00	N
fireplace / woodstove	\$163.00	\$163.00	\$0.00	N
Fire Systems				
electromagnetic locks	\$309.00	\$351.00	\$42.00	N
commercial kitchen hood & fire suppression system	\$382.00	\$482.00	\$100.00	N
fire alarm system upgrades / installations	\$507.00	\$614.00	\$107.00	N
sprinkler system upgrades / installations	\$507.00	\$614.00	\$107.00	N
standpipe system upgrades / installations	\$507.00	\$614.00	\$107.00	N
Energy Projects				
industrial wind turbines subject to Renewable Energy Approval in accordance with the Green Energy Act	\$13,331.00	\$14,264.00	\$933.00	N
Solar panels	\$328.00	\$351.00	\$23.00	N
solar collector – swimming pool	\$163.00	\$175.00	\$12.00	N
solar collector – ground mounted	\$436.00	\$438.00	\$2.00	N
solar collector – roof mounted	\$313.00	\$351.00	\$38.00	N

ALTERATIONS AND REPAIRS

Group A – Assembly Occupancies				
including plumbing AND mechanical (60% of full rate) - per sq. m.	\$12.49	\$15.00	\$2.51	N
including plumbing OR mechanical (55% of full rate) - per sq. m.	\$11.44	\$14.00	\$2.56	N
excluding plumbing AND mechanical (50% of full rate) - per sq. m.	\$10.40	\$13.00	\$2.60	N
Group B – Institutional Occupancies				
including plumbing AND mechanical (60% of full rate) - per sq. m.	\$13.68	\$16.00	\$2.32	N
including plumbing OR mechanical (55% of full rate) - per sq. m.	\$12.55	\$15.00	\$2.45	N
excluding plumbing AND mechanical (50% of full rate) - per sq. m.	\$11.41	\$14.00	\$2.59	N

2026 FEES AND CHARGES

SERVICE AREA: BUILDING

2024-2025

Description	Fee	2026 Fee	Change	HST
Group C – Residential Occupancies				
including plumbing AND mechanical (60% of full rate) - per sq. m.	\$9.54	\$11.00	\$1.46	N
including plumbing OR mechanical (55% of full rate) - per sq. m.	\$8.74	\$10.00	\$1.26	N
excluding plumbing AND mechanical (50% of full rate) - per sq. m.	\$7.95	\$9.00	\$1.05	N
foundation only - per sq. m.	\$4.00	\$4.00	\$0.00	N
Group D – Business and Personal Service Occupancies				
including plumbing AND mechanical (60% of full rate) - per sq. m.	\$12.19	\$14.00	\$1.81	N
including plumbing OR mechanical (55% of full rate) - per sq. m.	\$11.17	\$13.00	\$1.83	N
excluding plumbing AND mechanical (50% of full rate) - per sq. m.	\$10.16	\$12.00	\$1.84	N
Group E – Mercantile Occupancies				
including plumbing AND mechanical (60% of full rate) - per sq. m.	\$11.22	\$14.00	\$2.78	N
including plumbing OR mechanical (55% of full rate) - per sq. m.	\$10.29	\$13.00	\$2.71	N
excluding plumbing AND mechanical (50% of full rate) - per sq. m.	\$9.34	\$12.00	\$2.66	N
Group F – Industrial Occupancies				
including plumbing AND mechanical (60% of full rate) - per sq. m.	\$8.12	\$10.00	\$1.87	N
including plumbing OR mechanical (55% of full rate) - per sq. m.	\$7.44	\$10.00	\$2.56	N
excluding plumbing AND mechanical (50% of full rate) - per sq. m.	\$6.77	\$9.00	\$2.23	N
Farm Alterations				
Farm buildings up to 116 sq. m. gross floor area - per building - per sq. m.	\$6.72	\$8.00	\$1.28	N
Farm buildings over 116 sq. m. gross floor area - per sq. m.	\$6.13	\$7.00	\$0.87	N
Demolition				
buildings less than 100 sq. m. in gross floor area	\$183.00	\$209.00	\$26.00	N
all other demolitions - per sq. m.	\$0.90	\$1.00	\$0.10	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:

Single, Semi-Detached, Duplex, Triplex, Fourplex, and Row House				
first six (6) fixtures	\$236.00	\$263.00	\$27.00	N
each additional fixture	\$11.00	\$12.00	\$1.00	N
All Other Buildings				
first five (5) fixtures	\$309.00	\$351.00	\$42.00	N
each additional fixture	\$11.00	\$12.00	\$1.00	N
Sewer and Water Main Installations				
<i>The fee shown below shall include all buried pipe on private property outside the building.</i>				
first fifteen (15) metres	\$183.00	\$196.00	\$13.00	N
each additional fifteen (15) metres	\$47.00	\$50.00	\$3.00	N

2026 FEES AND CHARGES**SERVICE AREA: BUILDING****2024-2025**

Description	Fee	2026 Fee	Change	HST
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Specialized Plumbing Fixtures and Appurtenances				
<i>The fee shown below shall include all plumbing contained inside the building.</i>				
back flow preventer installation (water line)	\$183.00	\$196.00	\$13.00	N
back water valve (sewer)	\$183.00	\$196.00	\$13.00	N
sump pump installation (weeping tile installation included)	\$382.00	\$409.00	\$27.00	N
grease / oil interceptor installation	\$382.00	\$409.00	\$27.00	N

OTHER FEES

Administration				
minimum permit fee	\$183.00	\$196.00	\$13.00	N
transfer of permit	\$183.00	\$196.00	\$13.00	N
moving a building (all alterations & repairs subject to applicable charges as stipulated above)	\$183.00	\$196.00	\$13.00	N
deferral of permit revocation (per instance)	\$183.00	\$196.00	\$13.00	N
limiting distance agreement (registered on title)	\$1,367.00	\$1,463.00	\$96.00	N
research request – Building Division Records search (per hour)	\$117.00	\$125.00	\$8.00	N
911 house number – sign, post and installation (rural lots)	\$183.00	\$196.00	\$13.00	N
911 house number – replacement of sign only	\$79.00	\$85.00	\$6.00	N
Permits				
change of use (under 400 sq. m.)	\$183.00	\$196.00	\$13.00	N
change of use (400 sq. m. or more) - per sq. m.	\$1.01	\$1.08	\$0.07	N
change of use (no construction required)	\$98.00	\$105.00	\$7.00	N
partial occupancy permit for unfinished buildings	\$203.00	\$217.00	\$14.00	N
Inspections				
non routine inspection (per hour)	\$146.00	\$156.00	\$10.00	N
illegal grow operation – general inspection	\$810.00	\$867.00	\$57.00	N
illegal grow operation – occupancy inspection	\$972.00	\$1,040.00	\$68.00	N
off hours inspection (per hour)	\$219.00	\$234.00	\$15.00	N
unprepared for inspection	\$146.00	\$156.00	\$10.00	N
Plans Examination				
stock plans examination (model plans reviewed without building permit application)	\$638.00	\$683.00	\$45.00	N
off hours plans examination (per hour) (min. 4 hours)	\$219.00	\$234.00	\$15.00	N
review of alternative solution (per hour) (min. 4 hours)	\$183.00	\$196.00	\$13.00	N
secondary plans examination (per hour)	\$183.00	\$196.00	\$13.00	N
review of revisions / amendments to permits	\$183.00	\$196.00	\$13.00	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	\$972.00	\$1,040.00	\$68.00	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

2026 FEES AND CHARGES**SERVICE AREA: BUILDING****2024-2025**

Description	Fee	2026 Fee	Change	HST
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CONDITIONAL / PARTIAL PERMITS (CONTINUED)

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

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)	\$20.00	\$22.83	\$2.83	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	\$1,208.00	\$2,500.00	\$1,292.00	N
addition(s) to buildings described above where excavation is required	\$907.00	\$1,500.00	\$593.00	N
buildings accessory to the buildings above with construction value greater than \$3,500	\$604.00	\$800.00	\$196.00	N
construction projects other than those described above (Site Plan Agreement IS required)	\$1,510.00	\$2,500.00	\$990.00	N
construction projects other than those described above (Site Plan Agreement IS NOT required)	\$3,019.00	\$3,500.00	\$481.00	N
demolition project	\$907.00	\$1,000.00	\$93.00	N
moving a building	\$1,208.00	\$1,500.00	\$292.00	N
swimming pool - seasonal	\$0.00	\$0.00	\$0.00	N
swimming pool - above ground	\$263.00	\$270.00	\$7.00	N
swimming pool - in ground	\$525.00	\$550.00	\$25.00	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	\$1,293.00	\$85.00	N
each dwelling on property other than those listed above	\$1,812.00	\$1,939.00	\$127.00	N

Description	2024-2025	2026 Fee	Change	HST
	Fee			

LOT GRADING (CONTINUED)

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	\$4,325.00	\$4,628.00	\$303.00	N
triplex, four plex, street townhouse dwellings	\$3,730.00	\$3,991.00	\$261.00	N
condominium townhouse dwellings	\$3,110.00	\$3,328.00	\$218.00	N
any dwelling type other than those listed above	\$2,490.00	\$2,664.00	\$174.00	N

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 construction value	10%	10%	-	N
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2026 FEES AND CHARGES

SERVICE AREA: CEMETERY

Description	2025 Fee	2026 Fee	Change	HST
LOTS				
<i>Care and Maintenance is prescribed by Funeral, Burial, Cremation Services Act, Ontario Regulation 30/11.</i>				
Resident				
Single Grave (4' x 10' lot)				
Lot Charge	\$1,002.00	\$1,072.00	\$70.00	Y
Care & Maintenance - 40% of Total Charge	\$668.00	\$715.00	\$47.00	Y
Cremation (4' x 10' lot)				
Lot Charge	\$1,002.00	\$1,072.00	\$70.00	Y
Care & Maintenance - 40% of Total Charge	\$668.00	\$715.00	\$47.00	Y
Non-Resident				
Single Grave (4' x 10' lot)				
Lot Charge	\$1,501.00	\$1,651.00	\$150.00	Y
Care & Maintenance - 40% of Total Charge	\$1,002.00	\$1,102.00	\$100.00	Y
Cremation (4' x 10' lot)				
Lot Charge	\$1,501.00	\$1,606.00	\$105.00	Y
Care & Maintenance - 40% of Total Charge	\$1,002.00	\$1,072.00	\$70.00	Y
Military Veteran				
Single Grave (4' x 10' lot)				
Lot Charge	\$0.00	\$0.00	\$0.00	N
Care & Maintenance - 40% of Total Charge	\$668.00	\$689.00	\$21.00	Y
Cremation (4' x 10' lot)				
Lot Charge	\$0.00	\$0.00	\$0.00	N
Care & Maintenance - 40% of Total Charge	\$668.00	\$689.00	\$21.00	Y
INTERMENT SERVICES				
Full Burial				
Regular Hours	\$1,612.00	\$1,661.00	\$49.00	Y
Weekend/Holidays	\$2,088.00	\$2,151.00	\$63.00	Y
Cremation				
<i>* Note: there will be an additional charge of \$50.00 for any urn/box larger than 16"x16"</i>				
Regular Hours	\$557.00	\$574.00	\$17.00	Y
Weekend/Holidays	\$631.00	\$650.00	\$19.00	Y
Infant/Child				
Regular Hours	\$798.00	\$822.00	\$24.00	Y
Weekend/Holidays	\$798.00	\$822.00	\$24.00	Y
Double Depth				
Regular Hours	\$2,088.00	\$2,151.00	\$63.00	Y
Weekend/Holidays	\$2,631.00	\$2,710.00	\$79.00	Y
OTHER SERVICES				
Foundations				
Foundations (per sq. inch)	\$1.91	\$1.97	\$0.06	Y
Flat Marker	\$254.00	\$262.00	\$8.00	Y
Corner Markers				
Installation of Corner Markers - each	\$31.00	\$32.00	\$1.00	Y
Care and Maintenance (prescribed by Funeral, Burial, Cremation Services Act, Ontario Regulation 30/11)				
Flat Marker, over 172 square inches	\$113.00	\$113.00	\$0.00	Y
Upright Marker, up to 4 feet	\$226.00	\$226.00	\$0.00	Y
Upright Marker, over 4 feet	\$452.00	\$452.00	\$0.00	Y
Miscellaneous				
Cemetery staff charge-out rate (per hour)	\$111.00	\$115.00	\$4.00	Y
Disinterment	Actual + 10% admin	Actual + 10% admin	-	Y

2026 FEES AND CHARGES**SERVICE AREA: CORPORATE SERVICES**

Description	2025 Fee	2026 Fee	Change	HST
GENERAL FINANCE				
Returned Payment Fee (Non-Sufficient Funds)	\$37.00	\$40.00	\$3.00	N
Inter-Account Transfer of Customer-Made Payment	\$14.00	\$15.00	\$1.00	N
Refund of Customer-Made Incorrect Payment on Account	\$47.00	\$48.00	\$1.00	N
Penalty for Late Account Payment (per month)	1.25%	1.25%	-	N
Replacement of Vendor Payment	\$46.00	\$48.00	\$2.00	N
Invoice Bill-Back Administration	\$12.00	\$13.00	\$1.00	N
Tax & Water Certificate	\$55.00	\$60.00	\$5.00	N
Tax & Water Certificate - Rush (within 1 business day)	\$75.00	\$80.00	\$5.00	N
Information/Special Requests - staff time charge-out rate (per hour)	Actual costs + 10% admin	Actual costs + 10% admin	-	Y

PROPERTY TAX

General				
Penalty for Late Tax Account Payment (per month)	1.25%	1.25%	-	N
Tax Bill - Duplicate Copy	\$10.00	\$10.00	\$0.00	N
Tax Statement	\$10.00	\$10.00	\$0.00	N
Tax Roll Ownership Change (per roll)	\$35.00	\$38.00	\$3.00	N
New Roll Number Account Set-Up (per roll)	\$46.00	\$48.00	\$2.00	N
Mortgage Company Administration - New	\$23.00	\$24.00	\$1.00	N
Overdue Water Account Transfer to Taxes	\$39.00	\$40.00	\$1.00	Y
Overdue Non-Water Account Transfer to Taxes	\$51.00	\$54.00	\$3.00	Y
POA Administration/AMP Fines Added to Taxes	\$51.00	\$54.00	\$3.00	N
Section 357 Property Tax Adjustment Application	\$0.00	\$40.00	\$40.00	N
Tax Registration				
Warning Notice Before Tax Sale Registration	\$0.00	\$25.00	\$25.00	N
Preparation of Extension Agreement	\$377.00	\$390.00	\$13.00	N
Hard Copy of Tax Tender Package	\$0.00	\$25.00	\$25.00	N
Tax Registration Charges per External Vendor(s)	Actual costs	Actual costs + 10% admin	-	N
Tax Sale Charges per External Vendor(s)	Actual costs	Actual costs + 10% admin	-	N
Tax Sale Administration Processing	\$0.00	\$850.00	\$850.00	N
Proceed to Booked Tax Sale	\$0.00	\$850.00	\$850.00	N

DEVELOPMENT CHARGE ACT ADMINISTRATION

Payment Default under Development Charge Act Section 26.1 Instalment Arrangement	\$438.00	\$452.00	\$14.00	N
Interest Rate under Development Charge (DC) Act Sections 26.1 and 26.2	Per DC Act legislation	Per DC Act legislation	-	N

2026 FEES AND CHARGES**SERVICE AREA: FIRE**

Description	2025 Fee	2026 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

Daycares				
Residential, or licensed (incl. co-ops)	\$152.00	\$157.00	\$5.00	Y
Group homes or satellite homes	\$152.00	\$157.00	\$5.00	Y
Residential Large				
3-5 suites (Greater than 3,000 sq. ft.)	\$376.00	\$388.00	\$12.00	Y
6 suites or greater (includes hotels, motels, bed and breakfasts, apartments)	\$452.00	\$466.00	\$14.00	Y
Commercial and Industrial				
Less than 3,000 sq. ft.	\$152.00	\$157.00	\$5.00	Y
Between 3,000 – 10,000 sq. ft.	\$227.00	\$234.00	\$7.00	Y
Between 10,001 – 20,000 sq. ft.	\$453.00	\$467.00	\$14.00	Y
Greater than 20,000 sq. ft.	\$679.00	\$700.00	\$21.00	Y
Other Inspections				
Fire Re-inspections for Compliance	\$227.00	\$234.00	\$7.00	Y
Marijuana Grow Operation Inspection	\$376.00	\$388.00	\$12.00	Y
LLBO Inspection - includes Compliance Letter	\$302.00	\$312.00	\$10.00	Y
Fireworks sales per inspection	\$152.00	\$157.00	\$5.00	Y

RECORDS AND FILES

File and Record Search	\$193.00	\$199.00	\$6.00	Y
Letter of Compliance	\$193.00	\$199.00	\$6.00	Y
Insurance Company Report	\$193.00	\$199.00	\$6.00	Y
Court Filing and Information	\$193.00	\$199.00	\$6.00	Y

PERMIT FEES

Open Air Burning Permit - Non-Farms (Rural & Urban)	\$37.00	\$39.00	\$2.00	Y
Open Air Burning Permit - Farms	\$0.00	\$0.00	\$0.00	Y
Open Air Burning Permit - Campground	\$37.00	\$39.00	\$2.00	Y
Open Air Burning Permit - Specific Event	\$0.00	\$0.00	\$0.00	Y

2026 FEES AND CHARGES

SERVICE AREA: FIRE

Description	2025 Fee	2026 Fee	Change	HST
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	\$152.00	\$157.00	\$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
Training – Prevention and Public Education Services				
Fire Extinguisher training (equipment supplied by Fire Dept.) Includes cost of recharging and printed materials.	\$96/hr (first hour); \$71/hr (after)	\$99/hr (first hour); \$74/hr (after)	-	Y
Fire Extinguisher training (equipment provided by trainees) Includes cost of Firefighter and printed materials (per hour)	\$73.00	\$76.00	\$3.00	Y
Fire Safety Training (per hour)	\$73.00	\$76.00	\$3.00	Y
Fire Drills (As requested - Industrial, Vulnerable Occupants)	\$302.00	\$312.00	\$10.00	Y

2026 FEES AND CHARGES**SERVICE AREA: LEGISLATIVE SERVICES**

Description	2025 Fee	2026 Fee	Change	HST
COMMISSIONER				
Oaths - Resident	\$13.00	\$14.00	\$1.00	N
Oaths - Non-Resident	\$16.00	\$17.00	\$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	\$22.00	\$23.00	\$1.00	N
Burial Permit/Death Registration for Non-Residents	\$22.00	\$23.00	\$1.00	N

INFORMATION REQUESTS

Freedom of Information and Protection of Privacy Act				
<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
Non-Freedom of Information Requests				
Staff time charge-out rate (per hour)	\$98.00	\$101.00	\$3.00	N
Photocopies & computer printouts (per page)	\$0.50	\$0.60	\$0.10	N

ELECTION

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
Election Sign Deposit				
Mayor and Regional Councillor	\$0.00	\$150.00	\$150.00	N
Ward Councillor, Registered Third Party Advertisers and School Board Trustees	\$0.00	\$100.00	\$100.00	N
Federal and Provincial Candidates	\$0.00	\$200.00	\$200.00	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	\$134.00	\$134.00	\$0.00	N
Lottery (per AGCO)	3% of prizes	3% of prizes	-	N
Non-Resident Small Game Hunting	\$26.00	\$27.00	\$1.00	N
Trailer Parks (per park, per year)	\$797.00	\$821.00	\$24.00	N
Refreshment Vehicle (per vehicle, per year)	\$319.00	\$329.00	\$10.00	N
Refreshment Vehicle (per vehicle, per day)	\$107.00	\$111.00	\$4.00	N
Refreshment Cart (per cart, per year)	\$319.00	\$329.00	\$10.00	N
Refreshment Cart (per cart, per day)	\$107.00	\$111.00	\$4.00	N
Refreshment Cycle (first cycle, per year)	\$319.00	\$329.00	\$10.00	N
Refreshment Cycle (each additional cycle, per year)	\$81.00	\$84.00	\$3.00	N
Refreshment Cycle (first cycle, per day)	\$54.00	\$56.00	\$2.00	N
Refreshment Cycle (each additional cycle, per day)	\$14.00	\$15.00	\$1.00	N

2026 FEES AND CHARGES**SERVICE AREA: LEGISLATIVE SERVICES**

Description	2025 Fee	2026 Fee	Change	HST
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LICENSES (CONTINUED)

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.

Non-refundable fee if license denied	\$81.00	\$84.00	\$3.00	N
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CLOSING OF ROAD ALLOWANCE

Closing of Road Allowance - Administration Fee	\$975.00	\$975.00	\$0.00	N
Closing of Road Allowance Deposit, non-interest bearing (refundable upon conditions satisfactorily being met)	\$1,275.00	\$1,275.00	\$0.00	N

2026 FEES AND CHARGES**SERVICE AREA: LIBRARY**

Description	2025 Fee	2026 Fee	Change	HST
COPY/PRINT				
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
LOST OR DAMAGED MATERIAL				
Membership Card Replacement	\$2.00	\$3.00	\$1.00	N
Material Lost/Damaged (per book)	Cost + \$5.00 admin charge	Cost + \$5.00 admin charge	-	N
PROGRAMS AND OTHER				
Program and Event Registration (per person)	Actual cost	Actual cost	-	N
LED Projector Rental, three-day loan period	\$10.00	\$11.00	\$1.00	N
LED Projector Rental, late charge (per day)	\$15.00	\$16.00	\$1.00	N
LIBRARY ROOMS				
<i>Note: Rental times must include set up & take down time</i>				
<i>Prime - Weekdays (5PM to close) & Weekends (8AM to close) & Statutory Holidays</i>				
<i>Non-Prime - Weekdays (8AM to 5PM)</i>				
Smithville - Program Room 51' x 22'				
Prime (per hour) - up to 4 hours	\$41.00	\$43.00	\$2.00	N
Prime (daily) - more than 4 hours	\$190.00	\$196.00	\$6.00	N
Non-Prime (per hour) - up to 4 hours	\$24.00	\$25.00	\$1.00	N
Non-Prime (daily) - more than 4 hours	\$114.00	\$118.00	\$4.00	N
Kitchen (per hour) - up to 4 hours	\$20.00	\$21.00	\$1.00	N
Kitchen (daily) - more than 4 hours	\$94.00	\$97.00	\$3.00	N
Smithville - Board Room 22' x 15'				
Prime (per hour) - up to 4 hours	\$14.00	\$15.00	\$1.00	N
Prime (daily) - more than 4 hours	\$60.00	\$62.00	\$2.00	N
Non-Prime (per hour) - up to 4 hours	\$9.00	\$10.00	\$1.00	N
Non-Prime (daily) - more than 4 hours	\$30.00	\$31.00	\$1.00	N
Caistorville - Board Room 20' x 12'				
Prime (per hour) - up to 4 hours	\$14.00	\$15.00	\$1.00	N
Prime (daily) - more than 4 hours	\$60.00	\$62.00	\$2.00	N
Non-Prime (per hour) - up to 4 hours	\$9.00	\$10.00	\$1.00	N
Non-Prime (daily) - more than 4 hours	\$30.00	\$31.00	\$1.00	N
Wellandport Program Room 31' x 16'				
Prime (per hour) - up to 4 hours	\$20.00	\$21.00	\$1.00	N
Prime (daily) - more than 4 hours	\$90.00	\$93.00	\$3.00	N
Non-Prime (per hour) - up to 4 hours	\$12.00	\$13.00	\$1.00	N
Non-Prime (daily) - more than 4 hours	\$49.00	\$51.00	\$2.00	N
MAKERSPACE PROJECT CREATION				
Permanent Vinyl Sheet (12" x 12")	\$1.00	\$1.00	\$0.00	N
Iron-On Vinyl Sheet (12" x 12")	\$1.50	\$1.50	\$0.00	N
Felt (12" x 12")	\$1.00	\$1.00	\$0.00	N
Cardstock Sheet (8" x 11.5")	\$0.25	\$0.25	\$0.00	N
Sticker Paper - Matte/Glossy (8" x 11.5")	\$1.50	\$1.50	\$0.00	N
3-D Filament (per gram)	\$0.15	\$0.15	\$0.00	N
Custom Button	\$1.00	\$1.00	\$0.00	N

2026 FEES AND CHARGES**SERVICE AREA: PLANNING**

Description	2025 Fee	2026 Fee	Change	HST
<i>Note: Application fees do not apply to applications initiated by Niagara Region within the limits of Township.</i>				
<i>Pre-Consultation Meeting fees consistent with Niagara Region and Area Municipalities.</i>				
<i>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.</i>				
<i>*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.</i>				
<i>**Applications submitted prior to July 1, 2022 application fee categories remain applicable (Includes Subsequent Versions of the Development Names).</i>				

OFFICIAL PLAN AND ZONING

Official Plan Amendment for Settlement Boundary Expansion*	\$13,164.00	\$25,000.00	\$11,836.00	N
Official Plan Amendment - Other*	\$13,164.00	\$13,823.00	\$659.00	N
Zoning By-law Amendment - Other*	\$10,619.00	\$11,150.00	\$531.00	N
Combined Office Plan Amendment/Zoning By-law Amendment* (excluding Settlement Boundary Expansions)	\$17,840.00	\$18,733.00	\$893.00	N
Zoning By-law Amendment (Condition of Consent)	\$5,315.00	\$5,581.00	\$266.00	N
Removing of (H) Holding Provision	\$1,842.00	\$1,935.00	\$93.00	N
Part Lot Control – Removal of Part Lot Control (per lot/block)	\$2,526.00	\$2,653.00	\$127.00	N
Temporary Use Agreement for Garden Suite	\$3,518.00	\$3,694.00	\$176.00	N
Temporary Use By-law for Garden Suite	\$4,014.00	\$4,215.00	\$201.00	N
Extension to Temporary Use By-law for Garden Suite	\$3,518.00	\$3,694.00	\$176.00	N
Temporary Use Agreement - Other	\$3,518.00	\$5,000.00	\$1,482.00	N
Temporary Use By-law -Other	\$4,014.00	\$6,000.00	\$1,986.00	N
Extension to Temporary Use By-law - Other	\$3,518.00	\$4,000.00	\$482.00	N
Deeming By-law	\$1,203.00	\$1,264.00	\$61.00	N
Zoning Compliance	\$265.00	\$350.00	\$85.00	N
Written Property Reports	\$265.00	\$350.00	\$85.00	N

BLOCK PLAN

Block Plan Application (Base Fee)	\$34,068.00	\$35,772.00	\$1,704.00	N
Block Plan Application (Per hectare, plus Base Fee)	\$1,137.00	\$1,194.00	\$57.00	N

SUBDIVISION/CONDOMINIUM

Draft Plan of Condominium Application (Base Fee)	\$20,387.00	\$21,407.00	\$1,020.00	N
Condominium Conversion	\$16,340.00	\$17,157.00	\$817.00	N
Condominium Amalgamation	\$2,602.00	\$2,733.00	\$131.00	N
Exemption of Draft Plan of Condominium Approval	\$2,967.00	\$3,116.00	\$149.00	N
Draft Plan of Subdivision Application (Base Fee plus per hectare fee below)	\$23,594.00	\$24,775.00	\$1,181.00	N
Draft Plan of Subdivision Application (Per hectare plus Base Fee)	\$1,578.00	\$1,300.00	-\$278.00	N
Extension to Draft Plan Approval of Subdivision or Condominium (where approval has not lapsed)	\$1,875.00	\$2,500.00	\$625.00	N
Extension to Draft Plan Approval of Subdivision or Condominium (where approval has lapsed)	\$1,875.00	\$5,000.00	\$3,125.00	N
Red-Line Revisions to Draft Plan Approval of Subdivision or Condominium	\$4,014.00	\$4,215.00	\$201.00	N
Final Approval of Plan of Condominium or Subdivision (Includes Clearing Conditions)	\$3,969.00	\$4,168.00	\$199.00	N

2026 FEES AND CHARGES**SERVICE AREA: PLANNING**

Description	2025 Fee	2026 Fee	Change	HST
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SUBDIVISION/CONDOMINIUM (CONTINUED)

Condominium or Subdivision Agreement**	\$13,782.00	\$14,472.00	\$690.00	N
Amendment to Draft Plan of Subdivision or Condominium Agreement	\$9,394.00	\$9,864.00	\$470.00	N
Street Naming for New Subdivisions	\$2,029.00	\$2,131.00	\$102.00	N

SITE PLAN/ DEVELOPMENT AGREEMENT/FRONT-ENDING/PRE-SERVICING AGREEMENT

Site Plan Approval/Development Agreement - Initial - Within Settlement Areas	\$9,340.00	\$9,808.00	\$468.00	N
Site Plan Approval/Development Agreement - Initial - Outside Settlement Areas	\$9,340.00	\$6,000.00	-\$3,340.00	N
Site Plan Approval/Development Agreement (Amendment - Settlement Area)*	\$3,771.00	\$5,000.00	\$1,229.00	N
Site Plan Approval/Development Agreement (Amendment - Outside Settlement Area)*	\$3,771.00	\$3,000.00	-\$771.00	N
Development Agreement as Condition of Consent	\$3,771.00	\$3,960.00	\$189.00	N
Red-Line Revisions to a Site Plan/ Development Agreement (for minor changes not resulting in an amendment)	\$4,014.00	\$2,000.00	-\$2,014.00	N
Discharge of a Site Plan Agreement (legal fees are additional charge)	\$1,644.00	\$1,727.00	\$83.00	N
Front-End Financing Agreement (Includes registration legal fees, initial engineering review fee, third-party agreement review, Part 12 fees, etc.)	Actual Costs	Actual Costs	-	N
Pre-Servicing Agreement (Includes registration legal fees, initial engineering review fee, per phase/block)	Actual Costs	Actual Costs	-	N

PRE-CONSULTATION MEETING/DEVELOPMENT APPLICATIONS

Where multiple applications are proposed, the higher fee applies.

Block Plan/Official Plan Amendment/Draft Plan of Subdivision/Condominium (non-refundable)	\$1,200.00	\$1,260.00	\$60.00	N
Zoning By-law Amendment/Site Plan/Consent/Minor Variance/Other (Deduct fee towards other planning fees if complete application received within 1 year of meeting)	\$525.00	\$552.00	\$27.00	N
Consultation Process for Telecommunication Facilities	\$2,327.00	\$2,444.00	\$117.00	N

MISCELLANEOUS

Approval of Road Opening/Upgrade (Allow access to build) - subject to any Official Plan and Road Closing Policy	\$1,875.00	\$1,969.00	\$94.00	N
File Reactivation Fee (if dormant for a period of greater than 12 months)	\$0.00	20% of applicable application fee	-	N
Adjournment/Rescheduling Fee for public meeting	\$1,500.00	\$1,575.00	\$75.00	N

SITE ALTERATION PERMIT

The below permit fees double if fill has been hauled to the site before Township approval granted.

Application Fee, less than 500 cubic metre/year	\$0.00	\$250.00	\$250.00	N
Application Fee, between 500-1,000 cubic metre/year	\$574.00	\$603.00	\$29.00	N

2026 FEES AND CHARGES**SERVICE AREA: PLANNING**

Description	2025 Fee	2026 Fee	Change	HST
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SITE ALTERATION PERMIT (CONTINUED)

Application Fee, between 1,000-5,000 cubic metre/year	\$1,137.00	\$1,194.00	\$57.00	N
Application Fee, greater than 5,000 cubic metre/year	\$1,137.00 + \$1,000.00/ 1,000 cubic metre > 5,000 cubic metre	\$1,200.00	-	N
Security deposit, non-interest bearing	As needed	As needed	As needed	N

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	\$250.00	\$250.00	\$0.00	N
Total cost of services less than \$5,000	\$500.00	\$500.00	\$0.00	N
Total cost of services less than \$20,000	\$2,000.00	\$2,000.00	\$0.00	N
Total cost of services less than \$30,000	\$3,000.00	\$3,000.00	\$0.00	N
Total cost of services less than \$60,000	\$6,000.00	\$6,000.00	\$0.00	N
Total cost of services less than \$75,000	\$7,500.00	\$7,500.00	\$0.00	N
Total cost of services less than \$100,000	\$10,000.00	\$10,000.00	\$0.00	N
Total cost of services between \$100,000-\$500,000 (Minimum of \$10,000)	\$5,000.00 + 5% 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 + 5% of costs btwn. \$100,000- \$500,000 + 4% 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.	\$3,264.00	\$3,428.00	\$164.00	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)	\$1,632.00	\$1,714.00	\$82.00	N
Health Inspection Fee for West Lincoln Properties (Required if municipal sewage system is unavailable and private septic system proposed, per new lot + remnant)	\$321.00	\$338.00	\$17.00	N
Adjournment/Rescheduling Fee - Applicable as determined by Committee when an adjournment of an application is necessary.	\$375.00	\$500.00	\$125.00	N

Description	2025 Fee	2026 Fee	Change	HST
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TARIFF OF FEES FOR THE COMMITTEE OF ADJUSTMENT (CONTINUED)

Final Certification Fee (Per application, payable upon submission of the documents (deeds) for issuance of final certification)	\$838.00	\$880.00	\$42.00	N
Basic Processing Fee - Minor Variance Applications* (Includes administration and mailing fees required to process minor variance applications.)	\$2,536.00	\$2,663.00	\$127.00	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.	\$982.00	\$1,032.00	\$50.00	N

2026 FEES AND CHARGES**SERVICE AREA: PUBLIC WORKS**

Description	2025 Fee	2026 Fee	Change	HST
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GENERAL FEES

Engineering Reports/ Drawings/ Studies - Printed Copy (per page)	\$0.50	\$0.60	\$0.10	N
Curb & Sidewalk Repair	Actual + 10% admin	Actual + 10% admin	-	Y
Entrance Permit	\$160.00	\$165.00	\$5.00	N
Entrance Permit, non-interest bearing (refundable upon final inspection approval)	\$1,250.00	\$1,250.00	\$0.00	N
Road Occupancy/Encroachment Permit	\$110.00	\$115.00	\$5.00	N
New/Replacement of Tree	\$855.00	\$881.00	\$26.00	Y

OVERSIZE/OVERWEIGHT LOAD PERMIT

Single Trip	\$56.00	\$58.00	\$2.00	N
Three Month	\$111.00	\$115.00	\$4.00	N
Annually	\$165.00	\$170.00	\$5.00	N
Ontario Bridge Formula Check for Overweight Loads (per review)	\$392.00	\$404.00	\$12.00	Y

STAFF AND EQUIPMENT CHARGE-OUT RATES**Vehicles (per hour)**

Based on the Ontario Provincial Standards Specifications, Schedule of Rental Rates.

Pick-Up 4X4	\$41.00	\$43.00	\$2.00	Y
Grader	\$160.00	\$165.00	\$5.00	Y
Tandem	\$115.00	\$119.00	\$4.00	Y
One Ton	\$55.00	\$57.00	\$2.00	Y
Backhoe	\$74.00	\$77.00	\$3.00	Y
Van & 2-Wheel Drive Pick-Up	\$40.00	\$42.00	\$2.00	Y
Truck Driver	\$57.00	\$59.00	\$2.00	Y
Backhoe Operator	\$67.00	\$70.00	\$3.00	Y
Grader Operator	\$67.00	\$70.00	\$3.00	Y
Water & Wastewater Operator	\$67.00	\$70.00	\$3.00	Y
Engineering/Managerial Staff	\$106.00	\$110.00	\$4.00	Y

2026 FEES AND CHARGES

SERVICE AREA: RECREATION

Description	2025 Fee	2026 Fee	2027 Fee	HST
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ARENA FACILITY

Note: Changes are effective September 1, which coincides with the start of the season.

Prime - Weekdays (5PM to close) & Weekends (6AM to close) & Statutory Holidays

Non-Prime - Weekdays (6AM to 5PM)

Public Skating (per person)	\$4.00	\$4.25	\$5.00	Y
Preschool Skating (per person)	\$4.00	\$4.25	\$5.00	Y
Adult Skating (per person)	\$4.00	\$4.25	\$5.00	Y
Stick & Puck (per person)	\$4.00	\$4.25	\$5.00	Y
Public Skating/Preschool/Adult Discount Card (10 uses)	\$35.00	\$38.25	\$40.00	Y
Shinny Hockey (per person)	\$7.00	\$7.50	\$8.00	Y
Shinny Hockey Discount Card (10 uses)	\$59.00	\$67.50	\$71.00	Y
Non-Resident Public Skating (per person)	\$4.00	\$5.00	\$6.00	Y
Non-Resident Preschool Skating (per person)	\$4.00	\$5.00	\$6.00	Y
Non-Resident Adult Skating (per person)	\$4.00	\$5.00	\$6.00	Y
Non-Resident Stick & Puck (per person)	\$4.00	\$5.00	\$6.00	Y
Non-Resident Public Skating/Preschool/Adult Discount Card (10 uses)	\$35.00	\$45.00	\$47.00	Y
Non-Resident Shinny Hockey (per person)	\$7.00	\$10.00	\$11.00	Y
Non-Resident Shinny Hockey Discount Card (10 uses)	\$59.00	\$90.00	\$95.00	Y
Prime Ice Rental (per hour)	\$247.00	\$262.00	\$276.00	Y
Non-Prime Ice Rental (per hour)	\$168.00	\$178.00	\$187.00	Y
Arena Floor Rental (per hour)	\$74.00	\$78.50	\$83.00	Y
Local Schools and Local Home Schools (per hour)	\$86.00	\$91.00	\$96.00	Y
West Lincoln Figure Skating Club				
Prime Ice Rental (per hour)	\$168.00	\$178.00	\$187.00	Y
Non-Prime Ice Rental (per hour)	\$116.00	\$123.00	\$130.00	Y
West Niagara Minor Hockey Association				
Prime Ice Rental (per hour)	\$180.00	\$186.00	\$196.00	Y
Non-Prime Ice Rental (per hour)	\$116.00	\$120.00	\$126.00	Y

ARENA FACILITY - SPECIAL EVENTS

Special Events

Includes arena dry floor, lower concourse, meeting rooms (if needed)	\$0.00	\$1,800.00	\$1,890.00	Y
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COMMUNITY ROOMS & GYMNASIUM

Note: Rental times must include set up & take down time

Prime - Weekdays (5PM to close) & Weekends (6AM to close) & Statutory Holidays

Non-Prime - Weekdays (6AM to 5PM)

Community Room (3 available)

Prime (per hour) - up to 4 hours	\$31.00	\$33.00	\$35.00	Y
Prime (daily) - more than 4 hours	\$152.00	\$161.00	\$170.00	Y
Prime - 3 rooms combined (per hour)	\$0.00	\$72.00	\$76.00	Y
Prime - 3 rooms combined (daily)	\$0.00	\$300.00	\$315.00	Y
Non-Prime (per hour) - up to 4 hours	\$20.00	\$21.00	\$23.00	Y
Non-Prime (daily) - more than 4 hours	\$92.00	\$95.00	\$100.00	Y
Kitchenette (per hour) - maximum charge of \$80	\$17.00	\$18.00	\$19.00	Y
Non-Resident Prime (per hour) - up to 4 hours	\$31.00	\$35.00	\$37.00	Y
Non-Resident Prime (daily) - more than 4 hours	\$152.00	\$170.00	\$179.00	Y
Non-Resident Non-Prime (per hour) - up to 4 hours	\$20.00	\$23.00	\$25.00	Y
Non-Resident Non-Prime (daily) - more than 4 hours	\$92.00	\$104.00	\$110.00	Y
Non-Resident Kitchenette (per hour) - maximum charge of \$80	\$17.00	\$20.00	\$21.00	Y

2026 FEES AND CHARGES

SERVICE AREA: RECREATION

Description	2025 Fee	2026 Fee	2027 Fee	HST
Gymnasium				
Full Gymnasium				
Prime (per hour) - up to 4 hours	\$38.00	\$40.00	\$42.00	Y
Prime (daily) - more than 4 hours	\$180.00	\$190.00	\$200.00	Y
Non-Prime (per hour) - up to 4 hours	\$26.00	\$27.00	\$29.00	Y
Non-Prime (daily) - more than 4 hours	\$122.00	\$126.00	\$133.00	Y
Non-Resident Prime (per hour) - up to 4 hours	\$38.00	\$44.00	\$47.00	Y
Non-Resident Prime (daily) - more than 4 hours	\$180.00	\$202.00	\$213.00	Y
Non-Resident Non-Prime (per hour) - up to 4 hours	\$26.00	\$30.00	\$32.00	Y
Non-Resident Non-Prime (daily) - more than 4 hours	\$122.00	\$139.00	\$146.00	Y
Half Gymnasium				
Hourly Prime (up to 4 hours)	\$20.00	\$21.00	\$23.00	Y
Daily Prime (more than 4 hours)	\$92.00	\$95.00	\$100.00	Y
Hourly Non-Prime (up to 4 hours)	\$14.00	\$15.00	\$16.00	Y
Daily Non-Prime (more than 4 hours)	\$61.00	\$63.00	\$67.00	Y
Non-Resident Hourly Prime (up to 4 hours)	\$20.00	\$23.00	\$25.00	Y
Non-Resident Daily Prime (more than 4 hours)	\$92.00	\$105.00	\$111.00	Y
Non-Resident Hourly Non-Prime (up to 4 hours)	\$14.00	\$16.00	\$17.00	Y
Non-Resident Daily Non-Prime (more than 4 hours)	\$61.00	\$69.00	\$73.00	Y
PARKS AND OUTDOOR FACILITIES				
West Lincoln Youth Sports Associations				
Soccer/Football/Baseball Youth 0-8 years (per person)	\$15.00	\$16.00	\$17.00	Y
Soccer/Football/Baseball Youth 8+ (per person)	\$17.00	\$18.00	\$19.00	Y
Field with lights (per hour)	\$27.00	\$28.00	\$30.00	Y
Small Scale - Tournament/Special Event (per field, per day ie. 4 hours or more)	\$59.00	\$61.00	\$65.00	Y
Large Scale* - Tournament/Special Event (per field, per day ie. 4 hours or more)	N/A	\$250.00	\$263.00	Y
<i>* Large scale is anything that would require above normal staffing levels, or levels of support beyond traditional field marking and maintenance</i>				
Private Rental				
Field without lights (per hour)	\$27.00	\$28.00	\$30.00	Y
Field with lights (per hour) 8PM to 11PM - minimum	\$41.00	\$43.00	\$46.00	Y
Tournament/Special Event (per field, per day ie. 4 hours or more)	\$250.00	\$258.00	\$271.00	Y
Non-Resident Field without lights (per hour)	\$27.00	\$31.00	\$33.00	Y
Non-Resident Field with lights (per hour) 8PM to 11PM - minimum	\$41.00	\$47.00	\$50.00	Y
Non-Resident Tournament/Special Event (per field, per day ie. 4 hours or more)	\$250.00	\$284.00	\$299.00	Y
Non-Resident Large Scale* - Tournament/Special Event (per field, per day ie. 4 hours or more)	N/A	\$312.00	\$328.00	Y
<i>* Large scale is anything that would require above normal staffing levels, or levels of support beyond traditional field marking and maintenance</i>				

2026 FEES AND CHARGES

SERVICE AREA: RECREATION

Description	2025 Fee	2026 Fee	2027 Fee	HST
Schools - Local Schools & Local Home Schools				
<i>Prime - Weekdays (5PM to close) & Weekends (6AM to close) & Statutory Holidays</i>				
<i>Non-Prime - Weekdays (6AM to 5PM)</i>				
Local Track/Cross Country Meet Non-Prime (per day)	\$59.00	\$61.00	\$65.00	Y
Local Soccer/Football/Baseball Non-Prime (per hour)	\$19.00	\$20.00	\$21.00	Y
Local Soccer/Football/Baseball Prime (per hour)	\$27.00	\$28.00	\$30.00	Y
Local Soccer/Football/Baseball Prime Tournament	\$250.00	\$258.00	\$271.00	Y
Pavilion & Bandshell				
<i>Bandshell rental requests must complete a Special Event Application</i>				
Full Day Pavilion - more than 4 hours (includes hydro)	\$82.00	\$85.00	\$90.00	Y
Half Day Pavilion - 4 hours or less (includes hydro)	\$48.00	\$50.00	\$53.00	Y
Band Shell - up to 4 hours (includes hydro)	\$317.00	\$327.00	\$344.00	Y
Band Shell (per day) - includes hydro	\$504.00	\$520.00	\$546.00	Y
Non-Resident Full Day Pavilion - more than 4 hours (includes hydro)	\$82.00	\$94.00	\$99.00	Y
Non-Resident Half Day Pavilion - 4 hours or less (includes hydro)	\$48.00	\$55.00	\$58.00	Y
Non-Resident Band Shell - up to 4 hours (includes hydro)	\$317.00	\$359.00	\$377.00	Y
Non-Resident Band Shell (per day) - includes hydro	\$504.00	\$572.00	\$601.00	Y

PROGRAMS, CLASSES, & CAMPS

<i>Older adults (55+) eligible for 10% Fitness Discount (exception Tai Chi & Drop In)</i>				
10 Class Adult Registered Program	\$100.00	\$103.00	\$109.00	Y
10 Class Youth Registered Program	\$60.00	\$62.00	\$66.00	N
Yoga Bolster Equipment	\$41.00	\$43.00	\$46.00	Y
Home Alone Course	\$77.00	\$80.00	\$84.00	N
Babysitting Course	\$77.00	\$80.00	\$84.00	N
Tai Chi First Timers	\$48.00	\$50.00	\$53.00	Y
Tai Chi Returning	\$30.00	\$31.00	\$33.00	Y
Non-Resident 10 Class Adult Registered Program	\$100.00	\$110.00	\$116.00	Y
Non-Resident 10 Class Youth Registered Program	\$60.00	\$66.00	\$70.00	N
Non-Resident Home Alone Course	\$77.00	\$84.00	\$89.00	N
Non-Resident Babysitting Course	\$77.00	\$84.00	\$89.00	N
Non-Resident Tai Chi First Timers	\$48.00	\$52.00	\$55.00	Y
Non-Resident Tai Chi Returning	\$30.00	\$33.00	\$35.00	Y
Registered Program User Cancellation (non-refundable)	\$16.00	\$17.00	\$18.00	N
Drop In				
Drop In Youth Gym Program	\$4.00	\$4.00	\$5.00	Y
Drop In Youth Gym Discount Card (10 uses)	\$25.00	\$36.00	\$38.00	Y
Drop In Adult Gym Program	\$6.00	\$6.00	\$7.00	Y
Drop In Adult Gym Discount Card (10 uses)	\$50.00	\$54.00	\$57.00	Y
Drop In Older Adults Gym Program	\$4.00	\$4.00	\$5.00	Y
Drop In Older Adults Gym Discount Card (10 uses)	\$34.00	\$36.00	\$38.00	Y
Drop in Family Fee (max. 2 adults, 4 children)	\$16.00	\$17.00	\$18.00	Y
Drop in Family Fee Discount Card (10 uses)	\$134.00	\$153.00	\$161.00	Y
Non-Resident Drop In Youth Gym Program	\$4.00	\$5.00	\$6.00	Y
Non-Resident Drop In Youth Gym Discount Card (10 uses)	\$25.00	\$45.00	\$48.00	Y
Non-Resident Drop In Adult Gym Program	\$6.00	\$7.00	\$8.00	Y

2026 FEES AND CHARGES**SERVICE AREA: RECREATION**

Description	2025 Fee	2026 Fee	2027 Fee	HST
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Drop In (CONTINUED)

Non-Resident Drop In Adult Gym Discount Card (10 uses)	\$50.00	\$63.00	\$67.00	Y
Non-Resident Drop In Older Adults Gym Program	\$4.00	\$5.00	\$6.00	Y
Non-Resident Drop In Older Adults Gym Discount Card (10 uses)	\$34.00	\$45.00	\$48.00	Y
Non-Resident Drop in Family Fee (max. 2 adults, 4	\$16.00	\$19.00	\$20.00	Y
Non-Resident Drop in Family Fee Discount Card (10 uses)	\$134.00	\$171.00	\$180.00	Y

Third Party Provided Programs

Resident Fee (Cost per participant per class + this fee)	\$0.00	\$1.00	\$1.25	Y
Non-Resident Fee (Cost per participant per class + this fee)	\$0.00	\$1.50	\$1.75	Y

PROGRAMS, CLASSES, & CAMPS**Camps**

Regular Five-Day (per week)	\$161.00	\$185.00	\$195.00	N
Four-Day Week (Due to Township Holiday)	\$129.00	\$148.00	\$156.00	N
March Break Camp	\$161.00	\$185.00	\$195.00	N
Extended Care (7:30AM to 9:00AM or 3:30PM to 5:30PM)	\$8.00	\$8.00	\$9.00	N
Late Pick Up (per 15 minutes)	\$14.00	\$15.00	\$16.00	N
Camp Cancellation by User (non-refundable)	\$16.00	\$17.00	\$18.00	N

Harvest Routes Workshops

Adult Workshop - Adults (non-refundable)	\$21.00	\$22.00	\$24.00	Y
Child/Youth Workshop (non-refundable)	\$12.00	\$13.00	\$14.00	N

DIGITAL ROAD SIGN

Per Day	\$21.00	\$22.00	\$24.00	Y
Per Week	\$91.00	\$94.00	\$99.00	Y

HANGING BASKET & GARDENS SPONSORSHIP

Hanging Basket	\$136.00	\$141.00	\$149.00	N
Garden (Downtown Smithville, 6 available)	\$1,700.00	\$1,751.00	\$1,839.00	N

MARKETS (EXCLUDES HARVEST ROUTES)

All vendors are provided with a 10'X10' space.

Full Season Vendor	\$144.00	\$149.00	\$157.00	Y
VQA Wineries and Stores (must provide insurance)	\$144.00	\$149.00	\$157.00	Y
Additional Space for Full Season Vendor (10' x 10')	\$47.00	\$49.00	\$52.00	Y
Non-Seasonal Vendor (per week)	\$58.00	\$60.00	\$63.00	Y
Registered Non-Profit and Young Entrepreneurs (under 18)	\$0.00	\$0.00	\$0.00	N

2026 FEES AND CHARGES**SERVICE AREA: UTILITY**

Description	2025 Fee	2026 Fee	Change	HST
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WATER & WASTEWATER RATES

Metered Water Rates				
Consumptive Rate (per cubic metre)	\$1.81	\$1.99	\$0.18	N
Quarterly Base Charge - 5/8" Meter	\$50.87	\$55.96	\$5.09	N
Quarterly Base Charge - 3/4" Meter	\$50.87	\$55.96	\$5.09	N
Quarterly Base Charge - 1" Meter	\$127.16	\$139.88	\$12.72	N
Quarterly Base Charge - 1 1/4" Meter	\$190.73	N/A	-	
Quarterly Base Charge - 1 1/2" Meter	\$254.32	\$279.75	\$25.43	N
Quarterly Base Charge - 2" Meter	\$406.89	\$447.58	\$40.69	N
Quarterly Base Charge - 3" Meter	\$813.79	\$895.17	\$81.38	N
Quarterly Base Charge - 4" Meter	\$1,271.55	\$1,398.71	\$127.16	N
Quarterly Base Charge - 6" Meter	\$2,543.08	\$2,797.39	\$254.31	N
Quarterly Base Charge - 8" Meter	\$4,068.93	\$4,475.82	\$406.89	N
Metered Wastewater Rates				
Consumptive Rate (per cubic metre)	\$2.09	\$2.28	\$0.19	N
Quarterly Base Charge - 5/8" Meter	\$117.26	\$127.81	\$10.55	N
Quarterly Base Charge - 3/4" Meter	\$117.26	\$127.81	\$10.55	N
Quarterly Base Charge - 1" Meter	\$293.17	\$319.56	\$26.39	N
Quarterly Base Charge - 1 1/4" Meter	\$439.73	N/A	-	
Quarterly Base Charge - 1 1/2" Meter	\$586.33	\$639.10	\$52.77	N
Quarterly Base Charge - 2" Meter	\$938.10	\$1,022.53	\$84.43	N
Quarterly Base Charge - 3" Meter	\$1,876.21	\$2,045.07	\$168.86	N
Quarterly Base Charge - 4" Meter	\$2,931.57	\$3,195.41	\$263.84	N
Quarterly Base Charge - 6" Meter	\$5,863.14	\$6,390.82	\$527.68	N
Quarterly Base Charge - 8" Meter	\$9,381.02	\$10,225.31	\$844.29	N
Bulk Water Filling Station Rate				
Consumptive Rate (per cubic metre)	\$2.46	\$2.71	\$0.25	N

FINANCE UTILITY ADMINISTRATION

New Bulk Water Account Set Up Fee (Permanent and Temporary)	\$50.00	\$50.00	\$0.00	Y
Non-Refundable Fee, if Bulk Water Account Denied	\$25.00	\$25.00	\$25.00	Y
New Bulk Water Account Credit Check (if needed)	Actual costs	Actual costs	-	Y
New Metered Account Set Up Fee	\$18.00	\$20.00	\$2.00	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	\$25.00	\$25.00	\$0.00	N
Minimum Bulk Water Usage (per month)	\$17.00	\$20.00	\$3.00	N
Water Bill - Duplicate Copy	\$10.00	\$10.00	\$0.00	N
Water Statement	\$10.00	\$10.00	\$0.00	N
Bulk Water Deposit, non-interest bearing (refundable upon closure of account in good standing)	\$500.00	\$500.00	\$0.00	N
Collection Charges per External Vendor(s)	Actual costs	Actual costs	-	N

2026 FEES AND CHARGES

SERVICE AREA: UTILITY

Description	2025 Fee	2026 Fee	Change	HST
PUBLIC WORKS UTILITY ADMINISTRATION				
Installation of Water Meter & Service Pipe				
<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)	\$700.00	\$721.00	\$21.00	N
Installation of New 3/4" Meter (includes installation)	\$775.00	\$799.00	\$24.00	N
Installation of New 1" Meter (includes installation)	\$915.00	\$943.00	\$28.00	N
Installation of New 1 1/2" Meter (includes installation)	\$1,350.00	\$1,391.00	\$41.00	N
Cost of New 2" Meter (excludes installation)	\$1,550.00	\$1,597.00	\$47.00	N
Cost of New 3" Meter (excludes installation)	\$5,300.00	\$5,459.00	\$159.00	N
Cost of New 4" Meter (excludes installation)	\$6,700.00	\$6,901.00	\$201.00	N
Cost of New 6" Meter (excludes installation)	\$10,200.00	\$10,506.00	\$306.00	N
Cost of New 8" Meter (excludes installation)	\$14,500.00	\$14,935.00	\$435.00	N
Cost of New Compound Meter (excludes installation)	Actual + 10% admin	Actual + 10% admin	-	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"	\$295.00	\$304.00	\$9.00	N
Public Sewer Hook-Up	Actual + 10% admin	Actual + 10% admin	-	N
Other Charges				
Water Turn On/Off - During Normal Business Hours	\$88.00	\$91.00	\$3.00	N
Water Turn On/Off - Outside Normal Business Hours	\$258.00	\$266.00	\$8.00	N
Water Same Day Read Request	\$129.00	\$133.00	\$4.00	N
Customer Failure to Allow Access to or Installation of Water Meter (per quarter)	\$100.00	\$100.00	\$0.00	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
Customer Request for Data Log/Investigation	\$0.00	\$35.00	\$35.00	N
Water On Construction (Flat Rate)				
Residential	\$274.00	\$283.00	\$9.00	N
Commercial, Industrial and Institutional	\$438.00	\$452.00	\$14.00	N

THE CORPORATION OF THE TOWNSHIP OF WEST LINCOLN

BY-LAW 2025-72

**A BY-LAW TO CONSOLIDATE FEES AND CHARGES AND TO
ESTABLISH USER FEES AND CHARGES FOR SERVICES,
ACTIVITIES OR THE USE OF PROPERTY WITHIN THE
TOWNSHIP OF WEST LINCOLN**

WHEREAS the Municipal Act, 2001 requires that all fees and charges be established by by-law as of January 1, 2003;

WHEREAS Section 391 of the Municipal Act, 2001, S.O. 2001, c.25, as amended, provides that despite any Act, a municipality may pass by-laws imposing fees or charges on any class of persons for services or activities provided or done by or on behalf of it and for the use of its property, including property under its control;

AND WHEREAS Section 69 (1) of the Planning Act R.S.O. 1990, c. P. 13, as amended, provides that a municipality may establish a tariff of fees for the processing of applications;

AND WHEREAS the Council of the Corporation of the Township of West Lincoln deems it expedient to enact Consolidated User Fees and Charges By-law establishing and requiring the payment of fees for information, services, activities and use of Township property;

**NOW THEREFORE, THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP
OF WEST LINCOLN HEREBY enacts as follows:**

1. The fees and charges as set out in Schedule "A" attached hereto and forming part of this By-law, are hereby established and adopted by the Council of the Township of West Lincoln.
2. This By-law shall be known as the "Consolidated User Fees and Charges By-law".
3. The fees and charges as listed in Schedule "A" to this By-law are inclusive of Harmonized Sales Tax (HST), where indicated.
4. All fees and charges applicable under this by-law shall be payable in advance of services being rendered, except for:
 - a. Emergency services.
 - b. Actions taken by the Township to rectify failures or by-law infractions on the part of a resident, in which case, the fee payable will be in arrears and invoiced after the service or activity is provided.
 - c. Instances where the timing and conditions for payment is prescribed in agreements or contracts approved by Council.
5. In the event that any information, service, activity or use of Township property is requested by a person, and a fee or charge for such information, service, activity or use of Township property has not been specifically provided for in Schedule "A", a fee or charge shall be calculated by Township staff to appropriately recover Township costs and shall be incorporated into this By-law as soon as is practicable.
6. That payment of any fee or charge in this By-law shall be in Canadian currency.
7. All fees owing to the Township that are unpaid are considered a debt to the Township and, together with all interest and penalties accrued thereupon, may

be collected by the Township by action or may be collected by the Township on its behalf or may be added to the property tax roll and collected in like manner as taxes.

8. The user fees and charges that comprise this By-law may not be waived upon request under any circumstances, either full or in part, unless required or allowed by external government legislation.
9. The Treasurer is authorized to carry out the administration of this By-law, including but not limited to the enforcement thereof, the collection activity and for initiating such legal action as may be considered appropriate.
10. Should any part of this By-law, including any part of a Schedule attached hereto, be determined by a court of competent jurisdiction to be invalid or of no force, it is the stated intention of Council that such invalid part of this By-law shall be severable from this By-law and that the remainder of this By-law, including the remainder of each Schedule, as applicable, shall continue to operate and be in force.
11. That, By-law 2024-82, be and are hereby repealed.
12. That, this By-law come into force and take effect on January 1, 2026.

**READ A FIRST, SECOND AND THIRD
TIME AND FINALLY PASSED THIS
15 DAY OF DECEMBER 2025.**

MAYOR CHERYL GANANN

JUSTIN PAYLOVE, CLERK

THE CORPORATION OF THE TOWNSHIP OF WEST LINCOLN

BY-LAW NO. 2025-71

**BEING A BY-LAW TO PROVIDE FOR AN INTERIM
TAX LEVY AND TO PROVIDE FOR THE PAYMENT
OF TAXES AND TO PROVIDE FOR PENALTY AND
INTEREST OF FIFTEEN PERCENT (PER ANNUM).**

WHEREAS the Council of the Corporation of the Township of West Lincoln has not adopted the estimates for the year 2026;

WHEREAS Section 317 (1) of The Municipal Act, 2001, S.O. 2001, c. 25, provides that the council of a local municipality, before the adoption of the estimates for the year, under Section 290, may pass a by-law levying amounts on the assessment of property in the local municipality rateable for local municipality purposes;

AND WHEREAS the Council of this municipality deems it appropriate to provide for such interim levy on the assessment of property in this municipality;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF WEST LINCOLN enacts as follows:

In this by-law the following words shall be defined as:

“Minister” shall mean the Minister of Finance;

“Default” shall mean “the first day following the date taxes are due”.

1. The amounts to be levied shall be as follows:
 - (a) the percentage prescribed by the Minister; or
 - (b) 50%, if no percentage is prescribed,of the total taxes for municipal and school purposes levied on the property in the year 2025.
2. The amounts under Paragraph 1 shall be levied after the return of the assessment roll for 2026, according to the assessment roll, as returned by the Municipal Property Assessment Corporation.

For the purpose of calculating the total amount of taxes for the year 2025 under Paragraph 1, if any taxes for municipal and school purposes were levied on a property for only part of 2025 because assessment was added to the collector’s roll during 2025, an amount shall be added equal to the additional taxes that would have been levied on the property if taxes for municipal and school purposes had been levied for the entire year.
3. The provisions of this by-law apply in the event that assessment is added for the year 2026 to the collector’s roll after the date this by-law is passed and an interim levy shall be imposed and collected.
4. All taxes levied under this by-law shall be payable into the hands of the Treasurer in accordance with the provisions of this by-law.
5. The said interim tax levy shall become due and payable in two (2) installments as follows:
 - (a) Fifty percent (50%) of the interim tax levy shall become due and payable on the 27th day of February, 2026, and
 - (b) The balance of the interim tax levy shall become due and payable on the 30th day of April, 2026
 - (c) Nonpayment of the amount on the dates stated in accordance with this section shall constitute default.
6. There shall be imposed on all taxes a penalty for non-payment or late payment of taxes in default of the installment dates set out above. Penalty and interest is fixed at a rate of 1.25%

per month. Penalty and interest will accrue on unpaid taxes commencing the first day of default and on the first day of each calendar month thereafter.

7. The subsequent levy for the year 2026 to be made under the Municipal Act shall be reduced by the amount to be raised by the levy imposed by this by-law.
8. The provisions of s.317 of the Municipal Act, as amended, apply to this by-law with necessary modifications.
9. Penalties and interest added on all taxes of the interim tax levy in default shall become due and payable and shall be collected forthwith as if the same had originally been imposed and formed part of such unpaid interim tax levy.
10. The Treasurer shall send, either via mail or electronic delivery, to the residence or place of business of such person indicated on the last revised assessments roll, a notice specifying the amount of taxes payable.
11. The Treasurer shall be authorized to accept part payment from time to time on account of any taxes due, and to give a receipt of such part payment, provided that the acceptance of any such part payment shall not affect the collection of any percentage charge imposed and collectable in respect of non-payment or late payment of any taxes or any installment of taxes.
12. Nothing in the by-law shall prevent the Treasurer from proceeding at any time with the collection of any tax, or any part thereof, in accordance with the provisions of the statutes and by-laws governing the collection of taxes.
13. A failure to receive the aforesaid notice in advance of the date for payment of the interim levy or any installment, does not affect the timing of default or the date from which interest shall be imposed.
14. All taxes shall be paid into the office of the Treasurer or to such financial institutions authorized by the Municipal Act and approved by the Treasurer.
15. This by-law shall come into force and effect upon the date of the final reading thereof.

**READ A FIRST, SECOND AND THIRD
TIME AND FINALLY PASSED THIS
15 DAY OF DECEMBER 2025.**

MAYOR CHERYL GANANN

JUSTIN PAYLONE, CLERK

THE CORPORATION OF THE TOWNSHIP OF WEST LINCOLN

BY-LAW 2025-72

**A BY-LAW TO CONSOLIDATE FEES AND CHARGES AND TO
ESTABLISH USER FEES AND CHARGES FOR SERVICES,
ACTIVITIES OR THE USE OF PROPERTY WITHIN THE
TOWNSHIP OF WEST LINCOLN**

WHEREAS the Municipal Act, 2001 requires that all fees and charges be established by by-law as of January 1, 2003;

WHEREAS Section 391 of the Municipal Act, 2001, S.O. 2001, c.25, as amended, provides that despite any Act, a municipality may pass by-laws imposing fees or charges on any class of persons for services or activities provided or done by or on behalf of it and for the use of its property, including property under its control;

AND WHEREAS Section 69 (1) of the Planning Act R.S.O. 1990, c. P. 13, as amended, provides that a municipality may establish a tariff of fees for the processing of applications;

AND WHEREAS the Council of the Corporation of the Township of West Lincoln deems it expedient to enact Consolidated User Fees and Charges By-law establishing and requiring the payment of fees for information, services, activities and use of Township property;

**NOW THEREFORE, THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP
OF WEST LINCOLN HEREBY enacts as follows:**

1. The fees and charges as set out in Schedule "A" attached hereto and forming part of this By-law, are hereby established and adopted by the Council of the Township of West Lincoln.
2. This By-law shall be known as the "Consolidated User Fees and Charges By-law".
3. The fees and charges as listed in Schedule "A" to this By-law are inclusive of Harmonized Sales Tax (HST), where indicated.
4. All fees and charges applicable under this by-law shall be payable in advance of services being rendered, except for:
 - a. Emergency services.
 - b. Actions taken by the Township to rectify failures or by-law infractions on the part of a resident, in which case, the fee payable will be in arrears and invoiced after the service or activity is provided.
 - c. Instances where the timing and conditions for payment is prescribed in agreements or contracts approved by Council.
5. In the event that any information, service, activity or use of Township property is requested by a person, and a fee or charge for such information, service, activity or use of Township property has not been specifically provided for in Schedule "A", a fee or charge shall be calculated by Township staff to appropriately recover Township costs and shall be incorporated into this By-law as soon as is practicable.
6. That payment of any fee or charge in this By-law shall be in Canadian currency.
7. All fees owing to the Township that are unpaid are considered a debt to the Township and, together with all interest and penalties accrued thereupon, may

be collected by the Township by action or may be collected by the Township on its behalf or may be added to the property tax roll and collected in like manner as taxes.

8. The user fees and charges that comprise this By-law may not be waived upon request under any circumstances, either full or in part, unless required or allowed by external government legislation.
9. The Treasurer is authorized to carry out the administration of this By-law, including but not limited to the enforcement thereof, the collection activity and for initiating such legal action as may be considered appropriate.
10. Should any part of this By-law, including any part of a Schedule attached hereto, be determined by a court of competent jurisdiction to be invalid or of no force, it is the stated intention of Council that such invalid part of this By-law shall be severable from this By-law and that the remainder of this By-law, including the remainder of each Schedule, as applicable, shall continue to operate and be in force.
11. That, By-law 2024-82, be and are hereby repealed.
12. That, this By-law come into force and take effect on January 1, 2026.

**READ A FIRST, SECOND AND THIRD
TIME AND FINALLY PASSED THIS
15 DAY OF DECEMBER 2025.**

MAYOR CHERYL GANANN

JUSTIN PAYLOVE, CLERK

**THE CORPORATION OF THE TOWNSHIP OF WEST LINCOLN
BY-LAW NO. 2025-73**

**A BY-LAW TO AMEND ZONING BY-LAW NO. 2017-70, AS AMENDED,
OF THE TOWNSHIP OF WEST LINCOLN**

WHEREAS the Township of West Lincoln Council is empowered to enact this By-Law by virtue of the Provisions of Section 34 of the Planning Act, 1990, as amended;

**NOW THEREFORE, THE COUNCIL OF THE CORPORATION OF THE
TOWNSHIP OF WEST LINCOLN HEREBY ENACTS AS FOLLOWS:**

1. That, Schedule 'A' Map 'E9' to Zoning Bylaw No. 2017-70, as amended, is hereby amended by changing the zoning on CON 1; PT LOT 26, West Lincoln, municipally known as 3750 Concession 1 Road, shown on Schedule 'A', attached hereto and forming part of this By-law.

2. That, Map 'E9' to Schedule 'A' to Zoning By-law No. 2017- 70, as amended, is amended by changing the zoning on the severed lands (Part 1) shown on Schedule 'A', attached hereto and forming part of this By-law from Agricultural (A) zone to site-specific Rural Residential – RuR-250 zone with a reduced front yard setback.

3. That, Part 6 of the Zoning By-law 2017-70, as amended, is hereby amended by adding the following to Part 13.2:

RuR-250

Permitted Uses:
As per the parent zone.

Regulations:
All regulations of the Rural Residential Zone except:
a) Minimum front yard of 9.12 metres

3. That, Map 'E9' to Schedule 'A' to Zoning By-law No. 2017- 70, as amended, is amended by changing the zoning on the retained lands (Part 2) shown on Schedule 'A', attached hereto and forming part of this By-law from Agricultural (A) zone to site-specific Agricultural Purposes Only – APO-251 with a reduced lot area.

4. That, Part 5 of the Zoning By-law 2017-70, as amended, is hereby amended by adding the following to Part 13.2:

APO-251

Permitted Uses:
As per the parent zone.

Regulations:
All regulations of the Agricultural Zone except:
a) Minimum lot area of 20.2 hectares

5. That, all other provisions of By-law 2017-70, as amended continue to apply.
6. That, this By-law shall become effective from and after the date of passing thereof.

**READ A FIRST, SECOND AND THIRD
TIME AND FINALLY PASSED THIS 15
DAY OF DECMEBER, 2025.**

MAYOR CHERYL GANANN

JUSTIN PAYLOVE, CLERK

EXPLANATION OF THE PURPOSE AND EFFECT OF BY-LAW NO. 2025-73

Location:

The subject lands are located on the south side of Concession 1 and west side of Sheddon Road.

Subject lands are legally described CON 1; PT LOT 26, West Lincoln, municipally known as 3750 Concession 1 Road.

Purpose & Effect:

The severed lands (Part 1) to have a site-specific Rural Residential (RuR-250) Zone that permits:

- A minimum lot front yard setback of 9.12 metres

The retained lands (Part 2) to have a site-specific Agricultural Purpose Only (APO -251) Zone that permits:

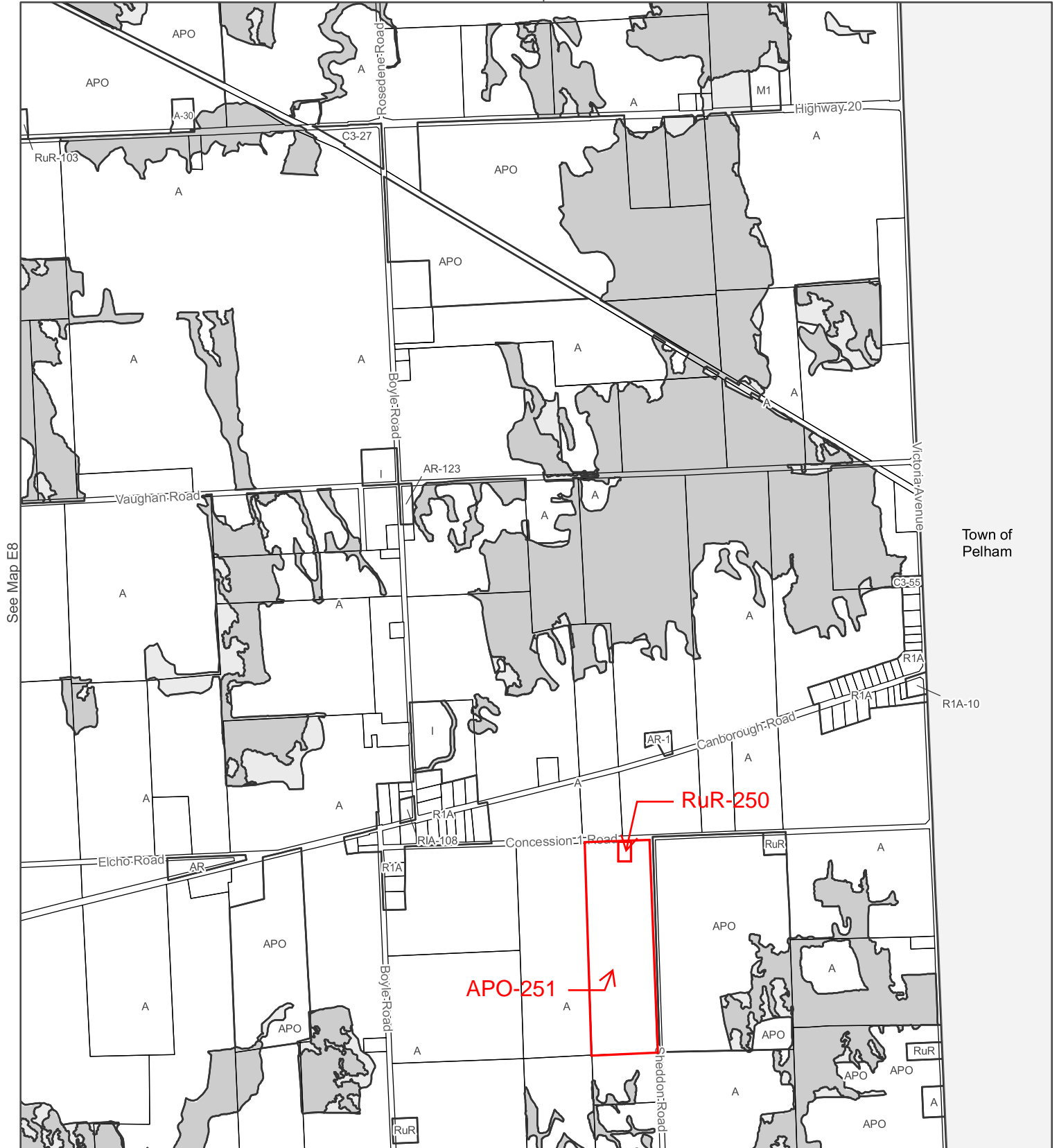
- A minimum lot area of 20.2 hectares

Public Consultation:

The Public Meeting was held on December 8, 2025. All written and oral comments have been considered in the making of the decision by Council. Agency comments regarding this application have been included in the amending By-law.

File: ZBA 1601-010-25 (3750 Concession 1 Road)

Related File: Consent B07/2025WL



See Map E8

See Map F7

Township Key Map

Smithville Key Map

S1	S2	S3
S4	S5	S6
S7	S8	S9

- Settlement Area Boundary
- Zone Boundary
- EC
- EP
- Waste Management Facility Assessment Area

Township of West Lincoln Schedule A Zoning By-law No.2017-70

Map
E9

1:20,000
0 500 m
Last Updated: July 2019

**THE CORPORATION OF THE TOWNSHIP OF WEST LINCOLN
BY-LAW NO. 2025-74**

**A BY-LAW TO AMEND ZONING BY-LAW NO. 2017-70, AS AMENDED, OF THE
TOWNSHIP OF WEST LINCOLN**

WHEREAS the Township of West Lincoln Council is empowered to enact this By-law by virtue of the Provisions of Section 34 of the Planning Act, 1990, as amended;

NOW THEREFORE, THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF WEST LINCOLN HEREBY ENACTS AS FOLLOWS:

1. That Schedule 'A' Map 'D9' to Zoning Bylaw No. 2017-70, as amended, is hereby amended by changing the zoning on CON 4 PT LOT 19 and CON 4 PT LOT 20, West Lincoln, municipally known as 4421 and 4373 Regional Road 20, shown on Schedule 'A', attached hereto and forming part of this By-law.
2. That Map 'D9' to Schedule 'A' to Zoning By-law No. 2017- 70, as amended, is amended by changing the zoning on the Severed Lands of the Surplus Farm Dwelling (Parcel 1) shown on Schedule 'A', attached hereto and forming part of this By-law from Agricultural (A) to site-specific Rural Residential (RuR-252) Zone.
3. That Part 6 of the Zoning By-law 2017-70, as amended, is hereby amended by adding the following to Part 13.2:

Regulations: As per the parent zone
RuR-252

Permitted Uses:

All permitted uses of the RuR Zone including:

- a) Semi-detached dwelling unit

4. That Map 'D9' to Schedule 'A' to Zoning By-law No. 2017- 70, as amended, is amended by changing the zoning on the Severed Lands of the Surplus Farm Dwelling (Parcel 2) shown on Schedule 'A', attached hereto and forming part of this By-law from Agricultural (A) to site-specific Rural Residential (RuR-253) Zone.
5. That Part 6 of the Zoning By-law 2017-70, as amended, is hereby amended by adding the following to Part 13.2:

RuR-523

Permitted Uses:

As per the part zone.

Regulations:

All regulations of the RuR zone except:

- a) Minimum Front Yard setback 13.7 metres for the existing single detached dwelling
- b) Maximum Ground Floor Area of existing Accessory Building 275 square metres
- c) Maximum Height of the existing Accessory Building 5.8 metres
- d) Maximum Lot Coverage for lot area for the existing Accessory Building 275 square metres

6. That, all other provisions of By-law 2017-70, as amended continue to apply.
7. That, this By-law shall become effective from and after the date of passing thereof.

**READ A FIRST, SECOND AND THIRD
TIME AND FINALLY PASSED THIS 15
DAY OF DECEMBER, 2025.**

MAYOR CHERYL GANANN

JUSTIN PAYLOVE, CLERK

EXPLANATION OF THE PURPOSE AND EFFECT OF BY-LAW NO. 2025-74

Location:

The subject properties are located on the north side of Regional Road 20.

Subject lands are legally described CON 4 PT LOT 19 and CON 4 PT LOT 20, West Lincoln, municipally known as 4421 and 4373 Regional Road 20.

Purpose & Effect:

The severed surplus farm dwelling (Parcel 1) to have a site-specific Rural Residential (RuR-252) Zone that permits:

- The use of the existing semi-detached dwelling unit

The severed surplus farm dwelling (Parcel 3) to have a site-specific Rural Residential (RuR-253) Zone that permits:

- Minimum Front Yard setback 13.7 metres for the existing single detached dwelling
- Maximum Ground Floor Area of existing Accessory Building 275 square metres
- Maximum Height of the existing Accessory Building 5.8 metres
- Maximum Lot Coverage for lot area for the existing Accessory Building 275 square metres

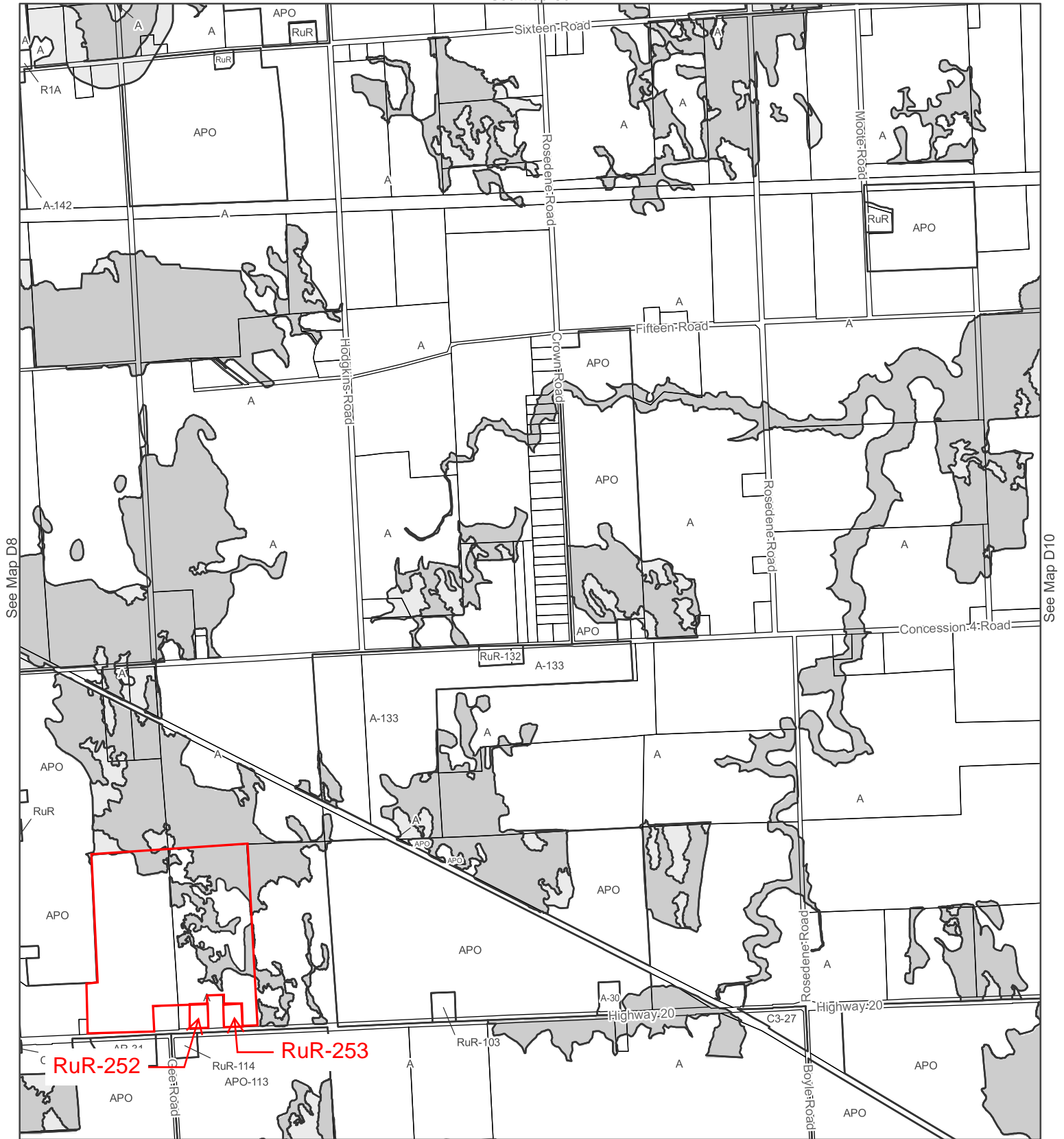
Public Consultation:

The Public Meeting was held on December 8, 2025. All written and oral comments have been considered in the making of the decision by Council. Agency comments regarding this application have been included in the amending by-law.

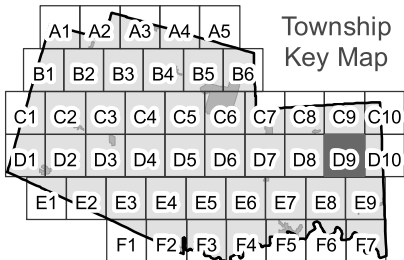
ZBA File: 1601-011-25 (4421 and 4373 Regional Road 20)

Related File: Consent B08-22025WL

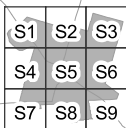
See Map C9



See Map E8



Smithville Key Map



- Settlement Area Boundary
- Zone Boundary
- EC
- EP
- Waste Management Facility Assessment Area

Township of West Lincoln

Schedule A

Zoning By-law No.2017-70

Map
D9

1:20,000

0 500 m

Last Updated: July 2019

D9

THE CORPORATION OF THE TOWNSHIP OF WEST LINCOLN

BY-LAW NO. 2025-75

**A BY-LAW TO AMEND BY-LAW 2023-03 WHICH CONFIRMED VARIOUS
APPOINTMENTS AND/OR RECOMMENDATIONS FOR APPOINTMENTS TO BOARDS,
COMMITTEES & MUNICIPAL POSITIONS**

WHEREAS the Council of the Corporation of the Township of West Lincoln enacted By-law 2023-03 which confirmed various appointments and/or recommendations for appointments to Boards, Committees and Municipal positions;

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF
WEST LINCOLN ENACTS AS FOLLOWS:**

1. That, Schedule C of By-law 2023-03 be deleted and replaced with the new attached amended Schedule C, Mayor's Youth Advisory Committee, by adding committee member Ally Haanstra.

**READ A FIRST, SECOND AND THIRD
TIME AND FINALLY PASSED THIS
15 DAY OF DECEMBER, 2025.**

MAYOR CHERYL GANANN

JUSTIN PAYLOVE, CLERK

SCHEDULE “C” TO BY-LAW 2023-03 (amended by By-law 2025-75)

APPOINTMENTS TO THE MAYOR’S YOUTH ADVISORY COMMITTEE

That, the following persons be and are hereby appointed to serve on the Mayor’s Youth Advisory Committee until their successors are appointed:

1. Carter Pataran
2. Carson McFarlane
3. Reighan Van Duzen
4. Seth Chechalk
5. Sydney Kivell
6. Joshua Harkin
7. George Witt
8. Joshua Reilly
9. Giselle Karaban
10. Hannah Kurth
11. **Ally Haanstra**

THE CORPORATION OF THE TOWNSHIP OF WEST LINCOLN

BY-LAW NO. 2025-76

**A BY-LAW TO ADOPT, CONFIRM AND RATIFY
MATTERS DEALT WITH BY COUNCIL RESOLUTION**

WHEREAS the Municipal Act 2001, S.O. 2001, Chapter 25, as amended, Section 5(1), provides that the powers of a municipal corporation shall be exercised by its Council;

AND WHEREAS the Municipal Act 2001, S.O. 2001, Chapter 25, as amended, Section 5(3) provides that a municipal power, including a municipality's capacity, rights, powers and privileges, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

AND WHEREAS Section 11(2) of the said Act provides that a lower tier municipality may pass by-laws respecting matters within the spheres of jurisdiction as set out in the said Act;

AND WHEREAS in many cases, action which is taken or authorized to be taken by Council does not lend itself to the passage of an individual by-law;

**NOW THEREFORE, THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP
OF WEST LINCOLN ENACTS AS FOLLOWS:**

1. That the actions of the Council at its regular meeting of December 15, 2025 in respect of which recommendations contained in the reports of the committees considered at each meeting and in respect of each motion, resolution and other action taken by the Council at its meeting are, except where the prior approval of the Ontario Land Tribunal or other authority is required by law, hereby adopted, ratified and confirmed as if all such proceedings were expressly embodied in this By-law.
2. That where no individual by-law has been or is passed with respect to the taking of any action authorized in or by the above mentioned minutes or with respect to the exercise of any powers by the Council in the above mentioned minutes, then this By-law shall be deemed for all purposes to be the By-law required for approving and authorizing and taking of any action authorized therein or thereby, or required for the exercise of any powers therein by the Council.
3. That the Mayor and the proper officers of the Corporation of the Township of West Lincoln are hereby authorized and directed to do all things necessary to give effect to the said action of the Council or to obtain approvals where required and, except where otherwise provided, the Mayor, Clerk, and/or the Administrator are hereby directed to execute all documents necessary on behalf of the Corporation of the Township of West Lincoln and to affix thereto the corporate seal of the Corporation of the Township of West Lincoln.
4. That this By-law shall come into force and take effect on the date of its final passing.

**READ A FIRST, SECOND AND THIRD
TIME AND FINALLY PASSED THIS
15 DAY OF DECEMBER, 2025.**

MAYOR CHERYL GANANN

JUSTIN PAYLOVE, CLERK