

# The Corporation of the Municipality of Southwest Middlesex

## By-law 2025-104

### Being a by-law to establish certain user fees and charges provided by the Municipality of Southwest Middlesex (“Fees and Charges By-law”)

December 3, 2025

**Whereas** subsection 5(3) of the Municipal Act, 2001, S.O. 2001, c.25, as amended, provides that a municipal power shall be exercised by by-law;

**And Whereas** section 9 of the Municipal Act, 2001 provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

**And Whereas** section 10(1) of the Municipal Act, 2001 provides that a municipality may provide any service or thing that the municipality considers necessary or desirable for the public;

**And Whereas** section 10(2) of the Municipal Act, 2001 provides that a municipality may pass by-laws respecting: in paragraph 7, Services and things that the municipality is authorized to provide under subsection (1);

**And Whereas** pursuant to By-Law 2022/023 public notice has been provided with respect to the intent to pass new fees and charges;

**And Whereas** Section 391(1) and 391(1.1) of the *Municipal Act, 2001* as amended, authorize a municipality and a local board to impose fees or charges on persons,

- a) For service or activities provided or done by or on behalf of it;
- b) For costs payable by it for services or activities provided or done by or on behalf of any other municipality or local board; and
- c) For the use of its property including property under its control.

**And Whereas** Section 398(2) of the Municipal Act provides that the treasurer of a local municipality may, and upon the request of its upper-tier municipality, if any or of a local board whose area of jurisdiction includes any part of the municipality shall, add fees and charges imposed by the municipality, upper-tier municipality, or local board, respectively, to the tax roll for the following property in the local municipality and collect them in the same manner as municipal taxes:

1. In the case of fees and charges for the supply of a public utility, the property to which the public utility was supplied.
2. In all other cases, any property for which all of the owners are responsible for paying the fees and charges.

**And Whereas** section 69 of the Planning Act, R.S.O. 1990, c.P.13, as amended, provides that council of a municipality may by by-law, establish a tariff of fees for the processing of applications made in respect of planning matters;

**And Whereas** Section 7 of the Building Code Act, S.O. 1992 c.23, as amended, permits the Council of a municipality to pass by-laws to require the payment on fees on applications for and on the issuance of permits and prescribing the amounts thereof;

**And Whereas** the Council of the Corporation of the Municipality of Southwest Middlesex deems it expedient to establish this by-law;

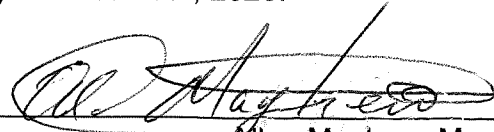
**Now Therefore**, the Municipality of Southwest Middlesex enacts as follows:

1. That the tariff of fees and charges for the services as set out in the following schedules be adopted:

Schedule 'A' – Administration & Finance
Schedule 'B' – Building & By-Law Enforcement
Schedule 'C' – Fire Services
Schedule 'D' – Public Works, Utilities & Drainage
Schedule 'E' – Planning & Development
Schedule 'F' – Facilities, Parks and Recreation

2. a) For planning fees, where required, an additional review fee is required that covers the costs related to the processing of each application, as listed on Schedule "E"  
b) Where planning costs exceed the tariff amount, the costs to the applicant shall be the actual cost borne by the municipality on a full cost recovery basis.  
c) Costs in excess of the tariff amount may include, but not be limited to, internal costs, Ontario Land Tribunal (OLT) hearing costs, outside consultants, associated professional fees, etc.
3. Where any costs are no paid forthwith after being invoiced, the applicant agrees that such costs may be paid by the municipality, added to their tax bill, and collected in the same manner as taxes.
4. The fees or charges imposed by this by-law that are unpaid as required by this by-law are subject to an additional penalty charge calculated at 1.25% per month or any part thereof.
5. The fees in this by-law take precedence over any fees listed elsewhere in Southwest Middlesex documents.
6. By-law 2024/079 passed by the Council of the Municipality of Southwest Middlesex be repealed on January 1, 2026.
7. This by-law shall come into full force and effect on January 1, 2026.

Read a first, second, third and final time this 3<sup>rd</sup> day of December, 2025.



Allan Mayhew, Mayor



Deputy Clerk  
Kendra Kettler, Clerk

**Schedule "A: - Administration & Finance**

Item	Description of Charge	Fee Amount	Measure	Plus HST
	Death Registration	\$ 25.00	per	No
	Information Searches (excluding freedom of information searches)	\$ 50.00	hour	Yes
	Commissioner of Oath Services	\$ 20.00	per item: Non-Residents	No
	a. Residents of SWM	no charge		
	Lottery Licenses (\$5.00 minimum)	3%	prize value	No
	Marriage License	\$ 135.00	per	No
	Photocopying	\$ 1.00	per page	Yes
	a. User Groups and Not for Profit	\$ 0.10	per page	Yes
	NSF and Returned Cheques	\$ 40.00	per	No
	Late Payment Penalty (Taxes, Accounts Receivable, Utilities)	1.25%	per month	No
	Additional Tax Bill/Receipt/Letter (Income Tax Purposes)	\$ 15.00	per	No
	Statement Fee (All Accounts)	\$ 5.00	per	No
	New Tax Account	\$ 10.00	per	No
	New Water Account	\$ 25.00	per	No
	Tax Sale Registration	Cost, plus 10%		No
	Additional Copy of Utility Bill	\$ 15.00	per	No
	Administration Fee - transfer unpaid accounts to taxes	\$ 30.00	per	No
	Credit Card Fee - Tax and Utility Payments	3%	of transaction	No
	911 Numbering (landowner installation only)			
	a. Sign Blade	\$ 25.00	per	Yes
	b. Post	\$ 25.00	per	Yes
	EV Charging Station (153 McKellar Street)	\$ 0.04	per minute	No

**SALE OF MUNICIPAL PROMOTIONAL MATERIALS**

	Middlesex Map	\$3.00		Yes
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**CERTIFICATES**

Item	Description of Charge	Fee Amount	Measure	Plus HST
	Zoning Certificate (including work orders, building permit, and zoning information)	\$ 60.00	per	No
	Septic Information Search (regardless of document availability)	\$ 40.00	per	No
	Municipal Drain Certificate	\$ 40.00	per	No
	Request for Fire Reports, Request for Property File Search & Letters of confirmation of compliance or outstanding orders	\$ 50.00	per	No
	Tax and Utility Certificate	\$ 60.00	per	No
	a. Tax and Utility Certificate - RUSH	\$ 120.00	per	No

**ANIMAL CONTROL**

Item	Description of Charge	Fee Amount	Measure	Plus HST
	kennel License			
	a. New licence	\$ 300.00	per	No
	b. Annual Renewal	\$ 150.00	annually	No
	Replacement Dog Tag	\$ 10.00	per	No

**BUSINESS LICENSING**

Item	Description of Charge	Fee Amount	Measure	Plus HST
	Refreshment Vehicles	\$100.00	per	No
	Salvage Yard License	\$50.00	per	No
	Outdoor Paintball Park License	\$300.00	per	No
	Outdoor Paintball Park License Renewal	\$75.00	per	No

**SCHEDULE 'B' - BUILDING & BY-LAW ENFORCEMENT (NO HST)**

**A. NEW CONSTRUCTION**

Item	Description of Charge	Fee Amount	Plus \$/ft <sup>2</sup> (if applicable)
1.	Assembly Occupancies - Group A	\$6,314.00	+\$1.08/ft. <sup>2</sup> >10,000 ft. <sup>2</sup> for first 20,000 ft. <sup>2</sup> + \$0.54/ft. <sup>2</sup> over 20,000 ft. <sup>2</sup>

Item	Description of Charge	Fee Amount	Plus \$/ft <sup>2</sup> (if applicable)
2.	Institutional Occupancies - Group B	\$6,314.00	+\$1.08/ft. <sup>2</sup> >10,000 ft. <sup>2</sup> for first 20,000 ft. <sup>2</sup> + \$0.54/ft. <sup>2</sup> over 20,000 ft. <sup>2</sup>

Item	Description of Charge	Fee Amount	Plus \$/ft <sup>2</sup> (if applicable)
3.	Residential Occupancies - Group C		
a.	Single House, Semi-detached, duplex	\$2,769.00	+\$1.00/ft. <sup>2</sup> > 2,000 ft. <sup>2</sup> /dwelling unit
b.	Multiple Unit Dwelling	\$2,646.00	+\$1.00/ft. <sup>2</sup> > 2,000 ft. <sup>2</sup> /dwelling unit
c.	Mobile Home	\$767.00	
d.	Residential -Major Additions and Alterations	\$2,128.00	+\$1.00/ft. <sup>2</sup> > 2,000 ft. <sup>2</sup>

Item	Description of Charge	Fee Amount	Plus \$/ft <sup>2</sup> (if applicable)
4	Business/Personal Services Occupancies - Group D	\$6,314.00	+\$1.08/ft. <sup>2</sup> >10,000 ft. <sup>2</sup> for first 20,000 ft. <sup>2</sup> + \$0.54/ft. <sup>2</sup> over 20,000 ft. <sup>2</sup>

Item	Description of Charge	Fee Amount	Plus \$/ft <sup>2</sup> (if applicable)
5.	Mercantile Occupancies -Group E	\$6,314.00	+\$1.08/ft. <sup>2</sup> >10,000 ft. <sup>2</sup> for first 20,000 ft. <sup>2</sup> + \$0.54/ft. <sup>2</sup> over 20,000 ft. <sup>2</sup>

Item	Description of Charge	Fee Amount	Plus \$/ft <sup>2</sup> (if applicable)
6.	Industrial Occupancies - Group F	\$6,314.00	+\$1.08/ft. <sup>2</sup> >10,000 ft. <sup>2</sup> for first 20,000 ft. <sup>2</sup> + \$0.54/ft. <sup>2</sup> over 20,000 ft. <sup>2</sup>

Item	Description of Charge	Fee Amount	Plus \$/ft <sup>2</sup> (if applicable)
7.	<b>Special Occupancies</b>		
a.	Agricultural Buildings	\$577.00	+\$0.35/ft. <sup>2</sup> >5,000 ft. <sup>2</sup> for first 20,000 ft. <sup>2</sup> + \$0.18/ ft. <sup>2</sup> over 20,000 ft. <sup>2</sup>
b.	Manure Storage, grain bins, silos etc.	\$577.00	Flat Fee
c.	Tents and other temporary structures	\$346.00	Flat Fee

Item	Description of Charge	Fee Amount	Plus \$/ft <sup>2</sup> (if applicable)
8.	<b>Accessory Buildings/Structures</b>		
a.	Detached garage, shed, boat house, other accessory building	\$346.00	+\$1.00/ft. <sup>2</sup> >500 ft. <sup>2</sup>
b.	Swimming Pool	\$346.00	Flat Fee
c.	Finished Basements	\$346.00	Flat Fee
d.	Deck	\$346.00	Flat Fee

**B. ALTERATIONS AND REPAIRS**

	Description of Charge	Fee Amount	Plus \$/ft <sup>2</sup> (if applicable)
9.	<b>Interior Major Alterations, Repairs, Tenant Improvements</b>		
a.	Occupancies - Groups A, B, D, E, F (for additions/renovations value >\$10,000)	\$3,812.00	+\$1.08/ft. <sup>2</sup> > 10,000 ft. <sup>2</sup>
b.	Residential Occupancies - Group C -Minor Alterations, renovations, repairs, retrofitting	\$346.00	+\$1.00/ft. <sup>2</sup> >500 ft. <sup>2</sup>
c.	Minor Alterations - Groups A, B, D, E, F (minor additions/renovations, interior finishes, mechanical standalone value<\$10,000)	\$1,038.00	+\$0.41/ft. <sup>2</sup> > 10,000 ft. <sup>2</sup>
d.	Alterations & Repairs to existing buildings or building systems not provided for above	\$10.00 for each \$1,000 of construction value or part thereof as determined by the Chief Building Official - minimum \$150.00	
10.	Fireplace, woodstove inserts chimney, Solid fuel appliance, standalone plumbing, HVAC, or mechanical, banking machine	\$346.00	Flat Fee
11.	Sewage Disposal System - new system	\$577.00	Flat Fee
12.	Sewage Disposal System - repair	\$346.00	Flat Fee
13.	Inspection of building connection to sewer, storm or water pdc	\$57.00	per connection
14.	Basic Plumbing Fee	\$87.00	Flat Fee

**C. DEMOLITION**

Item	Description of Charge	Fee Amount	Measure
15.	Residential	\$346.00	Flat Fee
16.	Non-residential	\$796.00	Flat Fee

**D. MISCELLANEOUS**

Item	Description of Charge	Fee Amount	Measure
17.	Change of Use	\$346.00	Flat Fee
18.	Transfer Permit	\$577.00	Flat Fee
19.	Sign Permit	\$340.00	Flat Fee
20.	Conditional Permit - Agreement	\$346.00	Flat Fee
21.	Alternative Solution Review	\$577.00	Flat Fee
22.	Major Revisions to Building Drawings	10% of original Permit fee	

\*Schedule B (A through D) is to be adjusted annually based on Consumer Price Index (CPI- Ontario) each year in January. CPI is calculated from September to September.

**CEMETERIES (Simpson Cemetery – No Plot Sales)**

Item	Description of Charge	Fee Amount	Measure	Plus HST
	Cost of Burial			
	a. Interment of Ashes	\$450.00	per	No
	b. Casket Internment	\$750.00	per	No
	c. Weekend Premium	\$150.00	per	No

**FENCE VIEWERS AND LIVESTOCK VALUERS**

Item	Description of Charge	Fee Amount	Measure	Plus HST
	Livestock Evaluator	\$120.00	per attendance + mileage at current rate	No

**SCHEDULE 'C' – FIRE SERVICES (NO HST)**

Item	Description of Charge	Fee Amount	Measure
3.1	Request for Fire Reports, Request for Property File Search & Letters of confirmation of compliance or outstanding orders	\$50.00	
3.2	Court Proceedings	\$95.00	per person/hour incl. travel time
3.3	Fire Inspection Request (eg. By owner or agent, AGCO applications, migrant housing inspections, etc.)	\$50.00	
3.4	No Show for scheduled Fire Inspection	\$100	
3.5	Fire Inspections for multiple-storey buildings under 20,000 sq. ft.	\$75	
3.6	Fire Inspections for multiple-storey buildings over 20,000 sq. ft.	\$100	
3.7	Fire Safety Plan and Risk Management Plan Reviews – Private Companies	\$75	
3.8	Special Open Burn Request Inspection -Open burn requests for multiple large brush piles and requests for burning of acceptable structural materials (old house, old barn, etc.)	\$100	
3.9	Property Securement (Fire crew standing watch to secure a scene after the insurance company has cleared the scene)	Fee amount shall be the total of: a. *Current MTO rate per unit per hour, or part thereof for each unit. b. Firefighter hourly rate per person per hour(s), or part thereof attended.	
3.10	Non-resident MVC/Vehicle Fire Services	Fee amount shall be the total of: a. *Current MTO rate per unit per hour, or part thereof for each unit. b. Firefighter hourly rate per person per hour(s), or part thereof attended. c. Other costs including, but not limited to, foam concentrate, metered water, air tank re-filling, equipment decontamination, DSPA or similar type units, cost to replace damaged or destroyed equipment, specialized response costs such as hazmat cleanup, tow truck, vac truck, crane, excavator, etc	

**SPECIFIC RESPONSE FEES**

3.11	Incidents involving road vehicles, watercraft, rail vehicles, aircraft and farm vehicles		
3.12	False alarm due to accidental, malicious or preventable calls if called out again for same reason within six months		
3.13	False alarms due to failure to properly maintain fire alarm system or contractor/service repair person working on fire system – fee will be charged to the property owner		
3.14	Failure to notify fire department of testing/maintenance/drills of a fire alarm system – fee will be charged to the property owner		
3.15	Brush/grass fires caused by unattended open-air burns, legal or illegal		
3.16	Standby fee for movie companies, private social events, private fireworks displays, etc.		
3.18	Provision of Training; Provision of training to agencies other than SWM Municipal Departments	\$100	per hour + related costs.
3.19	An administration fee of 15% will be added to recoverable costs before taxes where the insurance company has requested that the file be placed on the tax roll.		

Indemnification Technology® NOTE: Should the insurer pay the coverage to the property owner, the property owner is liable to remit these funds to the municipality or its representative.

Southwest Middlesex billing policy (Council Resolution- December 7, 2015)

1. "Owner(s)" is defined as any owner of a vehicle involved in a vehicle accident within Southwest Middlesex and who does not reside within Southwest Middlesex and who does not own property within Southwest Middlesex but does not include Southwest Middlesex council members, employees (including full-time, part-time or casual) and volunteer fire fighters who are using personal vehicles in the performance of their duties.
2. The above exemptions shall be recorded in the appropriate human resource manuals for the municipality.
3. Southwest Middlesex shall invoice the owner(s) of vehicles involved in accidents where the local fire department has been dispatched to the accident site.
4. The invoicing rate per fire department response vehicle shall be established in the Southwest Middlesex fees and service charges by-law.
5. This policy shall come into effect retroactively to January 1, 2015 with all invoices issued to date adjusting accordingly.

\*The MTO rate per unit per hour is set by the Ministry of Transportation. This rate is adjusted periodically in accordance with the consumer price index. Such fees shall be charged and calculated on the basis of each fire department vehicle attending, each firefighter attending and resources consumed in attendance to the property incident. The time shall be measured from the time of departure of each unit from the fire department's facilities to the time the unit is cleared for the next call out.

**E. ADMINISTRATIVE**

Item	Description of Charge	Fee Amount	Measure
1.	Occupant Load Inspection and Report	\$172.00	Flat Fee
2.	Re-inspect, defective and incomplete work, 3 <sup>RD</sup> + additional inspections	\$231.00	paid prior to scheduling inspection
3.	Statement of concurrence for Telecommunications Towers	\$1,154.00	Flat Fee

**F. BY-LAW ENFORCEMENT**

Item	Description of Charge	Fee Amount	Measure
1.	Grass Cutting under the Weed Act, Untidy Yard By-law, Property Standards	Actual Cost + Admin Fee + HST	
2.	First Non-compliance Fee - Follow up By-law enforcement inspections finding continued non-compliance	\$153.00	Flat Fee
3.	Second Non-compliance Fee - Follow up By-law enforcement inspections finding continued non-compliance	\$255.00	Flat Fee - following first non-compliance fee
4.	Third Non-compliance Fee - Follow up By-law enforcement inspections finding continued non-compliance	\$510.00	Flat Fee - following second non-compliance fee
5.	Appeal to Property Standards Committee	\$218.00	Flat Fee
6.	Inspection - Building/By-law Enforcement where not covered in this by-law	\$82.00	Hourly + Mileage at the current rate
7.	Copy of Building Permit to individual other than the property owner – flat fee	\$28.00	Flat Fee

**SCHEDULE 'D' – PUBLIC WORKS, UTILITIES & DRAINAGE (NO HST)**

**WATER CHARGES; BULK WATER CHARGES AND WATER CONNECTION CHARGES**

Item	Description of Charge	Fee Amount	Measure
	SWM Distribution System	See Schedule D1	
	Other Municipalities	As per agreement	
	Deposit for bulk water key (Pratt Siding Station)	\$ 150.00	
	Bulk Water (Pratt Siding Station)	See Schedule D1	
	Bulk Water (Glencoe Water Tower)	See Schedule D1	
	Water Permit – includes supply of meter, remote and appurtenances. Installation of meters over 1" is the responsibility of owner. Permit is required from Building Department		
	¾ inch water meter	\$ 600.00	
	1 inch water meter	\$ 850.00	
	1 ½ inch water meter	\$ 1,100.00	
	Water Connection Fee – per individual private connection, includes installation of curb-stop only and infrastructure contribution. All plumbing on private property is the responsibility of the landowner. Note: If property abuts waterline constructed under the Rural Waterline Policy, connection fee is based upon established rate of the policy.	\$ 2,500.00	
	Road Bore (for Water Connection Fee)	\$ 8,000.00	
	Water System Extension Fee – infrastructure contribution only. Does not include labour or materials.	\$ 125.00	
	Replacement of water meter service charge plus the actual cost of replacement (labour and materials) where original meter is damaged due to negligence, abuse or misconduct by the consumer as determined by Southwest Middlesex staff.	\$ 200.00	
	On/Off Fees if performed during normal working hours (maximum half-hour wait time)	\$ 60.00	visit
	On/Off Fees if performed after normal working hours (maximum one hour wait time)	\$ 200.00	visit

**PENALTIES, TESTING FEES AND PARTS – WATER AND SANITARY**

Item	Description of Charge	Fee Amount	Measure
	Failure to cancel appointment with utility personnel without giving two hours' notice.	\$50.00	
	Water Meter Tampering Flat Fee plus estimated water consumption and water meter replacement if required	\$200.00	
	Unauthorized Operation of a Curb Stop plus estimated water consumption	\$200.00	
	Unauthorized Operation of a Fire Hydrant plus estimated water consumption	\$200.00	
	Meter checked for accuracy at the request of the property owner	Cost of inspection	
	Meters and Parts	Cost + 10%	
	Failure to grant access to municipal staff (service/read meter)	\$20.00	bi-monthly

**WASTEWATER RATES – GLENCOE**

Item	Description of Charge	Fee Amount	Measure
	Wastewater Rates	See Schedule D1	
	Sewer Connection Fee per private connection (if frontage not previously paid). Includes installation of cleanout at property line and infrastructure contribution. All plumbing on private property is the responsibility of the landowner.	\$7,000.00	
	(a) Road Bore (for Sewer Connection Fee)	\$2,500.00	
	(b) Where frontage charge is previously paid, landowner will be responsible for actual cost of connection and installation of cleanout.	Actual cost	

**SEPTAGE RECEIVING STATION – 3888 NEWBIGGEN DRIVE**

Item	Description of Charge	Fee Amount	Measure
	Septage receiving station rate for licensed haulers	\$20.00/m <sup>3</sup>	

**WASTEWATER RATES – WARDSVILLE**

Item	Description of Charge	Fee Amount	Measure
	Wastewater Rates	See Schedule D1	
	Application Fee which includes determining location of Sanitary Bore System (SBS) and if road bore is required, review of building plans regarding the location of the clarifier tank and the lot grading plan regarding elevation of clarifier tank.	\$150.00	
	Connection Fee per private connection if road bore not required. Includes supply of clarifier tank and connection from main to clarifier tank. Connection between clarifier tank and house is owner's responsibility. Inspection required and application fee included in above.	\$8,100.00	
	Connection Fee per private connection if road bore is required. Includes supply of clarifier tank and connection from main to clarifier tank. Connection between clarifier tank and house is owner's responsibility. Inspection required and application fee included in above.	\$10,600.00	

**LANDFILL/TRANSFER STATION TIPPING/DUMPING RATES. Note: Chargeable items only as per By-law No. 2018/025**

Item	Description of Charge	Fee Amount	Measure
4.23	Minimum charge	\$10.00	
4.24	Pick-up (fully loaded)	\$30.00	
4.25	Single-Axle trailer	\$35.00 – \$50.00	
4.26	Oversized trailer or large truck	\$55.00 – \$150.00	

**TILE LOAN AND DRAINAGE AGREEMENTS**

Item	Description of Charge	Fee Amount	Measure
4.27	Administration fee for loan under the Tile Drainage Act – Tile Loan Program	\$200.00	
4.28	Agreement Drains		
	(a) Base Fee for private drain agreements	\$250.00	
	(b) Legal fee per private property (searches, registration, etc.)	Actual Cost + 15% Admin Fee + HST	

**UNASSUMED SUBDIVISIONS**

Item	Description of Charge	Fee Amount	Measure
	Winter Maintenance of Unassumed Roads	\$128.00	Per Km at current rate

**ENTRANCE/WORK PERMIT – PLUS HST**

Item	Description of Charge	Fee Amount	Measure
	Entrance Permit	\$200.00	
	Road Occupancy/Work Permit	\$200.00	
	Oversized Load/Weight Permit	\$200.00	Under 70,000 kg G.V.W
		\$500.00	Over 70,000 kg G.V.W

**SCHEDULE 'D1' – PUBLIC WORKS – SWM WATER AND SEWER RATES**

**SWM Water Rates (Bi-monthly)**

Year	Flat Rate	Cu.M. Rate	Capital Surcharge
2026	55.46	2.74	22.05

**SWM Bulk Water Rates**

Year	Pratt Siding Station (billed monthly)		Glencoe Station	
	Flat Rate	Cu.M. Rate	Capital Surcharge	Cu.M. Rate
2026	27.73	2.74	10.00	4.10

**Glencoe Wastewater Rates (Bi-monthly)**

Year	Flat Rate	Cu.M. Rate	Capital Surcharge
2026	23.48	2.55	83.32

**Wardsville Wastewater Rates (no Capital Surcharge)**

Year	Flat Rate	Cu.M. Rate	Capital Surcharge
2026	474.16	5.62	1400.73

**SCHEDULE 'E' – PLANNING & DEVELOPMENT (NO HST)**

Item	Description of Charge	Fee Amount	Measure
	Certificate of Consent	\$200.00	
	Consent to Sever (*additional fee for per lot basis)	\$1,750.00	
	(a) If more than one (1) lot created	\$500.00	
	(b) Amending conditions of Consent	\$500.00	
	(c) Easement in addition to Consent	\$500.00	
	Zoning By-law Amendment	\$1,800.00	
	Zoning By-law Amendment for Temporary Use	\$1,800.00	
	(a) Renewal – Zoning By-law Amendment for Temporary Use	\$250.00	
	Minor Variance/Enlargement or other change to Non-Conforming Use	\$1,000.00	
	Removal of Holding (H) Provision	\$200.00	
	Official Plan Amendment	\$2,000.00	
	Draft Plan of Subdivision or Condominium Agreement	\$3,000.00	
	(a) Phased Subdivision Agreements	\$750.00 for each phase after the initial phase	
	(c) Amendment to Subdivision or Condominium Agreement	\$600.00	
	(d) Redline Amendment for Subdivision or Condominium Agreement	\$500.00 (Major) \$350.00 (Minor)	
	(e) Third Party Legal and Engineering Review Deposit	\$1500.00	
	Site Plan Approval	\$1,500.00	
	(a) Site Plan Amendment	\$750.00	
	(b) Site Plan Agreement Deposit (letter of credit or bond)	100% Cost of work within municipal property + 50% of all works	
	(c) Third Party Legal and Engineering Review Deposit	Initial \$1500.00 Deposit . Billing Actual Cost + 15% admin fee + HST	
	Pre-Consultation/Preliminary Development Proposal Meetings	\$0.00 – first meeting	
	Cash-in-lieu of Parkland (as per broker opinion of value)	5% of assessment – residential	
	Special Public Meeting (non-regular Council Meeting)	\$800.00	
	Drainage Apportionment (Condition of Consent)	Actual Cost + 15% admin fee	
	Part Lot Control	\$400.00	

**SCHEDULE 'F' – FACILITIES, PARKS AND RECREATION - INLCUDES HST EXCEPT WHERE NOTED**

**FACILITIES RENTALS**

'Special Event' = An event that is open to all members of the public. STAT Holidays are subject to the rental rate at 150%.

Item	Description of Charge	Fee Amount	Measure
	Main Hall & Kitchen with Special Occasion Permit (with SOP) Ekfrid Community Centre, Wardsville Masonic Hall, Glencoe Arena Auditorium	Friday & Saturday - \$475.00/day Sunday to Thursday - \$363.00/day	
	Ekfrid Community Centre (no SOP)	Friday & Saturday - \$230.00/day Sunday to Thursday - \$158.00/day for Non-Resident Sunday to Thursday - \$105.00/day For Residents Hourly - \$32.00 (min. 2 hours)	
	Wardsville Masonic Hall (no SOP)	Friday & Saturday - \$173.00/day Sunday to Thursday - \$126.00/day for Non-Resident Sunday to Thursday - \$84.00/day For Residents Hourly - \$23.00 (min. 2 hours)	
	Southwest Middlesex Recreation Centre Auditorium (no SOP)	Friday & Saturday - \$165.00/day Sunday to Thursday - \$126.00/day for Non-Resident Sunday to Thursday - \$84.00/day For Residents Hourly - \$23.00 (min. 2 hours)	
	Mitch Scheerer Room		
	(a) Daily	\$63.00	
	(b) Hourly	\$26.50	
	Glencoe Train Station		
	(a) Daily	\$79.00	
	(b) Hourly	\$26.50	
	Appin Pavilion (Hydro, Water, Washroom)	\$53.00	day
	Simpson Street Park Pavilion (Hydro & Washroom)	\$53.00	day
	Wardsville/Little Kin Park Pavilion (Hydro & Washroom)	\$53.00	day
	Project 2000 Pavilion	\$53.00	day
	Key Return (includes all facilities listed above)	\$263.00	invoiced if not returned in 48 hrs. No HST
	Facility Set-Up and Take Down (chairs, tables, special requests)	\$12.50	day
	Additional Picnic Tables	\$12.50	day

**USER GROUPS REDUCED FACILITY RENTAL & SERVICE FEES**

Item	Description of Charge	Fee Amount	Measure
	SMAK Theatre Rehearsals	\$5.00	hour
	SMAK Theatre Performance	\$184.00	day
	Reduced Hall Rate: Registered Not-For-Profit Groups (Quad County), Seniors Groups (New Horizons, Heritage Fiddlers)	50%	discount
	Reduced Hall Rate: Registered Not-For-Profit Groups (Quad County), Seniors Groups (New Horizons, Heritage Fiddlers)	75%	discount
	Waived Hall Rental Rate Committees of Council, Tartan Days, Meetings for Minor Sports Teams, Organized Youth Groups (Girl Guides, 4H), Registered Charities, Churches (special events only), Glencoe Horticultural Society, GDHS Alumni, Glencoe Masons, Wardsville Masons, Lions, Your Wardsville		
	Bereavement/Funeral Rate (booked by Funeral Home)	\$84.00	day

**ICE & ARENA REANTALS/FEES (Plus Insurance per use)**

Item	Description of Charge	Fee Amount	Measure
	Arena Ice		
	a. Minor Sports (Hockey/Figure Skating/Precision Skating)	\$173.00	hour
	b. Regular Rate	\$184.00	hour
	c. Off Time (Weekdays before 4 p.m.) Not to include Christmas/March Break	\$82.00	hour

	d. Education Rate	\$82.00	hour
	e. Dead Ice Rate (weekdays before 4 p.m.) *cannot be booked more than 24 hours in advance, not available during STAT days, Christmas or March Break. *Certified coaches and instructors do not have to pay the per person fee.	\$20.00/person or \$82.00/hour	
	f. Party Rate (Birthday, Christmas, etc.)*if adding use of auditorium to party rate	\$184.00/hour *\$5.50/hour	
	Arena Floor (electrical drops included)	\$420.00	Per day
	Previous day setup for Arena Floor/Post Day cleanup for Arena Floor	\$210.00	Per day
	Skate Sharpening		
	Hockey Skates and Figure Skates	\$7.00	

#### PARKS

Item	Description of Charge	Fee Amount	Measure
	Soccer		
	a. Minor Soccer – per season, per child	\$22.00	
	b. Adult Soccer – per season, per team	\$420.00	
	c. Tournament – Minor Soccer, per day (no Canteen/Cafeteria)	\$105.00	
	d. Tournament – Adult Soccer, per day	\$158.00	
	Baseball		
	a. Minor Baseball - per season, per child (Includes diamond set-up)	\$17.00	
	b. Adult Baseball - per season, per team w/lights	\$541.00	
	c. Adult Baseball - per season, per team w/lights, and diamond setup	\$735.00	
	<del>d. Adult Baseball – per season, per team w/o lights</del>	<del>\$410.00</del>	
	e. Tournament - Minor Baseball, per day, per diamond	\$105.00	
	f. Tournament - Adult Baseball, per day, per diamond	\$210.00	
	Pickleball		
	a. Tournament Rate	\$200.00	per day
	Fine – for damage to diamond, field or pavilion	Actual Cost + 15% Admin Fee + HST	
	Canteen Rental (Project 2000 Pavillion)	Based on awarded RFP	
	Key Return (includes all facilities)	\$263.00	If not returned within 1 week of rental. No HST

#### ADVERTISING & SPONSORSHIPS

Item	Description of Charge	Fee Amount	Measure
	Arena Wall Ads – Initial Ad.	\$263.00	Initial Ad & years advertisement is altered
	Arena Wall Ads	\$158.00	per year
	Arena Board Ads – Initial Ad.	\$420.00	Initial Ad & years advertisement is altered
	Arena Board Ads	\$315.00	per year
	In-Ice Advertising (Initial Ice Surface Logo)-	\$525.00	Initial Ad & years advertisement is altered
	Yearly In-Ice Advertising (Ice Surface Logo)	\$420.00	per year
	Public Skating Sponsorship - Partnership Agreement	\$150.00	
	Ice Resurfacer - Fully Wrapped	\$1260.00	Annually plus wrap and install cost
	Ice Resurfacer - Half	\$630.00	Annually plus wrap and install cost
	Flower Basket Program		
	a. Hanging Flower Baskets	\$95.00	
	b. Flower Planter Box - Road	\$95.00	
	c. Flower Basket - Winter	\$95.00	
	d. Three-tiered Flower Planter Box - Parkette	\$105.00	
	Southwest Middlesex Pool Sponsorships		
	a. 2 Hour Public Swim	\$180.00	

#### SWIMMING POOL Early Bird Pricing is valid from: April 1-30, 2025.

Item	Description of Charge	Early Bird Price	Regular Price
	Regular Lessons - Parent & Tot (30 minutes)	\$48.00	\$54.00
	Regular Lessons - Preschool & Swimmer 1-6 (Preschool- Swimmer 4, 30 minutes; Level 5-6, (45 minutes)	\$69.00	\$77.00
	Regular Lessons-Rookie, Ranger, Star Patrol (45 minutes)	\$81.00	\$89.00
	Bronze Star + cost of manual	\$81.00	\$89.00

Bronze Medallion + cost of manual	\$162.00	\$180.00
Bronze Cross + cost of manual	\$162.00	\$180.00
Private Lessons (1/2 hour)	\$111.00	\$123.00
Semi-private lessons (1/2 hour, per child)	\$101.00	\$112.00
Drop-in Lessons (1/2 hour)	N/A	\$18.00
Special Needs Swimming Lessons (1 hour)	\$54.00	\$85.00
Recreational Swim Team	\$57.00	\$66.00
Swim Team Family Rate (up to 3 members)	\$106.00	\$127.00
Passes		\$1.00
a) One-person pass (per season)	\$77.00	\$85.00
b) Family season pass (per season)	\$165.00	\$180.00
c) Aquafit Pass (per month)	\$77.00	\$85.00
Daily Rates		\$1.00
a) Aquafit/Lane Swim (45 minutes)	N/A	\$6.00
b) Children (12 and under)	N/A	\$3.00
c) Youth and Adults (13+)	N/A	\$4.00
d) Seniors (65+)	N/A	\$3.00
e) Family Rate (2 adults+ up to 4 children)	N/A	\$9.00
Swimming pool rental (per hour which includes 2 lifeguards. Any additional lifeguards will be charged at an additional \$25/hour. Additional lifeguard is required if more than 25 people will be attending the rental.)		\$90.00

#### RECREATION PROGRAMMING

Item	Description of Charge	Fee Amount	Measure
	Drop-In Fitness Class (Yoga/Zumba/Bootcamp)	\$7.00	
	a) Drop-In Fitness Class Monthly Pass (Yoga/Zumba/Bootcamp)	\$22.00	
	10 Weeks Children's Sports or Arts Program	\$54.00	
	Adult Volleyball League (10 weeks)	\$69/individual \$588/team (8-10 people)	

#### ARENA PROGRAMMING

Item	Description of Charge	Fee Amount	Measure
	Public Skating (1 hour)		
	a) Children (12 and under)	\$3.00	
	b) Youth and Adults (13+)	\$4.00	
	c) Family (2 adults+ up to 4 children)	\$9.00	
	Public Skating (1.5 and 2 hours)		
	a) Children (12 and under)	\$4.00	
	b) Youth and Adults (13+)	\$6.00	
	c) Family (2 adults+ up to 4 children)	\$12.00	
	Adult Only Public Skate	\$3.00	
	Weekday Family Skate (1.5 hours)	FREE	
	Youth Stick and Puck (per child)	\$6.00	
	Skate Canada - Member's Only (per skater)	\$6.00	
	Adult Stick and Puck (per person)	\$12.00	

#### CANCELLATIONS/REFUNDS

##### Recreation Programs

All Drop-in programs such as swims, skates, and fitness programs are non-refundable. In addition, passes are non-refundable.

If the program requires registration and is not drop-in, some programs are cancelled due to insufficient enrollment. If the municipality cancels a program, your preference of full refund, credit, or enrolment in another available program will be accommodated.

**It may be necessary to cancel a course. This results from:**

- Insufficient registration to run the program
- Facilities being closed/unavailable and an alternative location not being available
- The instructor has a conflict with a specific date and a replacement instructor cannot be found
- We are experiencing severe weather conditions which has resulted in road closures and the ability of the instructor or the majority of participants to travel

All participants will be notified of the date of any known cancellations, facility closures or instructor/scheduling conflicts. In the event of road closures or emergency facility closure, participants will be contacted as soon as possible.

For programs with registration, the cancellation policy is as follows:

- Less than 24 hours - non-refundable
- 5 days prior to the program starting - full refund
- Less than 5 days' notice, but more than 24 hours notice - 50% refund
- A credit or enrollment in another program will be at no cost

##### Aquatic Programs

- A full refund will be issued if notification is received 5 days prior to the beginning of the season start
- After that time and up to the start of the programs:
- Less than 5 days' notice will be a 50% refund
- You can move your session to another session date for no charge as long as there is space(s) available or receive credit on your account
- Within 24 hours and after the program has started, programs will be non-refundable

