



# Municipality of West Elgin

## Agenda

### Committee of the Whole Meeting

November 19, 2020, 9:00 a.m.

Recreation Centre

135 Queen Street

Rodney

Documents are available in alternate formats upon request. Please contact the Clerk's Department if you require an alternate format or accessible communication support at 519-785-0560 or by email at [jnethercott@westelgin.net](mailto:jnethercott@westelgin.net).

**Pages**

**1. Call to Order**

**2. Adoption of Agenda**

Recommendation:

That West Elgin Committee of the Whole adopt the agenda as circulated.

**3. Disclosure of Pecuniary Interest**

**4. 2021 Proposed Fees and Charges**

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**5. Waiver of Fees Form**

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Recommendation:

That West Elgin Committee of the Whole hereby receives the report from J. Nethercott, Clerk re: Exemption from Rental Fees for information purposes.

**6. Adjournment**

Recommendation:

That West Elgin Committee of the Whole hereby adjourn at \_\_\_\_\_ to meet again at 9:00 a.m. on December 10, 2020 or at the call of the Chair.

### Building Fees

Item	2020 Fee	2021 Fee	Tax
<b>Residential</b>			
1st Floor per square foot	\$0.65/sf	\$0.65/sf	Exempt
2nd & 3rd floor per square foot	\$0.65/sf	\$0.65/sf	Exempt
Basement	\$0.20/sf	\$0.20/sf	Exempt
Crawlspace	\$0.20/sf	\$0.20/sf	Exempt
Garage/Porch/Deck/Storage/Workshop	\$0.20/sf	\$0.20/sf	Exempt
Alt & Reno where square footage cannot be determined as above	\$10/\$1000 Const. Value	\$10/\$1000 Const. Value	Exempt
Minimum Fee for all permits	\$ 200.00	\$ 200.00	Exempt
<b>Accessory Buildings - Decks, Porches etc.</b>			
Less than 250 sf	\$ 100.00	\$ 125.00	Exempt
251 to 500 sf	\$100 + \$0.20/sf over 250 sf	\$125+ \$0.20/sf over 250 sf	Exempt
501 to 1000 sf	\$210 + \$0.10/sf over 500 sf	\$235 + \$0.10/sf over 500 sf	Exempt
Over 1000 sf	\$250 + \$0.08/sf over 1000 sf	\$275 + \$0.08/sf over 1000 sf	Exempt
<b>Industrial/Commercial/Institutional</b>			
Minor add/alt less than 1000 sf GFA	\$10.00/\$1000 Const. Value	\$0.35/sf - \$300.00 min	Exempt
Major add/alt 1000 sf + GFA	\$10.00/\$1000 Const. Value	\$0.35/sf - \$500.00 min	Exempt
New construction	\$10.00/\$1000 Const. Value	\$0.35/sf - \$1000.00 min	Exempt
<b>Institutional</b>	\$10.00/\$1000 Const. Value	\$10.00/\$1000 Const. Value - \$500.00 min	Exempt
<b>Industrial</b>	\$10.00/\$1000 Const. Value	\$10.00/\$1000 Const. Value - \$500.00 min	Exempt
<b>Farm Buildings</b>			
Livestock Buildings & Manure Pits	\$100 +\$6.25/\$1000 Const Value	\$100 +\$6.25/\$1000 Const Value	Exempt
<b>Non Livestock Agricultural Bldgs.</b>			
Less than 250 sf	\$ 100.00	\$ 150.00	Exempt
251 to 500 sf	\$100 + \$0.20/sf over 250	\$150 + \$0.20/sf over 250 sf	Exempt

Item	2020 Fee	2021 Fee	Tax
501 to 1000 sf	\$210 + \$0.10/sf over 500 sf	<b>\$235 + \$0.10/sf over 500 sf</b>	Exempt
<b>Non Livestock Agricultural Bldgs. Cont'd</b>			
1501 to 3000 sf	\$305 + \$0.04/sf over 1500 sf	<b>\$330 + \$0.04/sf over 1500 sf</b>	Exempt
3001 sf or greater	\$360 + \$0.03/sf over 3000 sf	<b>\$385 + \$0.03/sf over 3000 sf</b>	Exempt
Woodstoves, Chimneys, Fireplaces and other Wood Burning Appliances	Flat fee \$75.00	\$ 125.00	Exempt
Demolition Permit	Flat Fee \$75.00	\$ 125.00	Exempt
In Ground Swimming Pools (includes fencing)	Flat Fee \$75.00	\$ 125.00	Exempt
Fence around Above Ground Pools	Flat Fee \$75.00	\$ 125.00	Exempt
Building Re-locations	\$100 + Travel Cost + Fee for appropriate Building listed above		Exempt
<b>Sewage System Permits</b>			
New Class 4 or 5 sewage system	\$ 500.00	\$ 525.00	Exempt
Repair to sewage system	\$ 300.00	\$ 325.00	Exempt
Permit Renewal Fee	\$ 100.00	\$ 125.00	Exempt
<b>Permit Fees</b>			
Transfer of Permit Fee	\$ 75.00	\$ 125.00	Exempt
Tent Permit (greater than 60 m squared)	\$ 75.00	\$ 125.00	Exempt
Re-inspection Fee (not ready for insp)	\$ 75.00		Exempt
Change of Use (no construction)	\$ 100.00	\$ 125.00	Exempt
Septic Inspection due to severance	\$ 125.00	\$ 125.00	Exempt
Indemnity/Security Deposit (refundable)	\$500 or \$1000	\$500 or \$1000	Exempt
Conditional Permit	\$ 300.00	\$ 300.00	Exempt
Sign permit		\$ 125.00	Exempt
Building Research Fee (per hour)		\$ 30.00	Exempt
Water Service Inspection fee *	\$ 35.00	\$ 75.00	Exempt

\* has always been charged  
GFA = Gross Floor Area

Red Number

New Charges  
Increase

### Fire Department Fees

Item	2020 Fee	2021 Fee	Tax
Emergency Services on Provincial Highways - <span style="color: red;">per hour, per road</span>	Hourly rate established by MTO	\$ 485.00	Exempt
Emergency Services on Municipal Roads	Based on actual costs	\$ 485.00	Exempt
Emergency services on private property by outside agencies	based on actual costs		Exempt
Inspection Services - per inspection	based on actual costs plus 15% Administration Fee	\$ 125.00	Exempt

New Charges  
Red Number Increase

## Planning

Item	2020 Fee	2021 Fee	Tax	Notes
Consent (severance) application	\$ 800.00	\$ 800.00	Exempt	
Minor variance application	\$ 1,000.00	\$ 1,000.00	Exempt	
Extension, enlargement or other change to non-conforming uses	\$ 1,000.00	\$ 1,000.00	Exempt	
Zoning by-law amendment application	\$ 1,200.00	\$ 1,200.00	Exempt	
Holding zone symbol removal by-law	\$ 500.00	\$ 500.00	Exempt	
Temporary use by-law	\$ 1,200.00	\$ 1,200.00	Exempt	
Temporary use by-law deposit	\$ 5,000.00	\$ 5,000.00	Exempt	
Renewal of temporary use by-law	\$ 600.00	\$ 600.00	Exempt	
Deeming by-law	\$ 1,200.00	\$ 1,200.00	Exempt	
Zoning Certificate/letter	\$ 50.00	\$ 50.00	Exempt	
Official plan amendment application	\$ 2,000.00	\$ 2,000.00	Exempt	
Site plan control application	\$ 1,000.00	\$ 1,000.00	Exempt	
Site plan agreement (includes legal and registration costs)	\$ 1,000.00	\$ 1,000.00	Exempt	
Amendment to site plan agreement	\$ 500.00	\$ 500.00	Exempt	
Plans of subdivision/plans of condominium (plus engineering, consultant and/or legal costs)	\$ 2,000.00	\$ 2,000.00	Exempt	
Development agreement (plus engineering, consultant and/or legal costs)	\$ 1,000.00	\$ 1,000.00	Exempt	
Amendment to development agreement (plus engineering, consultant and/or legal costs)	\$ 500.00	\$ 500.00	Exempt	
In-lieu of Parkland Fee (new lot creation in settlement area only)	\$ 500.00	\$ 750.00	Exempt	Keep pace with neighbour municipalities.
* Note: Any engineering, legal or consulting fees over and above established rates will be added to all planning fees. These fees are charged per lot, where applicable.				

## Public Works

Item	2020 Fee	2021 Fee	Tax	Notes
<b>9-1-1 Signs</b>				
Sign	\$ 30.00	\$ 30.00	Exempt	
Post	\$ 30.00	\$ 30.00	Exempt	
Sign & Post together	\$ 50.00	\$ 50.00	Exempt	
<b>Recycling</b>				
Composter	\$ 35.40	\$ 35.40	HST	
Blue Box	\$ 8.00	\$ 8.00	HST	
New Home Construction ( max 2)	No Charge	No Charge		
<b>Landfill - Tipping Fees</b>				
Pick up Load	\$ 40.00	\$ 40.00	Exempt	
1/2 pick up load	\$ 20.00	\$ 20.00	Exempt	
Large Item Fee (Couches, Mattress etc)(per item)	\$ 10.00	\$ 10.00	Exempt	Clarification of charge
Removal of Refridgerant		\$ 25.00	Exempt	
Shingles/Construction Materials/ Commercial	\$ 80.00	\$ 100.00	Exempt	
Commercial/Large Loads (per ton) by appointment only	\$ 80.00		Exempt	Remove
<b>Permits</b>				
Entrance Permit	\$ 100.00	\$ 100.00	Exempt	
Refundable deposit for above permits	\$ 400.00	\$ 400.00	exempt	
Road Occupancy Permit (to work under/on road)	\$ 100.00	\$ 100.00	Exempt	
Moving Permit	\$ 100.00	\$ 100.00	Exempt	
Refundable deposit for above permits	\$ 1,000.00	\$ 1,000.00	exempt	
Above requires Certificate of Insurance Naming Municipality as Co-Insured				
<b>Oil &amp; Gas exploration - Road user agreement for construction</b>				
Agreement fee	\$ 240.00	\$ 240.00	HST	
Annual fee (per km)	\$ 105.00	\$ 105.00	HST	
Refundable deposit for damages (per km)	\$ 1,000.00	\$ 1,000.00	exempt	

Item	2020 Fee	2021 Fee	Tax	Notes
<b>Work on Road allowance on behalf of ratepayer</b>				
Time	current employee rate	current employee rate	HST	
Equipment	based on current Ontario Provincial Standard Specification	based on current Ontario Provincial Standard Specification	HST	
Material	cost	cost	HST	
Administration fee	5% of total invoice cost before taxes	5% of total invoice cost before taxes	HST	
<b>Work on Private Property as a result of Municipal Order</b>				
Time (minimum 2 hours)	current employee rate	current employee rate	HST	
Equipment	based on current Ontario Provincial Standard Specification	based on current Ontario Provincial Standard Specification	HST	
Material	cost	cost	HST	
Administration fee	5% of total invoice cost before taxes	5% of total invoice cost before taxes	HST	
<b>Work on Road Allowance on behalf of Elgin County</b>				
Time	current employee rate	current employee rate	HST	
Equipment	West Elgin's Internal equipment rate	West Elgin's Internal equipment rate	HST	
Material	cost	cost	HST	
Administration fee	5% of total invoice cost before taxes	5% of total invoice cost before taxes	HST	

## Water Fees

Item	2020 Fee	2021 Fee	Tax	Notes
<b>Administration</b>				
Water Security Deposits - Tennants (Residential)	\$ 200.00	\$ 200.00	exempt	
Water Security Deposits - Tennants (Commercial)	\$200 or a total of 3 months' average billing	\$200 or a total of 3 months' average billing	exempt	
Water Service disconnect/reconnect	\$ 60.00	\$ 60.00	exempt	
Call Out Fee (Business Hours 7:30 am - 3:30 pm)	\$ 60.00		exempt	Clarification
After Hours Call Out Fee	\$ 120.00		exempt	
Billing Verification	<del>\$ 25.00</del>		exempt	remove
Account analysis	<del>\$ 25.00</del>		exempt	remove
Transfer of account	\$ 50.00		exempt	
<b>Water Dispensing Station</b>				
Key Accounts (per cubic metre)* change	<del>\$ 2.90</del>		exempt	remove
Security deposit for non-residents and new accounts	\$ 200.00	\$ 200.00	exempt	
<b>Water Service Connections</b>				
Water <b>service</b> installation- materials	Cost	Cost	exempt	Clarification
Water <b>service</b> installation - labour & machine time	current municipal rate	current municipal rate	exempt	Clarification
1 inch service	\$ 1,200.00	\$ 1,200.00	exempt	
For Special Sizing Contact Office				
<b>Water connection fee - Municipalities</b>				
Southwest Middlesex Water Customer within West Elgin Boundaries	As determined by SWM	As determined by SWM	exempt	
Dutton Dunwich Water Customer within West Elgin Boundaries	As determined by Dutton Dunwich	As determined by Dutton Dunwich	exempt	



### Port Glasgow Trailer Park Fees

Item	2020 Fee	2021 Fee	Tax	Notes	
<b>Seasonal Fees</b>				<b>Clearville</b>	<b>Mooretown</b>
Lots with 30 amp service	\$ 1,380.00	\$ 1,800.00	HST	\$ 1,873.92	\$ 2,350.00
Additional charge for Lakefront	\$ 100.00	\$ 100.00	HST		
Winter Storage	\$ 50.00	\$ 50.00	HST		\$ 210.00
<b>Additional charge for:</b>					
air conditioner	\$ 77.00	\$ 80.00	HST	\$ 65.58	\$ 40.00
freezer	\$ 77.00	\$ 80.00	HST	\$ 65.58	\$ 40.00
fridge	\$ 77.00	\$ 80.00	HST	\$ 65.58	\$ 40.00
electric dryer	\$ 77.00	\$ 80.00	HST		\$ 40.00
electric hot water heater	\$ 77.00	\$ 80.00	HST		\$ 40.00
combo electric/gas hot water heater	\$ 77.00	\$ 80.00	HST		
electric golf carts	\$ 57.00	\$ 60.00	HST	\$ 64.48	
electric car	\$ 57.00	\$ 60.00	HST		
Boat Trailer Parking	\$ 50.00	\$ 50.00	HST	\$ 59.71	\$ 40.00
Refundable deposit for key to laundry room	\$ 10.00	\$ 10.00	Exempt		
Coin access washer*	\$ 3.00	\$ 3.00	Exempt		
Coin access dryer	\$ 2.00	\$ 2.00	Exempt		
Rental of Dance Hall	\$ 25.00	\$ 25.00	HST		
Clean up deposit for Dance Hall Rental	\$ 100.00	\$ 100.00	HST		
Rental of Pavillion	\$ 25.00	\$ 25.00	HST		
Rental of Recreation Hall (per day)	\$ 25.00	\$ 25.00	HST		
Seasonal Lot Transfer of Lease	\$ 100.00	\$ 100.00	HST		
Booth Rental (June to Sept) (per month)	\$ 150.00	\$ 150.00	HST		
Cleaning of yard at an individual trailer site (per hour)	\$ 40.00	\$ 40.00	HST		
<b>Transient Fees</b>					
<b>Per Night</b>					
Tents	\$ 35.00	\$ 35.00	HST	\$ 36.24	
1 Man Tent (no motorized vehicle)	\$ 15.00	\$ 15.00	HST		
Sites with hydro and water	\$ 42.00	\$ 45.00	HST	\$ 38.78	\$ 40.00
Sites with hydro and water and sewer	\$ 47.00	\$ 50.00	HST	\$ 41.53	

Item	2020 Fee	2021 Fee	Tax	Notes	
<b>Weekly (7 days)</b>					
Sites with Hydro and Water		\$ 285.00	HST		\$ 275.00
Sites with hydro and water and sewer	\$ 300.00	\$ 315.00	HST		
<b>Monthly</b>					
<del>Sites with hydro and water and sewer</del>	<del>\$ 1,000.00</del>		HST	Remove	

Note: rental fees for Dance Hall, Pavillion and Recreation Hall do not apply to season residents of Port Glasgow Trailer Park

\*price increase to take effect when the washers replaced

New Charges  
Red Number Increase

### Recreation Fees

Item	2020 Fee	2021 Fee	Tax	Notes
<b>Arena</b>				
<b>Ice Rental</b>				
Prime time (Weekdays after 5 p.m. & All day Saturday & Sunday)	\$ 150.44	\$ 150.44	HST	Change in fall of 2021
Off Prime time (Weekdays 8 a.m. to 5 p.m.)	\$ 61.95	\$ 61.95	HST	
Minor Sports Associations (per hour)	\$ 130.00	\$ 130.00	HST	
Arena Warm Room Rental		\$ 25.00	HST	
Skate Sharpening	\$ 5.00	\$ 5.00	Exempt	
<b>Public Skating</b>				
per person	\$ 3.00	\$ 3.00	Exempt	
per family	\$ 5.00	\$ 7.00	Exempt	
<b>Summer Main Floor</b>				
Per day (8 hours)	\$ 425.00	\$ 425.00	HST	
Per hour	\$ 45.00	\$ 45.00	HST	
Set up (per hour per staff member)	\$ 45.00	\$ 45.00	HST	
Additional Clean up (per hour per staff member)	\$ 45.00	\$ 45.00	HST	
<b>Booth Rental</b>				
Per month (open 3 days per week)	\$ 300.00	\$ 300.00	HST	
<b>Advertising Space Rental (Per Season)</b>				
Wall Signs (3 x 6')	\$ 80.00	\$ 100.00	HST	
Ice Logos (plus expenses)	\$ 500.00	\$ 500.00	HST	
Zamboni (per full side)	\$ 500.00	\$ 500.00	HST	
Board Wrapping		\$ 250.00	HST	
Above does not include the cost of the sign/Wrap				
<b>Recreation - General</b>				
Miller Park Pavillion (per day)	\$ 25.00	\$ 25.00	HST	
West Lorne Complex Meeting Room (per hour)		\$ 25.00	HST	
Staff Monitoring/Training due to COVID (if required)		\$ 45.00	HST	Flat Fee
Municipally Run Program (per person/per session)		\$ 2.00	Exempt	

Item	2020 Fee	2021 Fee	Tax	Notes
<b>West Elgin Recreation Centre</b>				
Main Floor Rental (per hour)	\$ 25.00	\$ 30.00	HST	
Large Meeting Room (per hour)	\$ 15.00	\$ 20.00	HST	
Large Meeting Room plus Kitchen (per hour)	<del>\$ 25.00</del>		HST	remove
Kitchen per hour		\$ 40.00	HST	
Small Meeting Room (per hour)	\$ 10.00	\$ 15.00	HST	
Full Building Full Day Rental (8+ hours)	\$ 425.00	\$ 425.00	HST	
Full building (per hour)	\$ 50.00	\$ 75.00	HST	
Staff Set Up fee (per hour per staff member)		\$ 45.00	HST	
Senior Shufflers (per month)	<del>\$ 50.00</del>		HST	remove
<b>Baseball Diamond</b>				
Adult Baseball League (per team, per season)	<del>\$ 100.00</del>		HST	remove
Baseball Diamond - with lights (per season per team)		\$ 400.00	HST	
Baseball Diamond - without lights (per season per team)		\$ 200.00	HST	
Baseball Tournaments (per day)(Adults only)	\$ 100.00	\$ 100.00	HST	
<b>Soccer Fields</b>				
Minor Soccer (per player)	\$ 6.00	\$ 12.00	incl HST	
Adult Soccer (per team)	\$ 100.00	\$ 200.00	HST	
Soccer Tournaments (per day/ per field)(adults)	\$ 100.00	\$ 100.00	HST	
Sand Ring (per day)	\$ 300.00	\$ 300.00	HST	
Sand Ring with overnight camping	\$ 500.00	\$ 500.00	HST	
<b>Swimming Pool</b>				
Family Season Pass	\$ 175.00	\$ 180.00	Exempt	
Family Monthly Pass	\$ 105.00	\$ 110.00	Exempt	
Single Season Pass	\$ 90.00	\$ 95.00	Exempt	
Single Monthly Pass	\$ 55.00	\$ 60.00	Exempt	
Open Swim Admission (per person)	\$ 3.00	\$ 3.00	Exempt	
Open Swim Admission (per family)	\$ 5.00	\$ 7.00	Exempt	

Item	2020 Fee	2021 Fee	Tax	Notes
Swimming Lessons (per 2 week Session)	\$ 60.00	\$ 65.00	Exempt	
Private Swimming Lessons (per 2 week Session)	\$ 95.00	\$ 100.00	Exempt	
Pool Rental (per hour - include 2 Life Gaurds)	\$ 65.00	\$ 65.00	HST	
Additional Life Gaurds (per hour)(if required)	\$ 25.00	\$ 25.00	HST	
Aqua Fit (per class)	\$ 5.00	\$ 5.00	exempt	
Aqua Fit (for 10 visits)	\$ 40.00	\$ 45.00	exempt	
Adult and Senior Swim (per vist)	\$ 3.00	\$ 3.00	exempt	
Swim Team / Synchronized Swimming (season)	\$ 50.00	\$ 55.00	Exempt	


\*\* Notes Public skate/ Open swim times prices based on 1.5hour

 New Charges  
 Red Number Increase

### Administration Fees

Item	2020 Fee	2021 Fee	Tax	Notes
<b>Animal Control</b>				
Dog Licence	\$ 40.00	\$ 40.00	Exempt	
Administration fee for unpaid dog tag	\$ 50.00	\$ 50.00	Exempt	
Kennel Licence	\$ 100.00	\$ 150.00	Exempt	SWM \$150
Replacement Tag	\$ 15.00	\$ 15.00	Exempt	
<b>Requests</b>				
Reprint of Tax/Water Bills or Statements	\$ 10.00	\$ 10.00	Exempt	
Tax Certificates	\$ 50.00	\$ 50.00	Exempt	
Zoning Certificates/ Letters	\$ 50.00	\$ 50.00	Exempt	
Fire Report	\$ 50.00	\$ 50.00	Exempt	
Work Order Inquires & Septic Certificates	\$ 50.00	\$ 50.00	Exempt	
<b>General</b>				
Mileage (per km)	\$ 0.495	\$ 0.495	Exempt	
NSF Fee	\$ 30.00	\$ 30.00	Exempt	
Copies of Zoning or Official Plan By-Law	\$ 50.00	\$ 50.00	Exempt	
Photocopies	\$ 0.50	\$ 0.50	Exempt	
Tax Sale Packages		\$ 15.00	Exempt	Set by Real Tax
Fax (per page)	\$ 1.25	\$ 1.25	Exempt	
Courier Delivery (Flat Rate)	\$ 8.00	\$ 8.00	Exempt	
Burial Permit	\$ 10.00	\$ 10.00	Exempt	
Marriage License	\$ 110.00	\$ 110.00	Exempt	
On Site Marriage Ceremony	\$ 250.00	\$ 300.00	Exempt	
Off Site Marriage Ceremony	\$ <del>350.00</del>		exempt	Remove
Rehersal fee	\$ 50.00	\$ 50.00	Exempt	
Penalty on late payments (per month)	2% of charge	2% of charge		
Truck, Air Break and Bus MTO Books	\$ 18.95	\$ 18.95	HST	
Driver and Motorcycle MTO Books	\$ 14.95	\$ 14.95	HST	
Transfer of Fee to Property Taxes		\$ 50.00	Exempt	
General Research Fee per hour		\$ 30.00	Exempt	

Item	2020 Fee	2021 Fee	Tax	Notes
<b>By-law Appeal Hearing Fee</b>	\$ 125.00		Exempt	<b>Clarification</b>
<b>Drainage</b>				
Tile Drain loan application	\$ 150.00	\$ 150.00	Exempt	
Drainage Reapportionment (first Drain)		\$ 75.00	Exempt	Same as
Drainage Reapportionment (additional drains)		\$ 50.00	Exempt	DD
Drain Maintenance (min charge)	\$ 30.00	\$ 30.00	Exempt	
<b>MFIPPA</b>				
Application Fee		\$ 5.00	Exempt	All fees set by MFIPPA Act
Search/Preparation Time per hour		\$ 30.00	Exempt	
Photocopies		\$ 0.20	HST	
Shipping		\$ 8.00	HST	
<b>Bookeeping- per annum</b>				
Arena	\$ 2,500.00	\$ 2,500.00	Exempt	
Tri-County Water Board	\$ 6,000.00	\$ 6,000.00	Exempt	
Port Glasgow Trailer Park	\$ 2,000.00	\$ 10,000.00	Exempt	reflects costs

 New Charges  
 Red Number Increase

### Four Counties Transit Fees

Item	2020 Fee	2021 Fee	Tax
<b>Trips within Service Area</b>			
Mileage (per km)	\$ 0.70	\$ 0.70	HST
One way Trip	\$ 6.00	\$ 6.00	HST
Round Trip (per person)	\$ 12.00	\$ 12.00	HST
<b>Trips outside Service Area</b>			
Round Trip (per person) + Mileage	\$ 35.00	\$ 35.00	HST
<b>Special trips</b>			
During normal hours (per hour) + mileage	\$ 35.00	\$ 35.00	HST
Outside normal hours (per hour)+ mileage	\$ 50.00	\$ 50.00	HST





## Staff Report

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**Report To:** Committee of the Whole  
**From:** Jana Nethercott, Clerk  
**Date:** 2020-11-19  
**Subject:** Exemption from Rental Fees

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### **Recommendation:**

That West Elgin Committee of the Whole hereby receives the report from J. Nethercott, Clerk re: Exemption from Rental Fees for information purposes.

### **Purpose:**

To provide a draft form and procedure to Committee of the Whole for approval for the waiving of rental fees in 2021.

### **Background:**

West Elgin Council passed resolution 2020-344 waiving rental fees for recognized groups for the West Elgin Recreation Centre, West Lorne Community Complex and Miller Park and Port Glasgow Pavilions.

In order to assist with facilitating the above resolution and determine who is a recognized group, West Elgin Operations and Community Services Staff developed a Waiver of Rental Fees form for groups to apply through our website to have their fees waived. The procedure will be the group fills out the form and at the next Council meeting all the forms will be submitted to Council as a consent item. If Council wishes to discuss one or more of the applications, that Councillor is to notify the Clerk and that application will be pulled from Consent Items and placed as a separate item on the agenda for discussion, otherwise the applications will be approved or refused as a block item.

This form and approvals allow staff to ensure we are able to follow Council's direction and have a paper trail of approvals, while maintaining transparency.

# Welcome

By providing information on this form you are requesting the waiver of rental fees for the West Elgin Recreation Centre, West Lorne Community Complex meeting room and Pavilions ( Miller park and Port Glasgow Trailer Park) until December 31, 2021.

# Request for Waiver of Rental Fees.

By completing this form you are requesting the waiver of rental fees for the West Elgin Recreation Centre, West Lorne Community Complex meeting room and Pavilions (Miller park and Port Glasgow Trailer Park Pavilions) until December 31, 2021.

The booking process will remain the same. Facility User Contract will need to be signed. A Certificate of Insurance will need to be provided.

**Organization Name \***

**Representative's Name \***

**Main method of Contact \***

Phone Number

Email Address

**Phone Number**

**Phone Number \***

**Email Address**

**Email Address \***

**Please select the facility you are requesting the waiver of usage fees.**

West Elgin Recreation Centre

West Lorne Community Complex Meeting Room

Miller Park Pavilion

Port Glasgow Trailer Park Pavilion

**Room Request within the West Elgin Recreation Centre.**

- Full Building
- Large Meeting Room
- Main Hall
- Kitchen
- Small Meeting Room

**Reason for waiver of rental fees**

**Date of Requested Fee Waiver.**

- One Time Rental
- Multiple Rental Dates

**Please state Multiple Rental Dates.**

**We hereby request a waiver of usage fees for the above stated facility until December 31, 2020. We understand the booking process will remain the same. \***

Clicking this box you agree to the above statement and all terms and conditions associated.

**Date**

# OFFICE USE ONLY

Date

Council Approval

Received

Clerk Signature

# Thank You

You will receive a confirmation by preferred method of contact once approved by council.