

**THE CORPORATION OF THE TOWNSHIP OF WEST LINCOLN**

**BY-LAW NO. 2021-XX**

**BEING A BY-LAW TO AMEND BY-LAW 2011-28 WHICH PRESCRIBES A TARIFF OF FEES FOR THE PROCESSING OF APPLICATIONS MADE WITH RESPECT TO PLANNING MATTERS, AS AMENDED.**

**WHEREAS** In accordance with the provisions of Section 69 of the Planning Act, R.S.O. 1990, Chapter P.13, the Council of the municipality may by By-Law prescribe a tariff of fees for the processing of applications made in respect of planning matters.

**AND WHEREAS** The Council of the Township of West Lincoln passed by By-Law No. 2011-28 on April 26, 2011, to prescribe a tariff of fees for the processing of applications made with respect to planning matters;

**AND WHEREAS** The Council of the Township of West Lincoln has amended Appendix "A" through By-law 2017-101, 2019-89, 2020-09 and 2020-61;

**AND WHEREAS** The Council of the Corporation of the Township of West Lincoln deems it necessary and expedient to further amend Appendix A "Schedule of Fees"; to add an additional fee of \$1200.00 which is to be charged to assist with the extra costs to the municipality of processing what has become a more complicated application in the event that works have already commenced prior to application for planning approval has been made;

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

1. That, By-law 2011-28, as amended, be further amended by deleting Schedule "A" and inserting the attached new Schedule "A" in lieu thereof.
2. That this new By-law takes effect on March 1st, 2021.

**READ A FIRST, SECOND AND THIRD  
TIME AND FINALLY PASSED THIS 22<sup>nd</sup>  
DAY OF FEBRUARY, 2021.**

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**MAYOR DAVE BYLSMA**

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**JOANNE SCIME, CLERK**

**APPENDIX “A”  
SCHEDULE OF FEES  
TOWNSHIP OF WEST LINCOLN**

(Schedule A to By-law 2011-28 – as amended by By-law 2017-101; 2019-89; 2020-09, 2020-61 and 2021-XX)

The fees for processing planning applications are outlined below for the fees effective  
March 1, 2021

Note: Application fees do not apply to applications initiated by the Region of Niagara within the limits of the Township of West Lincoln.

<b>Section</b>	<b>Fees Effective March 1, 2021</b>
1. Official Plan Amendment**	\$8,724**
2. Combined Official Plan Amendment/Zoning By-law Amendment**	\$11,667**
3. Zoning By-law Amendment**	\$6,795**
4. Zoning By-law Amendment (Condition of Consent)**	\$3,400**
5. Removal of (H) Holding Symbol **	\$1,419**
6. Temporary Use By-law**	\$2,402**
7. Extension to Temporary Use By-law	\$1,612
8. Temporary Use Agreement	\$1,612
9. Site Plan Approval and Development Agreement (Initial or Amendment where a new Agreement is Required)**	\$4,903**
10. Site Plan Approval or Development Agreement Amendment where no Agreement is required*	\$2,402
11. Discharge of a Site Plan Agreement	\$1,420
12. Consultation Process for Telecommunication Facilities	\$1,835
13. Plan of Subdivision Approval**	\$7,980**
14. Red Line Revisions to a Draft Approved Plan of Subdivision/Condo or Site Plan**	\$2,402**
15. Plan of Condominium**	\$7,980**
16. Condominium Conversion	\$7,637
17. Condominium Amalgamation	\$1,420
18. Exemption of Draft Plan of Condominium Approval	\$1,612
19. Extension to Draft Plan Approval of a Draft Plan of Subdivision or Condominium	\$1,612
20. Subdivision Agreement (more than 10 lots/units)	\$7,356
21. Subdivision Agreement/Declaration (10 units/lots or less)	\$3,500
22. Condominium Agreement/Declaration (more than 10 units/lots)	\$3,500
23. Condominium Agreement/Declaration (10 units/lots or less)	\$1,750
24. Development Agreement as a Condition of Consent	\$1,600
25. Final Approval of a Plan of Subdivision or Condominium	\$1,612
26. Street Naming for New Subdivisions	\$1,420
27. Amendment to Subdivision, Development or Condominium Agreement	\$6,795
28. Request for Removal of Part Lot Control (per lot/block)	\$1,420
29. Approval of Road Opening/Upgrade (to allow access to build)	\$1,612
30. Adjournment or Rescheduling Fee for any Planning Application requested for any Planning Application	\$ 275
31. Deeming By-law	\$ 925
32. Zoning Compliance/Green Energy Zoning Compliance	\$ 182
33. Pre-consultation Meeting*	\$ 250*
34. Written Property Reports	\$ 182
35. Site Plan/Subdivision/Condominium Development Servicing (Engineering Review and Administration Fee)	

In addition to the application fees as outlined in Appendix A, Engineering Review and Administration fees are payable on an invoice basis prior to final approval. 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 Township's estimated total costs of construction of all services (internal and external) as shown in the development agreement's Financial Schedule and charged as follows:

- (a) Total cost of services less than \$ 1,000.00: no charge;
- (b) Total cost of services less than \$ 5,000.00: \$ 250.00 total charge;
- (c) Total cost of services less than \$ 20,000.00: \$1,500.00 total charge;
- (d) Total cost of services less than \$ 30,000.00: \$2,000.00 total charge;
- (e) Total cost of services less than \$ 60,000.00: \$3,000.00 total charge;
- (f) Total cost of services less than \$ 75,000.00: \$4,000.00 total charge;
- (g) Total cost of services less than \$100,000.00: \$5,000.00 total charge;
- (h) For total costs of services over \$100,000.00, the total fee cost shall be:
  - i. \$5,000.00 for the cost of services up to \$100,000, plus
  - ii. Four percent (4%) of the total costs of any services in excess of \$100,000.00 up to \$500,000.00; plus
  - iii. Three-percent (3%) of the total cost of any services in excess of \$500,000.00

All fees shall be payable in cash to the Township prior to and as a condition of the Township signing and registering the executed development agreement.”

NOTES:

\*(to be used towards other planning fees outlined in this appendix if complete application is received within 1 year of the actual pre-consultation meeting)

**\*\*Should development have commenced prior to planning application being fully approved and completed then an additional fee of \$1200.00 shall be applied to the base fee noted, as an extra administrative fee(s).**

DRAFT

## **THE CORPORATION OF THE TOWNSHIP OF WEST LINCOLN**

### **BY-LAW NO. 2021-XX**

**BEING A BY-LAW TO AMEND BY-LAW 2002-112 WHICH APPOINTS A COMMITTEE OF ADJUSTMENT, DELEGATES THE AUTHORITY FOR CONSIDERING APPLICATIONS FOR MINOR VARIANCES AND CONSENTS, PROVIDES FOR COMPENSATION FOR THE MEMBERS OF THE COMMITTEE OF ADJUSTMENT, ADOPTS POLICIES, PROCEDURES AND CONDITIONS FOR THE OPERATION OF THE COMMITTEE OF ADJUSTMENT, AND ESTABLISHES A TARIFF OF FEES UNDER THE PLANNING ACT.**

**WHEREAS** the Council of the Corporation of the Township of West Lincoln enacted By-law 2002-112 to appoint a Committee of Adjustment, to delegate the authority for considering applications for minor variances and consents, to provide for compensation for the members of the Committee of Adjustment, to adopt Policies, Procedures and Conditions for the Operation of the Committee of Adjustment, and to establish a Tariff of Fees under the Planning Act;

**AND WHEREAS** The Council of the Township of West Lincoln has previously amended Schedule "D" through By-law 2017-100 and By-law 2019-85;

**AND WHEREAS** the Township of West Lincoln now deems it expedient to amend Schedule "D" of By-law 2002-112, as amended which provides for a tariff of fees for the processing of applications for consent or minor variance and to add an additional fee of \$1200.00 which is to be charged in the event that works have already commenced prior to application having been made.

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

1. That, By-law 2002-112, as amended, be further amended by deleting Schedule "D" and inserting the attached new Schedule "D" in lieu thereof.
2. That, amending By-law 2019-85 be and is hereby repealed effective March 1, 2021
3. That this By-law takes effect on March 1, 2021.

**READ A FIRST, SECOND AND THIRD  
TIME AND FINALLY PASSED THIS  
22<sup>nd</sup> DAY OF FEBRUARY, 2021.**

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**MAYOR DAVE BYLSMA**

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**JOANNE SCIME, CLERK**

**SCHEDULE “D”**  
**TARIFF OF FEES FOR THE COMMITTEE OF ADJUSTMENT**  
**(Schedule D to By-law 2002-112 – as amended by 2021-XX - effective March 1, 2021)**

The fees for processing an application for consent or minor variance to the Committee of Adjustment are outlined below, **effective March 1, 2021**.

Description	Fee July 1, 2015	Fee September 1, 2017	Fee October 1, 2019
<b>Basic Processing Fee - Applications for Consent</b> <i>Includes administration and mailing fees required to process consent applications and Validation of Title requests.</i>	<b>\$2145.00</b> (where new lot created/validation of title) <b>\$1075.00</b> (for minor boundary adjustments and other)	<b>\$2230.00</b> (where new lot created/validation of title) <b>\$1120.00</b> (for minor boundary adjustments and other)	<b>\$2320.00</b> (where new lot created/validation of title) <b>\$1165.00</b> (for minor boundary adjustments and other)
<b>Health Inspection Fee - West Lincoln Properties</b> <i>Required if municipal sewage system is unavailable (i.e. private septic system proposed).</i>	<b>\$210.00</b> Per new lot + remnant	<b>\$220.00</b> Per new lot + remnant	<b>\$230.00</b> Per new lot + remnant
<b>Adjournment/Rescheduling Fee</b> <i>Applicable as determined by Committee when an adjournment of an application is necessary.</i>	<b>\$255.00</b> Per application	<b>\$265.00</b> Per application	<b>\$275.00</b> Per application
<b>Final Certification Fee</b> <i>Fees are per application, payable upon submission of the documents (deeds) for issuance of final certification.</i>	<b>\$335.00</b>	<b>\$350.00</b>	<b>\$365.00</b>
<b>Basic Processing Fee - Minor Variance Applications</b> <i>Includes administration and mailing fees required to process minor variance applications.</i>	<b>\$1,565.00</b>	<b>\$1625.00</b>	<b>\$1690.00*</b>
<b>Request for Change in Conditions - Consents</b> <i>Includes administration and mailing fees required to process requests for change in conditions, under Section 53(23) of the Planning Act.</i>	<b>\$715.00</b>	<b>\$745.00</b>	<b>\$775.00</b>

**NOTE:** These fees do not apply to applications made by the Region of Niagara within the limits of the Township of West Lincoln.

\* Should development have commenced prior to planning application being fully approved and completed then an additional fee of \$1200.00 shall be applied to the base fee noted, as an extra administrative fee.