

## **AGENDA**

≠ Denotes Recommendation

1. Call meeting to order
2. Disclosure of Pecuniary Interest
3. Approval of Minutes ≠
  - September 24, 2019 Recreation Committee Minutes
4. Delegations/Presentations
  - 7:05pm – Cameron Tuck with respect to lighting needs at the Old Morriston Ball Diamond
5. Regular Business
  1. Fall Fair Permit Fees – Group
  2. Audio System Update at the PCC – Jessica
  3. Tourism Guide – Daina
  4. Volunteer Recognition Wall – June
  5. Drinking Water Source at the Optimist Rec Centre – June
  6. Recreation Committee Information for the Website – Group
6. Closed Meeting
7. Adjournment
8. Next meeting: February 18, 2020



Puslinch Recreation Committee  
September 24, 2019  
7:00pm  
Council Chambers, Aberfoyle

## **MINUTES**

### **MEMBERS PRESENT**

Vince Klimkosz (Chair)

Bruce Joy (Vice Chair)

Jessica Goyda

Daina Makinson

June Williams

### **TOWNSHIP STAFF PRESENT**

Mike Fowler, Supervisor of Public Works and Parks

Claire Collinson, Legislative Assistant

### **1. CALL TO ORDER**

Vince Klimkosz (Chair) called the meeting to order at 6:55pm

### **2. DISCLOSURE OF PECUNIARY INTEREST**

None

### **3. APPROVAL OF MINUTES**

June 25, 2019 Recreation Committee Minutes

Moved by Bruce Joy, seconded by Jessica Goyda.

**That the Minutes of the Recreation Committee meeting dated June 25, 2019 be adopted.**

**CARRIED**

### **4. DELEGATION/PRESENTATIONS**

None

### **5. REGULAR BUSINESS**

1. 2020 Proposed User Fees – Group

- Jessica Goyda brought up the proposed surcharge for out of town renters which is a new addition to the User Fee Bylaw. Committee showed general support for this surcharge and discussed the potential of increasing the damage deposit.
  - Daina Makinson pointed out that there was no mention of the Aberfoyle Farmers Market (AFM) in the list of discounted renters; staff to confirm the process for AFM.
2. Revenue and Expense Information - Group
    - General satisfaction that revenues are up and expenses are down. The Committee would like to increase promotion of the Hall and has asked for more information on how people find out about the PCC. Jessica Goyda suggested the Committee create a survey to collect feedback from renters. The Committee would like staff to add an item online asking “How did you hear about us?” as well as asking directly when creating a new rental.
  3. Facility Revenue Reporting – Group
    - Facilities are well used, no major changes to discuss.
  4. Community Garden at the ORC – Daina Makinson
    - The garden is not maintained like it used to be, the Committee would like to put a call out to volunteers via the website and the Puslinch Community Newsletter. Staff to confirm whether volunteers are covered under the Township insurance policy. Mike Fowler also suggested that changes to Township staffing may allow more dedicated time to the garden.
    - June Williams would like to thank Mike Fowler and the Grounds Crew for the improvements to the landscaping at the PCC.
  5. Fall Fair Permit Fees – Vince Klimkosz
    - Vince Klimkosz would like to see the Township waive permit fees for the Fall Fair tent permits. Bruce Joy would like to make a recommendation to Council to waive these fees.
  6. New Soccer Field Parking - Vince Klimkosz
    - Committee would like to know what the parking plan is for the new soccer fields to ensure vehicles are not permitted to park on the fields. Mike Fowler confirmed that there are plans for a larger parking lot and that Township parking lots could be used as an overflow option.
  7. Lighting Quality at the PCC/ORC - Vince Klimkosz
    - Mike Fowler confirmed that the lights at the back of the property are slated for replacement in 2024 as part of the Asset Management Plan. Additionally, the lights at the ORC, Rink and Sheds are slated to be replaced with LED bulbs in 2023.
  8. Horse Rings at the PCC - Vince Klimkosz



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- Vince Klimkosz has spoken with potential renters who would be willing to rent the space if there was a warm up ring installed beside the main ring. Daina Makinson felt that these potential renters should come to the Committee as delegates. The Township has a Parks Master Plan that has been developed; it does not speak to adding additional warm up rings.

9. Old Morriston Park Upgrades - Vince Klimkosz

- Mike Fowler stated that basic maintenance is done on a regular basis and that the Park is part of the Asset Management Plan. Additional repairs to the Park would be costly and there are already fundraising initiatives under way for the new soccer fields.

10. Playground Equipment Upgrades – June Williams

- June Williams would like upgrades to the PCC and Boreham Drive playground included as part of the 2020 budget process. Mike Fowler stated that the Boreham Drive playground has been identified for 2024 upgrades. The PCC playground is part of the Parks Master Plan. Vince Klimkosz would like to know the life expectancy of the PCC playground. Staff to confirm.

11. Canada Infrastructure Grant Update – Bruce Joy

- Neither Mike Fowler nor Jessica Goyda have an updated status on the grant. Due to the election, everything is on hold. Mike Fowler has discussed with Mary Hasan and there is money available for the soccer field upgrades without the grant; Bruce Joy to email Mary for specifics.

12. Killeen School Bell – Jessica Goyda

- The Historical Society has recommended placing the bell between the Millennium Garden and the Library. The Committee supports this location.

13. Open Gym for PD Days – June Williams

- June Williams would like staff to follow up on whether it is feasible to have Open Gym on UGDSB PD Days. Staff to follow up.

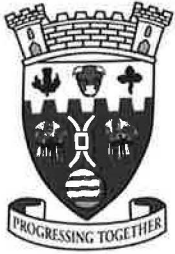
**6. CLOSED MEETING**

None

**7. ADJOURNMENT**

Motioned by Daina Makinson, seconded by June Williams. Meeting adjourned at 8:20pm





**Township of Puslinch**  
7404 Wellington Road 34  
Puslinch, ON, N0B 2J0  
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[www.puslinch.ca](http://www.puslinch.ca)

## Delegate Request

Meeting Date:

Nov. Tuesday 19<sup>th</sup>, 7pm.

### Applicant Information

Applicant Name:

Cameron Tuck

Mailing Address:

[REDACTED]

Email Address:

[REDACTED]

Telephone Number:

[REDACTED]

**Purpose of delegation (state position taken on issue, if applicable):**

The purpose is for stating the need of lights for  
Old Morriston Ball Park. Please see attached  
presentation which council has already received.

## **Puslinch Ball Needs Old Morriston Ball Park Lights**

Deligation:

Sara Bailey; Treasurer of Puslinch Minor Ball, Lakehead University Kinesiology Grad, Secretary of Badenoch Community Centre Association, Aberfoyle School Volunteer of Parent Council, Former WhistleStop Pre-School President for 6 years and active Puslinch Minor Ball Coach

Cameron Tuck; Secretary of Puslinch Minor Ball, Secretary of Flamborough Oldtimers Fastball League, Lakehead University Phys-Ed Major, former Puslinch Recreation Committee Member, former Puslinch Heritage Committee Member and active Puslinch Minor Ball Coach

Thank you for this opportunity to express the needs of Puslinch baseball to council. It is our pleasure to present the needs of minor ball in Puslinch as well as the needs of leagues utilizing our facilities.

We as a recreation community in the township we understand that funding for projects is at a premium and it is our hope that we can bring forward some capital projects that involve community fundraising, which fit the parks master plan and will be an investment in Puslinch youth as well as adult baseball leagues in Puslinch now and into the future.

Softball style baseball has very long roots within our Township. This is evident by the many trophies on display in the main foyer of the Puslinch Community Centre. Recently the Township underwent a rebranding project which redesigned the Puslinch Crest. An important aspect of this rebranding was our deep roots in history. The main components of Puslinch Heritage are, Community, Farming, and Baseball!

Puslinch is in a very fortunate position. Located close to urban centres, we have two lit diamonds that are centrally located between these urban centres. One aspect of baseball is that it has traditionally been played throughout the week. There have been some suggestions to have one lit diamond and that would be enough to accommodate most needs. This is not a supported recommendation from Puslinch Minor ball or the adult leagues. This was conveyed numerous times when sitting on most of the forums when the master plan was being developed. Most parents have sports for their children on the weekends, hockey, soccer, lacrosse ext. Puslinch youth are able to participate in Puslinch baseball throughout the week and still make their obligations for other sports on the weekend. Baseball specifically has run through the week as weekends have often been left open for tournaments and the different levels of playoffs.

This brings to point the need for two lit diamonds. Currently Aberfoyle is rented under the lights for the entire baseball season Sunday to Thursday. Currently, both lit diamonds in Puslinch host 3 old timer teams from one league!! An impressive stat. However, two of those teams play exclusively out of Aberfoyle with one out of Old Morriston. The difficulty that the teams face playing out of Aberfoyle, 2 old timers, Puslinch Kodiaks, and an outside team, is that in the event of a rain out, all subsequent weeks are booked until the end of the season. We are very fortunate to have another baseball field with lights located in Morriston known as Old Morriston. This equips the ladies team and the other old timers team to play there. Without this diamond our current tenants in Aberfoyle do

not have an opportunity to play their rain outs at our facilities. This results in lost revenue as teams are forced to play in neighbouring municipalities and thus we risk losing them as tenants.

The Parks Master Plan supports the maintenance of old Morriston as a lit diamond. Also Council has recently received a delegation in regards to re-opening the public washrooms in Morriston. Along with this delegation within the capital budget it is recommended to replace the back stop at old Morriston. The baseball community supports both of these initiatives. Council appears to be supporting keeping old Morriston as a baseball diamond. However, the baseball lights are not in the asset management plan or in the fiscal forecast. As a recreational community we do not need another unlit baseball field. Morriston Meadows, a third diamond with no lights, serves a great location for t-ball and three pitch as there is a mini ball diamond and parkette located near by for siblings to play while their siblings learn to play baseball.

The Parks Master Plan does not recommend only having one lit diamond. In contrary it states "The projected number of participants translates into a need for three ball diamonds, two less than what is currently provided". Earlier in the report it states that lit ball diamonds translate to 1.5 regular diamonds. Thus we have Aberfoyle (1.5 diamonds), Old Morriston ( 1.5 diamonds) Morriston Meadows (1 diamond) and the tee ball diamond as 1 diamond (Unfortunately, we cannot consider it as a diamond as its in very similar condition to the diamonds listed in the report located at Aberfoyle Public School and those one's were discredited because of size, condition and to the limitations in which it can be rented out.). Therefore, 5 diamonds currently. Keeping with the Parks master plan that the Township requires 2 less diamonds. If we assume that Aberfoyle was the preferred lit diamond to keep (because of newer lights already added) that would translate to 1.5 diamonds. The next statement is that the Township needs 2 less diamonds then currently supplied. If you remove two unlit diamonds from the original total of 5 then you end up with 3 diamonds. If you keep Aberfoyle as a lit diamond as a constant, the only way to reach the recommendation from the parks master plan is to reduce the number of diamonds by 2, from 5, and is to keep the two lit diamonds accounting for 1.5 diamond each thus being 3 diamonds and accomplishing the reduction of baseball diamonds by 2 as recommended in the parks master plan.

Another component of the Parks Master Plan concerning baseball under section 26. Engage local ball user groups to identify and prioritize improvements to select municipal ball diamonds. To our knowledge Puslinch Minor Ball or other stakeholders renting Puslinch diamonds have not been consulted. Many local baseball advocates attended the meetings to put the master plan together. Our only concerns were to maintain what we have, not ask for more. It is apparent that Aberfoyle has been identified as one of the 2 diamonds required under the parks master plan. Our goal today, as a recreational community representing Puslinch Minor ball as well as the three Old timers ball teams currently renting diamonds for use under the lights, is to persuade council to recognize the need to identify Old Morriston Ball Park as the second diamond to maintain as recommended in the Parks Master Plan.

With being a former member on the recreation committee in previous years, I really wanted to present this to them first. Unfortunately, with time constraints and being a new board that has just been formed we were unable to do that. Luckily, because of the relationships that I have with the recreation committee and the members on it I have had a chance to speak with some of them about our ideas.

Baseball in general has seen a resurgence in rentals in the township being at par with the other recreational groups. Puslinch minor ball has recently revamped itself. We are in the process of growing a strong and ever growing community of baseball, our numbers over the last two years have seen growth. The age that most players start is four years old and they start in T-ball, age 7 they move up to three pitch and then at age 9 they play Atom and Then Squirt and so on and so on. We've struggled in the past decade with growth after T-Ball, but not this year! Currently looking at supporting two teams at Atom and one at Squirt, and we have a chance to even construct a peewee team. We could see an additional 45 players this year with the addition of two to three teams! We're confident to project a 25% growth in Puslinch minor ball. A lot of this is attributed to the focus of having a larger board running the league which will allow us to do more marketing, fundraising and this year we started out with early registration this fall at the Aberfoyle Farmers Market for more awareness. This also allows us to get in front of more people in the community, not just for increasing numbers of all players but to increase awareness of Puslinch minor ball and for the need of support and help.

We want to have a relationship with this council that is healthy. A relationship to help grow and more importantly maintain the facilities that have been in the past supported by the community and the township. We have already secured a commitment of \$5000 to go towards the fundraising of new lights to be put into The Morriston Old Ball Park. More importantly we are looking at various other avenues of raising more money.

It's important that our facilities are kept up to date and not left behind! We feel the same way about Puslinch minor ball and we are moving forward and are really hoping the township will move in the same direction with us. We believe that sports teams help children in our community grow mentally and physically. With our Phys-Ed and Kinesiology background, we have witnessed the values of sport. Obviously, physical fitness is important, but learning to play with others develops skills that are so needed in today's world for communicating, respecting and working well with others. Also, in the world we live in today, where technology plays such a large influence on our children, it is more important than ever that we promote, encourage and help develop our youth of today into physical activity and provide them these outlets. If we do not continuously move forward or at the very least maintain the sports facilities that we currently have we are in fact impacting the youth of today in a negative manner.

I am not just here though for Puslinch minor ball. As I stated I've been the secretary/convener for the Flamborough Oldtimers league in which Puslinch supports three teams in. We are bringing the entire community of Baseball in Puslinch together this year, to work as one. That includes the three Puslinch Old timers teams, the men's senior team, a ladies team which is currently playing out of Old Morriston and Puslinch Minor Ball which will consist of approximately 5 to 6 teams. when you add that all up we're looking at 10 to 12 teams. 7 to 9 of these teams will require the use of lights. I think we can all see there may be a challenge if we only have one lit ball diamond trying to support this number of teams that are currently here. With the goal of moving Puslinch ball forward, not having a second lit diamond will cause teams to have to re-locate and for Puslinch minor ball not to grow. I don't see the Township Of Puslinch getting smaller I see it growing and moving forward. In order to do so we need to keep in mind that facilities must be maintained and look after in the future for more growth. Our biggest concerns as parents over the upcoming years are that we will not be able to offer our children the choice to represent their community in baseball because the facilities were not sustained and are no longer available. The question which was raised by someone on the recreation committee was, "why not play the games earlier in the evening, so lights are not required?" Puslinch minor ball plays in The Inter-County Softball League and teams come as far away as Port

Elgin. It is a 2 hour drive, the earliest those teams can possibly get down here is 7:30pm. We are also requested by intercounty softball to start games at specific times for specific age groups. The same is requested from FOFL as the league request all games to start at 8:30 at night. I hope this is a clear fact that we do not have enough lit diamonds for future teams and barely enough diamond availability for our current capacity.

Morrison Baseball diamond was a private park since its construction in the late 70's which was built on land donated by local farmers with the intent it stays a lit baseball diamond. The park was owned by the senior men's baseball team and was maintained by volunteers. The deed to the land was held by members of the senior men's baseball team. At a point in history the team had folded and the diamond was still being maintained by the same volunteers. At that point the volunteer's felt that the lit diamond would be best suited deeded over to the Township. Once deeding the lit diamond to the Township for free, they didn't have the concern that the diamond wouldn't be maintained as a lit diamond. It is now apparent that the wishes and desires of the original community members that donated this land and built the Lights has been lost. In hind sight it should have been a condition in the transfer of ownership.

As a representative of this Community, Puslinch Minor Ball as well as three Old Timers teams currently utilizing Puslinch Facilities. We respectfully request that Old Morrison be designated as one of the two diamonds with lights (along with Aberfoyle Baseball diamond) within the Parks Master plan to serve the community post 2031, as well as being added to the asset management plan and fiscal forecast for replacement in 2021. This designation will comply with the recommendation item #26 of the parks to consult the recreational user for the facilities.

Further to our request to designate Old Morrison as one of the two lit diamonds to support the needs of the Baseball into 2031 and beyond, we respectfully request that the Township apply to Provincial Government for grant funding to replace the infrastructure at old Morrison inclusive of baseball lights, public washroom upgrades and a potential playground.

As representatives of Baseball in Puslinch, we have always had a component of community support to our sport. The batting cages and pitching machines at both Aberfoyle and Old Morrison were fund raised from members of Puslinch ball including our current Mayor. We as a community have always understood for decades that partnership is important.

Puslinch baseball would be prepared to contribute a minimum to \$10000 to the replacement of the lights at old Morrison (quote attached \$96000). It is our hope that a grant application to the Province of Ontario for Recreational facilities would be applied and approved. Thank you again, for allowing us to present our facts and concerns here today and hope that you see the importance of moving forward with the upkeep of The Old Morrison Ball Park and the replacement of lights. At this point we would be more than willing to accept questions on your part!



## REPORT FIN-2018-030

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TO: Mayor and Members of Council

FROM: Mary Hasan, Director of Finance/Treasurer

MEETING DATE: October 3, 2018

SUBJECT: 2019 User Fees and Charges By-law  
File No. C01 FEE

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### RECOMMENDATIONS

That Report FIN-2018-030 regarding the 2019 User Fees and Charges By-law be received; and

That Council enact a by-law to adopt the User Fees and Charges By-law in accordance with the By-law attached as Schedule A to Report FIN-2018-030.

### DISCUSSION

#### Purpose

The purpose of this report is to:

- 1.) Report on the results of the Public Meeting held on September 13, 2018 as it relates to the 2019 Proposed User Fees and Charges.
- 2.) Provide updates to the User Fees and Charges By-law based on further information received after the Public Meeting.
- 3.) Seek approval from Council to enact the 2019 User Fees and Charges By-law.

#### Background

A Public Meeting was held on September 13, 2018 at 7:00 pm at the Municipal Office to obtain public input on the proposed 2019 User Fees and Charges By-law.

#### **Public Comments Regarding Proposed By-law**

#### **Occupancy without an Occupancy Permit**

It is recommended that the following wording be incorporated in the Building department's User Fees and Charges schedule for the Occupancy without an Occupancy Permit fee:

This fee is imposed at the discretion of the Chief Building Official. This fee is not imposed as it relates to the current initiative of closing old open building permits as approved by Council in the 2018 Budget.

### **Revision to Approved Plans**

A concern was raised at the Building By-law Public Meeting regarding when the Revision to Approved Plans fee applies. The proposed by-law incorporates the following wording to provide clearer direction as to when this fee is applicable:

Before or after a permit is issued - significant changes to approved plans requiring further review. Minor revisions which result in no fee include eliminating a closet, finishing a three-piece bathroom, cosmetic changes, layout changes, removing non-load bearing walls, etc.

### **Staff Recommendations**

#### **Baseball Equipment Security Deposit**

The practise in the past was to provide the baseball equipment key to Township approved leagues.

Staff have obtained requests from other leagues for the use of the Township's baseball equipment. In order to alleviate determining the definition of a "Township approved league" it is recommended that the baseball equipment key be provided only to leagues with a minimum of an eight week rental commitment. This wording has been incorporated in the Parks User Fees and Charges Schedule.

#### **Filming of Special Events on Township Lands**

The Township has received requests from individuals to film special events on Township lands/roads. It is recommended that a fee of \$500 be established to recover the costs associated with issuing this permit.

Township staff obtained information from comparator municipalities regarding established fees for filming on municipal lands:

- Cambridge
  - Complex Film Projects Administration Fee - \$1,000
  - Basic Film Projects Administration Fee - \$500
  - Application Fee - \$50
- Centre Wellington
  - Film Location Permit Fee - \$543.44
  - Security Deposit - \$3,000 for 1-3 days and add \$1,000 for each additional day
- Guelph/Eramosa

- Film Permit - \$500
- Hamilton
  - Site supervisor – hourly rate - \$72.57
  - Additional monitoring – staff hourly rate - \$72.57
  - Filming rate per location per day - \$478.56
  - Use of part or all of parking lot per day - \$956.64
- Milton
  - Filming Permit Fee - \$325

### **Fee for the Use of Microphones**

It is recommended that consideration be given towards the establishment of a fee for microphone use at the Puslinch Community Centre. There has been repeated damage to microphones and ancillary equipment.

It is recommended that wireless microphones be signed out by renters at a nominal fee of \$25.00 (net of HST) with any damages to the microphones being deducted from the renter's damage deposit cheque, similar to the process for the rental of the Township's projection equipment.

### **Recreation Committee Recommendations**

The Recreation Committee received Report FIN-2018-028 – 2019 Proposed User Fees and Charges for information at its meeting held on September 18, 2018.

The Recreation Committee requested a comparison of fees collected for the hourly rate charged for Township baseball and soccer leagues compared to the previous resident and non-resident rate.

The Recreation Committee also requested a breakdown of the fees by age groups. The Township does not collect age demographics from renters.

### **FINANCIAL IMPLICATIONS**

The fees approved as part of the User Fees and Charges By-law will be incorporated in the 2019 Operating Budget.

### **APPLICABLE LEGISLATION AND REQUIREMENTS**

Section 391(1) of the Municipal Act  
 Section 7(1) of the Building Code Act  
 Section 69 of the Planning Act

### **ATTACHMENTS**

Schedule A: Proposed User Fees and Charges By-law



# THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

## BY-LAW NO XXX-2018

A by-law to permit the Municipality to impose fees or charges with respect to services or activities provided, related costs payable, and for the use of its property, and to repeal By-law 075-2017.

**WHEREAS** Section 391(1) of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, a municipality may pass By-laws imposing fees or charges for services or activities provided or done by or on behalf of it, for costs payable by it for services or activities provided or done by or on behalf of any other municipality or any local board, and for the use of its property including property under its control; and

**WHEREAS** Section 7(1) of the Building Code Act, 1992, S.O. 1992, c. 23, as amended, provides that a municipality may pass By-laws imposing fees and charges; and

**WHEREAS** Section 69 of the Planning Act, R.S.O. 1990, c.P.13, as amended provides that the 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** The Council of the Corporation of the Township of Puslinch deems it appropriate to update the Township's User Fees and Charges By-law.

**NOW THEREFORE** the Council of the Corporation of the Township of Puslinch enacts as follows:

1. For the purpose of this By-law:
  - a.) **"Cost(s)"** means any and all disbursements incurred by the municipality, and includes, but is not restricted to, any registration costs, title search costs, corporate search costs, survey costs, reference plan costs, advertising costs, outside counsel fees, paralegal fees, site inspection costs and any applicable taxes;
  - b.) **"Property Owner(s)"** include the registered owner(s) of property or any person, firm or corporation having control over or possession of the property or any portion thereof, including a property manager, mortgagee in possession, receiver and manager, trustee and trustee in bankruptcy;
  - c.) **"Township"** means the Corporation of the Township of Puslinch.
2. Any person requesting, applying or utilizing the services, applications or approvals listed in the attached schedules and forming part of this By-law shall pay the fees listed for that service, application or approval as set out in the attached schedules.
3. These fees, **costs**, and charges are applicable to residents and non-residents at the rates noted unless there is a specified exemption in the attached schedules.
4. No request by any person for a service, application or approval listed in the attached schedules shall be acknowledged or performed by the Township unless and until the person requesting the service, application or approval has paid the fees, **costs** or charges as set out in the attached schedules, unless noted otherwise.
5. A refund of 80 percent will be provided where 30 days' notice of cancellation is given for Puslinch Community Centre rentals.
6. All Township accounts and invoices are due and payable when rendered.
7. All unpaid fees, **costs** or charges imposed by this By-law on a person constitute a debt of the person to the **Township**.

8. The Treasurer shall add the fees, **costs** and charges imposed pursuant to this By-law to the tax roll for any property in the Township for which all of the **property owners** are responsible for paying the fees, **costs** and charges under this By-law and collect them in the same manner as municipal taxes in accordance with Section 398 of the Municipal Act, 2001, S.O. 2001, c. 25 as amended.
9. If peer or legal review **costs** are incurred by the Township in the processing of an application or approval by the Township, the applicant is required to pay these **costs** to the Township.
10. The Township is not obligated to further process an application or approval until all outstanding third party **costs**, fees and other disbursements have been paid by the applicant.
11. The fees, **costs** and charges listed in the schedules to this By-law shall, where applicable, be subject to any applicable provincial and federal taxes.
12. Any fee, **cost** or charge:
  - a. authorized by a by-law that comes into effect on the same or a later date than this By-law; or
  - b. included in a valid agreement entered into by the Township and one or more other parties,
 shall be the approved and imposed fee, **cost** or charge for the service, activity or use of property specified.
13. The payment of any fee, **cost** or charge in this By-law shall be in Canadian currency.
14. The following Schedules form part of this By-law:

Schedule	Department
A	Administration
B	Finance
C	Corporate
D	Public Works
E	Fire and Rescue Services
F	Building
G	Planning and Development
H	By-law
I	Parks
J	Optimist Recreation Centre
K	Puslinch Community Centre

15. The fees, **costs** and charges, as outlined in the schedules attached hereto and forming part of this By-law, shall be implemented and take effect on January 1, 2019.

**Payment Terms – Parks, Optimist Recreation Centre, Puslinch Community Centre**

16. One-Time Rentals - Payment is required within seven days of contract creation.
17. Recurring Rentals Throughout the Year - Payment is required on a quarterly basis. The first payment is required within seven days of contract creation. Future payments are required quarterly.
18. Recurring Seasonal Bookings - Payment is required in two instalments. The first payment is required within seven days of contract creation. The second payment is required halfway through the season.

**Exemptions, Fee Waivers, Fee Reductions**

19. Government organizations are exempt from the agreement fees imposed by this By-law.

20. The Optimist Club of Puslinch is exempt from the photocopy fees imposed by this By-law for Township Clean-up and Remembrance Day.
21. The following events are exempt from the rental fees imposed by this By-law:
- a. Fall Fair
  - b. Santa Clause Parade
  - c. Canada Day
  - d. Family Day
  - e. Remembrance Day
22. The Winter Classic Tournament held during the Family Day Long Weekend is exempt from the payment of rental fees with the exception of part-time staffing **costs** including bartenders.
23. The following requests are not eligible for a fee reduction or waiver:
- a. Religious services
  - b. Licences, development charges, building permits, inspections, insurance
24. Eligible organizations can obtain one complimentary two-hour room rental for one meeting during non-prime times in the Meeting Room.
25. Usage of Township property must comply with the Township's requirements including necessary insurance, permits and approvals within the required timelines.
26. Reduced rates are not offered during prime-time for facilities or parks that have a prime-time and non-prime time rate.
27. A 75% reduced rate shall apply to organizations that meet the eligibility criteria.
28. A 90% reduced rate shall apply to Seniors' Events or Programs.
29. A 90% reduced rate shall apply to Whistle Stop Co-operative Pre-school and Guelph Community Health Centre (Playgroup).

#### **Reduced Rate Eligibility Criteria**

30. Organizations applying for a reduced rate must meet the following eligibility criteria:
- a. Be in existence for at least one year; and
  - b. have its principal address in the Township; and
  - c. be a not-for-profit organization or an unincorporated community group; and
  - d. offer services that benefit the Township and its residents; and
  - e. be in good financial standing with the Township and not in litigation with the Township; and
  - f. be in compliance with any other Township by-laws and policies.

For the purposes of this By-law, Puslinch Minor Sports Organizations, Puslinch Religious Organizations, Guelph Community Health Centre (The Playgroup), YMCA/YWCA of Guelph, and the Aberfoyle Agricultural Society are deemed to meet the eligibility criteria.

31. For the purposes of this By-law, services that benefit the Township and its residents include:
- a. Charitable community services
  - b. Artistic endeavours, including literature, dance, music, theatre, painting, sculpture, movies, photography and live performances
  - c. Specific cultural and heritage activities
  - d. Programs that improve the health and well-being of the community

- e. Programs that encourage participation in organized athletic activities
- f. Services or events directed for youth and older adults
- g. Public safety enhancement services

32. The following organizations are not eligible for a reduced rate:

- a. Adult sports organizations ie. Old Timers, Puslinch Kodiak's, Morriston Men's League, The Aberfoyle Dukes.
- b. County, Provincial and Federal organizations.
- c. Groups or organizations affiliated with any political party or event.
- d. Individuals, commercial organizations, and coalitions such as ratepayer associations.
- e. Hospitals, hospital foundations and hospital auxiliary groups or agencies.
- f. Educational institutions including universities, colleges, schools and associated auxiliary groups.

33. The following information will be required to review an organization's eligibility:

- a. A copy of the letters patent or articles of incorporation, if applicable.
- b. A copy of its Notification of Charitable Registration letter from the Canada Revenue Agency with any supporting documentation indicating the organization's status and terms of registration, if applicable.
- c. A copy of mandate, constitution and by-laws, as applicable.

34. Should any part of this By-law including any part of the schedules, be determined by a Court of competent jurisdiction to be invalid or of no force and effect, such invalid part of the By-law shall be severable and that the remainder of this By-law including the remainder of the Schedules, as applicable, shall continue to operate and to be in force and effect.

35. This By-law shall be known as the "User Fees and Charges By-law".

36. That By-law No. 075/17 is hereby repealed, effective January 1, 2019.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 7<sup>th</sup> DAY OF NOVEMBER 2018.**

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Dennis Lever, Mayor

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Karen Landry, CAO/Clerk

SCHEDULE A: ADMINISTRATION REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES  
EFFECTIVE 2019

TYPE OF REVENUE/USER	Unit/Descr	2018 RATE (NO TAX)	2019 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
Agreements - Major - Not Registered	Flat Fee	\$500.00	\$500.00	\$0.00	\$500.00	0%	E	For recovery of the costs of facilitating and preparing agreements, ie. a lease agreement on Township lands.
Agreements - Minor - Not Registered	Flat Fee	\$250.00	\$250.00	\$0.00	\$250.00	0%	E	For recovery of the costs of facilitating and preparing agreements, ie. miscellaneous agreements.
Agreements - Registered	Flat Fee	\$765.00	\$765.00	\$0.00	\$765.00	0%	E	For recovery of the costs of facilitating and preparing agreements, ie. an encroachment agreement or a conditional building permit.
Freedom of Information	Charged at the rate permitted per the legislation.						E	Regulated by Statute - See Report FIN-2017-024.
Signature of Commissioner	Per Document	\$10.00	\$20.00	\$2.60	\$22.60	100%	T	

**SCHEDULE B: FINANCE REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES  
EFFECTIVE 2019**

TYPE OF REVENUE/USER	Unit/Descr	2018 RATE (NO TAX)	2019 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
NSF Cheque	Per NSF	\$40.00	\$40.00	\$0.00	\$40.00	0%	E	
Tax Certificate	Per Certificate	\$60.00	\$60.00	\$0.00	\$60.00	0%	E	
Tax Sale Charges	Actual costs incurred		Actual costs incurred			0%	T	Cost recovery of fees and disbursements as charged by consultants and solicitors.
Tender Fees	Per Package	\$40.00	\$40.00	\$0.00	\$40.00	0%	E	Tender fees applicable for projects administered by the Township's engineering consultant.
Service Fee - Debit Card Transactions - Online	Total Transaction Amount	0.75 Percent	0.75 Percent			0%	E	In accordance with Visa and Mastercard merchant rules.
Service Fee - Credit Card Transactions - Online	Total Transaction Amount	1.75 Percent	1.75 Percent			0%	E	In accordance with Visa and Mastercard merchant rules.
Tile Drainage Loan Application and Inspection Fee	Flat Fee	\$0.00	\$200.00	\$0.00	\$200.00	100%	E	See Report FIN-2018-028

SCHEDULE C: CORPORATE REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES  
EFFECTIVE 2019

TYPE OF REVENUE/USER	Unit/Descr	2018 RATE (NO TAX)	2019 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
Canadian Flag	Per Flag	\$22.12	\$22.12	\$2.88	\$25.00	0%	T	
Photocopy	Per Page	\$0.25	\$0.25	\$0.03	\$0.28	0%	T	Photocopy fees are exempt for Township Clean-up and Remembrance Day in accordance with Council Resolution No. 2017-363.
Township Flag	Per Flag	\$44.25	\$44.25	\$5.75	\$50.00	0%	T	

SCHEDULE D: PUBLIC WORKS REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES  
EFFECTIVE 2019

TYPE OF REVENUE/USER	Unit/Descr	2018 RATE (NO TAX)	2019 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
Entrance Permit	Flat Fee	\$230.00	\$235.00	\$0.00	\$235.00	2%	E	
Oversize-Overweight Load Permits	Per Trip	\$100.00	\$100.00	\$0.00	\$100.00	0%	E	
Third Party Cost Recovery	Actual costs incurred + \$100.00 administration fee						T	Material, equipment, labour/benefits, and administration costs.



**SCHEDULE E: FIRE AND RESCUE SERVICES REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES**  
**EFFECTIVE 2019**

TYPE OF REVENUE/USER	Unit/Descr	2018 RATE (NO TAX)	2019 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
<b>Boarding or Barricading Plus Materials</b>	Per Hour Per Truck	\$450.00	<b>\$465.42</b>	\$0.00	\$465.42	3%	E	Fee is in accordance with the Standard MTO Rate.
<b>Burning Permit Violations or Unauthorized Open Air Burning</b>	Per Hour Per Truck	\$450.00	<b>\$465.42</b>	\$0.00	\$465.42	3%	E	Emergency responses to illegal burning or burning without a permit. Fee is in accordance with the Standard MTO Rate.
<b>Daycare &amp; Homeday Care Inspections</b>	Per Inspection	\$100.00	<b>\$100.00</b>	\$13.00	\$113.00	0%	T	As mandated in the Fire Code.
<b>Emergency Responses to Motor Vehicle Occurrence/Incident/Collision</b>	Per Hour Per Truck	\$450.00	<b>\$465.42</b>	\$0.00	\$465.42	3%	E	Township residents are exempt from payment of fee for emergency responses where emergency occurs on a Township of Puslinch or County of Wellington Road. Fee is in accordance with the Standard MTO Rate.
<b>Fire Alarm False Alarm Calls</b>	Per Hour Per Truck	\$450.00	<b>\$465.42</b>	\$0.00	\$465.42	3%	E	A false alarm call after the second false alarm in any calendar year. Fee is in accordance with the Standard MTO Rate.
<b>Fire Extinguisher Training</b>	Per Person	\$15.00	<b>\$15.00</b>	\$1.95	\$16.95	0%	T	
<b>Fire Safety Plan Review</b>	Per Plan	\$120.00	<b>\$120.00</b>	\$15.60	\$135.60	0%	T	
<b>Industrial/Commercial/Institutional/Assembly/Apartment</b>	Base Inspection	\$100.00	<b>\$100.00</b>	\$13.00	\$113.00	0%	T	Any inspections completed by the fire department that are new, complaint driven, requested or mandated.
<b>Industrial/Commercial/Institutional/Assembly/Apartment</b>	Plus each tenant/occupant/apartment unit	\$25.00	<b>\$25.00</b>	\$3.25	\$28.25	0%	T	Any inspections completed by the fire department that are new, complaint driven, requested or mandated.
<b>Information or Fire Reports</b>	Per Report	\$75.00	<b>\$75.00</b>	\$0.00	\$75.00	0%	E	Requested for emergency incidents.
<b>Key Boxes</b>	Per Box	\$100.00	<b>\$100.00</b>	\$13.00	\$113.00	0%	T	For rapid entry for firefighters.
<b>Occupancy Load</b>	Flat Fee	\$100.00	<b>\$100.00</b>	\$0.00	\$100.00	0%	E	
<b>Open Air Burning Permit Inspection Fee</b>	Per Inspection	\$40.00	<b>\$40.00</b>	\$5.20	\$45.20	0%	T	As a result of a request to modify the terms and conditions of the Open Air Burning Permit.
<b>Open Air Burning Permit</b>	Per Permit	\$20.00	<b>\$20.00</b>	\$0.00	\$20.00	0%	E	Permit must be renewed annually.
<b>Post Fire Watch</b>	Per Hour per Truck	\$450.00	<b>\$465.42</b>	\$0.00	\$465.42	3%	E	Fee is in accordance with the Standard MTO Rate.
<b>Replacement of Equipment and Resources Used</b>	Actual costs incurred	Actual costs incurred	<b>Actual costs incurred</b>			0%	T	Materials used in emergency responses.

SCHEDULE E: FIRE AND RESCUE SERVICES REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES  
EFFECTIVE 2019

TYPE OF REVENUE/USER	Unit/Descr	2018 RATE (NO TAX)	2019 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
Sale of Fireworks Permit	Per Permit	\$100.00	\$100.00	\$0.00	\$100.00	0%	E	
Setting Off or Discharge of High Hazard Fireworks Permit	Per Permit	\$100.00	\$100.00	\$0.00	\$100.00	0%	E	
Water Tank Locks	Per Lock	\$17.80	\$17.80	\$2.31	\$20.11	0%	T	For locking water tank lids closed.
Smoke Alarm	No fee at this time							
Special Events	No fee at this time							Requests for Attendance.
Authorized Requester Agreement - Search Fee	No fee at this time							Standard information product per record search fee - See Report FIN-2017-024.

**SCHEDULE F: BUILDING REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES  
EFFECTIVE 2019**

TYPE OF REVENUE/USER	Unit/Descr	2018 RATE (NO TAX)	2019 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
Minimum Permit Fee	Flat Fee	\$156.00	<b>\$156.00</b>	\$0.00	\$156.00	0%	E	For all work unless otherwise noted
<b><u>NEW BUILDING, ADDITIONS, MEZZANINES</u></b>								
<b><u>Group A &amp; B: Assembly &amp; Care and Detention Buildings</u></b>								
Shell	Per Sq. Foot	\$2.40	<b>\$2.40</b>	\$0.00	\$2.40	0%	E	See Report FIN-2017-024
Finished	Per Sq. Foot	\$2.71	<b>\$2.71</b>	\$0.00	\$2.71	0%	E	See Report FIN-2017-024
<b><u>Group C: Residential Buildings</u></b>								
Houses, Townhouses, and Apartments	Per Sq. Foot	\$1.92	<b>\$1.92</b>	\$0.00	\$1.92	0%	E	
Manufactured Home	Per Sq. Foot	\$1.46	<b>\$1.46</b>	\$0.00	\$1.46	0%	E	
Garage/carport	Per Sq. Foot	See below	<b>\$0.78</b>	\$0.00	\$0.78	100%	E	See Report FIN-2018-028
Shed, deck, porch, dock, boathouse	Flat Fee	\$156.00	<b>\$156.00</b>	\$0.00	\$156.00	0%	E	
<b><u>Group D &amp; E: Business and Personal Service and Mercantile Buildings</u></b>								
Shell	Per Sq. Foot	\$1.85	<b>\$1.85</b>	\$0.00	\$1.85	0%	E	See Report FIN-2017-024
Finished	Per Sq. Foot	\$2.15	<b>\$2.15</b>	\$0.00	\$2.15	0%	E	See Report FIN-2017-024
<b><u>Group F: Industrial Buildings</u></b>								
Shell	Per Sq. Foot	\$0.75	<b>\$0.75</b>	\$0.00	\$0.75	0%	E	See Report FIN-2017-024
Finished	Per Sq. Foot	\$0.95	<b>\$0.95</b>	\$0.00	\$0.95	0%	E	See Report FIN-2017-024
<b><u>Farm Buildings</u></b>								
New Building	Per Sq. Foot	\$0.30	<b>\$0.30</b>	\$0.00	\$0.30	0%	E	See Report FIN-2017-024
<b><u>INTERIOR FINISHES AND ALTERATIONS - ALL CLASSIFICATIONS</u></b>								
Finishes to all areas	Per Sq. Foot	\$0.52	<b>\$0.52</b>	\$0.00	\$0.52	0%	E	
<b><u>SEWAGE SYSTEMS</u></b>								
New Installation	Flat Fee	\$624.00	<b>\$624.00</b>	\$0.00	\$624.00	0%	E	
Replacement or alteration	Flat Fee	\$468.00	<b>\$468.00</b>	\$0.00	\$468.00	0%	E	
<b><u>ALTERNATIVE SOLUTIONS</u></b>								
All buildings/systems within scope of Part 9	Flat Fee	\$500.00	<b>\$500.00</b>	\$0.00	\$500.00	0%	E	See Report FIN-2017-024
All buildings/systems within scope of Part 3	Flat Fee	\$1,000.00	<b>\$1,000.00</b>	\$0.00	\$1,000.00	0%	E	See Report FIN-2017-024
<b><u>SPECIAL CATEGORIES AND MISCELLANEOUS</u></b>								
Change of Use Permit (No Construction)	Flat Fee	\$200.00	<b>\$200.00</b>	\$0.00	\$200.00	0%	E	See Report FIN-2017-024
Construction prior to issuance of a permit	100% of permit fee	100% of permit fee	<b>100% of permit fee</b>			0%	E	Fee is in addition to all other required permit fees.
Conditional Permits	20% of permit fee	20% of permit fee	<b>20% of permit fee</b>			0%	E	Fee is in addition to all other required permit fees.
Demolition Permit	Flat Fee	\$156.00	<b>\$156.00</b>	\$0.00	\$156.00	0%	E	
Designated Structure Permit	Flat Fee	\$416.00	<b>\$416.00</b>	\$0.00	\$416.00	0%	E	Listed per Div.A, 1.3.1.1 Solar installation
Fireplace/Woodstove	Flat Fee	\$156.00	<b>\$156.00</b>	\$0.00	\$156.00	0%	E	

SCHEDULE F: BUILDING REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES  
EFFECTIVE 2019

TYPE OF REVENUE/USER	Unit/Descr	2018 RATE (NO TAX)	2019 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
Inspection of works not ready	Flat Fee	\$156.00	\$156.00	\$0.00	\$156.00	0%	E	Includes code violations and deficiencies.
Occupancy Permit	Flat Fee	\$156.00	\$156.00	\$0.00	\$156.00	0%	E	
Occupancy without an Occupancy Permit	Flat Fee	\$0.00	\$250.00	\$0.00	\$250.00	100%	E	This fee is imposed at the discretion of the Chief Building Official. This fee is not imposed as it relates to the current initiative of closing old open building permits as approved by Council in the 2018 Budget.
Portables	Flat Fee	\$200.00	\$200.00	\$0.00	\$200.00	0%	E	
Reproduction of Drawings	Flat Fee	\$50.00	\$50.00	\$6.50	\$56.50	0%	T	Current rate covers costs for the reproduction of black and white drawings.
Revision to Approved Plans	Flat Fee	\$312.00	\$312.00	\$0.00	\$312.00	0%	E	Before or after a permit is issued - significant changes to approved plans requiring further review. Minor revisions which result in no fee include eliminating a closet, finishing a three-piece bathroom, cosmetic changes, layout changes, removing non-load bearing walls, etc.
Sign Permits	Flat Fee	\$260.00	\$260.00	\$0.00	\$260.00	0%	E	With building permit
Storefront replacement	Flat Fee	\$200.00	\$200.00	\$0.00	\$200.00	0%	E	
Tents	Flat Fee	\$260.00	\$260.00	\$0.00	\$260.00	0%	E	Tents and air-supported structures shall be in conformance with the Building Code and Section 2.9 of the Fire Code.
Transfer of Permit	Flat Fee	\$156.00	\$156.00	\$0.00	\$156.00	0%	E	

INTERPRETATION

The following requirements are to be applied in the calculation of permit fees:

- Floor area of the proposed work is to be measured to the outer face of exterior walls and to the centre line of party walls or demising walls.
- Unfinished loft space, habitable attics, mezzanines and interior balconies are to be included in all floor area calculations.
- Unfinished basement space and attached residential garages are not included in floor area calculations.
- The occupancy categories in this Schedule correspond with the major occupancy classifications in the Ontario Building Code. For multiple occupancy floor areas, the permit fees for each of the applicable occupancy categories may be used.
- In the case of interior alterations or renovations, area of proposed work is the actual space receiving the work, e.g. tenant suite.
- Additional permit fees are not required for an attached deck to a residential dwelling, when the deck is shown on the approved residential building plans.
- For classes of permits not described in this Schedule, a reasonable permit fee shall be determined by the Chief Building Official.

SCHEDULE G: PLANNING AND DEVELOPMENT REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES  
EFFECTIVE 2019

TYPE OF REVENUE/USER	Unit/Descr	2018 RATE (NO TAX)	2019 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
Agreements - Minor - Not Registered	Flat Fee	\$250.00	\$250.00	\$0.00	\$250.00	0%	E	For recovery of the costs of facilitating and preparing agreements, ie. permission to have a second dwelling while another is being built.
Agreements - Registered	Flat Fee	\$765.00	\$765.00	\$0.00	\$765.00	0%	E	For recovery of the costs of facilitating and preparing agreements, ie. garden suite agreements, maintenance and operations agreement, an amendment to a site plan or subdivision or condominium agreement. Excludes new site plan, subdivision or condominium agreements.
Compliance Letter	Flat Fee	\$75.00	\$75.00	\$0.00	\$75.00	0%	E	Fee charged is consistent for all Township departments.
Consent Review and Condition Clearance *	Flat Fee	\$131.00	\$134.00	\$0.00	\$134.00	2%	E	
Lifting of Holding Designation (Zoning)	Flat Fee	\$573.00	\$586.00	\$0.00	\$586.00	2%	E	
Minor Variance	Flat Fee	\$690.00	\$706.00	\$0.00	\$706.00	2%	E	
Part Lot Control Exemption By-law	Flat Fee	\$573.00	\$585.00	\$0.00	\$585.00	2%	E	
Plan of Subdivision or Condominium Agreement or Pre-Servicing Agreement *	Administration fee	\$765.00	\$765.00	\$0.00	\$765.00	0%	E	For recovery of the costs of facilitating and preparing agreements.
Site Plan Application and Agreement - Minor	Flat Fee	\$10,850.00	\$10,850.00	\$0.00	\$10,850.00	0%	E	Note 1
Site Plan Application and Agreement - Standard	Flat Fee	\$20,600.00	\$20,600.00	\$0.00	\$20,600.00	0%	E	Note 2
Telecommunication Tower Proposals	Flat Fee	\$521.00	\$532.00	\$0.00	\$532.00	2%	E	
Zoning By-law - Copy	Flat Fee	\$40.00	\$40.00	\$5.20	\$45.20	0%	T	
Zoning By-Law Amendment - Aggregate *	Administration fee	\$15,000.00	\$15,000.00	\$0.00	\$15,000.00	0%	E	
Zoning By-Law Amendment - Minor	Flat Fee	\$5,000.00	\$5,000.00	\$0.00	\$5,000.00	0%	E	Note 3
Zoning By-Law Amendment - Standard	Flat Fee	\$11,200.00	\$11,200.00	\$0.00	\$11,200.00	0%	E	Note 4

INTERPRETATION

\* the fees denoted with an asterisk are also subject to the Township's disbursements and third party consultant fees incurred for the processing of the application.

Note 1: Minor Site Plan

A Minor Site Plan may include, but is not limited, to the following:

- Site works associated with the change of use of an existing building;

**SCHEDULE G: PLANNING AND DEVELOPMENT REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES  
EFFECTIVE 2019**

- Parking lot modifications, outdoor patios, landscape works and the placement of accessory buildings and structures;
- Minor revisions or building additions to existing commercial, industrial or residential developments

Township staff have the discretion to determine whether a site plan application is classified as minor.

**Note 2: Standard Site Plan**

A Standard Site Plan may include, but is not limited, to the following:

- Requirement of technical studies (ie. storm water management, geotechnical, hydrological, environmental impact assessment, etc.)
- Relates to a new development or major additions/alterations to an existing development or site design

**Note 3: Minor Zoning By-law Amendment**

A Minor Zoning By-law Amendment may include, but is not limited, to the following:

- The change in use is compatible with the current zoning designation and does not require the submission of any technical studies;
- Adding a low impact use to an existing zone;
- Temporary use;
- Low impact zone changes involving single or semi-detached dwellings;
- No change in zoning category

Township staff have the discretion to determine whether a zoning by-law amendment application is classified as minor.

**Note 4: Standard Zoning By-law Amendment**

A Standard Zoning By-law Amendment may include, but is not limited, to the following:

- Change in zoning category;
- Larger commercial/industrial/residential applications;
- A major change of use to an existing building or structure;
- Requirement of technical studies (ie. storm water management, geotechnical, hydrological, environmental impact assessment, etc.)

[illegible]

\* the fees denoted with an asterisk are also subject to the Township's disbursements and third party consultant fees incurred for the processing of the application.

**SCHEDULE I: PARKS REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES  
EFFECTIVE 2019**

TYPE OF REVENUE/USER	Unit/Descr	2018 RATE (NO TAX)	2019 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
<b>Ball Diamonds - No Lights</b>	Per Hour	\$20.40	<b>\$20.85</b>	\$2.71	\$23.56	2%	T	
<b>75% Reduced Rate - Ball Diamonds - No Lights</b>	Per Hour	\$5.10	<b>\$5.20</b>	\$0.68	\$5.88	2%	T	
<b>Ball Diamonds - Lights</b>	Per Hour	\$30.60	<b>\$31.25</b>	\$4.06	\$35.32	2%	T	after 8:30 p.m.
<b>75% Reduced Rate - Ball Diamonds - Lights</b>	Per Hour	\$7.65	<b>\$7.80</b>	\$1.01	\$8.82	2%	T	after 8:30 p.m.
<b>All Ball Diamonds</b>	Per Day	\$153.00	<b>\$156.35</b>	\$20.32	\$176.67	2%	T	
<b>75% Reduced Rate - All Ball Diamonds</b>	Per Day	\$38.25	<b>\$39.10</b>	\$5.08	\$44.18	2%	T	
<b>Ball Diamonds - Dragging</b>	Per Occurrence	\$40.00	<b>\$40.00</b>	\$5.20	\$45.20	0%	T	Upon request and approval - June 15, 2016 Special Council Meeting.
<b>Soccer Field</b>	Per Hour	\$26.00	<b>\$26.55</b>	\$3.45	\$30.00	2%	T	Development of a fee - Report FIN-2017-012
<b>75% Reduced Rate - Soccer Field</b>	Per Hour	\$6.50	<b>\$6.65</b>	\$0.86	\$7.51	2%		
<b>Soccer Field</b>	Per Day	\$264.00	<b>\$269.80</b>	\$35.07	\$304.87	2%	T	Development of a fee - Report FIN-2017-012
<b>75% Reduced Rate - Soccer Field</b>	Per Day	\$66.00	<b>\$67.45</b>	\$8.77	\$76.22	2%		
<b>Ball Diamond Advertising</b>	Per Season	\$175.00	<b>\$175.00</b>	\$22.75	\$197.75	0%	T	Available from May to October
<b>75% Reduced Rate - Ball Diamond Advertising</b>	Per Season	\$43.75	<b>\$43.75</b>	\$5.69	\$49.44	0%	T	
<b>Horse Paddock</b>	Per Day	\$200.00	<b>\$200.00</b>	\$26.00	\$226.00	0%	T	Rental restricted to horse paddock and tractor pull area.
<b>75% Reduced Rate - Horse Paddock</b>	Per Day	\$50.00	<b>\$50.00</b>	\$6.50	\$56.50	0%	T	
<b>Picnic Shelter</b>	Per Hour	\$20.00	<b>\$20.00</b>	\$2.60	\$22.60	0%	T	
<b>Picnic Shelter</b>	Per Day	\$80.00	<b>\$80.00</b>	\$10.40	\$90.40	0%	T	
<b>Sports Facility User Fees - Tennis</b>	Per Resident	\$10.00	<b>\$10.00</b>	\$0.00	\$10.00	0%	E	Staff to bring forward a use/cost sharing agreement with the Puslinch Tennis Club in 2019.
<b>Sports Facility User Fees - Tennis</b>	Per Non-Resident	\$25.00	<b>\$25.00</b>	\$0.00	\$25.00	0%	E	Staff to bring forward a use/cost sharing agreement with the Puslinch Tennis Club in 2019.
<b>Fireworks Security Deposit</b>	Per Display	\$500.00	<b>\$500.00</b>	\$0.00	\$500.00	0%	E	Clean up of Township lands after fireworks display.
<b>Baseball Equipment and Lights Security Deposit</b>	Per Season	\$50.00	<b>\$50.00</b>	\$0.00	\$50.00	0%	E	Lights key provided to ball diamond rentals with light use. Equipment key provided to leagues with a minimum of an eight week rental commitment.
<b>Picnic Shelter Washroom Key Security Deposit</b>	Per Rental	\$50.00	<b>\$50.00</b>	\$0.00	\$50.00	0%	E	
<b>Horse Paddock Security Deposit</b>	Per Rental	\$300.00	<b>\$300.00</b>	\$0.00	\$300.00	0%	E	
<b>Note 1:</b> Booking availability of Township fields are dependent on field conditions.								



**SCHEDULE J: OPTIMIST RECREATION CENTRE REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES  
EFFECTIVE 2019**

TYPE OF REVENUE/USER	Unit/Descr	2018 RATE (NO TAX)	2019 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
Arena Floor	Per Hour	\$66.00	<b>\$67.45</b>	\$8.77	\$76.22	2%	T	Includes use of change rooms
75% Reduced Rate - Arena Floor	Per Hour	\$16.50	<b>\$16.85</b>	\$2.19	\$19.04	2%	T	
Ice - Non - Prime	Per Hour	\$55.00	<b>\$56.20</b>	\$7.31	\$63.51	2%	T	
75% Reduced Rate - Ice - Non-Prime	Per Hour	\$13.75	<b>\$14.05</b>	\$1.83	\$15.88	2%	T	
Ice - Prime	Per Hour	\$158.00	<b>\$161.50</b>	\$20.99	\$182.49	2%	T	
Gymnasium	Per Hour	\$30.00	<b>\$30.65</b>	\$3.98	\$34.63	2%	T	
75% Reduced Rate - Gymnasium	Per Hour	\$7.50	<b>\$7.65</b>	\$0.99	\$8.65	2%	T	
90% Reduced Rate - Gymnasium	Per Hour	\$3.00	<b>\$3.05</b>	\$0.40	\$3.44	2%	T	Applicable for Seniors' Events/Programs, Whistle Stop Co-operative Pre-school and Guelph Community Health Centre (Playgroup).
Rink Board Advertising	Per Year	\$350.00	<b>\$350.00</b>	\$45.50	\$395.50	0%	T	
75% Reduced Rate - Rink Board Advertising	Per Year	\$87.50	<b>\$87.50</b>	\$11.38	\$98.88	0%	T	

- Note 1:**
- Ice - Non-Prime: Weekdays from 9:00 am to 5:00 pm
  - Ice - Prime: Weekdays from 5:00 pm to 10:00 pm, Saturdays, Sundays

**SCHEDULE K: PUSLINCH COMMUNITY CENTRE REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES  
EFFECTIVE 2019**

TYPE OF REVENUE/USER	Unit/Descr	2018 RATE (NO TAX)	2019 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
<b>Meeting Room</b>	Per Hour	\$25.50	<b>\$26.05</b>	\$3.39	\$29.44	2%	T	
<b>75% Reduced Rate - Meeting Room</b>	Per Hour	\$6.38	<b>\$6.50</b>	\$0.85	\$7.35	2%	T	
<b>90% Reduced Rate - Meeting Room</b>	Per Hour	\$2.55	<b>\$2.60</b>	\$0.34	\$2.93	2%	T	Applicable for Seniors' Events/Programs, Whistle Stop Co-operative Pre-school and Guelph Community Health Centre (Playgroup).
<b>Hall - Non-Prime</b>	Per Hour	\$54.75	<b>\$55.95</b>	\$7.27	\$63.23	2%	T	Minimum of a 3 hour booking required.
<b>75% Reduced Rate - Hall - Non-Prime</b>	Per Hour	\$13.69	<b>\$14.00</b>	\$1.82	\$15.82	2%	T	Minimum of a 3 hour booking required.
<b>90% Reduced Rate - Hall - Non-Prime</b>	Per Hour	\$5.48	<b>\$5.60</b>	\$0.73	\$6.32	2%	T	Minimum of a 3 hour booking required. Applicable for Seniors' Events/Programs, Whistle Stop Co-operative Pre-school and Guelph Community Health Centre (Playgroup).
<b>Hall - Non-Prime</b>	Full Day Rental	\$372.00	<b>\$380.20</b>	\$49.43	\$429.63	2%	T	
<b>75% Reduced Rate - Hall - Non-Prime</b>	Full Day Rental	\$93.00	<b>\$95.05</b>	\$12.36	\$107.41	2%	T	
<b>90% Reduced Rate - Hall - Non-Prime</b>	Full Day Rental	\$37.20	<b>\$38.00</b>	\$4.94	\$42.94	2%	T	Applicable for Seniors' Events/Programs, Whistle Stop Co-operative Pre-school and Guelph Community Health Centre (Playgroup).
<b>Hall - Prime</b>	Full Day Rental	\$488.00	<b>\$498.75</b>	\$64.84	\$563.58	2%	T	
<b>Hall - Commercial Rentals</b>	Full Day Rental	\$765.00	<b>\$781.85</b>	\$101.64	\$883.49	2%	T	Example - Auctions
<b>Hall - Set-up Fee</b>	Per Hour	\$54.75	<b>\$55.95</b>	\$7.27	\$63.23	2%	T	Set-up is after 5:00 p.m. on Friday only and must include a Saturday rental. This service is only available if the hall is not booked 7 days prior to the event date.
<b>Use of Kitchen Facilities - Non Prime</b>	Per Hour	\$26.75	<b>\$27.35</b>	\$3.56	\$30.90	2%	T	Minimum of a 3 hour booking required.
<b>Licenced Events Using Patio</b>	Flat Rate	\$56.00	<b>\$57.25</b>	\$7.44	\$64.69	2%	T	Patio Fencing
<b>Microphone</b>	Flat Rate	\$0.00	<b>\$25.00</b>	\$3.25	\$28.25	100%	T	See Report FIN-2018-030
<b>Projector</b>	Flat Rate	\$25.00	<b>\$25.00</b>	\$3.25	\$28.25	0%	T	See Report FIN-2016-029
<b>Facility Rental Security Deposit</b>	Per Booking	\$365.00	<b>\$365.00</b>	\$0.00	\$365.00	0%	E	Deposit is fully refundable after function if there are no damages and key is returned.
<b>Bartenders</b>	Per Bartender	\$127.20	<b>\$130.00</b>	\$16.90	\$146.90	2%	T	Smart Serve Certified
<b>Electronic Sign Advertising</b>	Per Week	\$32.64	<b>\$33.35</b>	\$4.34	\$37.68	2%	T	No charge for Puslinch Community Centre rentals.
<b>75% Reduced Rate - Electronic Sign Advertising</b>	Per Week	\$8.16	<b>\$8.35</b>	\$1.09	\$9.43	2%	T	
<b>90% Reduced Rate - Electronic Sign Advertising</b>	Per Week	\$3.26	<b>\$3.33</b>	\$0.43	\$3.77	2%	T	Applicable for Seniors' Events/Programs, Whistle Stop Co-operative Pre-school and Guelph Community Health Centre (Playgroup).

**Note 1:** Hall rentals include the use of the kitchen facility (dishes, silverware, cooking utensils, dishwasher, coffee maker, etc. included)

**Note 2:**

- Hall - Non-Prime: Monday to Thursday and Sunday Rentals
- Hall - Prime: Friday and Saturday



## **REPORT REC-2019-002**

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TO: Mayor and Members of Council

FROM: Mike Fowler, Supervisor, Public Works and Parks  
Courtenay Hoytfox, Development and Legislative Coordinator

MEETING DATE: October 16, 2019

SUBJECT: Puslinch Community Centre – Audio System Update  
File No. A20 PUS

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### **RECOMMENDATIONS**

**THAT Staff Report REC-2019-002, regarding the Puslinch Community Centre – Audio System Update, be received.**

#### Purpose

The purpose of this report is for Council to consider the recommendations made by staff with respect to the audio equipment at the Puslinch Community Centre.

#### Background

The Township has traditionally provided microphones to renters when renting the large hall at the Puslinch Community Centre. New microphones were purchased in 2018 and a fee was implemented for the rental of equipment as repeated damage to the microphones and ancillary equipment was noted. The fee to rent a microphone from the Township is \$25.00 net of HST.

Some of the challenges for both staff and renters include the reliability of the audio system, ensuring the equipment is in working order for each rental, and accommodating requests for multiple microphones.

Staff recommends that the current system be utilized for renters when the microphone rental fee is paid. This is a service the Township has previously provided and should continue to provide. Renters must come into the Township office on the day of their rental to pick up the

microphone during business hours. For Saturday and Sunday rentals, renters must come into the office during business hours on Friday and pick up their equipment from Customer Service staff. Microphones must then be returned to Customer Service staff the following business day during business hours.

To address the issue of damage to both the audio equipment and the hall, Facility staff have implemented a Facility Maintenance Checklist (Attachment A). The checklist is to be completed after each rental. If damage is noted, the applicable amount is deducted from the renter's damage deposit cheque.

Occasionally, there are renters that require additional equipment that the Township does not provide. For example, the use of multiple microphones. The current system only has the capacity for one wireless receiver and so only one wireless microphone can be used. For past Township events, staff has rented equipment when required. It is recommended that a list of vendors be supplied as part of the Rental Package for renters to arrange for their own rentals. Below is a list of vendors that can be included:

- Long and McQuade (Guelph, Cambridge, Waterloo)
- Angus Audio (Cambridge)
- Sherwood (Kitchener)

The cost ranges from \$100.00-\$150.00 depending on the vendor and equipment required.

### **Financial Implications**

2019 User Fees and Charges By-law includes the fee of \$25.00 net of HST for microphone use at the Puslinch Community Centre with any damages to microphones being deducted from the renter's damage deposit cheque, similar to the process for the rental of the Township's projection equipment.

### **ATTACHMENTS**

Attachment A – Facility Maintenance Checklist



## Facility Maintenance Checklist

Event Date: \_\_\_\_\_

Parking Lot and Exterior Entrance Areas	Damage		Description
	Yes	No	
1) Patio			
2) Garbage bins/mezzanine			
3) Parking lot			
4) Front entrance			
<b>Archie Mac Robbie Hall</b>	<b>Damage</b>		<b>Description</b>
	<b>Yes</b>	<b>No</b>	
1) Kitchen			
2) Main hall			
3) Stage			
4) Audio equipment			
<b>Alf Hales Room</b>	<b>Damage</b>		<b>Description</b>
	<b>Yes</b>	<b>No</b>	
1) Sink			
2) cupboards			
3) projector screen			
<b>Washrooms</b>	<b>Damage</b>		<b>Description</b>
	<b>Yes</b>	<b>No</b>	
1) Men's			
2) Women's			
3) Family			
<b>Coat Room</b>	<b>Damage</b>		<b>Description</b>
	<b>Yes</b>	<b>No</b>	







#### 4.4.3

Government > Committees and Boards > Recreation Committee

## Recreation Committee

### **The Responsibilities of the Recreation Committee include:**

- Act as an advisory committee to Council on issues that affect all recreation facilities, parks, playing fields, playgrounds, programs, and Puslinch Community Centre (including policy and fee schedules).
- Receive and review the operating and capital budget.
- Reviewing practices and policies identified by staff and Council and making recommendations to improve the delivery of services to the public.
- To encourage and assist, where necessary, programs of recreation to meet the needs and interests of the community.
- Review revenue and expense reports.

### [Recreation Committee Terms of Reference](#)

### **Membership**

- The Committee shall be composed of 1 Councillor and 4 members of the public.
- A member's term on the committee shall be concurrent with the Term of Council or until a successor is appointed.

### **Meeting Schedule**

Meetings are to be held quarterly on the 3<sup>rd</sup> Tuesday of each month at 7 p.m. or called by the Chair as required.

### **Reporting**

Council shall receive written reports or minutes from this Committee.

### **Recreation Committee Initiatives**

#### [\*\*Puslinch Community Newsletter:\*\*](#)

The Recreation Committee creates a monthly distribution Newsletter that is posted on the Township's website. The Newsletter gives approved organizations an opportunity to share important event details/news items with the public. For more information on the purpose and eligibility criteria, please refer to the Newsletter Policy below. In order to participate, organizations



must fill out and submit the Application Form to the Township. Read the latest [Community Newsletter](#) [here](#).

[Council Report and Newsletter Policy](#)  
[Newsletter Application Form](#)

## **Members:**

- Bruce Joy
- Daina Makinson
- Vince Klimkosz
- June Williams
- Councillor Jessica Goyda