



## **REPORT FIN-2019-027**

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TO: Mayor and Members of Council

FROM: Mary Hasan, Director of Finance/Treasurer

MEETING DATE: August 14, 2019

SUBJECT: 2020 Proposed User Fees and Charges  
File No. C01 FEE

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### **RECOMMENDATIONS**

**THAT Report FIN-2019-027 regarding the 2020 Proposed User Fees and Charges be received; and**

**That staff be given delegated authority to automatically adjust the User Fees and Charges By-law annually based on the Consumer Price Index inflation rate as outlined in the Ontario Budget; and**

**That Council directs staff to proceed with holding a Public Meeting on September 12, 2019 at 7:00 p.m. to obtain public input on the proposed User Fees and Charges By-law as outlined in Schedule A to Report FIN-2019-027; and**

**That staff report back to Council with the results of the public meeting.**

### **DISCUSSION**

#### **Purpose**

The purpose of this report is to provide Council with the proposed changes to the User Fees and Charges By-law and to obtain direction from Council to proceed with holding a public meeting to solicit input on the proposed User Fees and Charges.

Staff will publish notice in the Puslinch Pioneer, Wellington Advertiser and Township website to advise of the Public Meeting.

## **Background**

In addition to property tax revenues, municipalities may charge for goods and services, such as recreational rentals, development applications, building permits, etc. through authority which is set and approved by a By-law adopted by Council.

## **Changes to Fee Structure**

The proposed fees outlined in Schedule A to Report FIN-2019-027 have been established or amended to better reflect cost recovery for the services provided taking into consideration the following:

- Costs for providing the service;
- fees charged by comparator municipalities; and
- 2020 projected Consumer Price Index (CPI) inflation rate of 2.0%<sup>1</sup>

## **Future User Fees and Charges By-law and Public Meeting Process:**

It is recommended that staff be given delegated authority to automatically adjust the User Fees and Charges By-law annually based on the CPI inflation rate as outlined in the Ontario Budget. For any changes above CPI, it is recommended that Township staff report on these changes to Council.

Outlined below are the proposed changes to the fees by department (excluding those fees that have been automatically increased by the CPI inflation rate of 2.0%).

## **Corporate**

### *Canadian Flag and Township Flag*

It is recommended that the Township no longer sell Canadian flags and Township flags:

- The price from the Township's vendor for Canadian flags has increased to \$47.99 (net of HST and shipping costs). The previous user fee by-law incorporated a fee of \$22.12 (net of HST) for Canadian flags. Canadian flag sales are infrequent (on average there have been two sales annually over the last three years). It is recommended that Canadian flags no longer be sold.
- Township flags that are currently in stock are printed with the previous Township crest. Township flag sales are rare (last sale was made in 2011). It is recommended that Township flags no longer be sold.

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<sup>1</sup> <http://budget.ontario.ca/2019/brief.html#section-1>

Public Works*Entrance Permit*

Outlined below are the comparator municipality fees for entrance permits:

- Cambridge – Highway Occupancy Permit - \$85; New Culvert Installation Application Fee-Time & Materials + 20% + Highway Occupancy Permit Fee
- Centre Wellington – Entrance Permit – Inspection Fee - \$271.95; Road Occupancy and Access Permit - \$55.45
- Erin - Residential, Farm, Field, Bush lot - \$100; Commercial, Institutional, Recreational - \$300; Road Damage/Non-Completion Deposit - \$900
- Guelph/Eramosa – Residential Inspection Fee - \$150; Commercial/Industrial Inspection Fee - \$250; each additional or repeat inspection for failed first inspection - \$50; Residential Deposit - \$1,000; Commercial/Industrial Deposit - \$2,000
- Guelph - Culvert Inspection - \$400; Street Occupancy Permits - \$100
- Hamilton – Culvert Installation - Inspection Only – Priced per job at Cost; Culvert Installation – Priced per job at Cost
- Mapleton –Entrance Permit Inspection Fee - \$325; Deposit - \$1,000
- Milton – Entrance Culvert Installation Rates - \$811/metre; Entrance Permit – Non-Residential - \$794; Entrance Permit – Residential - \$414; Inspection Fee - \$199
- Minto - Inspection Fee - \$100; Permit Fee - \$50; Urban/Rural Damage Deposit - \$2,000; Hidden Driveway signs installed - \$240
- Wellington North - Inspection Fee - \$100; Damage Deposit for an entrance requiring a 9m culvert (up to and including 600mm) - \$1,600; Damage Deposit for an entrance that does not require a culvert - \$1,100; cost of hidden driveway sign installed - \$100

It is recommended that the Township incorporate the following categories for entrance permit fees for cost recovery purposes and based on the varying requirements for the various types of entrance permits:

- Entrance Permit - Commercial/Industrial - \$400
- Entrance Permit - Farm Field - \$200
- Entrance Permit – Residential - \$240

Fire and Rescue Services

*Standard Ministry of Transportation (MTO) Rate*

The Standard MTO rate has increased to \$477 effective November 1, 2018. It is recommended that the Fire & Rescue Services fees in Schedule B to this Report which are based on a per hour per truck rate be increased from \$465.42 per hour per truck to \$477 per hour per truck.

*Smoke Alarms*

It is recommended that a fee be established in the amount of \$7.30 (net of HST) in order to recover the costs associated with the purchase of smoke alarms for properties that are not in compliance with the Fire Protection and Prevention Act, 1997 after a Township inspection. Outlined below are the comparator municipality fees for smoke alarms:

- Cambridge - \$7.50
- Milton - \$8.85

*Carbon Monoxide Alarms*

It is recommended that a fee be established in the amount of \$19.75 (net of HST) in order to recover the costs associated with the purchase of carbon monoxide alarms for properties that are not in compliance with the Fire Protection and Prevention Act, 1997 after a Township inspection. Outlined below are the comparator municipality fees for carbon monoxide alarms:

- Cambridge - \$ 22.52
- Milton - \$44.25

Building

The Building Code Act requires that the total amount of building permit fees meets the total costs for the municipality to administer and enforce the Building Code Act and Regulations. Building permit fees were established to fully recover the Township’s cost of providing building permit services, including an allocation of administrative overhead/indirect costs. Any surplus revenue from building permit fees is transferred to a restricted reserve, to be drawn upon in years of declining building activity.

The Township’s Building Surplus reserve balance from 2015 to 2018 is outlined below:

|                             | 2015      | 2016      | 2017      | 2018      |
|-----------------------------|-----------|-----------|-----------|-----------|
| Building Restricted Reserve | \$499,099 | \$573,096 | \$793,502 | \$727,299 |

In 2018, Building expenses were higher than revenues (including overhead allocation), therefore, funds from the Building Surplus reserve were utilized to fund this deficit. Based on the above, it is recommended that the fees in the Building department appendices be increased by the CPI inflation rate of 2.0% for cost recovery purposes.

#### *Shed and Boathouse Permit Fee*

Sheds and boathouses were previously a flat fee of \$156. It is recommended that the permit fee for sheds and boathouses be calculated in the same manner as garages/carports at a fee of \$0.79 per square foot based on its size similar to other fees in the Building department.

#### Planning and Development

##### *Refund Schedule*

It is recommended that a refund schedule be incorporated in the planning and development department similar to the refund schedule noted in the Township's Building By-law No. 057-2018 as outlined below:

*In the case of a withdrawal or abandonment of an application, staff shall determine the amount of paid fees that may be refunded to the applicant, if any, in accordance with the following:*

- a.) 80 percent (80%) if administrative functions have only been performed;*
- b.) 70 percent (70%) if administrative and zoning functions have only been performed;*
- c.) 45 percent (45%) if administrative, zoning, and a completed application has been circulated with comments;*
- d.) 35 percent (35%) if application has been sent for second submission and comments have been received;*
- e.) no refund shall be made if the application has been approved by Committee and/or Council*

##### *Pre-Consultation Fee*

Many municipalities require a mandatory pre-consultation meeting with proposed applicants and/or their authorized representatives prior to the submission of a planning application. The pre-consultation meeting ensures that both the proposed applicant and the municipality have a clear understanding of the purpose of the proposed application and, where required, the appropriate studies, information, and materials required to support the application. Pre-consultation also provides an opportunity for the applicant to gain an understanding of the administration of the planning process in the municipality.

The Township's current practice is to hold monthly development review meetings which are scheduled at the beginning of each year. These meetings are scheduled with Township staff, Township consultants and/or external agencies, and proposed applicants in order to address planning inquiries. When there are no general inquiries that require coordination and review by Township staff and the Township's external consultants, the meetings are cancelled. The Township obtains invoices from its external consultants for their attendance at these meetings. The Township currently fully absorbs these costs. The inquiries received from interested parties which are discussed at development review meetings often do not result in the submission of a development application. In addition, Township consultants are typically notified one week prior to the scheduled development review meeting that there were no inquiries and the meeting is subsequently cancelled for that specific month. As of August 2019, the Township has only conducted three of its eight scheduled development review meetings for 2019.

It is recommended that development review meetings be restructured to pre-consultation meetings which are scheduled on an as needed basis with the specific external Township consultant(s) and/or external agencies that are needed for commenting on the specific proposed development.

Proposed applicants will be strongly encouraged to engage in pre-consultation with the Township prior to the submission of a planning application as it provides the following benefits:

- Increased efficiencies and less delays in the longer term as many of the Township's planning applications require wide circulation to Township consultants and external agencies;
- Enables applicants and/or their authorized representatives to provide a complete application (with the required studies, etc.) at the onset of their submission;
- Enables staff to respond to non-complex inquiries that are in the preliminary stage at the counter or over the phone prior to the pre-consultation meeting. Currently, the development review meetings are being utilized as a general inquiry meeting by interested parties.

It is recommended that the Township establish a pre-consultation fee of \$615.00 which is credited from the future application fee (ie. when a formal complete application is submitted) for the following:

- Zoning By-law Amendment Applications
- Site Plan Applications
- Plan of Subdivision or Condominium Applications

Outlined below are the comparator municipality pre-consultation fees:

- Cambridge –\$500

- Centre Wellington - \$615.00
- Guelph - \$400 (mandatory – deducted from application fee if formal application submitted).
- Hamilton - \$1,200 (fee will be credited to any required future application with the exception of Minor Variance or Consent Applications).

#### *Ownership List Confirmation*

It is recommended that a fee of \$70 be established for providing ownership list confirmations for applicants and/or their authorized representatives in order to better reflect cost recovery for this service. In the past, applicants or their authorized representatives have requested this information for severance applications. Outlined below are the comparator municipality ownership list confirmation fees:

- Guelph Eramosa - \$30
- Mapleton - \$100
- Minto - \$100
- Wellington North - \$50 per hour per employee (fee for services provided by Municipal employees for planning matters)

#### Parks, Optimist Recreation Centre and Puslinch Community Centre

##### *Puslinch Community Centre - Commercial Rentals*

It is recommended that the Township implement a surcharge of 10% on commercial rentals (ie. auctions, sale of merchandise) at the Puslinch Community Centre. The previous user fee by-law incorporated a fee of \$781.85 (net of HST) for commercial rentals.

Implementing a surcharge of 10% is more in line with comparator municipalities as outlined below:

- Milton – Surcharge of 10%
- Guelph – Surcharge of 12.5%
- Hamilton – Surcharges ranging from 50% to 67%

##### *Puslinch Community Centre - Non-Resident Rentals*

Of the Township's 1,210 customers within the Facility Scheduler Module of Keystone, 844 or 70% of the renters have a non-Puslinch mailing address.

It is recommended that the Township implement a surcharge of 10% for non-resident rentals at the Puslinch Community Centre. This enables the Township to obtain a sustainable source of

funding as it relates to required staffing resources, ongoing upkeep and maintenance of the facility, and future asset replacement/restoration.

Implementing a surcharge of 10% is more in line with comparator municipalities as outlined below:

- Milton – Surcharge of 10%
- Guelph – Surcharge of 15%
- Hamilton – Surcharges ranging from 50% to 67% for commercial and non-resident facility rentals

#### *Cancellation and Payment Terms*

Council at its meeting held on October 3, 2018 directed staff to report back on payment options for Parks and Recreation bookings.

Township staff obtained information from the comparator municipalities regarding the payment structure for facility bookings. This information is summarized below:

- Cambridge
  - Collection of a 50 percent deposit for banquet hall bookings with the balance due two weeks prior to the event.
- Centre Wellington
  - Deposits ranging from \$150.00 to \$1,000.00 depending on the size of the event (ie. Small, medium, and large events).
  - Deposits collected at the time of booking with the remainder of the rental fee due 21 days prior to the event.
- Erin
  - 20% deposit collected at the time of booking with the remainder of the rental fee due 30 days prior to the event. 2 weeks' notice is required for a full refund.
- Guelph
  - Deposits are not collected for one-time bookings. Full payment is required for a contract to be finalized.
- Guelph/Eramosa
  - Deposits are not collected. Full payment is required for a contract to be finalized. 30 days' notice is required for a full refund.
- Hamilton
  - Deposits are not collected. Full payment is required for a contract to be finalized. 14 days' notice is required for a full refund on a smaller event. 30 days' notice is required for a full refund on a larger event.
- Mapleton



- Collection of a 50 percent deposit at the time of booking. 60 days' notice is required for a full refund.
- Milton
  - Deposits are not collected. Full payment is required for a contract to be finalized. 14 days' notice is required for an 80 percent refund.
- Minto
  - For hall rentals, \$100.00 is collected in advance to hold the date and space. If the renter honours the terms of the facility rental agreement, this deposit is applied as a credit against their invoice after the event.
- Wellington North
  - Collection of a 50 percent deposit at the time of booking with the balance due two weeks prior to the event.

Council through the 2017 User Fee By-law No. 087-2016 approved obtaining full payment at the time of booking and that a refund of 80 percent be provided where 30 days' notice of cancellation is given.

Council through the 2018 User Fee By-law No. 075-2017 approved the following payment terms for Parks, Optimist Recreation Centre, and Puslinch Community Centre rentals:

- One-Time Rentals - Payment is required within seven days of contract creation.
- 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.
- 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.

Renters have adjusted positively to the Township's current payment structure and there have been limited complaints. It is recommended that the payment terms described above remain unchanged. The current process and payment terms are efficient and facilitate more effective utilization of staff resources.

## **FINANCIAL IMPLICATIONS**

The fees approved as part of the User Fees and Charges By-law will be incorporated in the 2020 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

Fire Protection and Prevention Act, 1997, Ontario Regulation 194/14: Fire Code Section 2.13  
Installation of Smoke Alarms

Fire Protection and Prevention Act, 1997, Ontario Regulation 194/14: Fire Code Section 2.16  
Installation of Carbon Monoxide Alarms

**ATTACHMENTS**

Schedule A: Proposed User Fees and Charges By-law

## THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

### BY-LAW NO XXX-2019

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 056-2018.

**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. All **Township** accounts and invoices are due and payable when rendered.
6. All unpaid fees, **costs** or charges imposed by this By-law on a person constitute a debt of the person to the **Township**.
7. 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.

8. 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**.
9. 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.
10. 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.
11. 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.
12. The payment of any fee, **cost** or charge in this By-law shall be in Canadian currency.
13. The following Schedules form part of this By-law:

| <b>Schedule</b> | <b>Department</b>          |
|-----------------|----------------------------|
| 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  |

14. 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, 2020.

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

15. A refund of 80 percent will be provided where 30 days’ notice of cancellation is given for Puslinch Community Centre rentals.
16. A full refund will be provided where 72 hours or 3 days’ notice of cancellation is given for Parks and Optimist Recreation Centre rentals.

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

17. One-Time Rentals - Payment is required within seven days of contract creation.
18. 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.

19. 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**

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

21. The Optimist Club of Puslinch is exempt from the photocopy fees imposed by this By-law for **Township** Clean-up and Remembrance Day.

22. The following events are exempt from the rental fees imposed by this By-law:

- a. Fall Fair
- b. Santa Claus Parade
- c. Canada Day
- d. Family Day
- e. Remembrance Day

23. 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.

24. The following requests are not eligible for a fee reduction or waiver:

- a. Religious services
- b. Licences, development charges, cash in lieu of parkland, building permits, inspections, insurance, personnel costs

25. Eligible organizations can obtain one complimentary two-hour room rental for one meeting during non-prime times in the Meeting Room.

26. Usage of **Township** property must comply with the **Township's** requirements including necessary insurance, permits and approvals within the required timelines.

27. Reduced rates are not offered during prime-time for facilities or parks that have a prime-time and non-prime time rate.

28. A 75% reduced rate shall apply to organizations that meet the eligibility criteria.

29. A 90% reduced rate shall apply to Seniors' Events or Programs.

30. A 90% reduced rate shall apply to Whistle Stop Co-operative Pre-school and Guelph Community Health Centre (Playgroup).

**Reduced Rate Eligibility Criteria**

31. 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.

32. 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

33. 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.

34. 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.

35. 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.

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

37. That By-law No. 056/18 is hereby repealed, effective January 1, 2020.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS X<sup>th</sup> DAY OF OCTOBER 2019.**

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James Seeley, Mayor

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Patrick Moyle, CAO/Clerk

**SCHEDULE A: ADMINISTRATION REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES  
EFFECTIVE 2020**

Schedule A to Report FIN-2019-027

| TYPE OF REVENUE/USER                       | Unit/Descr   | 2019 RATE (NO TAX) | 2020 RATE (NO TAX) | 13% HST | RATE INCL HST | % CHANGE | HST STATUS | COMMENTS  |
|--|--|--------------------|--------------------|---------|---------------|----------|------------|---|
| <b>Agreements - Major - Not Registered</b> | Flat Fee   | \$500.00           | <b>\$510.00</b>    | \$0.00  | \$510.00      | 2%       | E          | For recovery of the costs of facilitating and preparing agreements, ie. a lease agreement on Township lands.                        |
| <b>Agreements - Minor - Not Registered</b> | Flat Fee   | \$250.00           | <b>\$255.00</b>    | \$0.00  | \$255.00      | 2%       | E          | For recovery of the costs of facilitating and preparing agreements, ie. miscellaneous agreements.                                   |
| <b>Agreements - Registered</b>             | Flat Fee   | \$765.00           | <b>\$780.00</b>    | \$0.00  | \$780.00      | 2%       | E          | For recovery of the costs of facilitating and preparing agreements, ie. an encroachment agreement or a conditional building permit. |
| <b>Freedom of Information</b>              | Charged at the rate permitted per the legislation. |                    |                    |         |               |          | E          | Regulated by Statute - See Report FIN-2017-024.   |
| <b>Signature of Commissioner</b>           | Per Document                                       | \$20.00            | <b>\$20.40</b>     | \$2.65  | \$23.05       | 2%       | T          |   |

**SCHEDULE B: FINANCE REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES  
EFFECTIVE 2020**

Schedule A to Report FIN-2019-027

| TYPE OF REVENUE/USER                              | Unit/Descr               | 2019 RATE (NO TAX)    | 2020 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               | \$40.80               | \$0.00  | \$40.80       | 2%       | E          | Tender fees applicable for projects administered by the Township's consultants.   |
| 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                 | \$200.00              | \$204.00              | \$0.00  | \$204.00      | 2%       | E          | See Report FIN-2018-028   |



**SCHEDULE C: CORPORATE REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES  
EFFECTIVE 2020**

Schedule A to Report FIN-2019-027

| TYPE OF REVENUE/USER | Unit/Descr | 2019 RATE (NO TAX) | 2020 RATE (NO TAX) | 13% HST | RATE INCL HST | % CHANGE | HST STATUS | COMMENTS  |
|----------------------|------------|--------------------|--------------------|---------|---------------|----------|------------|---|
| Canadian Flag        | Per Flag   | \$22.12            | N/A                |         |               |          |            | See Report FIN-2019-027   |
| Photocopy            | Per Page   | \$0.25             | \$0.26             | \$0.03  | \$0.29        | 4%       | 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            | N/A                |         |               |          |            | See Report FIN-2019-027   |

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**SCHEDULE D: PUBLIC WORKS REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES  
EFFECTIVE 2020**

Schedule A to Report FIN-2019-027

| TYPE OF REVENUE/USER                           | Unit/Descr  | 2019 RATE (NO TAX) | 2020 RATE (NO TAX) | 13% HST | RATE INCL HST | % CHANGE | HST STATUS | COMMENTS  |
|--|---|--------------------|--------------------|---------|---------------|----------|------------|---|
| <b>Entrance Permit - Commercial/Industrial</b> | Flat Fee  | See below          | <b>\$400.00</b>    | \$0.00  | \$400.00      | 67%      |            | See Report FIN-2019-027   |
| <b>Entrance Permit - Farm Field</b>            | Flat Fee  | See below          | <b>\$200.00</b>    | \$0.00  | \$200.00      | -17%     |            | See Report FIN-2019-027   |
| <b>Entrance Permit - Residential</b>           | Flat Fee  | \$235.00           | <b>\$240.00</b>    | \$0.00  | \$240.00      | 2%       | E          | See Report FIN-2019-027   |
| <b>Oversize-Overweight Load Permits</b>        | Per Trip  | \$100.00           | <b>\$102.00</b>    | \$0.00  | \$102.00      | 2%       | E          |   |
| <b>Third Party Cost Recovery</b>               | 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 2020**

Schedule A to Report FIN-2019-027

| TYPE OF REVENUE/USER   | Unit/Descr                               | 2019 RATE<br>(NO TAX) | 2020 RATE<br>(NO TAX) | 13%<br>HST | RATE<br>INCL HST | %<br>CHANGE | HST<br>STATUS | COMMENTS   |
|--|--|-----------------------|-----------------------|------------|------------------|-------------|---------------|--|
| <b>Boarding or Barricading Plus Materials</b>  | Per Hour Per Truck                       | \$465.42              | <b>\$477.00</b>       | \$0.00     | \$477.00         | 2%          | E             | Fee is in accordance with the Standard MTO Rate.   |
| <b>Burning Permit Violations or Unauthorized Open Air Burning</b>  | Per Hour Per Truck                       | \$465.42              | <b>\$477.00</b>       | \$0.00     | \$477.00         | 2%          | E             | Emergency responses to illegal burning or burning without a permit.<br>Fee is in accordance with the Standard MTO Rate.  |
| <b>Carbon Monoxide Alarms</b>  | Per Alarm                                | N/A                   | <b>\$19.75</b>        | \$2.57     | \$22.32          | 100%        | T             | See Report FIN-2019-027  |
| <b>Daycare &amp; Home Daycare Inspections</b>  | Per Inspection                           | \$100.00              | <b>\$102.00</b>       | \$13.26    | \$115.26         | 2%          | T             | As mandated in the Fire Code.  |
| <b>Emergency Responses to Incidents such as Collisions/Fires/Hazardous Material Releases on Roadways</b> | Per Hour Per Truck                       | \$465.42              | <b>\$477.00</b>       | \$0.00     | \$477.00         | 2%          | 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.<br>Fee is in accordance with the Standard MTO Rate. |
| <b>Fire Alarm False Alarm Calls</b>  | Per Hour Per Truck                       | \$465.42              | <b>\$477.00</b>       | \$0.00     | \$477.00         | 2%          | E             | A false alarm call after the second false alarm in any calendar year.<br>Fee is in accordance with the Standard MTO Rate.  |
| <b>Fire Extinguisher Training</b>  | Per Person                               | \$15.00               | <b>\$15.30</b>        | \$1.99     | \$17.29          | 2%          | T             |  |
| <b>Fire Safety Plan Review</b>   | Per Plan                                 | \$120.00              | <b>\$122.00</b>       | \$15.86    | \$137.86         | 2%          | T             |  |
| <b>Industrial/Commercial/Institutional/Assembly/Apartment</b>  | Base Inspection                          | \$100.00              | <b>\$102.00</b>       | \$13.26    | \$115.26         | 2%          | 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>\$25.50</b>        | \$3.32     | \$28.82          | 2%          | 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>\$76.50</b>        | \$0.00     | \$76.50          | 2%          | E             | Requested for emergency incidents.   |
| <b>Key Boxes</b>   | Per Box                                  | \$100.00              | <b>\$102.00</b>       | \$13.26    | \$115.26         | 2%          | T             | For rapid entry for firefighters.  |
| <b>Occupancy Load</b>  | Flat Fee                                 | \$100.00              | <b>\$102.00</b>       | \$0.00     | \$102.00         | 2%          | E             |  |
| <b>Open Air Burning Permit Inspection Fee</b>  | Per Inspection                           | \$40.00               | <b>\$40.80</b>        | \$5.30     | \$46.10          | 2%          | 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>\$20.40</b>        | \$0.00     | \$20.40          | 2%          | E             | Permit must be renewed annually.   |
| <b>Post Fire Watch</b>   | Per Hour per Truck                       | \$465.42              | <b>\$477.00</b>       | \$0.00     | \$477.00         | 2%          | E             | Fee is in accordance with the Standard MTO Rate.   |

**SCHEDULE E: FIRE AND RESCUE SERVICES REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES  
EFFECTIVE 2020**

Schedule A to Report FIN-2019-027

| TYPE OF REVENUE/USER  | Unit/Descr            | 2019 RATE<br>(NO TAX) | 2020 RATE<br>(NO TAX)        | 13%<br>HST | RATE<br>INCL HST | %<br>CHANGE | HST<br>STATUS | COMMENTS  |
|---|-----------------------|-----------------------|------------------------------|------------|------------------|-------------|---------------|---|
| <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.  |
| <b>Sale of Fireworks Permit</b>                                 | Per Permit            | \$100.00              | <b>\$102.00</b>              | \$0.00     | \$102.00         | 2%          | E             |   |
| <b>Setting Off or Discharge of High Hazard Fireworks Permit</b> | Per Permit            | \$100.00              | <b>\$102.00</b>              | \$0.00     | \$102.00         | 2%          | E             |   |
| <b>Smoke Alarms</b>   | Per Alarm             | N/A                   | <b>\$7.30</b>                | \$0.95     | \$8.25           | 100%        | T             | See Report FIN-2019-027   |
| <b>Water Tank Locks</b>   | Per Lock              | \$17.80               | <b>\$18.16</b>               | \$2.36     | \$20.52          | 2%          | T             | For locking water tank lids closed.   |
| <b>Special Events</b>   |                       | No fee at this time   |                              |            |                  |             |               | Requests for Attendance.  |
| <b>Authorized Requester Agreement - Search Fee</b>              |                       | 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 2020**

Schedule A to Report FIN-2019-027

| TYPE OF REVENUE/USER  | Unit/Descr         | 2019 RATE (NO TAX) | 2020 RATE (NO TAX)        | 13% HST | RATE INCL HST | % CHANGE | HST STATUS | COMMENTS  |
|---|--------------------|--------------------|---------------------------|---------|---------------|----------|------------|---|
| Minimum Permit Fee  | Flat Fee           | \$156.00           | <b>\$159.00</b>           | \$0.00  | \$159.00      | 2%       | 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>\$2.45</b>             | \$0.00  | \$2.45        | 2%       | E          | See Report FIN-2017-024                               |
| Finished  | Per Sq. Foot       | \$2.71             | <b>\$2.77</b>             | \$0.00  | \$2.77        | 2%       | E          | See Report FIN-2017-024                               |
| <b><u>Group C: Residential Buildings</u></b>  |                    |                    |                           |         |               |          |            |   |
| Houses, Townhouses, and Apartments  | Per Sq. Foot       | \$1.92             | <b>\$1.97</b>             | \$0.00  | \$1.97        | 2%       | E          |   |
| Manufactured Home   | Per Sq. Foot       | \$1.46             | <b>\$1.49</b>             | \$0.00  | \$1.49        | 2%       | E          |   |
| Garage/carport/shed/boathouse   | Per Sq. Foot       | \$0.78             | <b>\$0.79</b>             | \$0.00  | \$0.79        | 1%       | E          | See Report FIN-2018-028                               |
| Deck, porch, dock   | Flat Fee           | \$156.00           | <b>\$159.00</b>           | \$0.00  | \$159.00      | 2%       | E          |   |
| <b><u>Group D &amp; E: Business and Personal Service and Mercantile Buildings</u></b> |                    |                    |                           |         |               |          |            |   |
| Shell   | Per Sq. Foot       | \$1.85             | <b>\$1.89</b>             | \$0.00  | \$1.89        | 2%       | E          | See Report FIN-2017-024                               |
| Finished  | Per Sq. Foot       | \$2.15             | <b>\$2.20</b>             | \$0.00  | \$2.20        | 2%       | E          | See Report FIN-2017-024                               |
| <b><u>Group F: Industrial Buildings</u></b>   |                    |                    |                           |         |               |          |            |   |
| Shell   | Per Sq. Foot       | \$0.75             | <b>\$0.76</b>             | \$0.00  | \$0.76        | 1%       | E          | See Report FIN-2017-024                               |
| Finished  | Per Sq. Foot       | \$0.95             | <b>\$0.97</b>             | \$0.00  | \$0.97        | 2%       | E          | See Report FIN-2017-024                               |
| <b><u>Farm Buildings</u></b>  |                    |                    |                           |         |               |          |            |   |
| New Building  | Per Sq. Foot       | \$0.30             | <b>\$0.31</b>             | \$0.00  | \$0.31        | 3%       | 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>\$0.53</b>             | \$0.00  | \$0.53        | 2%       | E          |   |
| <b><u>SEWAGE SYSTEMS</u></b>  |                    |                    |                           |         |               |          |            |   |
| New Installation  | Flat Fee           | \$624.00           | <b>\$636.00</b>           | \$0.00  | \$636.00      | 2%       | E          |   |
| Replacement or alteration   | Flat Fee           | \$468.00           | <b>\$477.00</b>           | \$0.00  | \$477.00      | 2%       | E          |   |
| <b><u>ALTERNATIVE SOLUTIONS</u></b>   |                    |                    |                           |         |               |          |            |   |
| All buildings/systems within scope of Part 9  | Flat Fee           | \$500.00           | <b>\$510.00</b>           | \$0.00  | \$510.00      | 2%       | E          | See Report FIN-2017-024                               |
| All buildings/systems within scope of Part 3  | Flat Fee           | \$1,000.00         | <b>\$1,020.00</b>         | \$0.00  | \$1,020.00    | 2%       | 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>\$204.00</b>           | \$0.00  | \$204.00      | 2%       | 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>\$159.00</b>           | \$0.00  | \$159.00      | 2%       | E          |   |
| Designated Structure Permit   | Flat Fee           | \$416.00           | <b>\$424.00</b>           | \$0.00  | \$424.00      | 2%       | E          | Listed per Div.A, 1.3.1.1 Solar installation          |
| Fireplace/Woodstove   | Flat Fee           | \$156.00           | <b>\$159.00</b>           | \$0.00  | \$159.00      | 2%       | E          |   |

**SCHEDULE F: BUILDING REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES  
EFFECTIVE 2020**

Schedule A to Report FIN-2019-027

| TYPE OF REVENUE/USER                  | Unit/Descr | 2019 RATE (NO TAX) | 2020 RATE (NO TAX) | 13% HST | RATE INCL HST | % CHANGE | HST STATUS | COMMENTS  |
|---------------------------------------|------------|--------------------|--------------------|---------|---------------|----------|------------|---|
| Inspection of works not ready         | Flat Fee   | \$156.00           | <b>\$159.00</b>    | \$0.00  | \$159.00      | 2%       | E          | At the discretion of the Chief Building Official. Includes code violations and deficiencies.  |
| Occupancy Permit                      | Flat Fee   | \$156.00           | <b>\$159.00</b>    | \$0.00  | \$159.00      | 2%       | E          |   |
| Occupancy without an Occupancy Permit | Flat Fee   | \$250.00           | <b>\$255.00</b>    | \$0.00  | \$255.00      | 2%       | E          | 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           | <b>\$204.00</b>    | \$0.00  | \$204.00      | 2%       | E          |   |
| Reproduction of Drawings              | Flat Fee   | \$50.00            | <b>\$51.00</b>     | \$6.63  | \$57.63       | 2%       | T          | Current rate covers costs for the reproduction of black and white drawings.   |
| Revision to Approved Plans            | Flat Fee   | \$312.00           | <b>\$318.00</b>    | \$0.00  | \$318.00      | 2%       | 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           | <b>\$265.00</b>    | \$0.00  | \$265.00      | 2%       | E          | With building permit  |
| Storefront replacement                | Flat Fee   | \$200.00           | <b>\$204.00</b>    | \$0.00  | \$204.00      | 2%       | E          |   |
| Tents                                 | Flat Fee   | \$260.00           | <b>\$265.00</b>    | \$0.00  | \$265.00      | 2%       | 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           | <b>\$159.00</b>    | \$0.00  | \$159.00      | 2%       | 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 2020**

Schedule A to Report FIN-2019-027

| TYPE OF REVENUE/USER   | Unit/Descr         | 2019 RATE<br>(NO TAX) | 2020 RATE<br>(NO TAX) | 13%<br>HST | RATE<br>INCL HST | %<br>CHANGE | HST<br>STATUS | COMMENTS   |
|--|--------------------|-----------------------|-----------------------|------------|------------------|-------------|---------------|--|
| <b>Agreements - Minor - Not Registered</b>                                       | Flat Fee           | \$250.00              | <b>\$255.00</b>       | \$0.00     | \$255.00         | 2%          | E             | For recovery of the costs of facilitating and preparing agreements, ie. permission to have a second dwelling while another is being built.   |
| <b>Agreements - Registered</b>   | Flat Fee           | \$765.00              | <b>\$780.00</b>       | \$0.00     | \$780.00         | 2%          | 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. |
| <b>Compliance Letter</b>   | Flat Fee           | \$75.00               | <b>\$76.50</b>        | \$0.00     | \$76.50          | 2%          | E             | Fee charged is consistent for all Township departments.  |
| <b>Consent Review and Condition Clearance *</b>                                  | Flat Fee           | \$134.00              | <b>\$137.00</b>       | \$0.00     | \$137.00         | 2%          | E             |  |
| <b>Lifting of Holding Designation (Zoning)</b>                                   | Flat Fee           | \$586.00              | <b>\$598.00</b>       | \$0.00     | \$598.00         | 2%          | E             |  |
| <b>Minor Variance *</b>  | Flat Fee           | \$706.00              | <b>\$721.00</b>       | \$0.00     | \$721.00         | 2%          | E             |  |
| <b>Ownership List Confirmation</b>   | Flat Fee           | N/A                   | <b>\$70.00</b>        | \$0.00     | \$70.00          | 100%        | E             | See Report FIN-2019-027  |
| <b>Part Lot Control Exemption By-law</b>   | Flat Fee           | \$585.00              | <b>\$597.00</b>       | \$0.00     | \$597.00         | 2%          | E             |  |
| <b>Plan of Subdivision or Condominium Agreement or Pre-Servicing Agreement *</b> | Administration fee | \$765.00              | <b>\$780.00</b>       | \$0.00     | \$780.00         | 2%          | E             | For recovery of the costs of facilitating and preparing agreements.  |
| <b>Pre-Consultation Fee</b>  | Flat Fee           | N/A                   | <b>\$615.00</b>       | \$0.00     | \$615.00         | 100%        | E             | This fee will be credited from the future application fee (ie. when a formal complete application is submitted) for a Zoning By-law Amendment, Site Plan, or Plan of Subdivision or Condominium.   |
| <b>Site Plan Application and Agreement - Minor</b>                               | Flat Fee           | \$10,850.00           | <b>\$11,067.00</b>    | \$0.00     | \$11,067.00      | 2%          | E             | Note 1   |
| <b>Site Plan Application and Agreement - Standard</b>                            | Flat Fee           | \$20,600.00           | <b>\$21,012.00</b>    | \$0.00     | \$21,012.00      | 2%          | E             | Note 2   |
| <b>Telecommunication Tower Proposals</b>   | Flat Fee           | \$532.00              | <b>\$543.00</b>       | \$0.00     | \$543.00         | 2%          | E             |  |
| <b>Zoning By-law - Copy</b>  | Flat Fee           | \$40.00               | <b>\$40.80</b>        | \$5.30     | \$46.10          | 2%          | T             |  |
| <b>Zoning By-Law Amendment - Aggregate *</b>                                     | Administration fee | \$15,000.00           | <b>\$15,300.00</b>    | \$0.00     | \$15,300.00      | 2%          | E             |  |
| <b>Zoning By-Law Amendment - Minor</b>   | Flat Fee           | \$5,000.00            | <b>\$5,100.00</b>     | \$0.00     | \$5,100.00       | 2%          | E             | Note 3   |
| <b>Zoning By-Law Amendment - Standard</b>  | Flat Fee           | \$11,200.00           | <b>\$11,424.00</b>    | \$0.00     | \$11,424.00      | 2%          | E             | Note 4   |

**SCHEDULE G: PLANNING AND DEVELOPMENT REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES  
EFFECTIVE 2020**

Schedule A to Report FIN-2019-027

**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;
- 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.)

**Refund of Application Fees**

In the case of a withdrawal or abandonment of an application, staff shall determine the amount of paid fees that may be refunded to the applicant, if any, in accordance with the following:

- a.) 80 percent (80%) if administrative functions have only been performed;
- b.) 70 percent (70%) if administrative and zoning functions have only been performed;
- c.) 45 percent (45%) if administrative, zoning, and a completed application has been circulated with comments;
- d.) 35 percent (35%) if application has been sent for second submission and comments have been received;
- e.) no refund shall be made if the application has been approved by Committee and/or Council



**SCHEDULE H: BY-LAW REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES  
EFFECTIVE 2020**

Schedule A to Report FIN-2019-027

| TYPE OF REVENUE/USER                        | Unit/Descr         | 2019 RATE<br>(NO TAX)   | 2020 RATE<br>(NO TAX)  | 13%<br>HST | RATE INCL<br>HST  | %<br>CHANGE | HST<br>STATUS | COMMENTS   |
|---|--------------------|---|--|------------|---|-------------|---------------|--|
| <b>Dog Tags</b>                             | Per Tag            | \$25.00   | <b>\$25.50</b>   | \$0.00     | \$25.50   | 2%          | E             | Maximum of 3 dogs  |
| <b>Fence Viewer's Application</b>           | Per Application    | \$300.00  | <b>\$306.00</b>  | \$0.00     | \$306.00  | 2%          | E             |  |
| <b>Filming Permit Fee</b>                   | Flat Fee           | \$500.00  | <b>\$510.00</b>  | \$0.00     | \$510.00  | 2%          | E             | Filming of special events on Township lands/roads.   |
| <b>Kennel Licence</b>                       | Per Licence        | \$187.00  | <b>\$190.00</b>  | \$0.00     | \$190.00  | 2%          | E             | More than 3 dogs   |
| <b>Liquor License Letter</b>                | Per Inspection     | \$156.00  | <b>\$159.00</b>  | \$0.00     | \$159.00  | 2%          | E             | Requested or required inspection of licensed sales establishments (as defined by the Liquor Licence Establishment Board of Ontario) that requires an inspection and/or a letter. |
| <b>Lottery Licence</b>                      | 3% of prize value  | 3% of prize value   | <b>3% of prize value</b>   | \$0.00     | 3% of prize value   | 0%          | E             | Fee regulated by AGCO (Nevada, Raffle, Bazaar, etc.).  |
| <b>Municipal Addressing Sign</b>            | Flat Fee           | \$20.00   | <b>\$20.40</b>   | \$2.65     | \$23.05   | 2%          | T             |  |
| <b>Municipal Addressing Post</b>            | Flat Fee           | \$20.00   | <b>\$20.40</b>   | \$2.65     | \$23.05   | 2%          | T             |  |
| <b>Septic Compliance Letter</b>             | Flat Fee           | \$75.00   | <b>\$76.50</b>   | \$0.00     | \$76.50   | 2%          | E             | Fee charged is consistent for all Township departments.  |
| <b>Sign Permits</b>                         | Flat Fee           | \$100.00  | <b>\$102.00</b>  | \$0.00     | \$102.00  | 2%          | E             | Without building permit.   |
| <b>Site Alteration Permit Application *</b> | Administration fee | \$1,800 plus \$75 per hectare (rounded to the greater whole aggregate). | <b>\$1,800 plus \$75 per hectare (rounded to the greater whole aggregate).</b> | \$0.00     | \$1,800 plus \$75 per hectare (rounded to the greater whole aggregate). | 0%          | E             |  |
| <b>Site Alteration Permit Service Fee</b>   | Per m <sup>3</sup> | \$0.06  | <b>\$0.06</b>  | \$0.00     | \$0.06  | 0%          | E             | Paid at time of application.   |
| <b>Special Occasion Permit</b>              | Per Letter         | \$75.00   | <b>\$76.50</b>   | \$0.00     | \$76.50   | 2%          | E             |  |
| <b>Swimming Pool Enclosure Permit</b>       | Flat Fee           | \$215.00  | <b>\$219.00</b>  | \$0.00     | \$219.00  | 2%          | E             |  |

\* 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 2020**

Schedule A to Report FIN-2019-027

| TYPE OF REVENUE/USER  | Unit/Descr       | 2019 RATE<br>(NO TAX) | 2020 RATE (NO<br>TAX) | 13%<br>HST | RATE INCL<br>HST | %<br>CHANGE | HST<br>STATUS | COMMENTS   |
|---|------------------|-----------------------|-----------------------|------------|------------------|-------------|---------------|--|
| <b>Ball Diamonds - No Lights</b>  | Per Hour         | \$20.85               | <b>\$21.27</b>        | \$2.77     | \$24.04          | 2%          | T             |  |
| <b>75% Reduced Rate - Ball Diamonds - No Lights</b>                                       | Per Hour         | \$5.20                | <b>\$5.31</b>         | \$0.69     | \$6.00           | 2%          | T             |  |
| <b>Ball Diamonds - Lights</b>   | Per Hour         | \$31.25               | <b>\$31.88</b>        | \$4.14     | \$36.02          | 2%          | T             | after 8:30 p.m.  |
| <b>75% Reduced Rate - Ball Diamonds - Lights</b>  | Per Hour         | \$7.80                | <b>\$7.96</b>         | \$1.03     | \$8.99           | 2%          | T             | after 8:30 p.m.  |
| <b>All Ball Diamonds</b>  | Per Day          | \$156.35              | <b>\$159.48</b>       | \$20.73    | \$180.21         | 2%          | T             |  |
| <b>75% Reduced Rate - All Ball Diamonds</b>   | Per Day          | \$39.10               | <b>\$39.88</b>        | \$5.18     | \$45.06          | 2%          | T             |  |
| <b>Ball Diamonds - Dragging</b>   | Per Occurrence   | \$40.00               | <b>\$40.80</b>        | \$5.30     | \$46.10          | 2%          | T             | Upon request and approval - June 15, 2016<br>Special Council Meeting.  |
| <b>Soccer Field</b>   | Per Hour         | \$26.55               | <b>\$27.09</b>        | \$3.52     | \$30.61          | 2%          | T             | Development of a fee - Report FIN-2017-012   |
| <b>75% Reduced Rate - Soccer Field</b>  | Per Hour         | \$6.65                | <b>\$6.79</b>         | \$0.88     | \$7.67           | 2%          |               |  |
| <b>Soccer Field</b>   | Per Day          | \$269.80              | <b>\$275.20</b>       | \$35.78    | \$310.98         | 2%          | T             | Development of a fee - Report FIN-2017-012   |
| <b>75% Reduced Rate - Soccer Field</b>  | Per Day          | \$67.45               | <b>\$68.80</b>        | \$8.94     | \$77.74          | 2%          |               |  |
| <b>Ball Diamond Advertising</b>   | Per Season       | \$175.00              | <b>\$178.50</b>       | \$23.21    | \$201.71         | 2%          | T             | Available from May to October  |
| <b>75% Reduced Rate - Ball Diamond Advertising</b>  | Per Season       | \$43.75               | <b>\$44.63</b>        | \$5.80     | \$50.43          | 2%          | T             |  |
| <b>Horse Paddock</b>  | Per Day          | \$200.00              | <b>\$204.00</b>       | \$26.52    | \$230.52         | 2%          | T             | Rental restricted to horse paddock and tractor pull<br>area.   |
| <b>75% Reduced Rate - Horse Paddock</b>   | Per Day          | \$50.00               | <b>\$51.00</b>        | \$6.63     | \$57.63          | 2%          | T             |  |
| <b>Picnic Shelter</b>   | Per Hour         | \$20.00               | <b>\$20.40</b>        | \$2.65     | \$23.05          | 2%          | T             |  |
| <b>Picnic Shelter</b>   | Per Day          | \$80.00               | <b>\$81.60</b>        | \$10.61    | \$92.21          | 2%          | 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<br>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<br>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<br>use. Equipment key provided to leagues with a<br>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 2020**

Schedule A to Report FIN-2019-027

| TYPE OF REVENUE/USER                             | Unit/Descr | 2019 RATE<br>(NO TAX) | 2020 RATE<br>(NO TAX) | 13%<br>HST | RATE<br>INCL HST | %<br>CHANGE | HST<br>STATUS | COMMENTS  |
|--|------------|-----------------------|-----------------------|------------|------------------|-------------|---------------|---|
| <b>Arena Floor</b>                               | Per Hour   | \$67.45               | <b>\$68.81</b>        | \$8.95     | \$77.76          | 2%          | T             | Includes use of change rooms  |
| <b>75% Reduced Rate - Arena Floor</b>            | Per Hour   | \$16.85               | <b>\$17.20</b>        | \$2.24     | \$19.44          | 2%          | T             |   |
| <b>Ice - Non - Prime</b>                         | Per Hour   | \$56.20               | <b>\$57.33</b>        | \$7.45     | \$64.78          | 2%          | T             |   |
| <b>75% Reduced Rate - Ice - Non-Prime</b>        | Per Hour   | \$14.05               | <b>\$14.34</b>        | \$1.86     | \$16.20          | 2%          | T             |   |
| <b>Ice - Prime</b>                               | Per Hour   | \$161.50              | <b>\$164.73</b>       | \$21.41    | \$186.14         | 2%          | T             |   |
| <b>Gymnasium</b>                                 | Per Hour   | \$30.65               | <b>\$31.27</b>        | \$4.07     | \$35.34          | 2%          | T             |   |
| <b>75% Reduced Rate - Gymnasium</b>              | Per Hour   | \$7.65                | <b>\$7.81</b>         | \$1.02     | \$8.83           | 2%          | T             |   |
| <b>90% Reduced Rate - Gymnasium</b>              | Per Hour   | \$3.05                | <b>\$3.11</b>         | \$0.40     | \$3.51           | 2%          | T             | Applicable for Seniors' Events/Programs, Whistle Stop Co-operative Pre-school and Guelph Community Health Centre (Playgroup). |
| <b>Rink Board Advertising</b>                    | Per Year   | \$350.00              | <b>\$357.00</b>       | \$46.41    | \$403.41         | 2%          | T             |   |
| <b>75% Reduced Rate - Rink Board Advertising</b> | Per Year   | \$87.50               | <b>\$89.25</b>        | \$11.60    | \$100.85         | 2%          | 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 2020**

Schedule A to Report FIN-2019-027

| TYPE OF REVENUE/USER                                  | Unit/Descr      | 2019 RATE (NO TAX) | 2020 RATE (NO TAX)   | 13% HST | RATE INCL HST | % CHANGE | HST STATUS | COMMENTS  |
|---|-----------------|--------------------|----------------------|---------|---------------|----------|------------|---|
| <b>Meeting Room</b>                                   | Per Hour        | \$26.05            | <b>\$26.58</b>       | \$3.46  | \$30.04       | 2%       | T          |   |
| <b>75% Reduced Rate - Meeting Room</b>                | Per Hour        | \$6.50             | <b>\$6.64</b>        | \$0.86  | \$7.50        | 2%       | T          |   |
| <b>90% Reduced Rate - Meeting Room</b>                | Per Hour        | \$2.60             | <b>\$2.65</b>        | \$0.34  | \$2.99        | 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        | \$55.95            | <b>\$57.08</b>       | \$7.42  | \$64.50       | 2%       | T          | Minimum of a 3 hour booking required.   |
| <b>75% Reduced Rate - Hall - Non-Prime</b>            | Per Hour        | \$14.00            | <b>\$14.28</b>       | \$1.86  | \$16.14       | 2%       | T          | Minimum of a 3 hour booking required.   |
| <b>90% Reduced Rate - Hall - Non-Prime</b>            | Per Hour        | \$5.60             | <b>\$5.71</b>        | \$0.74  | \$6.45        | 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 | \$380.20           | <b>\$387.81</b>      | \$50.42 | \$438.23      | 2%       | T          |   |
| <b>75% Reduced Rate - Hall - Non-Prime</b>            | Full Day Rental | \$95.05            | <b>\$96.96</b>       | \$12.60 | \$109.56      | 2%       | T          |   |
| <b>90% Reduced Rate - Hall - Non-Prime</b>            | Full Day Rental | \$38.00            | <b>\$38.77</b>       | \$5.04  | \$43.81       | 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 | \$498.75           | <b>\$508.73</b>      | \$66.13 | \$574.86      | 2%       | T          |   |
| <b>Commercial Rental</b>                              | Surcharge       | \$781.85           | <b>10% Surcharge</b> |         |               |          | T          | Example - Auctions, Sale of Merchandise<br>See Report FIN-2019-027  |
| <b>Non Resident Rental</b>                            | Surcharge       | N/A                | <b>10% Surcharge</b> |         |               |          | T          | See Report FIN-2019-027   |
| <b>Hall - Set-up Fee</b>                              | Per Hour        | \$55.95            | <b>\$57.08</b>       | \$7.42  | \$64.50       | 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        | \$27.35            | <b>\$27.90</b>       | \$3.63  | \$31.53       | 2%       | T          | Minimum of a 3 hour booking required.   |
| <b>Licenced Events Using Patio</b>                    | Flat Rate       | \$57.25            | <b>\$58.40</b>       | \$7.59  | \$65.99       | 2%       | T          | Patio Fencing   |
| <b>Microphone</b>                                     | Flat Rate       | \$25.00            | <b>\$25.50</b>       | \$3.32  | \$28.82       | 2%       | T          | See Report FIN-2018-030   |
| <b>Projector</b>                                      | Flat Rate       | \$25.00            | <b>\$25.50</b>       | \$3.32  | \$28.82       | 2%       | 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   | \$130.00           | <b>\$132.60</b>      | \$17.24 | \$149.84      | 2%       | T          | Smart Serve Certified   |
| <b>Electronic Sign Advertising</b>                    | Per Week        | \$33.35            | <b>\$34.02</b>       | \$4.42  | \$38.44       | 2%       | T          | No charge for Puslinch Community Centre rentals.  |
| <b>75% Reduced Rate - Electronic Sign Advertising</b> | Per Week        | \$8.35             | <b>\$8.52</b>        | \$1.11  | \$9.63        | 2%       | T          |   |
| <b>90% Reduced Rate - Electronic Sign Advertising</b> | Per Week        | \$3.33             | <b>\$3.41</b>        | \$0.44  | \$3.85        | 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