



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH  
PUBLIC MEETING MINUTES

**DATE:** Thursday, September 13, 2018

**TIME:** 7:00 p.m.

**PLACE:** Township Municipal Office, 7404 Wellington Road 34

**FILE:** Public Meeting – 2019 User Fees and Charges By-law

**MEMBERS:** Mayor Dennis Lever – Chair  
Councillor John Sepulis  
Councillor Matthew Bulmer  
Councillor Susan Fielding  
Councillor Ken Roth

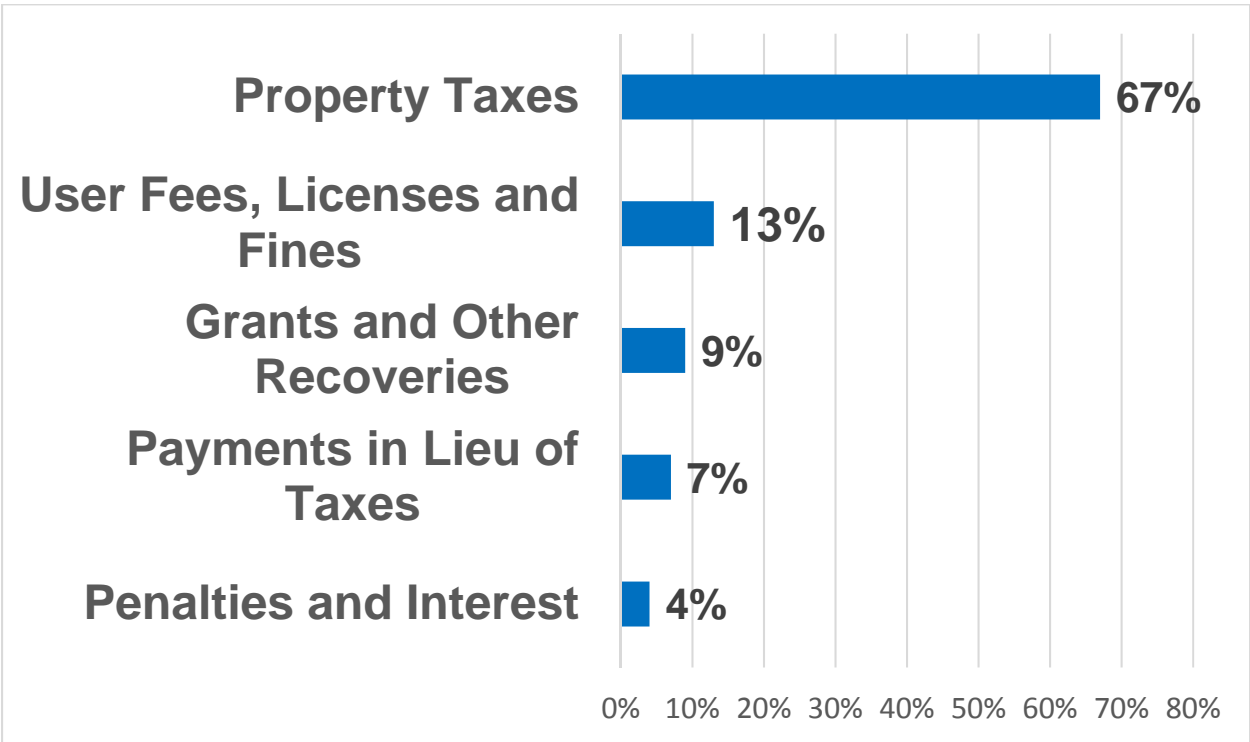
The Chair called the meeting to order at 7:00 p.m. and remarked the purpose of this Public Meeting is to inform and provide the public with the opportunity to ask questions, or to express views with respect to the proposed 2019 User Fees and Charges By-law. The members of Council are here to observe and listen to the publics’ comments; however, Council will not make any decisions this evening.

**Presentations:**

Mary Hasan, Director of Finance/Treasurer for the Township presented the following information:

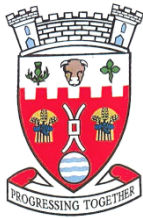
- Where do Township revenues come from?
- Why do we collect user fees?
- What changes are being proposed for 2019?
- Feedback from the public.

Where do Township Revenues come from?



User fees are an important input into the Operating Budget:

- September/October 2018 – Budget Development by Department Heads
- **September 13, 2018 – User Fee Public Meeting**
- December 12, 2018 – Present 1<sup>st</sup> Draft Capital Budget to Council



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- January 16, 2019 – Present 1<sup>st</sup> Draft Operating Budget to Council
- January 30, 2019 – Present 2<sup>nd</sup> Draft of Capital/Operating to Council
- February 5, 2019 – Public Information Meeting – Budget Input
- February 20, 2019 – Council Adoption of 2019 Budget

## Why do we collect User Fees?

- Primary reason: To allocate costs to the users of the service
- Most services are not full cost recovery, the share of the recovery depends on fair market costs and the service levels set by Council
- The Building Department is legislatively mandated to be fully funded from building permit fees.
- The Planning Act stipulates that planning application fees be designed to meet only the anticipated costs to the municipality.

## What changes are being proposed for 2019?

- The changes have been proposed to:
  - Better reflect the costs for providing the service
  - Be in line with comparator municipalities
  - Adjust based on the 2019 projected Consumer Price Index (CPI) rate of 2.2%

## Administration

- Increase the Signature of Commissioner fee from \$10 (net of HST) to \$20 (net of HST).

## Finance

- Establish a Tile Drainage Loan Application and Inspection fee of \$200.

## Public Works

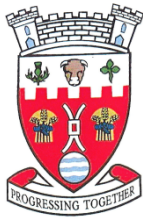
- Increase the Entrance Permit fee by the CPI inflation rate of 2.2% from \$230 (2018) to \$235 (2019).

## Fire & Rescue Services

- Increase the following fees in Fire & Rescue which are based on the standard Ministry of Transportation rate per hour per truck from \$450 (2018) to \$465.42 (2019):
  - Boarding or Barricading Plus Materials
  - Burning Permit Violations or Unauthorized Open Air Burning
  - Emergency Responses to Motor Vehicle Occurrence/ Incident/ Collision
  - Fire Alarm False Alarm Calls
  - Post Fire Watch

## Building

- Establish an administrative fee of \$250 for the issuing of an occupancy permit when a building has been occupied in the absence of an occupancy permit.
  - The proposed fee will not be imposed as it relates to the current initiative of closing old open building permits as approved by Council in the 2018 Budget.



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- Change the Garage/Carport (per bay) flat fee of \$156 to a cost per square foot fee of \$0.78 per square foot.

### Planning and Development

- Increase the following fees in Planning and Development by the CPI inflation rate of 2.2%:
  - Consent Review and Condition Clearance
    - \$131 (2018) to \$134 (2019)
  - Lifting of Holding Designation (Zoning)
    - \$573 (2018) to \$586 (2019)
  - Minor Variance
    - \$690 (2018) to \$706 (2019)
  - Part Lot Control Exemption By-law
    - \$573 (2018) to \$585 (2019)
  - Telecommunication Tower Proposals
    - \$521 (2018) to \$532 (2019)

### By-law

- Increase the following fees in By-law by the CPI inflation rate of 2.2%:
  - Kennel Licence
    - \$183 (2018) to \$187 (2019)
  - Swimming Pool Enclosure Permit
    - \$210 (2018) to \$215 (2019)
- Establish two separate fees for the previous Municipal Addressing Sign fee of \$40 (net of HST) based on customer requests for obtaining one of either the Municipal Addressing Sign or Municipal Addressing Post
  - Municipal Addressing Sign - \$20 (net of HST)
  - Municipal Addressing Post - \$20 (net of HST)

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

- Increase Parks and Recreation fees by the CPI inflation rate of 2.2% consistent with previous years.

### Questions/Comments:

John Sloat inquired about the Fire and Rescue Services fee of \$450.00/per truck and specifically how often it is used or enforced. John Sloat inquired whether these fees should be part of what taxes are paid for.

Mary Hasan explained that these fees are for specific costs regarding:

- Boarding or Barricading Plus Materials
- Burning Permit Violations or Unauthorized Open Air Burning
- Emergency Responses to Motor Vehicle Occurrence/ Incident/ Collision
- Fire Alarm False Alarm Calls
- Post Fire Watch

Mary Hasan also stated the fees are not applicable to residents for motor vehicle accidents.

Karen Landry noted that these fees are imposed primarily to bill the Ministry of Transportation for the Township's response to accidents that occur on the 401. Karen Landry also advised the fees as noted are imposed for matters where there is not



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compliance with the Township's by-law e.g burning without a permit or for burning not in accordance with the terms and conditions of a permit.

There were no further questions or comments and Mayor Lever declared the Public Meeting closed. Council will take no action on this proposal tonight. Staff will be reporting at a later date with a recommendation for Council's consideration.

### **Adjournment:**

The meeting adjourned at 7:15 p.m.