



REPORT FIN-2016-020

TO: Mayor and Members of Council
FROM: Paul Creamer, Director of Finance/Treasurer
MEETING DATE: September 7, 2016
SUBJECT: 2017 Proposed User Fees and Charges
File No. C01 FEE

RECOMMENDATIONS

That Report FIN-2016-020 regarding the 2017 Proposed User Fees and Charges be received; and

That staff report back on the results of the Public Meeting to be held on September 8, 2016.

DISCUSSION

Purpose

The purpose of this report is to provide Council with the proposed changes to the User Fees and Charges By-law.

Background

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

There were significant changes to the User Fees from 2015 to 2016 in order to reflect the costs of providing the services while aligning the fees with surrounding municipalities. There are only a few minor changes being recommended this year. In last year's report there was a comparison of all fees to surrounding municipalities provided, this task should be completed every 3-4 years when a comprehensive review of the Township's User Fees is completed.

The proposed fees have been amended to appropriately reflect the cost of providing services by taking into consideration how processes have changed from the previous by-law and any projected cost increases. The 2017 projected Consumer Price Index inflation rate of 2.0% based on Ontario Ministry of Finance¹.

The following is an outline of the proposed changes to the User Fees by department:

- Administration
 - No changes.
- Finance
 - No Changes
- Corporate
 - No Changes
- Public Works
 - No Changes
- Fire and Rescue Services
 - No Changes
- 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 reserve fund, to be drawn upon in years of declining building activity.
 - Therefore, it is recommended that the majority of the fees included in the Building department appendices be increased by the 2016 projected Consumer Price Index inflation rate of 2.0% based on Ontario Ministry of Finance and Statistics Canada.
 - There are a few amendments to fees being proposed besides the 2% adjustment for CPI:
 - **Construction – New Buildings & Additions – Prefabricated Homes (New)**
 - **Construction – New Buildings & Additions – Residential (Amended)**

The previous user fee by-law had separate rates for Single Family Dwellings under and over 225m². It is proposed that the threshold be removed and for a new user fee for Prefabricated Homes be created.

The threshold of these fees was set to 225m² to accommodate smaller homes that require fewer inspections such as a

¹ <http://www.fin.gov.on.ca/en/budget/ontariobudgets/2016/ch3a.html>

prefabricated home. Prefabricated homes (or Site Assemble and Factory-Built Buildings) are required to meet a variety of CSA requirements prior to being delivered.

- **Reactivate Permit Application (New)**

This is a new fee for 2017. The fee will be applied to permit applications with no activity for six months. The fee is being introduced to cover administrative costs for maintaining the active application. The amount of the fee has been set at \$156.00 which is equal to the related fees of:

- Reactivate Abandoned Permit
- Revision to a Permit
- Transfer of Permit
- Re-inspect works not ready

- **Re-inspect code violations/deficiencies**

This fee, previously at \$76.00, has been increased to \$156.00. This is to reflect that the inspection that occurs is no different than a full inspection and therefore should be set equal to the cost of the other inspection types at \$156.00.

- **Special Inspection Fee – Removed**

This fee has been removed from the schedule because there should never be a case in which a “Special Inspection” occurs. Each inspection that occurs will fall into one of the other inspection categories.

- Planning and Development

- Legislation

- Section 69 (1) of the Planning Act stipulates that planning application fees be designed to meet only the anticipated costs to the municipality. The application fees set out in Schedule A to this report for minor and standard zoning by-law amendment applications include an estimate of the anticipated costs associated with processing these applications. The anticipated costs include disbursements, third party fees, and staff time involved in processing these applications based on applications recently completed or currently in progress. This provides an applicant with an understanding of the total fees payable to the Township for the processing of a zoning by-law amendment application. This is in accordance with Section 69(1) of the Planning Act.

- There are no changes proposed to the fees for 2017 besides adjustments for CPI. However, the fees implemented for Zoning By-law Amendments are going to continue to be monitored for the remainder of 2016 and 2017 to ensure they are appropriate.
- By-Law
 - Grading – Pool Enclosure Permit (Removed)
 - The Township is no longer going to require the submission of grading related to pool enclosures.
 - Pool Enclosure Permit
 - The fee has been reduced from \$357.00 to \$210.00. The decrease is to reflect the cost of issuing a pool enclosure permit.
 - Site Alteration Permit Service Fee
 - The measure of the charge is being changed from per tonne to cubic metres.
 - The change is being proposed because Township staff have no ability to measure tonnage, whereas, cubic metres can be calculated using drawings.
 - The fees related to site alterations will be further evaluated during the review of the Site Alteration By-law No. 31/12.
- Parks
 - There are no changes to the fees within Parks. However, for the ball diamond rentals the Township will no longer be providing dragging and lining.
 - As per Report REC-2015-011 – “Agreement with Calvary Baptist Church and the Puslinch Minor Soccer Club”, it is recognized that further financial analysis on user fees will be required once decisions are made regarding recommendations outlined in the Recreation and Parks Master Plan and the Puslinch Community Centre Parks Concept.
 - It is staff’s objective to implement standardized recovery rates for all clubs that operate within the Township.

- Optimist Recreation Centre
 - Gymnasium Rental
 - An increase of 4% has been applied (from \$26/hour to \$27/hour).
 - There was no increase from 2015 to 2016 and the 4% increase represents the CPI for 2016 and 2017 combined.
 - The fees are currently being reviewed as part of the ORC Pad Committee and depending the recommendations, the bylaw as presented will be amended. It is anticipated the ORC Pad Committee will be reporting back to Council in October 2016.
- Puslinch Community Centre
 - No Changes

FINANCIAL IMPLICATIONS

The fees in the User Fees and Charges By-law will be incorporated in the 2017 Operating Budget.

APPLICABLE LEGISLATION AND REQUIREMENTS

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, and for the use of its property including property under its control.

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.

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.

ATTACHMENTS

Schedule A: Proposed User Fees and Charges By-law

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NO XX/16

SCHEDULE A to Report FIN-2016-020.

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.

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, 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.) **"Costs"** 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 including P.S.T. and H.S.T.;
 - b.) **"Property Owner"** includes the registered owner 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 or approvals listed in the attached schedules and forming part of this by-law shall pay the fees listed for that service or approval as set out in the attached schedules.
3. These fees 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 or approval listed in the attached schedules shall be acknowledged or performed by the Township unless and until the person requesting the service or approval has paid the fee or charge for the service or approval as set out in the attached schedules, unless noted otherwise.

5. The Township may request a deposit of up to fifty percent (50%) of the applicable fee or charge in certain user fees and charges as noted in the attached schedules.
6. All Township accounts and invoices are due and payable when rendered.
7. All unpaid fees or charges imposed by this By-law on a person constitute a debt of the person to the municipality.
8. The Treasurer shall add the fees and charges imposed pursuant to this by-law to the tax roll for any real property in the Township for which all of the property owners are responsible for paying fees 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. Chapter 25 as amended.
9. If peer or legal review costs are incurred by the Township in the processing of a planning application by the Township, the applicant is required to pay these costs to the Township.
10. The Township is not obligated to further process a planning application until all outstanding third party fees and other disbursements have been paid by the applicant.
11. The fees 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 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 or charge for the service, activity or use of property specified.
13. The payment of any fee 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 rates and service charges, as outlined in the schedules attached hereto and forming part of this by-law, shall be implemented and take effect on January 1, 2016.
16. 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.

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

18. That By-law No. 064/15 is hereby repealed.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS XX DAY
OF OCTOBER, 2016.**

Dennis Lever, Mayor

Karen Landry, CAO/Clerk

DRAFT

**SCHEDULE A: ADMINISTRATION REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES
EFFECTIVE 2016**

TYPE OF REVENUE/USER	Unit/Descr	2015 RATE (NO TAX)	2016 RATE (NO TAX)	2017 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
Freedom of Information	Charged at the rate permitted per the legislation.							E	Regulated by Statute
Investigator Fees	Flat Fee	\$175.00	\$0.00	\$0.00	\$0.00	\$0.00	N/A	T	Removal of fee recommended - See Report FIN-2015-029
Investigator Fees	Flat Fee	\$350.00	\$0.00	\$0.00	\$0.00	\$0.00	N/A	T	Removal of fee recommended - See Report FIN-2015-029
Signature of Commissioner	Per Document	\$10.00	\$10.00	\$10.00	\$1.30	\$11.30	0%	T	

**SCHEDULE B: FINANCE REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES
EFFECTIVE 2017**

TYPE OF REVENUE/USER	Unit/Descr	2015 RATE (NO TAX)	2016 RATE (NO TAX)	2017 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
Administration Fee	Per Invoice	\$25.00	\$0.00	\$0.00	\$0.00	\$0.00	N/A	T	Removal of fee recommended - See Report FIN-2015-029
NSF Cheque	Per NSF	\$40.00	\$40.00	\$40.00	\$0.00	\$40.00	0%	E	
Tax Certificate	Per Certificate	\$60.00	\$60.00	\$60.00	\$0.00	\$60.00	0%	E	
Tax Sale Charges	Actual costs incurred						N/A	T	Cost recovery of fees and disbursements as charged by consultants and solicitors

**SCHEDULE C: CORPORATE REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES
EFFECTIVE 2016**

TYPE OF REVENUE/USER	Unit/Descr	2015 RATE (NO TAX)	2016 RATE (NO TAX)	2017 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
Canadian Flag	Per Flag	\$22.12	\$22.12	\$22.12	\$2.88	\$25.00	0%	T	
Photocopy	Per Page	\$0.25	\$0.25	\$0.25	\$0.03	\$0.28	0%	T	Photocopy costs for community groups and neighbourhood associations are exempt
Township Flag	Per Flag	\$44.25	\$44.25	\$44.25	\$5.75	\$50.00	0%	T	

**SCHEDULE D: PUBLIC WORKS REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES
EFFECTIVE 2017**

TYPE OF REVENUE/USER	Unit/Descr	2015 RATE (NO TAX)	2016 RATE (NO TAX)	2017 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
Entrance Permit	Flat Fee	\$ 225.00	\$ 230.00	\$ 230.00	\$ -	\$ 230.00	0%	E	
Oversize-Overweight Load Permits	Annual Fee	\$ 400.00	\$ 400.00	\$ 400.00	\$ -	\$ 400.00	0%	E	
Oversize-Overweight Load Permits	Per Trip	\$ 100.00	\$ 100.00	\$ 100.00	\$ -	\$ 100.00	0%	E	
Tender Fees	Per Package	\$ 40.00	\$ 40.00	\$ 40.00	\$ -	\$ 40.00	0%	E	Tender fees applicable for Public Works projects administered by the Township's engineering consultant
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 2017**

TYPE OF REVENUE/USER	Unit/Descr	2015 RATE (NO TAX)	2016 RATE (NO TAX)	2017 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
Boarding or Barricading Plus Materials	Per Hour Per Truck	\$410.00	\$450.00	\$450.00	\$0.00	\$450.00	0%	E	Standard MTO Rate
Burning Permit Violations or Unauthorized Open Air Burning	Per Hour Per Truck	\$410.00	\$450.00	\$450.00	\$0.00	\$450.00	0%	E	Emergency responses to illegal burning or burning without a permit Standard MTO Rate
Daycare & Homeday Care Inspections	Per Inspection	\$100.00	\$100.00	\$100.00	\$13.00	\$113.00	0%	T	As mandated in the Fire Code
Emergency Responses to Motor Vehicle Occurrence/Incident/Collision	Per Hour Per Truck	\$410.00	\$450.00	\$450.00	\$0.00	\$450.00	0%	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 Standard MTO Rate
Fire Alarm False Alarm Calls	Per Hour Per Truck	\$410.00	\$450.00	\$450.00	\$0.00	\$450.00	0%	E	A false alarm call after the second false alarm in any calendar year Standard MTO Rate
Fire Extinguisher Training	Per Person	\$15.00	\$15.00	\$15.00	\$1.95	\$16.95	0%	T	
Fire Safety Plan Review	Per Plan	\$120.00	\$120.00	\$120.00	\$15.60	\$135.60	0%	T	
Industrial/Commercial/Institutional/Assembly/Apartment	Base Inspection	\$100.00	\$100.00	\$100.00	\$13.00	\$113.00	0%	T	Any inspections completed by the fire department that are new, complaint driven, requested or mandated
Industrial/Commercial/Institutional/Assembly/Apartment	Plus each tenant/occupant/apartment unit	\$25.00	\$25.00	\$25.00	\$3.25	\$28.25	0%	T	
Information or Fire Reports Regarding Emergency Incidents	Per Report	\$75.00	\$75.00	\$75.00	\$0.00	\$75.00	0%	E	
Key Boxes	Per Box	\$100.00	\$100.00	\$100.00	\$13.00	\$113.00	0%	T	For rapid entry for firefighters
Occupancy Load	Flat Fee	\$100.00	\$100.00	\$100.00	\$0.00	\$100.00	0%	E	
Open Air Burning Permit Inspection Fee	Per Inspection	\$40.00	\$40.00	\$40.00	\$5.20	\$45.20	0%	T	As a result of a request to modify the terms and conditions of the Open Air Burning Permit
Open Air Burning Permit	Per Permit	\$20.00	\$20.00	\$20.00	\$0.00	\$20.00	0%	E	Permit must be renewed annually
Post Fire Watch	Per Hour per Truck	\$410.00	\$450.00	\$450.00	\$0.00	\$450.00	0%	E	Standard MTO Rate
Replacement of Equipment and Resources Used	Actual costs incurred						0%	T	Materials used in used in emergency responses
Sale of Fireworks Permit	Per Permit	\$100.00	\$100.00	\$100.00	\$0.00	\$100.00	0%	E	

**SCHEDULE E: FIRE AND RESCUE SERVICES REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES
EFFECTIVE 2017**

Setting Off or Discharge of High Hazard Fireworks Permit	Per Permit	\$100.00	\$100.00	\$100.00	\$0.00	\$100.00	0%	E	
Water Tank Locks	Per Lock	\$0.00	\$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 - Requests for Attendance	No fee at this time								

* As per the MTO rate of the day

**SCHEDULE F: BUILDING REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES
EFFECTIVE 2017**

TYPE OF REVENUE/USER	Unit/Descr	2015 RATE (NO TAX)	2016 RATE (NO TAX)	2017 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
Minimum Permit Fee (For all work unless otherwise noted)	Minimum Permit Fee	\$150.00	\$153.00	\$156.00	\$0.00	\$156.00	2.0%	E	
Minimum Permit Fee - Farm Buildings	Minimum Permit Fee	\$0.00	\$300.00	\$306.00	\$0.00	\$306.00	2.0%	E	
CONSTRUCTION - NEW BUILDINGS & ADDITIONS - AGRICULTURAL									
Farm Buildings	Per Sq. Foot	\$0.26	\$0.27	\$0.27	\$0.00	\$0.27	2.0%	E	Minimum Permit Fee of \$306
CONSTRUCTION - NEW BUILDINGS & ADDITIONS - RESIDENTIAL									
Prefabricated Homes	Per Sq. Foot	\$1.40	\$1.43	\$1.46	\$0.00	\$1.46	2.0%	E	
Single Family Dwelling	Per Sq. Foot	\$1.85	\$1.89	\$1.92	\$0.00	\$1.92	2.0%	E	
Interior Renovations and Finished Basements	Per Sq. Foot	\$0.50	\$0.51	\$0.52	\$0.00	\$0.52	2.0%	E	
Residential Deck	Flat Fee	\$150.00	\$153.00	\$156.00	\$0.00	\$156.00	2.0%	E	
Accessory Buildings/Attached Garage	Per Sq. Foot	\$0.70	\$0.71	\$0.73	\$0.00	\$0.73	2.0%	E	
INSTITUTIONAL, COMMERCIAL & INDUSTRIAL									
Construction Value Up to \$3,000,000	Per \$1,000 of Construction Value	\$10.00	\$11.00	\$11.00	\$0.00	\$11.00	0.0%	E	
Construction Value Over \$3,000,000	Per \$1,000 of Construction Value	\$7.00	\$7.14	\$7.28	\$0.00	\$7.28	2.0%	E	
OTHER PERMIT FEES									
Alternative Solution Application	Flat Fee	\$350.00	N/A - See Below						
Alternative Solution Application - Part 9 Residential Buildings	Flat Fee	\$0.00	\$357.00	\$364.00	\$0.00	\$364.00	2.0%	E	Fee to be applied to residential and accessory structures. Third party review likely not required.
Alternative Solution Application - Part 3 and Part 9 Other than Residential Buildings	Flat Fee	\$0.00	\$650.00	\$663.00	\$0.00	\$663.00	2.0%	E	Fee includes third party review of applications as well as staff time for researching the proposal.
Sign Permits	Flat Fee	\$0.00	\$255.00	\$260.00	\$0.00	\$260.00	2.0%	E	
Conditional Permits	20% of permit fee							E	Fee is in addition to all other required permit fees
Deferral of Revocation of Permit	Flat Fee	\$150.00	\$153.00	\$156.00	\$0.00	\$156.00	2.0%	E	
Demolition Permit	Flat Fee	\$150.00	\$153.00	\$156.00	\$0.00	\$156.00	2.0%	E	
Designated Structure Permit	Flat Fee	\$400.00	\$408.00	\$416.00	\$0.00	\$416.00	2.0%	E	Listed per Div.A, 1.3.1.1 Solar installation
Occupancy Permit	Flat Fee	\$150.00	\$153.00	\$156.00	\$0.00	\$156.00	2.0%	E	

**SCHEDULE F: BUILDING REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES
EFFECTIVE 2017**

Reactivate Permit Application	Flat Fee	\$0.00	\$0.00	\$156.00	\$0.00	\$156.00	#DIV/0!	E	For permit applications with no activity for 6 months
Reactivate Abandoned Permit	Flat Fee	\$150.00	\$153.00	\$156.00	\$0.00	\$156.00	2.0%	E	For permits with no inspection in two previous years
Reproduction of Drawings	Flat Fee	\$50.00	\$50.00	\$50.00	\$6.50	\$56.50	0.0%	T	Current rate covers costs
Revision to a Permit	Flat Fee	\$150.00	\$153.00	\$156.00	\$0.00	\$156.00	2.0%	E	Before Permit is issued
Revision to a Permit	Flat Fee	\$300.00	\$306.00	\$312.00	\$0.00	\$312.00	2.0%	E	After Permit is issued
Septic System	Flat Fee	\$600.00	\$612.00	\$624.00	\$0.00	\$624.00	2.0%	E	New system
Septic System	Flat Fee	\$450.00	\$459.00	\$468.00	\$0.00	\$468.00	2.0%	E	Alter, Repair or extend existing system
Tent or Marquee Application Fee	Flat Fee	\$250.00	\$255.00	\$260.00	\$0.00	\$260.00	2.0%	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	\$150.00	\$153.00	\$156.00	\$0.00	\$156.00	2.0%	E	
Re-inspect works not ready	Flat Fee	\$0.00	\$153.00	\$156.00	\$0.00	\$156.00	2.0%	E	Fee payable before re-inspection
Re-inspect code violations/deficiencies	Flat Fee	\$0.00	\$76.00	\$156.00	\$0.00	\$156.00	105.3%	E	Fee payable before re-inspection and applies after first re-inspection
Partial Inspection	Flat Fee	\$0.00	\$76.00	\$78.00	\$0.00	\$78.00	2.0%	E	Fee payable before inspection for part of a prescribed inspection
Sewage System Evaluation	Flat Fee	\$0.00	\$153.00	\$156.00	\$0.00	\$156.00	2.0%	E	Applies to the review of sewage system evaluations by the Building department.

Notes to Building

Note 1: Interpretations

- (a) Floor area of the proposed work is to be measured to the outer face of exterior walls
- (b) Unfinished basements and attached garages for new dwellings are not included in floor areas
- (c) Unfinished loft space or bonus room to be included in area calculations

Note 2: Where the fees are based on the cost of valuation of the proposed work, such cost or valuation shall mean the total cost of all work regulated by the permit and without restricting the generality of the foregoing, shall include the cost of all material, labour, equipment, overhead and professional and related services.

Note 3: Fees are to be rounded to the nearest dollar.

Note 4: The Chief Building Official may place a valuation on the cost of work and the permit applicant shall pay the prescribed fee(s) before issuing the permit.

**SCHEDULE G: PLANNING AND DEVELOPMENT REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES
EFFECTIVE 2017**

TYPE OF REVENUE/USER	Unit/Descr	2015 RATE (NO TAX)	2016 RATE (NO TAX)	2017 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
Grading Fee	Flat Fee	\$2,000.00	\$2,000.00	\$2,000.00	\$0.00	\$2,000.00	0.0%	E	Applicable for new dwellings
Minor Variance *	Administration fee	\$650.00	\$663.00	\$676.00	\$0.00	\$676.00	2.0%	E	
Other Agreements *	Administration fee	\$500.00	\$500.00	\$510.00	\$0.00	\$510.00	2.0%	E	For recovery of the costs of facilitating, preparing, and discharging any other planning and development agreements (ie. consent)
Part Lot Control Exemption By-law *	Administration fee	\$550.00	\$550.00	\$561.00	\$0.00	\$561.00	2.0%	E	
Plan of Subdivision or Condominium Agreement *	Administration fee	\$750.00	\$750.00	\$765.00	\$0.00	\$765.00	2.0%	E	For recovery of the costs of facilitating, preparing, and discharging a Plan of Subdivision or Condominium Agreement
Site Plan Control *	Administration fee	\$2,000.00	\$2,040.00	\$2,081.00	\$0.00	\$2,081.00	2.0%	E	Site Plan Approval Application
Zoning By-law - Copy	Flat Fee	\$40.00	\$40.00	\$40.00	\$5.20	\$45.20	0.0%	T	
Zoning By-Law Amendment *	Administration fee	\$2,000.00	N/A	N/A			N/A		
Standard Zoning By-Law Amendment	Flat Fee	\$0.00	\$11,200.00	\$11,200.00	\$0.00	\$11,200.00	0.0%	E	
Minor Zoning By-Law Amendment	Flat Fee	\$0.00	\$3,600.00	\$3,600.00	\$0.00	\$3,600.00	0.0%	E	
Zoning By-Law Amendment - Aggregate *	Administration fee	\$7,500.00	\$15,000.00	\$15,000.00	\$0.00	\$15,000.00	0.0%	E	
Compliance Letter	Flat Fee	\$75.00	\$75.00	\$75.00	\$0.00	\$75.00	0.0%	E	Fee charged is consistent for all Township departments
Consent Review and Condition Clearances	Flat Fee	\$0.00	\$125.00	\$128.00	\$0.00	\$128.00	2.0%	E	
Telecommunication Tower Proposals	Flat Fee	\$0.00	\$500.00	\$510.00	\$0.00	\$510.00	2.0%	E	
Lifting of Holding Designation Fee (Zoning)	Administration fee	\$0.00	\$0.00	\$561.00	\$0.00	\$561.00	2.0%	E	

Notes to Planning

* 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 G: PLANNING AND DEVELOPMENT REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES
EFFECTIVE 2017**

A Standard Zoning By-law Amendment Application 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.)

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

A Minor Zoning By-law Amendment Application 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

**SCHEDULE H: BY-LAW REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES
EFFECTIVE 2017**

TYPE OF REVENUE/USER	Unit/Descr	2015 RATE (NO TAX)	2016 RATE (NO TAX)	2017 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
Dog Tags	Per Tag	\$25.00	\$25.00	\$25.00	\$0.00	\$25.00	0.0%	E	Maximum of 3 dogs
Fence Viewer's Application	Per Application	\$300.00	\$300.00	\$300.00	\$0.00	\$300.00	0.0%	E	
Grading	Flat Fee	\$500.00	\$600.00	\$0.00	\$0.00	\$0.00	-100.0%	E	Pool Enclosure Permit
Inspection Permit - LCBO	Per Inspection	\$100.00	\$102.00	\$104.00	\$0.00	\$104.00	2.0%	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
Kennel Licence	Per Licence	\$175.00	\$179.00	\$183.00	\$0.00	\$183.00	2.0%	E	More than 3 dogs
Lottery Licence	3% of prize value							E	Fee regulated by AGCO (Nevada, Raffle, Bazaar, etc.)
Municipal Addressing Signs	Flat Fee	\$40.00	\$40.00	\$40.00	\$5.20	\$45.20	0.0%	T	To cover the costs of the blade and post. No cost for installation of the municipal addressing signs
Pool Enclosure Permit	Flat Fee	\$350.00	\$357.00	\$210.00	\$0.00	\$210.00	-41.2%	E	
Septic Compliance Letter	Flat Fee	\$75.00	\$75.00	\$77.00	\$0.00	\$77.00	2.0%	E	Fee charged is consistent for all Township departments
Site Alteration Permit Service Fee	Per m ³	\$0.06	\$0.06	\$0.06	\$0.00	\$0.06	0.0%	E	Paid at time of application
Site Alteration Permit Application *	Administration fee	\$250 plus \$50 per hectare	\$1,800 plus \$75 per hectare (rounded to the greater whole aggregate).	\$1,800 plus \$75 per hectare (rounded to the greater whole aggregate).	\$0.00	\$1,800 plus \$75 per hectare (rounded to the greater whole aggregate).	0.0%	E	
Special Occasion Permit	Per Letter	\$75.00	\$75.00	\$75.00	\$0.00	\$75.00	0.0%	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 2017**

TYPE OF REVENUE/USER	Unit/Descr	2015 RATE (NO TAX)	2016 RATE (NO TAX)	2017 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
Aberfoyle/Old Morriston Ball Parks	Per Hour before 8:30 pm	\$20.00	\$20.00	\$20.00	\$2.60	\$22.60	0%	T	Bookings available after May 1st of each year
Aberfoyle/Old Morriston Ball Parks	Per Hour after 8:30 pm	\$30.00	\$30.00	\$30.00	\$3.90	\$33.90	0%	T	Bookings available after May 1st of each year
Aberfoyle/Old Morriston/Morriston Meadows Ball Parks	Per Day	\$150.00	\$150.00	\$150.00	\$19.50	\$169.50	0%	T	Bookings available after May 1st of each year
Aberfoyle/Old Morriston/Morriston Meadows Ball Parks	Extra dragging and lining	\$40.00	\$40.00	\$40.00	\$5.20	\$45.20	0%	T	Only available with a minimum of 2 hour booking
Morriston Meadows Ball Park	Per Hour	\$20.00	\$20.00	\$20.00	\$2.60	\$22.60	0%	T	Bookings available after May 1st of each year
Ball Diamond Advertising	Per Season	\$175.00	\$175.00	\$175.00	\$22.75	\$197.75	0%	T	Available from May to October
Horse Paddock Rental	Per Day	\$200.00	\$200.00	\$200.00	\$26.00	\$226.00	0%	T	\$300.00 damage deposit; rental restricted to horse paddock and tractor pull area; bookings available from June 15 to September 15
Picnic Shelter	Per Hour	\$20.00	\$20.00	\$20.00	\$2.60	\$22.60	0%	T	To a maximum of \$80.00 per reservation
Sports Facility User Fees - Excluding Soccer	Per Resident	\$10.00	\$10.00	\$10.00	\$0.00	\$10.00	0%	E	Fees collected from Old Timers Baseball, Senior Ladies Baseball, Junior/Intermediate Men's Fastball, Minor Baseball, Morriston Men's League, and Tennis
Sports Facility User Fees - Excluding Soccer	Per Non-Resident	\$25.00	\$25.00	\$25.00	\$0.00	\$25.00	0%	E	

**SCHEDULE I: PARKS REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES
EFFECTIVE 2017**

TYPE OF REVENUE/USER	Unit/Descr	2015 RATE (NO TAX)	2016 RATE (NO TAX)	2017 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
Sports Facility User Fees - Soccer	Per Resident	\$10.00	\$12.00	\$12.00	\$0.00	\$12.00	0%	E	Fees collected from minor soccer
Sports Facility User Fees - Soccer	Per Non-Resident	\$25.00	\$30.00	\$30.00	\$0.00	\$30.00	0%	E	
Security Deposit	Per Fireworks Display	\$500.00	\$500.00	\$500.00	\$0.00	\$500.00	0%	E	Security deposit for the clean up of Township lands after use for fireworks display

**SCHEDULE J: OPTIMIST RECREATION CENTRE REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES
EFFECTIVE 2017**

TYPE OF REVENUE/USER	Unit/Descr	2015 RATE (NO TAX)	2016 RATE (NO TAX)	2017 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
Arena Summer Rentals	Per Hour	\$65.00	\$65.00	\$65.00	\$8.45	\$73.45	0%	T	Includes use of change rooms
Ice Rental - Non - Prime	Per Hour	\$78.00	\$78.00	\$78.00	\$10.14	\$88.14	0%	T	Weekdays from 9 am to 5 pm
Ice Rental - Prime	Per Hour	\$155.00	\$155.00	\$155.00	\$20.15	\$175.15	0%	T	Weekdays from 5 to 10 pm, Saturday, Sunday
Gymnasium Rental	Per Hour	\$26.00	\$26.00	\$27.00	\$3.51	\$30.51	4%	T	
Rink Board Advertising	Per Year	\$350.00	\$350.00	\$350.00	\$45.50	\$395.50	0%	T	

**SCHEDULE K: PUSLINCH COMMUNITY CENTRE REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES
EFFECTIVE 2017**

TYPE OF REVENUE/USER	Unit/Descr	2015 RATE (NO TAX)	2016 RATE (NO TAX)	2017 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
Alf Hales Room	Per Hour	\$25.00	\$25.00	\$25.00	\$3.25	\$28.25	0%	T	
Archie MacRobbie Hall - Non-Prime	Per 4 Hour Rental	\$215.00	\$215.00	\$215.00	\$27.95	\$242.95	0%	T	Monday to Thursday and Sunday Rentals includes use of kitchen facilities
Archie MacRobbie Hall - Non-Prime	Per Hour after 4 Hours	\$0.00	\$45.63	\$45.63	\$5.93	\$51.56	0%	T	Monday to Thursday and Sunday Rentals includes use of kitchen facilities Maximum of 8 hours
Archie MacRobbie Hall - Non-Prime	Full Day Rental	\$365.00	\$365.00	\$365.00	\$47.45	\$412.45	0%	T	Monday to Thursday Rentals includes use of kitchen facilities
Archie MacRobbie Hall - Prime	Full Day Rental	\$479.00	\$479.00	\$479.00	\$62.27	\$541.27	0%	T	Friday and Saturday Rentals includes use of kitchen facilities
Archie MacRobbie Hall - Non-Prime	Full Day Rental	\$357.00	\$357.00	\$357.00	\$46.41	\$403.41	0%	T	Sunday Rentals includes use of kitchen facilities
Commercial Rentals (ie. Auctions)	Full Day Rental	\$750.00	\$750.00	\$750.00	\$97.50	\$847.50	0%	T	Includes use of kitchen facilities
Use of Kitchen Facilities	Per 4 Hour Rental	\$105.00	\$105.00	\$105.00	\$13.65	\$118.65	0%	T	Dishes, silverware, cooking utensils, dishwasher, coffee maker
Use of Kitchen Facilities	Per Hour After 4 Hours	\$25.00	\$25.00	\$25.00	\$3.25	\$28.25	0%	T	Dishes, silverware, cooking utensils, dishwasher, coffee maker
Licenced Events Using Patio	Flat Rate	\$55.00	\$55.00	\$55.00	\$7.15	\$62.15	0%	T	Patio Fencing
Rental Deposit	50% of total contract rental fee							T	Deposit is to be non-refundable and forfeited unless notice of cancellation is received by the Recreation Department 60 days prior to the event with the balance of the rental due 15 days before the event
Security Deposit	Per Booking	\$365.00	\$365.00	\$365.00	\$0.00	\$365.00	0%	E	Deposit is refundable after function if there are no damages and key is returned
Bartenders	Flat Rate	\$115.00	\$115.00	\$115.00	\$14.95	\$129.95	0%	T	Smart Serve Certified
Bartenders	Per Hour of Overtime	\$20.00	\$20.00	\$20.00	\$2.60	\$22.60	0%	T	Smart Serve Certified

**SCHEDULE K: PUSLINCH COMMUNITY CENTRE REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES
EFFECTIVE 2017**

Fountain Pop Package	Per Pound	\$1.30	\$1.30	\$1.30	\$0.17	\$1.47	0%	T	Includes ice, cups, and fountain pop
9 oz Glasses	Per Package of 100	\$6.00	\$6.00	\$6.00	\$0.78	\$6.78	0%	T	
14 oz Glasses	Per Package of 50	\$6.00	\$6.00	\$6.00	\$0.78	\$6.78	0%	T	
Ice	Per Bag	\$2.00	\$2.00	\$2.00	\$0.26	\$2.26	0%	T	
Advertising Sign	Two lines/Week	\$32.00	\$32.00	\$32.00	\$4.16	\$36.16	0%	T	No charge for Puslinch Community Centre Facility rentals
Advertising Sign	Four Lines/Week	\$63.00	\$63.00	\$63.00	\$8.19	\$71.19	0%	T	No charge for Puslinch Community Centre Facility rentals