



## REPORT FIN-2017-024

---

TO: Mayor and Members of Council

FROM: Mary Hasan, Director of Finance/Treasurer

MEETING DATE: August 9, 2017

SUBJECT: 2018 Proposed User Fees and Charges  
File No. C01 FEE

---

### RECOMMENDATIONS

That Report FIN-2017-024 regarding the 2018 Proposed User Fees and Charges be received; and

That Council directs staff to proceed with holding a Public Meeting on September 21, 2017 at 7:00 p.m. at the Township Municipal Office to obtain public input on the proposed User Fees and Charges as outlined in Schedule A to Report FIN-2017-024; and

That staff publish notice in the Puslinch Pioneer, Wellington Advertiser and Township website to advise of the Public Meeting; and

That staff report back on the results of the Public Meetings.

### DISCUSSION

#### Purpose

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

#### 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.

Council received Report FIN-2017-011 – Grant Application Policy and Report FIN-2017-012 – Fee Reduction/Waivers at the June 21, 2017 Council Meeting. A Public Meeting is scheduled for September 5, 2017 to solicit public input on the proposed policies. The User Fees and Charges Schedules for Parks, Optimist Recreation Centre, and Puslinch

Community Centre were included in Report FIN-2017-012 – Fee Reduction/Waivers and those fees will be considered by Council after public input is received on September 5, 2017.

## **Changes to Fee Structure**

The proposed fees outlined in Schedule A to Report FIN-2017-024 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
- 2018 projected Consumer Price Index (CPI) inflation rate of 2.0%<sup>1</sup>

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

### Administration

#### *Agreements*

The fees recommended below encompass the total anticipated costs associated with facilitating and preparing the agreements (including any engineering or legal costs)

- Agreements – Major – Not Registered - \$500
  - This fee encompasses the staff time associated with the creation of the agreement and compliance with those terms and conditions associated with the release of securities.
- Agreements – Minor – Not Registered - \$250
  - Report ADM-2016-019 – Agreement – Securities – Temporary Residence during Construction – Delegated Authority recommended the establishment of a tiered agreement fee structure based on the complexity and the nature of the agreement. This proposed fee applies to simple agreements that are not registered on title.
- Agreements – Registered - \$765.00
  - Registration of an agreement on title costs approximately \$250. Agreements that are registered on title are typically classified as major agreements.

#### *Freedom of Information*

The Township currently charges a flat fee of \$5 per Freedom of Information (FOI) request in accordance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), Ontario Regulation 823 section 5.2.

---

<sup>1</sup> <http://www.fin.gov.on.ca/en/budget/ontariobudgets/2017/ch6b.html#ch6b13>

Further to section 5.2 above, Ontario Regulation 823 Section 6 indicates that the following fees shall be charged for the purposes of subsection 45 (1) of the Act for access to a record:

1. For photocopies and computer printouts, 20 cents per page.
2. For records provided on CD-ROMs, \$10 for each CD-ROM.
3. For manually searching a record, \$7.50 for each 15 minutes spent by any person.
4. For preparing a record for disclosure, including severing a part of the record, \$7.50 for each 15 minutes spent by any person.
5. For developing a computer program or other method of producing a record from machine readable record, \$15 for each 15 minutes spent by any person.
6. The costs, including computer costs that the institution incurs in locating, retrieving, processing and copying the record if those costs are specified in an invoice that the institution has received.

It is recommended that the Township charge the fees noted above for FOI requests in accordance with Ontario Regulation 823.

#### Finance

- No changes

#### Corporate

- No changes

#### Public Works

It is recommended that the Oversize-Overweight Load Permit - Annual Fee of \$400 be removed and that the Township only issue Oversize-Overweight Load Permits on a per trip basis as required. The fee of \$100 for this permit on a per trip basis remains the same as 2017.

#### Fire and Rescue Services

At the February 1, 2017 Council meeting, Report ADM-2017-004 – Ministry of Transportation – Authorized Requester Agreement – Amendment and Delegated Authority for Administrative Amendments was presented to Council. Council requested that staff establish a search fee for when the Township utilizes the Ministry of Transportation (MTO) Authorized Requester Agreement (ARIS).

A fee of \$14 is charged by MTO when the Township searches and accesses licensed information on ARIS related to the recovery of user fees and charges for motor vehicle responses.

Due to the minimal volume of use, it is not recommended that a fee be imposed at this time. Staff will track future ARIS utilization to determine whether a fee should be charged.

### 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 2013 to 2016 is outlined below:

	2013	2014	2015	2016
Building Restricted Reserve	\$528,023	\$494,289	\$499,099	\$573,096

Based on the above, it is recommended that the fees in the Building department appendices not be increased by the CPI inflation rate of 2%.

There are also proposed changes to the Building Department's fee structure based on comparator municipal data and costs incurred for providing the service. The comparator municipal data is outlined in Schedule B to Report FIN-2017-024.

### *Farm Buildings*

The previous by-law had a minimum permit fee of \$306 for farm buildings. It is recommended that the minimum permit fee of \$156 also apply to farm buildings to ensure consistency.

The previous user fee by-law had a rate of \$0.27 per square foot for new farm buildings. It is recommended that the rate be increased to \$0.30 per square foot.

This increase is based on the costs of providing the service and is comparable to other municipal new farm building permit fees as outlined in Schedule B to Report FIN-2017-024.

### *Cost per \$1,000 of Construction Value*

The majority of the Township's building permit fees are calculated on a cost per square foot basis with the exception of new buildings and additions for institutional, commercial and industrial buildings which were calculated as follows in 2017:

- \$7.28 per \$1,000 of construction value for construction value over \$3,000,000.

- \$11.00 per \$1,000 of construction value for construction value of up to \$3,000,000.

To be consistent with the Township's fee structure as it relates to other building permit fees and to be in line with comparable municipalities, it is recommended that all building permit fees be calculated at a cost per square foot basis (if applicable) rather than construction value.

The revised per square foot fee for the building permit classes outlined below have been determined based on the costs of providing the service and are comparable to other municipal building permit rates as outlined in Schedule B to Report FIN-2017-024.

The fee change to cost per square foot is comparable to the Township's current fees (based on construction value) on recent building permit applications received.

<b>Class of Building Permit</b>	<b>2018 Proposed Fee</b>
<b>Group A &amp; B: Assembly &amp; Care and Detention Buildings</b>	
Shell	\$2.40 per square foot
Finished	\$2.71 per square foot
<b>Group D &amp; E: Business and Personal Service and Mercantile Buildings</b>	
Shell	\$1.85 per square foot
Finished	\$2.15 per square foot
<b>Group F: Industrial Buildings</b>	
Shell	\$0.75 per square foot
Finished	\$0.95 per square foot

#### *Accessory Buildings/Attached Garage*

The previous user fee by-law had a separate fee of \$0.73 per square foot for an accessory building or attached garage. The proposed user fee is modified to a flat fee of \$156 for "Garage/carport (per bay), shed, deck, porch, dock, boathouse". This encompasses the different types of accessory buildings/attached garages.

#### *Alternative Solutions*

Outlined below are the proposed changes to the fees for alternative solutions.

<b>Class of Building Permit</b>	<b>2017 Fee</b>	<b>2018 Proposed Fee</b>
<b>All buildings/systems within scope of Part 9</b>	\$364	\$500
<b>All buildings/systems within scope of Part 3</b>	\$663	\$1,000

This increase is based on the costs of providing the service and is comparable to other municipal alternative solutions building permit fees as outlined in Schedule B to Report FIN-2017-024.

#### *Change of Use Permit (No Construction)*

This fee was not separately identified in the previous user fee by-law. It is recommended that a flat fee of \$200 be established based on the costs of providing the service. This fee is similar to the comparator municipalities as outlined in Schedule B to Report FIN-2017-024.

#### *Construction Prior to Issuance of a Permit (Where Construction is Commenced Prior to the Issuing of a Permit)*

It is recommended that the fee for construction prior to issuance of a building permit be increased from 40% of the permit fee to 100% of the permit fee.

This fee is in addition to the standard building permit fees that would apply. The increase in this fee relates to the additional administration time required for investigations or possible orders and eventual legal action if necessary. The proposed fee is comparable to the surrounding municipalities as outlined in Schedule B to Report FIN-2017-024.

#### *Deferral of Revocation of Permit*

This fee was established in By-law number 33/12 passed on April 18, 2012 to recoup both the administration and inspection costs associated with the service.

It is recommended that the Township no longer provide this service as the Building Code Act indicates that a permit may be revoked after 6 months of no activity or where construction has not commenced. Upon review of municipal best practices, Township staff recommend it ceases deferral of the revocation of a permit as code requirements may change and retaining open building permits is not recommended.

Where there is no activity or construction has not commenced after 6 months, a new application must be submitted and the full costs associated with the building permit fees must be paid.

### *Reactivate Permit Application (Permit has not been issued)*

This fee was established in By-law No. 087/16 passed on December 21, 2016 to charge a fee for permit applications with no activity for 6 months. This fee was established for cost recovery purposes.

As a municipal best practice, the Township will deem an application to be abandoned after 6 months as code requirements may change and retaining incomplete building permit applications is not recommended.

When a permit application is abandoned, a new application must be submitted and the full costs associated with the building permit fees must be paid.

### *Reactivate Open Permit*

This fee was established in By-law number 74/13 passed on December 4, 2013 to charge a fee for a permit with no inspections conducted in the two previous years.

As a municipal best practice, it is not recommended to retain open building permits. Township staff wish to encourage the closing of open permits. Imposing a fee for reactivating old permits that are still open is a deterrent to meeting this objective.

### *Fireplace/Woodstove*

This fee was not separately identified in the previous user fee by-law. It is recommended that a flat fee of \$156 be established based on the costs of providing the service. This fee is similar to the comparator municipalities as outlined in Schedule B to Report FIN-2017-024.

### *Inspections of Works Not Ready, Inspections of Code Violations/Deficiencies and Partial Inspections*

The fees for these inspections were established in By-law No. 64/15 passed on November 18, 2015.

It is recommended that these fees with the exception of partial inspections be combined into one category titled "Inspection of works not ready" and that the fee remain unchanged at \$156.

The partial inspection fee of \$78 will no longer be imposed as a customer service initiative.

### *Portables*

This fee was not separately identified in the previous user fee by-law. It is recommended that a flat fee of \$200 be established based on the costs of providing the

service. This fee is similar to the comparator municipalities as outlined in Schedule B to Report FIN-2017-024.

### *Revisions to a Permit*

The previous by-law had two separate fees for permit revisions as outlined below:

- Revisions to a Permit – before a permit is issued - \$156
- Revisions to a Permit –after a permit is issued - \$312

It is recommended that only one fee of \$312 apply – Revision to Approved Plans – before or after a permit is issued. This fee applies only when there are significant changes to approved plans requiring further review.

### *Sewage System Evaluation*

This fee was established in By-law No. 64/15 passed on November 18, 2015. This fee was established for cost recovery purposes as it relates to when the building department obtains sewage system evaluations which apply to additions/renovations.

The Township obtains a letter from an engineer or qualified sewage system designer indicating whether the current system can accommodate the proposed construction based on current Ontario Building Code requirements or modifications must be made to the sewage system resulting in the required building permit. This is necessary information required to approve the building permit application as it relates to additions/renovations.

It is recommended that the fee of \$156 be removed as it has been determined that the permit application fee is sufficient to cover staff costs associated with the review.

### *Storefront Replacement*

This fee was not separately identified in the previous user fee by-law. It is recommended that a flat fee of \$200 be established based on the costs of providing the service. This fee is similar to the comparator municipalities as outlined in Schedule B to Report FIN-2017-024.

## Planning and Development

### *Agreements*

The previous by-law incorporated the following fees as it relates to the recovery of the costs of facilitating and preparing agreements:

- Plan of Subdivision or Condominium Agreement – Administration fee of \$765 plus invoices issued by the Township for disbursements and third party consultant fees.

- It is recommended that a future analysis be conducted on planning application fees for subdivision and condominium agreements etc. to determine the total anticipated costs associated with the preparation and implementation of these agreements.
- Other Agreements – Administration fee of \$510 plus invoices issued by the Township for disbursements and third party consultant fees
  - It is recommended that this fee be removed and the tiered agreement fees outlined above in the Administration department apply.
    - Agreements – Major – Not Registered - \$500
    - Agreements – Minor – Not Registered - \$250
    - Agreements – Registered - \$765.00

#### *Other Planning Fees*

It is recommended that the following fees in the planning and development department be increased by the CPI inflation rate of 2%:

- Consent Review and Condition Clearance
- Lifting of Holding Designation (Zoning)
- Minor Variance
- Part Lot Control Exemption By-law
- Telecommunication Tower Proposals

#### *Grading Fee*

The previous User Fee By-law included a grading fee of \$2,000 which is applicable to all new single detached dwellings in the Township as required by the Township's Building By-law and Subdivision or Condominium Agreements. This fee is to recover the engineering costs and staff time associated with the review of a grading plan.

The Township's practice to collect a grading fee (previously a grading deposit) through a Subdivision or Condominium Agreement is for the purpose of having the Township's engineers review the grading plan that has been certified and issued by the applicant's engineer or Ontario Land Surveyor. Township staff recommend that the certification provided by the applicant's engineer or Ontario Land Surveyor be accepted and no further review be required by the Township's engineer.

Further, it is recommended that the security requirements of the Township's development agreements incorporate the collection of securities to ensure grading is completed in accordance with approved plans.

It should be noted for those buildings that are not subject to a development agreement (single detached dwellings in the rural area), a grading plan certified by an engineer or Ontario Land Surveyor is submitted as part of the building permit application. The building department reviews the certified grading plan to ensure it is appropriate and where deemed required by the Chief Building Official, a drainage certificate is submitted prior to closing the permit.

#### *Fee Structure - Site Plan Application and Agreement*

It is recommended that a minor and standard site plan application and agreement fee be established. This provides applicants with an understanding of the total fees payable to the Township for the processing of a site plan application including administration of the agreement.

Schedule C to Report FIN-2017-024 includes comparator municipal data for site plan applications and agreements. Please note that the local municipalities within the County of Wellington were not included in the comparator data as these municipalities are currently invoicing applicants for third party disbursement and consultant costs with the exception of Centre Wellington.

The fees recommended below for the various classes of applications and agreements were determined based on estimates of the actual costs incurred for processing these applications and agreements as outlined in Schedule D to Report FIN-2017-024.

The anticipated costs include the following:

- Consultant costs for reviewing the application and inspection costs related to the release of securities
- Township staff time involved in processing the applications, facilitating and preparing the agreement, and releasing of securities
- PDAC Committee Urban Design Comments – only involved if the application fronts Brock Road/Queen Street
- Council for the authorization to enter into an agreement
- Purolator costs for sending the application package to the Township's consultants
- Facilitating and preparing the agreement including registering the agreement on title

A Minor Site Plan Application 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.

The fee proposed for the processing of a minor site plan application and agreement is \$10,850. This is in line with the comparator municipalities surveyed in Schedule C to Report FIN-2017-024 as the average fee for the processing of a Minor Site Plan Application and Agreement is approximately \$12,571.

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

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

The fee proposed for the processing of a standard site plan application and agreement is \$20,600. This is in line with the comparator municipalities surveyed in Schedule C to Report FIN-2017-024 as the average fee for the processing of a Standard Site Plan Application and Agreement is approximately \$18,933.

#### *Fee Structure – Minor and Standard Zoning By-law Amendments*

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 flat fee structure was introduced in By-law No. 64/15 passed on November 18, 2015 and it provides an applicant with an understanding of the total fees payable to the Township for the processing of a zoning by-law amendment application.

The anticipated costs include the following:

- Consultant costs for reviewing the application
- County of Wellington staff time for preparing the final report and meeting attendance
- Township staff time involved in processing the applications
- PDAC Committee – each application has one PDAC meeting
- Council – one Public Meeting and one final report to Council for consideration
- Advertising costs (two notices – one for complete application and one for notice of public meeting)
- Postage costs for Notice of Complete Application, Notice of Public Meeting, and Notice of Passing sent to neighbours within 120 metres and required agencies under the Planning Act

Schedule C to Report FIN-2017-024 includes comparator municipal data for zoning by-law amendment applications. Please note that the local municipalities within the County

of Wellington were not included in the comparator data as these municipalities are currently invoicing applicants for third party disbursement and consultant costs with the exception of Centre Wellington.

The fees recommended below for the various classes of applications were determined based on estimates of the actual costs incurred for processing these applications as outlined in Schedule D to Report FIN-2017-024.

It is recommended that the fee for a Minor Zoning By-law Amendment increase from \$3,600 to \$5,000 and that the fee for a Standard Zoning By-law Amendment remain unchanged from the current fee of \$11,200 in order to be in line with the costs of processing these applications. The proposed fees are also in line with the average fees noted in Schedule C which amount to \$8,290 for a Minor Zoning By-law Amendment Application and \$14,194 for a Standard Zoning By-law Amendment Application

#### *Zoning By-law Amendment - Aggregate Application*

As indicated in previous years, Township staff will monitor the third party consulting fees associated with aggregate zoning by-law amendment applications and perform a further detailed analysis once there is more recent data available to determine a fee which encompasses the total anticipated costs.

#### By-Law

##### *Liquor License Letter*

It is recommended that this fee increase from \$104 to \$156 in order to recoup the costs associated with the inspection and final letter issued.

##### *Sign Permits (without a building permit)*

It is recommended that a stand-alone fee of \$100 be included for sign permits that do not require a building permit in order to recover the costs for the administration and inspection of issuing a sign permit.

##### *Site Alteration Permits*

The fees related to site alteration will be further evaluated during the review of the Site Alteration By-law No. 31/12.

#### **FINANCIAL IMPLICATIONS**

The fees approved as part of the User Fees and Charges By-law will be incorporated in the 2018 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

Municipal Freedom of Information and Protection of Privacy Act, Ontario Regulation 823

## **ATTACHMENTS**

Schedule A: Proposed User Fees and Charges Schedules

Schedule B: Comparator Municipal Data – Building Fees

Schedule C: Comparator Municipal Data – Planning Fees

Schedule D: Analysis of Zoning By-law Amendment and Site Plan Application and Agreement Costs

**SCHEDULE A: ADMINISTRATION REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES  
EFFECTIVE 2018**

TYPE OF REVENUE/USER	Unit/Descr	2017 RATE (NO TAX)	2018 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
<b>Agreements - Major - Not Registered</b>	Flat Fee	\$0.00	<b>\$500.00</b>	\$0.00	\$500.00	100%	E	For recovery of the costs of facilitating and preparing agreements.
<b>Agreements - Minor - Not Registered</b>	Flat Fee	\$0.00	<b>\$250.00</b>	\$0.00	\$250.00	100%	E	For recovery of the costs of facilitating and preparing agreements.
<b>Agreements - Registered</b>	Flat Fee	\$0.00	<b>\$765.00</b>	\$0.00	\$765.00	100%	E	For recovery of the costs of facilitating and preparing agreements.
<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	\$10.00	<b>\$10.00</b>	\$1.30	\$11.30	0%	T	

**SCHEDULE B: FINANCE REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES  
EFFECTIVE 2018**

TYPE OF REVENUE/USER	Unit/Descr	2017 RATE (NO TAX)	2018 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
NSF Cheque	Per NSF	\$40.00	<b>\$40.00</b>	\$0.00	\$40.00	0%	E	
Tax Certificate	Per Certificate	\$60.00	<b>\$60.00</b>	\$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	<b>\$40.00</b>	\$ -	\$40.00	0%	E	Tender fees applicable for projects administered by the Township's engineering consultant

SCHEDULE C: CORPORATE REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES  
EFFECTIVE 2018

TYPE OF REVENUE/USER	Unit/Descr	2017 RATE (NO TAX)	2018 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
Canadian Flag	Per Flag	\$22.12	\$22.12	\$2.88	\$25.00	0%	T	
Photocopy	Per Page	\$0.25	\$0.25	\$0.03	\$0.28	0%	T	
Township Flag	Per Flag	\$44.25	\$44.25	\$5.75	\$50.00	0%	T	

SCHEDULE D: PUBLIC WORKS REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES  
EFFECTIVE 2018

TYPE OF REVENUE/USER	Unit/Descr	2017 RATE (NO TAX)	2018 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
Entrance Permit	Flat Fee	\$230.00	\$230.00	\$ -	\$230.00	0%	E	
Oversize-Overweight Load Permits	Annual Fee	\$400.00	\$0.00	\$ -	\$0.00	-100%	E	Recommend only issuing "Per Trip" permits as required - See Report FIN-2017-024
Oversize-Overweight Load Permits	Per Trip	\$100.00	\$100.00	\$ -	\$100.00	0%	E	
Third Party Cost Recovery	Actual costs incurred + \$100.00 administration fee						T	Material, equipment, labour/benefits, and administration costs

**SCHEDULE E: FIRE AND RESCUE SERVICES REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES  
EFFECTIVE 2018**

TYPE OF REVENUE/USER	Unit/Descr	2017 RATE (NO TAX)	2018 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
<b>Boarding or Barricading Plus Materials</b>	Per Hour Per Truck	\$450.00	<b>\$450.00</b>	\$0.00	\$450.00	0%	E	Fee is in accordance with the Standard MTO Rate
<b>Burning Permit Violations or Unauthorized Open Air Burning</b>	Per Hour Per Truck	\$450.00	<b>\$450.00</b>	\$0.00	\$450.00	0%	E	Emergency responses to illegal burning or burning without a permit Fee is in accordance with the Standard MTO Rate
<b>Daycare &amp; Homeday Care Inspections</b>	Per Inspection	\$100.00	<b>\$100.00</b>	\$13.00	\$113.00	0%	T	As mandated in the Fire Code
<b>Emergency Responses to Motor Vehicle Occurrence/Incident/Collision</b>	Per Hour Per Truck	\$450.00	<b>\$450.00</b>	\$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 Fee is in accordance with the Standard MTO Rate
<b>Fire Alarm False Alarm Calls</b>	Per Hour Per Truck	\$450.00	<b>\$450.00</b>	\$0.00	\$450.00	0%	E	A false alarm call after the second false alarm in any calendar year Fee is in accordance with the Standard MTO Rate
<b>Fire Extinguisher Training</b>	Per Person	\$15.00	<b>\$15.00</b>	\$1.95	\$16.95	0%	T	
<b>Fire Safety Plan Review</b>	Per Plan	\$120.00	<b>\$120.00</b>	\$15.60	\$135.60	0%	T	
<b>Industrial/Commercial/Institutional/Assembly/Apartment</b>	Base Inspection	\$100.00	<b>\$100.00</b>	\$13.00	\$113.00	0%	T	Any inspections completed by the fire department that are new, complaint driven, requested or mandated
<b>Industrial/Commercial/Institutional/Assembly/Apartment</b>	Plus each tenant/occupant/apartment unit	\$25.00	<b>\$25.00</b>	\$3.25	\$28.25	0%	T	Any inspections completed by the fire department that are new, complaint driven, requested or mandated
<b>Information or Fire Reports</b>	Per Report	\$75.00	<b>\$75.00</b>	\$0.00	\$75.00	0%	E	Requested for emergency incidents
<b>Key Boxes</b>	Per Box	\$100.00	<b>\$100.00</b>	\$13.00	\$113.00	0%	T	For rapid entry for firefighters
<b>Occupancy Load</b>	Flat Fee	\$100.00	<b>\$100.00</b>	\$0.00	\$100.00	0%	E	
<b>Open Air Burning Permit Inspection Fee</b>	Per Inspection	\$40.00	<b>\$40.00</b>	\$5.20	\$45.20	0%	T	As a result of a request to modify the terms and conditions of the Open Air Burning Permit
<b>Open Air Burning Permit</b>	Per Permit	\$20.00	<b>\$20.00</b>	\$0.00	\$20.00	0%	E	Permit must be renewed annually
<b>Post Fire Watch</b>	Per Hour per Truck	\$450.00	<b>\$450.00</b>	\$0.00	\$450.00	0%	E	Fee is in accordance with the Standard MTO Rate
<b>Replacement of Equipment and Resources Used</b>	Actual costs incurred		Actual costs incurred			0%	T	Materials used in emergency responses
<b>Sale of Fireworks Permit</b>	Per Permit	\$100.00	<b>\$100.00</b>	\$0.00	\$100.00	0%	E	

**SCHEDULE E: FIRE AND RESCUE SERVICES REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES**  
**EFFECTIVE 2018**

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

**SCHEDULE F: BUILDING REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES  
EFFECTIVE 2018**

TYPE OF REVENUE/USER	Unit/Descr	2017 RATE (NO TAX)	2018 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
Minimum Permit Fee	Flat Fee	\$156.00	<b>\$156.00</b>	\$0.00	\$156.00	0%	E	For all work unless otherwise noted
Minimum Permit Fee - Farm Buildings	Flat Fee	\$306.00	<b>N/A - above</b>	N/A	N/A	N/A	E	See Report FIN-2017-024
<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	Construction value	<b>\$2.40</b>	\$0.00	\$2.40	N/A	E	See Report FIN-2017-024
Finished	Per Sq. Foot	Construction value	<b>\$2.71</b>	\$0.00	\$2.71	N/A	E	See Report FIN-2017-024
<b><u>Group C: Residential Buildings</u></b>								
Houses, Townhouses, and Apartments	Per Sq. Foot	\$1.92	<b>\$1.92</b>	\$0.00	\$1.92	0%	E	
Manufactured Home	Per Sq. Foot	\$1.46	<b>\$1.46</b>	\$0.00	\$1.46	0%	E	
Garage/carport (per bay), shed, deck, porch, dock, boathouse	Flat Fee	\$156.00	<b>\$156.00</b>	\$0.00	\$156.00	0%	E	
Accessory Buildings/Attached Garage	Per Sq. Foot	\$0.73	<b>N/A - above</b>	N/A	N/A	N/A	E	See Report FIN-2017-024 - Per Bay fee (above)
<b><u>Group D &amp; E: Business and Personal Service and Mercantile Buildings</u></b>								
Shell	Per Sq. Foot	Construction value	<b>\$1.85</b>	\$0.00	\$1.85	N/A	E	See Report FIN-2017-024
Finished	Per Sq. Foot	Construction value	<b>\$2.15</b>	\$0.00	\$2.15	N/A	E	See Report FIN-2017-024
<b><u>Group F: Industrial Buildings</u></b>								
Shell	Per Sq. Foot	Construction value	<b>\$0.75</b>	\$0.00	\$0.75	N/A	E	See Report FIN-2017-024
Finished	Per Sq. Foot	Construction value	<b>\$0.95</b>	\$0.00	\$0.95	N/A	E	See Report FIN-2017-024
<b><u>Farm Buildings</u></b>								
New Building	Per Sq. Foot	\$0.27	<b>\$0.30</b>	\$0.00	\$0.30	11%	E	See Report FIN-2017-024
<b><u>INTERIOR FINISHES AND ALTERATIONS - ALL CLASSIFICATIONS</u></b>								
Finishes to all areas	Per Sq. Foot	\$0.52	<b>\$0.52</b>	\$0.00	\$0.52	0%	E	
<b><u>SEWAGE SYSTEMS</u></b>								
New Installation	Flat Fee	\$624.00	<b>\$624.00</b>	\$0.00	\$624.00	0%	E	
Replacement or alteration	Flat Fee	\$468.00	<b>\$468.00</b>	\$0.00	\$468.00	0%	E	
<b><u>ALTERNATIVE SOLUTIONS</u></b>								
All buildings/systems within scope of Part 9	Flat Fee	\$364.00	<b>\$500.00</b>	\$0.00	\$500.00	37%	E	See Report FIN-2017-024
All buildings/systems within scope of Part 3	Flat Fee	\$663.00	<b>\$1,000.00</b>	\$0.00	\$1,000.00	51%	E	See Report FIN-2017-024
<b><u>SPECIAL CATEGORIES AND MISCELLANEOUS</u></b>								
Change of Use Permit (No Construction)	Flat Fee	Not specified	<b>\$200.00</b>	\$0.00	\$200.00	100%	E	See Report FIN-2017-024
Construction prior to issuance of a permit	100% of permit fee	40% of permit fee	<b>100% of permit fee</b>			60%	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
Deferral of Revocation of Permit	Flat Fee	\$156.00	<b>\$0.00</b>	\$0.00	\$0.00	-100%	E	Removal of fee recommended - See FIN-2017-024

**SCHEDULE F: BUILDING REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES  
EFFECTIVE 2018**

TYPE OF REVENUE/USER	Unit/Descr	2017 RATE (NO TAX)	2018 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
<b>Demolition Permit</b>	Flat Fee	\$156.00	<b>\$156.00</b>	\$0.00	\$156.00	0%	E	
<b>Designated Structure Permit</b>	Flat Fee	\$416.00	<b>\$416.00</b>	\$0.00	\$416.00	0%	E	Listed per Div.A, 1.3.1.1 Solar installation
<b>Fireplace/Woodstove</b>	Flat Fee	Not specified	<b>\$156.00</b>	\$0.00	\$156.00	100%	E	
<b>Inspection of code violations/deficiencies</b>	Flat Fee	\$156.00	<b>N/A - below</b>	N/A	N/A	N/A	E	Removal of fee recommended - See FIN-2017-024
<b>Inspection of works not ready</b>	Flat Fee	\$156.00	<b>\$156.00</b>	\$0.00	\$156.00	0%	E	Includes code violations and deficiencies.
<b>Occupancy Permit</b>	Flat Fee	\$156.00	<b>\$156.00</b>	\$0.00	\$156.00	0%	E	
<b>Partial Inspection</b>	Flat Fee	\$78.00	<b>\$0.00</b>	\$0.00	\$0.00	-100%	E	Removal of fee recommended - See FIN-2017-024
<b>Portables</b>	Flat Fee	Not specified	<b>\$200.00</b>	\$0.00	\$200.00	100%	E	
<b>Reactivate Permit Application</b>	Flat Fee	\$156.00	<b>\$0.00</b>	\$0.00	\$0.00	-100%	E	Removal of fee recommended - See FIN-2017-024
<b>Reactivate Abandoned/Open Permit</b>	Flat Fee	\$156.00	<b>\$0.00</b>	\$0.00	\$0.00	-100%	E	Removal of fee recommended - See FIN-2017-024
<b>Reproduction of Drawings</b>	Flat Fee	\$50.00	<b>\$50.00</b>	\$6.50	\$56.50	0%	T	Current rate covers costs
<b>Revision to Approved Plans</b>	Flat Fee	\$312.00	<b>\$312.00</b>	\$0.00	\$312.00	0%	E	Before or after a permit is issued - significant changes to approved plans requiring further review.
<b>Revision to Approved Plans</b>	Flat Fee	\$156.00	<b>N/A - above</b>	N/A	N/A	N/A	E	Before Permit is issued - Removal of fee recommended - See FIN-2017-024
<b>Sewage System Evaluation</b>	Flat Fee	\$156.00	<b>\$0.00</b>	\$0.00	\$0.00	-100%	E	Removal of fee recommended - See FIN-2017-024
<b>Sign Permits</b>	Flat Fee	\$260.00	<b>\$260.00</b>	\$0.00	\$260.00	0%	E	With building permit
<b>Storefront replacement</b>	Flat Fee	Not specified	<b>\$200.00</b>	\$0.00	\$200.00	100%	E	
<b>Tents</b>	Flat Fee	\$260.00	<b>\$260.00</b>	\$0.00	\$260.00	0%	E	Tents and air-supported structures shall be in conformance with the Building Code and Section 2.9 of the Fire Code
<b>Transfer of Permit</b>	Flat Fee	\$156.00	<b>\$156.00</b>	\$0.00	\$156.00	0%	E	

**INTERPRETATION**

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

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

**SCHEDULE G: PLANNING AND DEVELOPMENT REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES  
EFFECTIVE 2018**

TYPE OF REVENUE/USER	Unit/Descr	2017 RATE (NO TAX)	2018 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
<b>Agreements</b>	Flat Fee	\$510.00	<b>N/A- below</b>	N/A	N/A	N/A	E	For recovery of the costs of facilitating and preparing agreements.
<b>Agreements - Major - Not Registered</b>	Flat Fee	\$0.00	<b>\$500.00</b>	\$0.00	\$500.00	100%	E	For recovery of the costs of facilitating and preparing agreements.
<b>Agreements - Minor - Not Registered</b>	Flat Fee	\$0.00	<b>\$250.00</b>	\$0.00	\$250.00	100%	E	For recovery of the costs of facilitating and preparing agreements.
<b>Agreements - Registered</b>	Flat Fee	\$0.00	<b>\$765.00</b>	\$0.00	\$765.00	100%	E	For recovery of the costs of facilitating and preparing agreements. Excludes Site Plan Agreements.
<b>Compliance Letter</b>	Flat Fee	\$75.00	<b>\$75.00</b>	\$0.00	\$75.00	0%	E	Fee charged is consistent for all Township departments
<b>Consent Review and Condition Clearance</b>	Flat Fee	\$128.00	<b>\$131.00</b>	\$0.00	\$131.00	2%	E	
<b>Grading Fee</b>	Flat Fee	\$2,000.00	<b>\$0.00</b>	\$0.00	\$0.00	-100%	E	Removal of fee recommended - See FIN-2017-024
<b>Lifting of Holding Designation (Zoning)</b>	Flat Fee	\$561.00	<b>\$573.00</b>	\$0.00	\$573.00	2%	E	
<b>Minor Variance *</b>	Administration fee	\$676.00	<b>\$690.00</b>	\$0.00	\$690.00	2%	E	
<b>Part Lot Control Exemption By-law *</b>	Administration fee	\$561.00	<b>\$573.00</b>	\$0.00	\$573.00	2%	E	
<b>Plan of Subdivision or Condominium Agreement *</b>	Administration fee	\$765.00	<b>\$765.00</b>	\$0.00	\$765.00	0%	E	For recovery of the costs of facilitating and preparing agreements.
<b>Site Plan Application *</b>	Administration fee	\$2,081.00	<b>N/A - below</b>	N/A	N/A	N/A	E	Site Plan Approval Application
<b>Site Plan Application and Agreement - Minor</b>	Flat Fee	\$0.00	<b>\$10,850.00</b>	\$0.00	\$10,850.00	100%	E	Note 1
<b>Site Plan Application and Agreement - Standard</b>	Flat Fee	\$0.00	<b>\$20,600.00</b>	\$0.00	\$20,600.00	100%	E	Note 2
<b>Telecommunication Tower Proposals</b>	Flat Fee	\$510.00	<b>\$521.00</b>	\$0.00	\$521.00	2%	E	
<b>Zoning By-law - Copy</b>	Flat Fee	\$40.00	<b>\$40.00</b>	\$5.20	\$45.20	0%	T	
<b>Zoning By-Law Amendment - Aggregate *</b>	Administration fee	\$15,000.00	<b>\$15,000.00</b>	\$0.00	\$15,000.00	0%	E	
<b>Zoning By-Law Amendment - Minor</b>	Flat Fee	\$3,600.00	<b>\$5,000.00</b>	\$0.00	\$5,000.00	39%	E	Note 3
<b>Zoning By-Law Amendment - Standard</b>	Flat Fee	\$11,200.00	<b>\$11,200.00</b>	\$0.00	\$11,200.00	0%	E	Note 4

**INTERPRETATION**

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

**Note 1: Minor Site Plan**

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

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

**SCHEDULE G: PLANNING AND DEVELOPMENT REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES  
EFFECTIVE 2018**

**INTERPRETATION CONTINUED**

- 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.)

**SCHEDULE H: BY-LAW REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES  
EFFECTIVE 2018**

TYPE OF REVENUE/USER	Unit/Descr	2017 RATE (NO TAX)	2018 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
<b>Dog Tags</b>	Per Tag	\$25.00	<b>\$25.00</b>	\$0.00	\$25.00	0%	E	Maximum of 3 dogs
<b>Fence Viewer's Application</b>	Per Application	\$300.00	<b>\$300.00</b>	\$0.00	\$300.00	0%	E	
<b>Kennel Licence</b>	Per Licence	\$183.00	<b>\$183.00</b>	\$0.00	\$183.00	0%	E	More than 3 dogs
<b>Liquor License Letter</b>	Per Inspection	\$104.00	<b>\$156.00</b>	\$0.00	\$156.00	50%	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 Signs</b>	Flat Fee	\$40.00	<b>\$40.00</b>	\$5.20	\$45.20	0%	T	To cover the costs of the blade and post. No cost for installation of the municipal addressing signs
<b>Septic Compliance Letter</b>	Flat Fee	\$75.00	<b>\$75.00</b>	\$0.00	\$75.00	0%	E	Fee charged is consistent for all Township departments
<b>Sign Permits</b>	Flat Fee	\$0.00	<b>\$100.00</b>	\$0.00	\$100.00	100%	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 m³	\$0.06	<b>\$0.06</b>	\$0.00	\$0.06	0.0%	E	Paid at time of application
<b>Special Occasion Permit</b>	Per Letter	\$75.00	<b>\$75.00</b>	\$0.00	\$75.00	0.0%	E	
<b>Swimming Pool Enclosure Permit</b>	Flat Fee	\$210.00	<b>\$210.00</b>	\$0.00	\$210.00	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 B to Report FIN-2017-024**

Classes of Permits	Puslinch	North Dumfries	Centre Wellington	Milton	Guelph	Cambridge	Hamilton
<b>Minimum Permit Fee</b>	\$ 156.00	\$ 160.00	\$ 120.00	\$ 113.00	\$ 100.00	\$ 116.00	\$ 228.00
<b>NEW BUILDINGS, ADDITIONS, MEZZANINES</b>							
<b>Group A &amp; B: Assembly &amp; Care and Detention Buildings</b>							
Shell	\$ 2.40	\$ 1.28	-	-	\$ 2.27	\$ 2.40	-
Finished	\$ 2.71	\$ 1.42	\$ 2.41	\$ 1.66	\$ 2.60	\$ 2.71	\$ 2.37
<b>Group C: Residential Buildings</b>							
Houses, Towns and Apartments	\$ 1.92	\$ 1.28	\$ 1.22	\$ 1.08	\$ 1.28	\$ 1.37	\$ 1.33
Manufactured Home	\$ 1.46	\$ 1.28	\$ 1.22	\$ 300.00	\$ 1.28	\$ 1.22	-
Garage/carport (per bay), shed, deck, porch, dock, boathouse	\$ 156.00	\$ 155.00	\$ 120.00	\$ 71.00	\$ 100.00	\$ 177.00	\$ 0.48
<b>Group D &amp; E: Business and Personal Service and Mercantile Buildings</b>							
Shell	\$ 1.85	\$ 1.28	\$ 1.40	\$ 1.10	\$ 1.43	\$ 1.85	\$ 1.33
Finished	\$ 2.15	\$ 1.42	\$ 1.85	\$ 1.34	\$ 1.66	\$ 2.15	\$ 1.76
<b>Group F: Industrial Buildings</b>							
Shell	\$ 0.75	\$ 0.72	-	\$ 0.61	\$ 0.70	\$ 0.75	-
Finished	\$ 0.95	\$ 0.84	\$ 0.92	\$ 0.66	\$ 0.89	\$ 0.95	\$ 1.03
<b>Farm Buildings</b>							
New Building	\$ 0.30	\$ 0.36	\$ 0.62	\$ 0.29	\$ 0.30	\$ 0.49	\$ 0.24
<b>INTERIOR FINISHES AND ALTERATIONS: ALL CLASSIFICATIONS</b>							
Finishes to all areas	\$ 0.51	\$ 0.67	\$ 0.52	\$ 0.53	\$ 0.51	\$ 0.43	\$ 0.45
<b>SEWAGE SYSTEMS</b>							
New Installation	\$ 624.00	\$ 975.00	\$ 685.00	\$ 720.00	\$ 600.00	\$ 560.00	\$ 791.00
Replacement or alteration	\$ 468.00	\$ 600.00	\$ 230.00	\$ 720.00	\$ 300.00	\$ 276.00	\$ 484.00
<b>ALTERNATIVE SOLUTIONS</b>							
All buildings/systems within scope of Part 9	\$ 500.00	\$ 500.00	\$ 402.00	\$ 756.00	\$ 500.00	\$ -	\$ 517.00
All buildings/systems within scope of Part 3	\$ 1,000.00	\$ 1,000.00	\$ 402.00	\$ 756.00	\$ 1,000.00	\$ -	\$ 517.00
<b>SPECIAL CATEGORIES AND MISCELLANIOUS</b>							
Change of Use Permit (No construction)	\$ 200.00	\$ 235.00	\$ 205.00	\$ 179.00	\$ 200.00	\$ 177.00	\$ 297.00
Construction prior to issuance of a permit	dbl permit fee	dbl permit fee	dbl permit fee	\$ 884.00	50% of permit fee	dbl permit fee	dbl permit fee
Conditional Permits	20% of fee	\$ 0.13	\$ 162.00			\$ 0.18	\$ 881.00
Demolition	\$ 156.00	\$ 205.00	\$ 0.18	\$ 124.00	\$ 100.00	\$ 0.14	\$ 0.04
Designated Structures	\$ 400.00	\$ 235.00	\$ 337.00	\$ 300.00	\$ 400.00	\$ 340.00	\$ 409.00
Fireplace / Woodstove	\$ 100.00	\$ 105.00	\$ 201.00	\$ 124.00	\$ 100.00	\$ 116.00	-
Inspection of works not ready	\$ 156.00	\$ -	\$ 110.00	\$ 91.00		\$ 91.00	\$ 194.00
Liquor License Letter	\$ 156.00	\$ -	\$ 158.00		\$ 100.00	\$ 62.00	
Mandatory Maintenance Septic Inspection	\$ 156.00	\$ 160.00	\$ 460.00	\$ 95.00			
Occupancy permit	\$ 156.00	\$1500.00 deposit	\$ 86.00	\$ 60.00	\$ 300.00	\$ 116.00	\$ 146.00
Portables	\$ 200.00	\$ 250.00	\$ 460.00	\$ 235.00	\$ 200.00	\$ 201.00	\$ 340.00
Revision to Approved Plans	\$ 312.00	\$ 38.00	\$ 388.00	\$ 124.00	\$ 92.00	\$ 88.00	\$ 146.00
Signs	\$ 260.00	\$ 95.00	\$ 225.00	\$ 124.00	\$ 200.00	\$ 250.00	\$ 359.00
Storefront replacement	\$ 200.00		\$ 402.00		\$ 200.00	\$ 177.00	
Swimming Pool Enclosure	\$ 210.00						
Tents	\$ 260.00	\$ 235.00	\$ 160.00	\$ 124.00	\$ 200.00	\$ 163.00	\$ 364.00
Transfer of permit	\$ 156.00	\$ 125.00	\$ 120.00				

PLANNING AND DEVELOPMENT  
COMPARATOR MUNICIPAL DATA EFFECTIVE 2017

TYPE OF REVENUE/USER FEE	Centre Wellington	Halton Hills	Milton	Guelph	Hamilton	Cambridge	Average	2017 Township Flat Fee	2018 Township Proposed Flat Fee
Standard Zoning By-Law Amendment Application									
Base Fee	\$ 11,055	\$ 19,171	\$ 13,058	\$ 8,744	\$ 21,890	\$ 9,180			
Preconsultation	\$ 590	N/A	N/A	N/A	N/A	\$ 408			
Advertising Fee	N/A	N/A	N/A	N/A	\$ 1,065	N/A			
Total	\$ 11,645	\$ 19,171	\$ 13,058	\$ 8,744	\$ 22,955	\$ 9,588	\$ 14,194	\$ 11,200	\$ 11,200
Minor Zoning By-Law Amendment Application									
Base Fee	\$ 2,770	\$ 11,034	\$ 13,058	\$ 4,762	\$ 10,950	\$ 5,100			
Preconsultation	\$ 590	N/A	N/A	N/A	N/A	\$ 408			
Advertising Fee	N/A	N/A	N/A	N/A	\$ 1,065	N/A			
Total	\$ 3,360	\$ 11,034	\$ 13,058	\$ 4,762	\$ 12,015	\$ 5,508	\$ 8,290	\$ 3,600	\$ 5,000
Standard Site Plan Application and Agreement									
Base Fee	\$ 12,975	\$ 11,926	\$ 5,525	N/A	\$ 9,120	\$ 9,690			
Plus - per hectare fee	N/A	N/A	\$3, 745 per hectare	N/A	N/A	N/A			
Site Plan Approval - Commercial/Office/Institutional	N/A	N/A	N/A	\$2.52 m2 (GFA) minimum of \$315	N/A	N/A			
Site Plan Approval - Industrial	N/A	N/A	N/A	\$1.57 m2 (GFA) minimum of \$315	N/A	N/A			
Lot Grading and Drainage Plan	\$ 1,040	N/A	N/A	N/A	N/A	N/A			
Agreement Fee	\$ 1,040	\$ 4,570	\$ 2,040	\$ 795	\$ 4,630	\$ 657			
Inspection/Engineering Fee	\$ 700	N/A	\$ 727	N/A	\$ 1,285	\$ 510			
Security Reduction Fee	N/A	N/A	N/A	N/A	\$ 300	\$ 510			
Preliminary Review/Preconsultation	\$ 590	N/A	N/A	N/A	\$ 2,205	\$ 408			
Administration Fee (applications requiring special studies)	N/A	N/A	N/A	\$ 795	\$ 1,520	N/A			
Revision/Amendment	\$ 1,665	\$ 5,127	N/A	N/A	\$ 2,205	\$ 3,060			
Total	\$ 18,010	\$ 21,623	N/A - per hectare fee	N/A - per m2 fee	\$ 21,265	\$ 14,835	\$ 18,933	N/A	\$ 20,600
Minor Site Plan Application and Agreement									
Base Fee	\$ 6,490	\$ 8,693	\$ 829	no distinction for minor	\$ 1,130	\$ 5,610			
Plus - per hectare fee	N/A	N/A	\$562 per hectare	no distinction for minor	N/A	N/A			
Lot Grading and Drainage Plan	\$ 1,040	N/A	N/A	no distinction for minor	N/A	N/A			
Agreement Fee	\$ 1,040	\$ 4,570	\$ 306	no distinction for minor	\$ 4,630	\$ 657			
Inspection/Engineering Fee	\$ 700	N/A	\$ 109	no distinction for minor	\$ 290	\$ 510			
Security Reduction Fee	N/A	N/A	N/A	no distinction for minor	\$ 300	\$ 510			
Preliminary Review/Preconsultation	\$ 590	N/A	N/A	no distinction for minor	\$ 2,205	\$ 408			
Administration Fee (applications requiring special studies)	N/A	N/A	N/A	no distinction for minor	\$ 1,520	N/A			
Revision/Amendment	\$ 1,040	\$ 5,127	N/A	no distinction for minor	\$ 2,205	\$ 1,020			
Total	\$ 10,900	\$ 18,390	N/A - per hectare fee	no distinction for minor	\$ 12,280	\$ 8,715	\$ 12,571	N/A	\$ 10,850

PLANNING AND DEVELOPMENT  
ANALYSIS OF ZONING BY-LAW AMENDMENT AND SITE PLAN APPLICATION AND AGREEMENT COSTS

Applicant	Consultant Costs - Application	Consultant Costs - Security Release	Total Consultant Costs	Staff/Committee/ Council Costs - Application	Staff Costs - Security Release	Advertise- ment Costs	Postage/ Purolator Costs	Agreements - Registered	Total Costs	Average
Standard Zoning By-law Amendment										
2443109 Ontario Inc. - CBM	\$ 3,915	N/A	\$ 3,915	\$ 4,875	N/A	\$ 1,000	\$ 100	N/A	\$ 9,890	
Farhi Holdings Inc.	\$ 5,008	N/A	\$ 5,008	\$ 4,875	N/A	\$ 1,000	\$ 100	N/A	\$ 10,983	
										\$ 10,437
Minor Zoning By-law Amendment										
Hayden - 7128 Smith Road	\$ 2,248	N/A	\$ 2,248	\$ 2,375	N/A	\$ 1,000	\$ 100	N/A	\$ 5,723	
Krayishnik- 6637 and 6643 Concession 2	\$ 1,776	N/A	\$ 1,776	\$ 2,375	N/A	\$ 1,000	\$ 100	N/A	\$ 5,251	
Noonan/McIntosh – 6620 Concession 1	\$ 650	N/A	\$ 650	\$ 2,375	N/A	\$ 1,000	\$ 100	N/A	\$ 4,125	
Weber - 4576 Wellington Road 32	\$ 967	N/A	\$ 967	\$ 2,375	N/A	\$ 1,000	\$ 100	N/A	\$ 4,442	
										\$ 4,885
Standard Site Plan Application and Agreement										
Aberfoyle Garage (Tristar Investor Inc.)	\$ 7,900	\$ 1,052	\$ 8,952	\$ 2,550	\$ 650	N/A	\$ 50	\$ 765	\$ 12,967	
Mammoet	\$ 12,900	\$ 3,690	\$ 16,590	\$ 2,550	\$ 650	N/A	\$ 50	\$ 765	\$ 20,605	
Maple Leaf	\$ 35,000	\$ 5,521	\$ 40,521	\$ 2,550	\$ 650	N/A	\$ 50	\$ 765	\$ 44,536	
Ren’s Pet Depot	\$ 2,850	\$ 3,421	\$ 6,271	\$ 2,550	\$ 650	N/A	\$ 50	\$ 765	\$ 10,286	
Shell – 315 Brock	\$ 6,991	\$ 3,421	\$ 10,412	\$ 2,550	\$ 650	N/A	\$ 50	\$ 765	\$ 14,427	
										\$ 20,564
Minor Site Plan Application and Agreement										
TCA Technologies	\$ 4,100	\$ 657	\$ 4,757	\$ 2,550	\$ 650	N/A	\$ 50	\$ 765	\$ 8,772	
Sloot – 599 Arkell	\$ 8,253	\$ 657	\$ 8,910	\$ 2,550	\$ 650	N/A	\$ 50	\$ 765	\$ 12,925	
										\$ 10,849

Estimates based on other similar site plan applications where consultant inspection invoices for the release of securities have been received.

These zoning by-law amendment applications are not complete - invoices are still being received by the Township for the processing of the applications.