



## THE CORPORATION OF THE TOWNSHIP OF PUSLINCH PUBLIC MEETING MINUTES

**DATE:** Wednesday, November 12, 2014

**TIME:** 8:00 p.m.

**PLACE:** Puslinch Municipal Complex  
7404 Wellington Rd. 34

**FILE NUMBER:** COO-FEE

**MEMBERS:** Mayor Dennis Lever – Chair  
Councillor Susan Fielding - absent  
Councillor Ken Roth  
Councillor Jerry Schmidt - absent  
Councillor Wayne Stokley

The Chair asked the members of Council if there were any disclosures of pecuniary interest. There were none disclosed.

The Chair noted there were no members of the public present for this public meeting.

### **Presentations**

The Chair introduced Ms. Mary Hasan, Director of Finance/Treasurer of the Township.

Ms. Hasan made a presentation on the proposed User Fees and Charges By-law noting the following:

- Ms. Hasan indicated that there are recommended changes to the fee structure to better reflect costs for providing the service and to be in line with fees charges by the comparator municipalities. Ms. Hasan advised that there are recommended fee removals and additions to reflect the current practice at the Township.
- Ms. Hasan commented that in Public Works, a fee of \$40 should be included to reflect the current practice of the Township of collecting fees for Public Works tenders administered by the Township's engineering consultant.
- Ms. Hasan commented that Steven Goode, Fire Chief recommends a fee of 100% of actual costs incurred for cost recovery for replacement of equipment and resources such as foam and absorbent used by Fire and Rescue services in emergency responses.
  - Ms. Hasan advised that Milton, Cambridge, Guelph/Eramosa, Minto, and Centre Wellington charge similar fees to the one proposed.
  - Ms. Hasan indicated that Guelph, Hamilton, Wellington North, Mapleton and Erin do not charge this fee.
- Ms. Hasan advised that Robert Kelly, Chief Building Official recommends a stand-alone fee of \$0.26 per square foot be included for agricultural building permits in order to recover the costs for the administration and inspection of issuing an agricultural building permit.
  - Ms. Hasan further commented that the costs include salaries, benefits, mileage, and fuel.
  - Ms. Hasan indicated that the comparator municipalities also charge stand-alone fees for agricultural building permits and that the practice in the Township has been to charge a fee based on the fee structure utilized for



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institutional, commercial, and industrial building permits based on construction value.

- Ms. Hasan recommended that the following fees in Planning and Development be increased moderately based on an average calculation for planning fees charged by the local municipalities within the County as they have a similar fee structure for planning applications.
  - Ms. Hasan further explained that the local municipalities within the County charge an administration fee plus disbursements and third party fees similar to the Township.
  - Ms. Hasan proposed that the Minor Variance fee be increased to \$650 from \$550 to be in keeping with the average calculation of \$732.
  - Ms. Hasan recommended that the Part Lot Control Exemption By-law fee be increased to \$550 from \$500 to be in keeping with the average calculation of \$543.
  - Ms. Hasan proposed that the Zoning By-law Amendment . Aggregate fee be increased to \$7,500 from \$6,000 to be in keeping with the average calculation of \$9,478.
- Ms. Hasan commented that the Township currently prepares, facilitates and discharges development agreements related to Plans of Subdivision or Condominium Agreements and other development agreements such as consent agreements.
  - Ms. Hasan proposed a new fee of \$750 plus additional fees for disbursements and third party fees for Plans of Subdivision or Condominium Agreements to be in keeping with the local municipalities of the County who charge an average fee of \$3,047.
  - Ms. Hasan recommended a new fee of \$500 plus additional fees for disbursements and third party fees for other types of development agreements such as consent agreements to be in keeping with the local municipalities of the County who charge an average fee of \$900.
  - Ms. Hasan also indicated that the proposed fee for other agreements is lower than the proposed fee cited for Plans of Subdivision or Condominium agreements due to the higher complexity involved in preparing, facilitating and discharging a Plans of Subdivision or Condominium agreement.
- Ms. Hasan cited the Planning Act which stipulates that fees are to be designed to meet only the anticipated costs to the municipality.
- Ms. Hasan further explained that a fee for a planning application can be paid under protest and appealed to the Ontario Municipal Board. She explained that until a further detailed analysis can be completed, it is recommended that the Planning and Development fees discussed be increased moderately and not to the average fee charged by the surrounding municipalities.
- Ms. Hasan commented that a Site Alteration Application fee of \$250 plus \$50 per hectare has been collected for Site Alteration Permit applications in accordance with By-law Number 31/12.



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- Ms. Hasan further indicated that these applications require work from the Township's legal, environmental, and engineering consultants which have been invoiced after the Site Alteration Agreement has been executed in accordance with By-law Number 31/12.
- Ms. Hasan recommended that the base fee of \$250 plus \$50 per hectare also include disbursements and third party fees for immediate collection as expenses are incurred by the Township prior to execution of the agreement or when a permit has been issued but there is no requirement for an agreement.
- Ms. Hasan advised that a security deposit of \$500 is recommended to be included in the Parks schedule for fireworks on Township lands. She further indicated that this security deposit is for the clean-up of Township lands after use for fireworks display and is refundable after the function if there are no damages and appropriate clean-up has occurred on Township lands.
- Ms. Hasan advised that the security deposit for bookings at the Puslinch Community Centre be proposed to increase from \$315 to \$365. She indicated that this proposed increase relates to the security key and is fully refundable after the function if there are no damages and the key is returned.

Ms. Hasan concluded her presentation by advising the next steps included receiving input, preparing a report regarding the results of the Public Meeting, and recommending adoption of the User Fees and Charges By-law at a subsequent Council Meeting.

### **Questions/Comments**

The Chair asked if there were any members who wished to voice a comment or question.

Councillor Stokley commented that he was pleased with the direction that the Township is heading with introducing new costs to recoup fees. He questioned as to why some of the planning fees have a significant gap to the average calculation. He questioned what a more detailed analysis of these fees would include.

Ms. Hasan responded indicating that a more detailed analysis would include determining the staff time taken to prepare, facilitate, and execute the agreement.

The Chair questioned whether the fee for the Site Alteration Permit application results in a change in the per cubic metre fee for fill.

Karen Landry, CAO/Clerk responded indicating that there would be no change in the per cubic metre fee for fill.

The Chair inquired whether any County requirements as it relates to fill could be included in the Township's approval process.

Karen Landry, CAO/Clerk responded indicating that the County's requirements can be incorporated in the approval process.

The Chair inquired if there were any further comments or questions.

There were no further comments or questions.

### **ADJOURNMENT:**

The meeting adjourned at 8:13 p.m.