

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH PUBLIC MEETING MINUTES

DATE: Thursday, September 17, 2015

TIME: 7:00 p.m.

PLACE: Puslinch Community Centre
23 Brock Rd South

FILE NUMBER: CO1-FEE

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

The Chair reminded attendees to ensure that they have signed in and provided their contact information.

The Chair advised that the Public meeting would be dealing with both the 2016 Proposed User Fees and Proposed Grants and In-Kind Policy, in order to deal with both matters, the meeting would be divided into two meetings, with the first to deal with the 2016 Proposed User Fees.

The Chair advised the attendees that those who wished to make comments should stand proceed to the microphone, state their name for the record and address their comments to those in attendance.

The Chair advised that once questions and comments from the Public had been completed that the Councillors in attendance this evening would have an opportunity to provide comments and asked questions.

Presentations

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

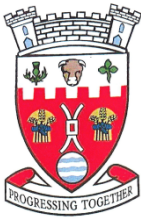
Ms. Hasan began her presentation with a summary of the information she would be providing to the attendees including changes to fee structure to better reflect costs for providing the service to be in line with fees charged by surrounding municipalities and fee removals to reflect the current practice at the Township and adjustments based on 2016 projected Consumer Price Index (CPI) of 2%.

Ms. Hasan advised of the changes to the fee structure for the Administration Department. These changes included the removal of the the meeting investigator fee for closed meeting investigations and removal of the invoice administration fee for issued invoices as the majority of comparator municipalities do not charge such a fee.

Ms. Hasan advised of the changes associated with the Public Works Department which included an entrance permit fee increase by the 2016 projected CPI rate of 2%.

Ms. Hasan advised of the changes to the fee structure for the Fire Department including proposed new fees for the cost of water tank locks.

Ms. Hasan advised of proposed fee structure changes for the Building Department including increasing fees by the 2016 projected CPI rate of 2% for the following permits: Farm Buildings, Single Family Dwelling up to 225 m², Single Family Dwelling over 225 m², Interior Renovations and Finished Basements, Residential Deck, Accessory



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Buildings/Attached Garage; Construction Value Over \$3M, Deferral of Revocation of Permit Demolition Permit, Designated Structure Permit Occupancy Permit, Reactivate Abandoned Permit, Revision to a Permit before and after a permit is issued, septic system both new systems and to alter, repair or extend existing systems, special inspections, tent or marquee application and transfer of permit.

Ms. Hasan advised that proposed fee structure changes for the Building Department included: introduction of a minimum permit fee for: farm building permits for recouping the administrative, review and inspection costs of providing the service and increasing the fee for institutional, commercial and industrial building permits with construction values of up to \$3M to be in line with surrounding municipalities and for cost recovery purposes; and recommendations for two separate fees for alternative solution applications including: Part 9 Residential Buildings – for residential and accessory structures and Part 3 and Part 9 other than Residential Buildings – including third party review of applications and staff time for researching proposals.

Ms. Hasan advised that proposed fee structure changes for the Building Department including: introducing a fee to recover the staff time associated with performing re-inspections and partial inspections and a stand-alone fee be included for sign permits for the recovery of staff time to administer and inspect (2 inspections required – footing and final inspection) and introducing a fee for sewage system evaluations which apply to additions/renovations to recover staff time associated with review.

Ms. Hasan advised that the Planning Act stipulates that planning application fees be designed to meet anticipated costs to the municipality and therefore the proposed Planning Department fee structure changes include a fee for Standard Zoning By-law Amendments and Minor Zoning By-law Amendments. Ms. Hasan advised that the past practice has been to charge an administration fee and invoice the applicant for disbursements and third party fees. The proposed fees are all encompassing (they include disbursements, third party fees, staff time, etc.) and have been developed based on applications recently completed or currently in progress and municipal comparators.

Ms. Hasan advised that the proposed Planning Department fee structure changes also included: increasing the administration fee for zoning by-law amendment – aggregate applications to recover the staff time and resources required for processing these applications and to be in line with the fees charged by comparator municipalities and conservation authorities and increasing the administration fees associated with Minor Variances and Site Plan Control by the 2016 projected CPI rate of 2%.

Ms. Hasan advised that additional proposed Planning Department fee structure changes included: establishing a fee for telecommunication tower proposals and consent reviews and condition clearances for the staff time and coordination involved and changing the deposit fee structure for grading review completed on new dwellings to a flat fee structure to recoup engineering costs and staff time associated with coordinating grading inspections.

Ms. Hasan advised of proposed fee structure changes for the By-law Department including changing deposit fee structure for grading review completed on pool enclosure permits to a flat fee structure to recoup the engineering costs and staff time associated with coordinating grading inspections; increasing the fees by the 2016 projected CPI rate of 2% for LCBO inspection permits, kennel licences and pool enclosure permits and increasing the site alteration permit application administration fee to be in line with other municipalities and other agencies (conservation authorities).



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Ms. Hasan advised of the proposed fee structure changes for the Recreation Department including the incorporation of a new fee for the Archie MacRobbie Hall during non-prime times (Mon to Thurs and Sun) of a per hour fee after 4 hours which would facilitate those requesting to use the facility for 5 to 7 hours to have an option without paying the full day rental rate.

Questions/Comments

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

Mr. Bill Simms, Puslinch Tennis Club, inquired as to whether there would be change changes to the sports user fees?

Ms. Hasan advised that there will be no sports user fee changes in 2016 and that a further review of the sports user fees would be conducted in 2017.

The Chair asked if the members of council wished to voice a comment or ask questions.

County Councillor Don McKay inquired as a representative of the various service clubs he was associated with including Optimist Club, Agriculture Society and Friends of Mill Creek as to whether there would be changes to the current waiving of fees for use of the facilities for these clubs?

Ms. Hasan advised that information with respect to this question would be presented during the second half of the meeting which would be dealing with the proposed Grants and In-kind Policy.

The Chair inquired as to whether there were any additional comments or questions.

There were no further questions.

ADJOURNMENT:

The meeting adjourned at 7:15 p.m.