



REPORT FIR-2013-003

TO: Mayor and Members of Council

FROM: Steve Goode, Deputy Fire Chief

SUBJECT: Puslinch Township West End Fire Protection 2013 Response Trial Outcomes

RECOMMENDATIONS

That Report FIR-2013-003 regarding the Puslinch Township West End Fire Protection 2013 Response Trial Outcomes be received; and

That the Response Trial Outcome data be used in the formulation of a Master Fire Plan for Puslinch Fire and Rescue Service which has been included for consideration in the 2014 Budget.

BACKGROUND

The pursuit of the establishment of a Master Fire Plan for the Township of Puslinch has been identified by Puslinch Fire and Rescue Service as a priority in 2014 budget year. Puslinch Township Council passed resolution 3 on November 21, 2013 "The Council for the Township of Puslinch does hereby authorize Puslinch Fire and Rescue to formulate a Master Fire Plan for the Puslinch Fire and Rescue Department."

The goal as communicated by Fire Services was to conduct a Response Trial in the West end of the Township of Puslinch and that the outcome data be used in the formulation of a Master Fire Plan for Puslinch Fire and Rescue Service, which has been included for consideration in the 2014 budget.

The Fire Service proposed to the Fire and Rescue Committee at its regular meeting held on April 17, 2013, a request to conduct a Response Trial in the West end of Puslinch Township, specifically McClintock's. The purpose of the Test Trial was to obtain accurate data and that data assist in formulating the Fire Master Plan in 2014.

At the April 17, 2013, Fire and Rescue Committee meeting, the Committee passed recommendation no. FIR-2013-002 as follows:

"That the Committee recommends that the Council authorize staff to proceed with the Puslinch Township West End Fire Protection 2013 Response Trial commencing May 01, 2013 to October 15, 2013 which had been included in the

2013 Budget; and

Further, that staff report back on the results of the Trial program upon its completion.”

On April 17, 2013, Council passed resolution 2013-046 as follows:

“That, Council hereby authorizes staff to proceed with the Puslinch Township West End Fire Protection 2013 Response Trial commencing May 01, 2013 to October 15, 2013 which has been included in the 2013 Budget; and

Further, that staff notify area residents of the Response Trial prior to commencement of the trial program; and

Further, that staff provide a general notification of the Response Trial through the newspaper; and

Further, that staff report back to Council on the results of the Trial program upon its completion.”

The Corporation of the Township of Puslinch and Puslinch Beach and Marine Ltd. (McClintocks) entered into a Licence Agreement on May 01, 2013 to use a steel building located at McClintock Dr. and Elm St. for the purpose of parking and storing one Mini Fire Pumper and related equipment. The agreement commenced on May 01, 2013 and was terminated on October 15, 2013.

The completed West End Fire Protection 2013 Response Trial Outcome results will provide valuable data to the Master Fire Planning Committee so that informed decisions can be made to determine the future needs of the fire department.

The Fire and Rescue Committee at its meeting held on November 20, 2013, supported the recommendation outlined in this report.

Attached as Schedule “A” to this report is a summary of the data collected through the Response Trial.

Schedule "A"

Puslinch Fire and Rescue Service

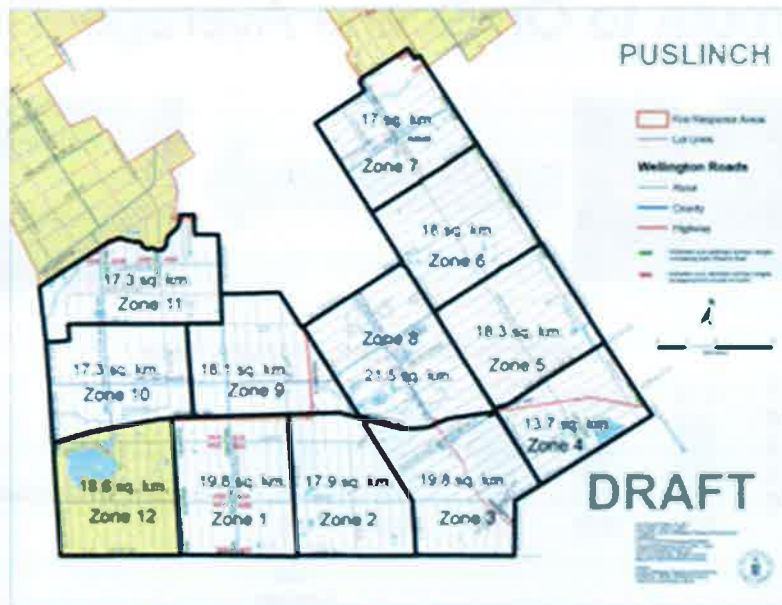


Puslinch Township West End Fire Protection

2013 Response Trial
Outcomes
May – October 15



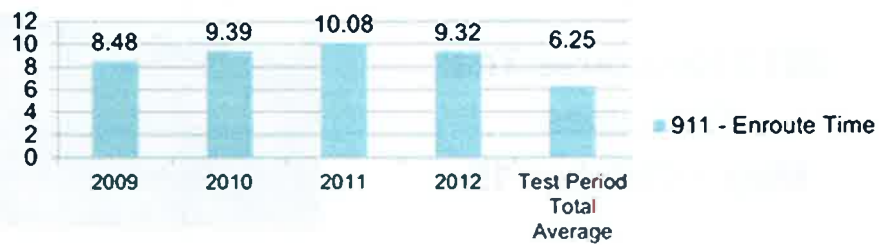
Geographical Zones



Receipt of 911 Call to Enroute Average Time



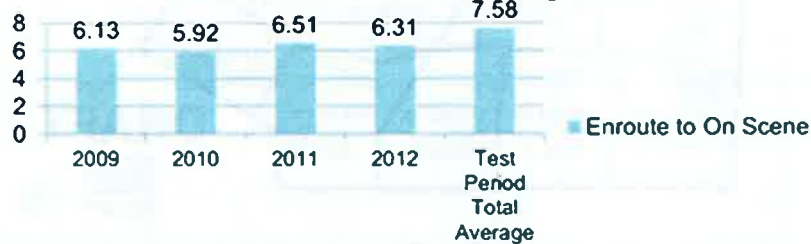
Receipt of 911 Call - Enroute Average Time



Enroute to On Scene Average Time



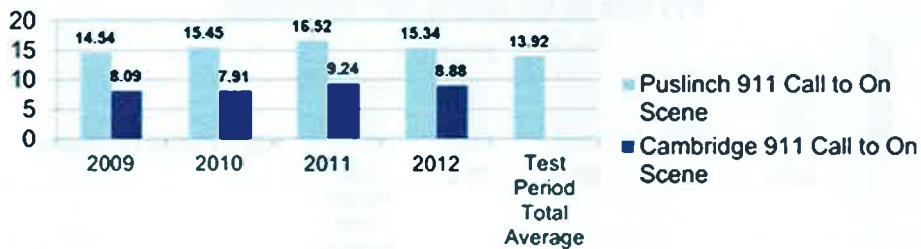
Enroute to On Scene Average Time



Receipt of 911 Call to On Scene Average Time



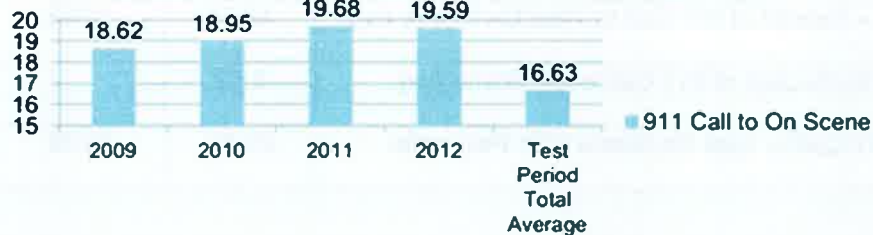
911 Call to On Scene Average Time



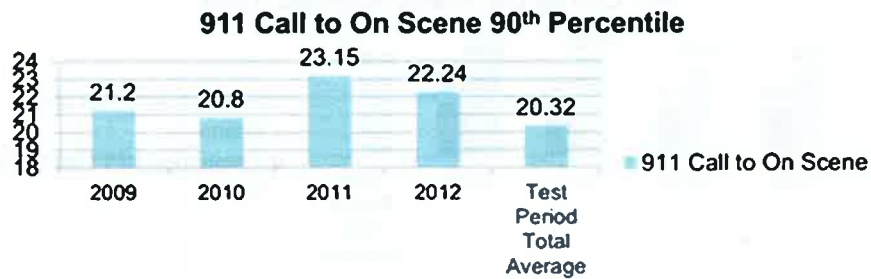
Second Unit – Receipt of 911 Call to On Scene Average



Second Unit - 911 Call to On Scene Average Time



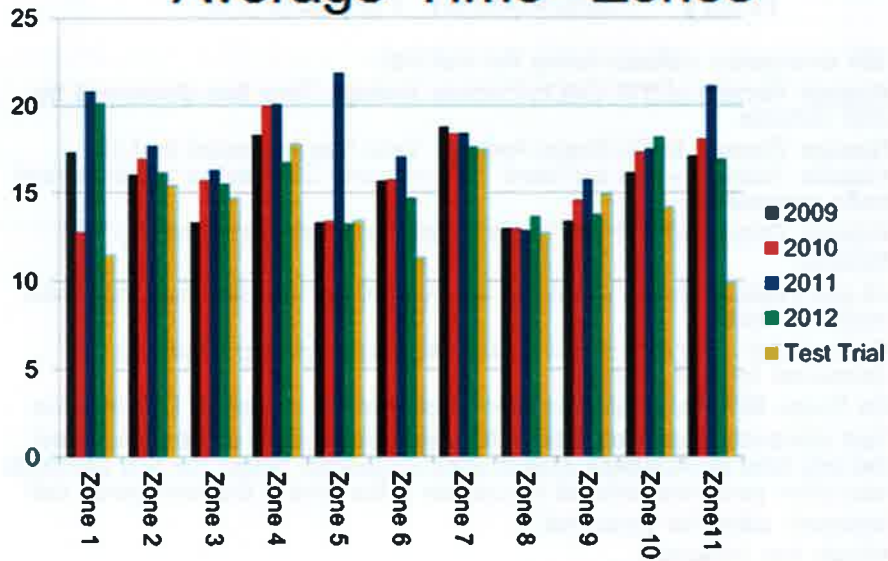
Receipt of 911 Call to On Scene 90th Percentile



Measuring Operational Performance

Criteria Measured	4 Yr. Avg (2009 – 2012) (minutes)	Test Trial Outcomes May 2013 – Oct. 15, 2013 (minutes)	% Inc (Dec)
A. Receipt of 911 Call to Total Enroute Average Time	9.32	6.25	(49.1)%
B. Enroute to Total On Scene Average Time	6.22	7.58	17.9%
C. Receipt of 911 Call to Total On Scene Average	15.46	12.95	(19.4)%
D. Second Unit – Receipt of 911 Call to Total On Scene Avg	19.21	16.63	(15.5)%
E. Cambridge Fire Receipt of 911 Call to On Scene Avg	8.53		
F. Receipt of 911 Call to Total On Scene 90 th Percentile	21.85	20.32	(7.5)%

Receipt of 911 Call to On Scene Average Time - Zones



Average On Scene Response Times Geographical West End Zones Receipt of 911 Call to On Scene Average

Zones Measured	4 Yr. Avg (2009 – 2012) (minutes)	Test Trial Outcomes May 2013 – Oct. 15, 2013 (minutes)	% Inc (Dec)
Geographical Zone 1	17.77	11.5	(54.5)%
Geographical Zone 2	16.72	15.41	(8.5)%
Geographical Zone 10	17.29	14.16	(22.1)%
Geographical Zone 11	18.30	14.28	(28.2)%

Test Trial Outcomes May – October 15, 2013

- 106 emergency callouts during the test trial
- Average Receipt of 911 Call to Enroute Average Time has decreased by 3.07 minutes.
- Average Enroute to On Scene Average Time has increased by 1.36 minutes. Reason – one call travel time was over 39 minutes and increased traffic congestion.
- Average Receipt of 911 Call to On Scene Time has decreased by 2.51 minutes.
- All geographical zones within the west end of the township have improved response times.
- Second Unit – Receipt of 911 Call to On Scene Average Time has decreased by 2.58 minutes
- On Scene 90th Percentile has been decreased by a total of 1.53 minutes.
- Test site truck responded before Aberfoyle trucks 83% of the time. In fact, the only time an Aberfoyle station truck responded before the test site truck was when personnel were at the station at the time of the emergency call
- Improved safety for personnel.
- Morale has increased



REPORT FIR-2013-004

TO: Mayor and Members of Council

FROM: Steve Goode, Deputy Fire Chief

SUBJECT: Tender Results For The Supply, Delivery and Installation of One (1) Breathing Air Compressor and Two (2) 6,000 PSI Storage Cylinders

RECOMMENDATIONS

THAT Report FIR-2013-004 regarding the Tender Results for the Supply, Delivery and Installation of One (1) Breathing Air Compressor and Two (2) 6,000 PSI Storage Cylinders be received; and

THAT a tender for the Supply, Delivery and Installation of One (1) Breathing Air Compressor and Two (2) 6,000 PSI Storage Cylinders be awarded to M&L Supply, Fire and Safety of Ingleside, Ontario, at their tendered amount of \$28,980.00 excluding HST@ 13%; and

That Council authorize the Mayor and Clerk to sign the required contract documents.

BACKGROUND

In the late 1980's, a used compressor and (4) 4000 psi storage cylinders were purchased from Kingston Fire Department.

In 2006 the Puslinch Fire and Rescue Service management team due to the growth of commercial and industrial buildings, CSA Z94.4 standards and Occupational Health & Safety to replace 2216 psi SCBA cylinders (1/2 hour) to 4500 psi SCBA cylinders (1 hour). The current compressor and storage cylinders were not designed for 4500 PSI cylinders.

A public tender for the Supply, Delivery and Installation of One (1) Breathing Air Compressor and Two (2) 6,000 PSI Storage Cylinders was advertised in the Wellington Advertiser on November 01, 2013 and on the Township of Puslinch website for three weeks and the tender closed on November 21, 2013.

As the result of a call for tenders, four (4) bids were received as follows:

CompAir Canada Inc. of Oakville, ON.
 M&L Supply, Fire and Safety of Ingleside, ON.
 Jordair Compressors Inc of Delta B.C.
 Century Vallen of St. Catherines, ON.

After a review of the submitted bids, Staff are recommending the contract for the Supply, Delivery and Installation of One (1) Breathing Air Compressor and Two (2) 6,000 PSI Storage Cylinders be awarded to M&L Supply, Fire and Safety, the lowest compliant bid submitted. The successful bid conforms to the specifications as requested in the tender document.

Attached as Schedule "A" to this report is a summary of the bids submitted.

FINANCIAL IMPLICATIONS

The 2013 Capital Budget includes \$27,000 for the purchase of One (1) Breathing Air Compressor and Two (2) 6,000 PSI Storage Cylinders and there are sufficient funds to proceed with the work based on the breakdown of costs as detailed below:

Contract Tender Price	\$28,980.00 (Including Options)
HST @ 13%	<u>\$ 3,767.40</u>
	\$32,747.40
HST rebate	<u>(\$3,257.35)</u>
Net Cost	\$29,490.05

Applicable Legislation and Requirements

The works for the above projects have been procured in accordance with the Township's Purchasing and Procurement of Goods and Services By-law 60/08.

Schedule "A"



Public Opening Results



These results are unofficial and no determination of award should be determined from this information.

Project Name: Tender for the Supply, Delivery and Installation of One (1) Breathing Air Compressor and Two (2) 6,000 PSI Storage Cylinders

Closing Date: November 21, 2013, 2:00 P.M. Council Chambers

No.	Bidder	Date Tender Received	Amount of Tender including all taxes
1	CompAir Canada Inc	November 21, 2013	\$34,130.52
2	M&L Supply, Fire and Safety	November 20, 2013	\$32,747.40
3	Jordair Compressors Inc	November 19, 2013	\$47,256.43
4	Century Vallen	November 14, 2013	\$34,883.00



REPORT FIR-2013-005

TO: Mayor and Members of Council

FROM: Steve Goode, Deputy Fire Chief

SUBJECT: Automatic Aid Agreement between The Corporation of the City of Guelph and The Corporation of the Township of Puslinch

RECOMMENDATIONS

That Report FIR-2013-005 regarding the Automatic Aid Agreement between The Corporation of the City of Guelph and The Corporation of the Township of Puslinch be received, and

That Council enact a by-law to authorize the Mayor and Clerk to execute the Agreement with The Corporation of the City of Guelph.

BACKGROUND

For many years, the City of Guelph Fire Department and Puslinch Fire and Rescue Service have participated in a mutual aid program with support from their local Councils. The purpose of the program is to allow resources with each other at a time of an emergency. Mutual aid is to be provided on a reciprocal basis and is activated during a major emergency where a local fire department is committed and/or situation cannot be contained or controlled with available resources.

The City of Guelph Fire Department and Puslinch Fire and Rescue Service propose to enter into an Automatic Aid Agreement wherein resources are automatically provided at no cost. The proposed Automatic Aid Agreement provides a tanker truck from the City of Guelph Fire Department and sends it automatically to any confirmed structure fire (fire within a structure) within the Puslinch response area. In return, Puslinch Fire and Rescue Service will automatically provide a tanker truck to the Township of Guelph - Eramosa.

The proposed Automatic Aid Agreement prepositions extra resources at no cost to either the City or the Township. This coverage provides a safer working environment at these labour intensive fires and offers sound risk management practices.

The Fire and Rescue Committee at its meeting held on November 20, 2013, supported the recommendation outlined in this report.

Once approval has been received from Council for the Township of Puslinch, staff from the City of Guelph will forward the Agreement to their Council for approval.

CONCLUSION

The Automatic Aid Agreement would permit immediate tanker support for fires within a structure. Provincial standards (Section 21 and Ontario Fire Marshall Guidelines) recommend a minimum of 16 firefighters at a fire scene (residential). The Agreement would support Puslinch Fire and Rescue Service staff on emergency scenes to complete all required tasks safely and efficiently.

FINANCIAL IMPLICATIONS

There are no financial implications relating to this report

ATTACHMENTS

Appendix "A" – Automatic Aid Agreement

Appendix "A"

THIS AGREEMENT made as of the day of , 2013

BETWEEN:

THE CORPORATION OF THE CITY OF GUELPH

hereinafter called the "City"

AND

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

hereinafter called the "Township"

(collectively called the "Parties" and each a "Party")

WHEREAS Section 2(6) of the *Fire Protection and Prevention Act, 1997*, S.O. 1997, c. 4 authorizes a municipality to enter automatic aid agreements with other municipalities to provide and/or receive responses to fires, rescues and emergencies;

AND WHEREAS the Parties wish to enter into an automatic aid agreement in respect of certain initial responses to certain fires in certain situations in certain geographic areas;

AND WHEREAS the City is responsible for providing initial fire response within, among other areas, part of the geographic area of the Township of Guelph-Eramosa, as marked in yellow on Schedule "A" attached to, and forming part of, this Agreement (hereinafter called the "City's Aid Area");

AND WHEREAS the Township is responsible for providing initial fire response within, among other areas, part of the geographic area of the Township as marked in yellow on Schedule "B" attached to, and forming part of, this Agreement (hereinafter called the "Township's Aid Area");

AND WHEREAS each Party is capable of providing initial water tanker truck response in the other Party's Aid Area more quickly than is that other Party;

NOW THEREFORE, in consideration of the mutual covenants, conditions, and considerations herein contained, the Parties mutually agree as follows:

1. Each Party shall provide the initial response by a water tanker truck to a fire in the other Party's Aid Area if:
 - (a) A 911 caller reports a fire within a structure;
 - (b) The fire requires an immediate emergency response by a water tanker truck; and
 - (c) The structure is located in the other Party's Aid Area.
2. Neither Party shall pay any fee or charge to the other Party for any response pursuant to this Agreement.

3. Either Party may terminate this Agreement upon at least 180 days of prior written notice.
4. If either Party wishes to initiate an amendment to this Agreement, it shall provide the other Party with at least 30 days of prior written notice of its proposed amendment.
5. If the Parties are unable to resolve any dispute in relation to this Agreement, the disputing Party may refer the matter to a court of competent jurisdiction for resolution.
6. Neither Party shall be responsible if:
 - (a) It fails to provide a response pursuant to this Agreement; or
 - (b) The other Party sustains any loss, damage or injury in connection with providing a response pursuant to this Agreement.
7. All provisions of this Agreement are severable, and if any provision is declared invalid, void or unenforceable by a court of competent jurisdiction, the remaining provisions of this Agreement remain in full force and effect.

IN WITNESS WHEREOF the Parties hereto have executed this Agreement on the respective dates opposite the signatures.

[Signature page follows]

THE CORPORATION OF THE CITY OF
GUELPH

Date: _____

By: _____
Name:
Title:

I have authority to bind the corporation.

THE CORPORATION OF THE TOWNSHIP OF
PUSLINCH

Date: _____

By: _____
Name:
Title:

I have authority to bind the corporation.

Schedule "B"





8.2(a).

REPORT FIN-2013-011

TO: Mayor and Members of Council

FROM: Mary Hasan, Director of Finance/Treasurer

SUBJECT: User Fees and Charges Public Meeting

RECOMMENDATIONS

That Report FIN-2013-011 regarding the results of the User Fees and Charges Public Meeting be received; and

That Council enact a by-law to adopt the User Fees and Charges By-law in accordance with the attached By-law to Report FIN-2013-011, and repeal By-law No. 25/13.

PURPOSE

The purpose of this Report is to seek approval from Council to repeal By-Law 25/13 and enact a User Fees and Charges By-law that includes the information discussed in Report FIN-2013-011 User Fees and Charges Public Meeting and Report FIN-2013-004 2014 User Fees and Charges By-law.

DISCUSSION

A Public Meeting was held on November 20, 2013 at 6:00 pm on the proposed User Fees and Charges By-law.

The following are staff's recommendations based on the input received at the Public Meeting.

Zoning By-law Amendment and/or Official Plan Amendment for Aggregate Applications

A comment was made that the proposed fee of \$6,000 is not sufficient.

- The Planning Act stipulates that a fee shall be designed to meet only the anticipated costs to the municipality. The fee can be paid under protest and be appealed to the Ontario Municipal Board. Therefore, until a further detailed analysis can be completed, it is recommended that the Rezoning Application fee for Aggregate applications be increased to \$6,000 at this time.

Tent or Marquee Permit

A question was raised as to when this fee is applicable.

- Directly from the 2006 Building Code, Section 1.3 Permits and Inspections, a tent or group of tents is exempt from the requirement to obtain a permit under Section 8 of the Act and is exempt from compliance with the Code provided that the tent or group of tents are:

- a.) not more than 60 m² in aggregate ground area,
- b.) not attached to a building, and
- c.) constructed more than 3m from other structures.

Open Burning Permit

A comment was made about whether this fee could be prorated depending on when an individual acquires the permit. The intent of this fee is to have it renewed annually on January 1st of the following year. Therefore, the permit would run from January 1st to December 31st. There are other fees in the User Fees and Charges By-law that could be subject to such a proration. Township staff do not recommend including a proration for this fee or other fees that are renewed annually at this time. We will monitor the number of requests we have and report on this item in the following year.

Financial Implications

The fees in the User Fees and Charges By-law will be incorporated in the 2014 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

User Fees and Charges By-law

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NO XX/13

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 and to repeal By-law No. 25/13.

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 on November 6, 2013, Council received Report No. FIN-2013-004, in which certain recommendations were made relating to the 2014 User Fees and Charges. On November 20, 2013, a Public Meeting was held to obtain public input on the proposed User Fees and Charges By-law. Staff reported back on the results of the Public Meeting in Report No. FIN-2013-011.

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 HEREBY 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 or applying for 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 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 fees and charges listed in the schedules to this by-law shall, where applicable, be subject to any applicable provincial and federal taxes.

11. 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 of Puslinch and one or more other parties,

shall be the approved and imposed fee or charge for the service, activity or use of property specified.

12. The payment of any fee or charge in this By-law shall be in Canadian currency.

13. The following Schedules form part of this By-law:

Schedule	Department
A	Administration Department
B	Finance Department
C	Township Wide
D	Roads Department
E	Fire Department
F	Building Department
G	Planning Department
H	Parks Department
I	Optimist Recreation Centre Department
J	Recreation Department

14. The rates and service charges, as outlined in the schedules attached hereto and forming part of this by-law, be implemented and take effect on January 1, 2014.
15. 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.
16. This by-law shall be known as the "User Fees and Charges By-law".
17. By-law No. 25/13 is hereby repealed.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 4th DAY OF DECEMBER, 2013.

Dennis Lever, Mayor

Karen Landry, CAO/Clerk

SCHEDULE A: ADMINISTRATION REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES
EFFECTIVE 2014

ADMINISTRATION		2014 RATES								
TYPE OF REVENUE/USER	Unit/Descr	2013 RATE (NO TAX)	RATES (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS		
Freedom of Information Requests as per the legislation	Charged at the rate permitted per the legislation.							Regulated by Statute		
Lottery Licence (Nevada, Raffle, Bazaar, etc.)	Per Prize	3% of prize value	3% of prize value	3% of prize value	3% of prize value	0%	E	Fee regulated by AGCO - 3% of prize board maximum		
Signature of Commissioner	Per Document	\$ -	\$ 10.00	\$ 1.30	\$ 11.30	100%	T			
Compliance Letters	Per Letter	\$ 60.00	\$ 75.00	\$ -	\$ 75.00	25%	E	Fee charged is consistent for all Township departments		
Fence Viewer's Application	Per Application	\$ -	\$ 300.00	\$ -	\$ 300.00	100%	E			
Investigator Fees	Flat Fee	\$ 175.00	\$ 175.00	\$ 22.75	\$ 197.75	0%	T	Per half day less than 3 hours plus related expenses		
Investigator Fees	Flat Fee	\$ 350.00	\$ 350.00	\$ 45.50	\$ 395.50	0%	T	Per day over 3 hours plus related expenses		

SCHEDULE B: FINANCE REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES

EFFECTIVE 2014

FINANCE		2014 RATES						
TYPE OF REVENUE/USER	Unit/Descr	2013 RATE (NO TAX)	RATES (NO TAX)	13% HST	RATE INCL HST	% INCR	HST STATUS	COMMENTS
Tax Certificate	Per Certificate	\$ 60.00	\$ 60.00	\$ -	\$ 60.00	0%	E	
Tax Sale Charges	Per Property	actual costs	actual costs	\$ -	actual costs	0%	E	cost recovery of fees and disbursements as charged by consultants and solicitors
NSF Cheque	Per NSF	\$ 40.00	\$ 40.00	\$ -	\$ 40.00	0%	E	
Administration Fee	Per Invoice	\$ 25.00	\$ 25.00	\$ -	\$ 25.00	0%	E	For invoices issued by Finance Department

SCHEDULE C: TOWNSHIP WIDE REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES
EFFECTIVE 2014

TOWNSHIP WIDE

TYPE OF REVENUE/USER	Unit/Descr	2013 RATE (NO TAX)	2014 RATES			% CHANGE	HST STATUS	COMMENTS
			RATES (NO TAX)	13% HST	RATE INCL HST			
Photocopy	Per Page	\$ 0.25	\$ 0.25	\$ 0.03	\$ 0.28	0%	T	Copy costs for Community Groups and Neighbourhood Associations are exempt
Township Flag	Per Flag	\$ 44.25	\$ 44.25	\$ 5.75	\$ 50.00	0%	T	
Canadian Flag	Per Flag	\$ 22.12	\$ 22.12	\$ 2.88	\$ 25.00	0%	T	

SCHEDULE D: ROADS REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES
EFFECTIVE 2014

ROADS		2014 RATES				% INCR	HST STATUS	COMMENTS
TYPE OF REVENUE/USER	Unit/Descr	2013 RATE (NO TAX)	RATES (NO TAX)	13% HST	RATE INCL HST			
Oversize-Overweight Load Permits	Annual Permit	\$ -	\$ 400.00	\$ -	\$ 400.00	100%	E	
Oversize-Overweight Load Permits	Per Trip	\$ -	\$ 100.00	\$ -	\$ 100.00	100%	E	
Entrance Permit	Flat Fee	\$ 200.00	\$ 225.00	\$ -	\$ 225.00	13%	E	
Third Party Cost Recovery	Actual Cost + \$100.00 Administration Fee	\$ -	Actual Cost + \$100.00 Administration Fee	Actual Cost + \$100.00 Administration Fee	Actual Cost + \$100.00 Administration Fee	100%	T	Material, equipment, labour/benefits, and administration costs

SCHEDULE E: FIRE REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES
EFFECTIVE 2014

FIRE		2014 RATES				% INCR	HST STATUS	COMMENTS
TYPE OF REVENUE/USER	Unit/Descr	2013 RATE (NO TAX)	RATES (NO TAX)	13% HST	RATE INCL HST			
Permit - Open Burning	Per Permit	\$ -	\$ 20.00	\$ -	\$ 20.00	100%	E	Permit must be renewed annually
Burning Permit Violations or Unauthorized Open Air Burning	Per Hour Per Truck	\$ 410.00	\$ 410.00	\$ -	\$ 410.00	0%	E	Emergency responses to illegal burning or burning without a permit Standard MTO Rate
Fire extinguisher training	Per Person	\$ -	\$ 15.00	\$ 1.95	\$ 16.95	100%	T	
Permit- Sale of Fireworks	Per Permit	\$ -	\$ 100.00	\$ -	\$ 100.00	100%	E	For High Hazard Fireworks
Permit - Discharge of Fireworks	Per Permit	\$ -	\$ 100.00	\$ -	\$ 100.00	100%	E	For High Hazard Fireworks
Smoke Alarm	Per Alarm	\$ -	\$ -	\$ -	\$ -	0%	T	
Information or fire reports regarding emergency incidents.	Per Report	\$ 60.00	\$ 75.00	\$ 9.75	\$ 84.75	25%	T	
Occupancy Load	Flat Fee	\$ 150.00	\$ 100.00	\$ -	\$ 100.00	-33%	E	
Fire Safety Plan Review	Per Plan	\$ -	\$ 120.00	\$ -	\$ 120.00	100%	E	
Post Fire Watch	Per Hour per Truck	\$ 25.00	\$ 410.00	\$ -	\$ 410.00	1540%	E	Standard MTO Rate
Boarding up or barricading plus materials	Per Hour Per Truck	\$ 25.00	\$ 410.00	\$ -	\$ 410.00	1540%	E	Standard MTO Rate
Key Boxes	Per Box	\$ 80.00	\$ 100.00	\$ 13.00	\$ 113.00	25%	T	For rapid entry for firefighters
Special Events - Requests for Attendance	Per Event	\$ -	\$ -	\$ -	\$ -	0%	E	
Daycare & Homeday Care Inspections	Per Inspection	\$ 75.00	\$ 100.00	\$ 13.00	\$ 113.00	33%	T	As mandated in the Fire Code
Industrial/Commercial/Institutional /Assembly/Apartment	Base Inspection	\$ 100.00	\$ 100.00	\$ 13.00	\$ 113.00	0%	T	Any inspections completed by the fire department that is new, complaint driven, requested or mandated
Industrial/Commercial/Institutional /Assembly/Apartment	Plus each tenant/occupant/apartment unit	\$ 25.00	\$ 25.00	\$ 3.25	\$ 28.25	0%	T	Any inspections completed by the fire department that is new, complaint driven, requested or mandated
Emergency responses to motor vehicle occurrence/incident/collision	Per Hour Per Truck	\$ 410.00	\$ 410.00	\$ -	\$ 410.00	0%	E	Township residents are exempt from payment of fee for emergency response where emergency occurs on a Township of Puslinch or County of Wellington Road
Fire Alarm False Alarm Calls	Per Hour Per Truck	\$ 410.00	\$ 410.00	\$ -	\$ 410.00	0%	E	A false alarm call after the second false alarm in any calendar year Standard MTO Rate

SCHEDULE F: BUILDING REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES

EFFECTIVE 2014

BUILDING		2014 RATES					% INCR	HST STATUS	COMMENTS
TYPE OF REVENUE/USER	Unit/Descr	2013 RATE (NO TAX)	RATES (NO TAX)	13% HST	RATE INCL HST				
Minimum Permit Fee	Minimum Permit Fee	\$ 100.00	\$ 150.00	\$ -	\$ 150.00	50%	E		
CONSTRUCTION - NEW BUILDINGS & ADDITIONS									
RESIDENTIAL									
Single Family Dwelling	Per Sq. Foot	\$ 1.40	\$ 1.40	\$ -	\$ 1.40	0%	E	up to 225 m2 (2,421 sq. foot) - total area	
Single Family Dwelling	Per Sq. Foot	\$ 1.85	\$ 1.85	\$ -	\$ 1.85	0%	E	over 225 m2 (2,421 sq. foot) - total area	
Interior renovations and finished basements	Per Sq. Foot	\$ 0.50	\$ 0.50	\$ -	\$ 0.50	0%	E		
Swimming Pools	Flat Fee	\$ 350.00	\$ 350.00	\$ -	\$ 350.00	0%	E		
Residential Deck	Flat Fee	\$ 150.00	\$ 150.00	\$ -	\$ 150.00	0%	E		
Residential Accessory Buildings	Per Sq. Foot	\$ 0.70	\$ 0.70	\$ -	\$ 0.70	0%	E		
INSTITUTIONAL, COMMERCIAL & INDUSTRIAL									
Construction value up to \$3,000,000	Per \$1,000 of Construction Value	\$ 10.00	\$ 10.00	\$ -	\$ 10.00	0%	E		
Construction value over \$3,000,000	Per \$1,000 of Construction Value	\$ 7.00	\$ 7.00	\$ -	\$ 7.00	0%	E		
OTHER PERMIT FEES									
Demolition	Flat Fee	\$ 100.00	\$ 150.00	\$ -	\$ 150.00	50%	E		
Septic System - New	Flat Fee	\$ 600.00	\$ 600.00	\$ -	\$ 600.00	0%	E		
Septic System	Flat Fee	\$ 450.00	\$ 450.00	\$ -	\$ 450.00	0%	E	Alter, Repair or extend existing system	
Designated Structures	Flat Fee	\$ 400.00	\$ 400.00	\$ -	\$ 400.00	0%	E	Listed per Div.A, 1.3.1.1. (Solar Installations)	
Special Inspection Fee	Flat Fee	\$ -	\$ 100.00	\$ 13.00	\$ 113.00	100%	T		
Deferral of Revocation of Permit	Flat Fee	\$ 100.00	\$ 150.00	\$ -	\$ 150.00	50%	E		
Reactivate Abandoned Permit	Flat Fee	\$ -	\$ 150.00	\$ -	\$ 150.00	100%	E		

SCHEDULE F: BUILDING REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES

EFFECTIVE 2014

BUILDING	2014 RATES						HST STATUS	COMMENTS
	Unit/Descr	2013 RATE (NO TAX)	RATES (NO TAX)	13% HST	RATE INCL HST	% INCR		
Transfer of Permit	Flat Fee	\$ 100.00	\$ 150.00	\$ -	\$ 150.00	50%	E	
Occupancy Permit	Flat Fee	\$ 100.00	\$ 150.00	\$ -	\$ 150.00	50%	E	
Revision to a Permit	Flat Fee	\$ 150.00	\$ 150.00	\$ -	\$ 150.00	0%	E	Before Permit is issued
Revision to a Permit	Flat Fee	\$ 300.00	\$ 300.00	\$ -	\$ 300.00	0%	E	After Permit is issued
Alternate Solution Application	Flat Fee	\$ 350.00	\$ 350.00	\$ -	\$ 350.00	0%	E	
Conditional Permits	Flat Fee	20% of Permit Fee	20% of Permit Fee		20% of Permit Fee	0%	E	
Grading Deposit	Flat Fee	\$ 2,000.00	\$ 2,000.00	\$ -	\$ 2,000.00	0%	E	Plans of Subdivision
Subsequent Grading Deposits	Flat Fee	\$ 500.00	\$ 500.00	\$ -	\$ 500.00	0%	E	Plans of Subdivision ie. Swimming Pools etc.
Septic Compliance Letter	Flat Fee	\$ 60.00	\$ 75.00	\$ -	\$ 75.00	25%	E	Fee charged is consistent for all Township departments
Special Occasion Permit Letters	Per Letter	\$ 20.00	\$ 75.00	\$ -	\$ 75.00	275%	E	
Inspection Permit - LCBO	Per Inspection	\$ 100.00	\$ 100.00	\$ -	\$ 100.00	0%	E	Any 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
Municipal addressing signs	Flat Fee	\$ 40.00	\$ 40.00	\$ 5.20	\$ 45.20	0%	T	To cover the costs of the blade and post. No cost for installation
Tent or Marquee Permit	Per Permit	\$ 200.00	\$ 250.00	\$ -	\$ 250.00	25%	E	Directly from the 2006 Building Code, Section 1.3 Permits and Inspections, a tent or group of tents is exempt from the requirement to obtain a permit under Section 8 of the Act and is exempt from compliance with the Code provided that the tent or group of tents are: a.) not more than 60 m2 in aggregate ground area, b.) not attached to a building, and c.) constructed more than 3m from other structures.
Dog Tags	Per Tag	\$ 20.00	\$ 25.00	\$ -	\$ 25.00	25%	E	Maximum of 3 dogs
Kennel Licence	Per Licence	\$ 100.00	\$ 175.00	\$ -	\$ 175.00	75%	E	More than 3 dogs

SCHEDULE G: PLANNING REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES
EFFECTIVE 2014

PLANNING		2014 RATES					% INCR	HST STATUS	COMMENTS
TYPE OF REVENUE/USER	Unit/Descr	2013 RATE (NO TAX)	RATES (NO TAX)	13% HST	RATE INCL HST				
Minor Variance Application	Administration fee plus disbursements & 3rd party fees	\$ 500.00	\$ 550.00	\$ -	\$ 550.00	10%	E		
Part Lot Control Exemption By-law Exemption	Administration fee plus disbursements & 3rd party fees	\$ 500.00	\$ 500.00	\$ -	\$ 500.00	0%	E		
Site Plan Control Application Fee	Administration fee plus disbursements & 3rd party fees	\$ 2,000.00	\$ 2,000.00	\$ -	\$ 2,000.00	0%	E		
Zoning By-law #19/85	Flat Fee	\$ 30.00	\$ 40.00	\$ 5.20	\$ 45.20	33%	T		
Zoning By-Law Amendment	Administration fee plus disbursements & 3rd party fees	\$ 2,000.00	\$ 2,000.00	\$ -	\$ 2,000.00	0%	E		
Zoning By-Law Amendment - Aggregate Applications	Administration fee plus disbursements & 3rd party fees	\$ 2,000.00	\$ 6,000.00	\$ -	\$ 6,000.00	200%			
Zoning Compliance Letter	Flat Fee	\$ 60.00	\$ 75.00	\$ -	\$ 75.00	25%	E	Fee charged is consistent for all Township departments	
Mobile Food Service - Operator	Per License	\$ -	\$ 100.00		\$ 100.00	100%	E		
Mobile Food Service - Owner	Per License	\$ -	\$ 200.00		\$ 200.00	100%	E		

SCHEDULE H: PARKS REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES
EFFECTIVE 2014

PARKS

TYPE OF REVENUE/USER	Unit/Descr	2014 RATES						COMMENTS
		2013 RATE (NO TAX)	RATES (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	
Horse Paddock Rental	Per Day	\$ 200.00	\$ 200.00	\$ 26.00	\$ 226.00	0%	T	Plus \$300.00 damage deposit Rental is restricted to horse paddock and tractor pull area only Rentals restricted to June 15 to September 15
Picnic Shelter	Per Hour	\$75.00 (per reservation)	\$20.00	\$ 2.60	\$ 22.60	N/A	T	to a maximum of \$80.00 per reservation
Aberfoyle/Old Morriston Ball Park	Per Hour before 8:30 pm	\$ 20.00	\$ 20.00	\$ 2.60	\$ 22.60	0%	T	Evening booking will include one dragging and lining Bookings are available after May 1st of each year
Aberfoyle/Old Morriston Ball Park	Per Hour after 8:30 pm	\$ 30.00	\$ 30.00	\$ 3.90	\$ 33.90	0%	T	Evening booking will include one dragging and lining Bookings are available after May 1st of each year
Aberfoyle/Old Morriston Ball Park	Per Day	\$ 150.00	\$ 150.00	\$ 19.50	\$ 169.50	0%	T	Full day booking will include two draggings and linings Bookings are available after May 1st of each year
Aberfoyle/Old Morriston Ball Park	Extra dragging and lining	\$ 40.00	\$ 40.00	\$ 5.20	\$ 45.20	0%	T	Only available with a minimum of 2 hour booking
Morriston Meadows	Per Hour	\$ 20.00	\$ 20.00	\$ 2.60	\$ 22.60	0%	T	Evening booking will include one dragging and lining Bookings are available after May 1st of each year
Morriston Meadows	Per Day	\$ 150.00	\$ 150.00	\$ 19.50	\$ 169.50	0%	T	Full day booking will include two draggings and linings Bookings are available after May 1st of each year
Morriston Meadows	Extra dragging and lining	\$ 40.00	\$ 40.00	\$ 5.20	\$ 45.20	0%	T	Only available with a minimum of 2 hour booking
Sports Facility User Fees	Per Resident	\$ 10.00	\$ 10.00	\$ -	\$ 10.00	0%	E	Fees collected from the Tennis, Minor Soccer, Oldtimers Baseball, Senior Ladies Baseball, Intermediate Men Baseball, Minor baseball, and the Horseshoe Clubs of Puslinch
Sports Facility User Fees	Per Non-Resident	\$ 25.00	\$ 25.00	\$ -	\$ 25.00	0%	E	Fees collected from the Tennis, Minor Soccer, Oldtimers Baseball, Senior Ladies Baseball, Intermediate Men Baseball, Minor baseball, and the Horseshoe Clubs of Puslinch

SCHEDULE I: OPTIMIST RECREATION CENTRE REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES
EFFECTIVE 2014

ORC		2014 RATES						
TYPE OF REVENUE/USER	Unit/Descr	2013 RATE (NO TAX)	RATES (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
Ice Rental - Prime	Per Hour	\$ 155.00	\$ 155.00	\$ 20.15	\$ 175.15	0%	T	Weekdays from 5 to 10 pm, Saturday, Sunday
Ice Rental - Non - Prime	Per Hour	\$ 155.00	\$ 78.00	\$ 10.14	\$ 88.14	-50%	T	Weekdays from 9 to 5 pm
Arena Summer Rentals	Per Hour	\$ 77.00	\$ 65.00	\$ 8.45	\$ 73.45	-16%	T	Includes use of change rooms
Gymnasium Rental	Per Hour	\$ 26.00	\$ 26.00	\$ 3.38	\$ 29.38	0%	T	
Rink board Advertising	Per Year	\$ -	\$ 350.00	\$ 45.50	\$ 395.50	100%	T	
Ball Diamond Advertising	Per Season	\$ -	\$ 175.00	\$ 22.75	\$ 197.75	100%	T	

SCHEDULE J: RECREATION REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES
EFFECTIVE 2014

RECREATION		2014 RATES				% CHANGE	HST STATUS	COMMENTS
TYPE OF REVENUE/USER	Unit/Descr	2013 RATE (NO TAX)	RATES (NO TAX)	13% HST	RATE INCL HST			
Archie MacRobbie Hall	Full Day Rental	\$ 470.00	\$ 479.00	\$ 62.27	\$ 541.27	2%	T	Friday and Saturday Rentals includes use of kitchen facilities
Alf Hales Room	Per Hour	\$55.00 (per reservation)	\$ 25.00	\$ 3.25	\$ 28.25	N/A	T	Friday and Saturday Rentals
Archie MacRobbie Hall	Full Day Rental	\$ 340.00	\$ 357.00	\$ 46.41	\$ 403.41	5%	T	Sunday Rentals includes use of kitchen facilities
Archie MacRobbie Hall	4 Hour Rental	\$ 210.00	\$ 215.00	\$ 27.95	\$ 242.95	2%	T	Sunday Rentals includes use of kitchen facilities Morning (8-12); Afternoon (1-5); Evening (6-10)
Alf Hales Room	Per Hour	\$55.00 (per reservation)	\$ 25.00	\$ 3.25	\$ 28.25	N/A	T	Sunday Rentals
Archie MacRobbie Hall	Full Day Rental	\$ 365.00	\$ 365.00	\$ 47.45	\$ 412.45	0%	T	Monday to Thursday Rentals includes use of kitchen facilities
Archie MacRobbie Hall	4 Hour Rental	\$ 210.00	\$ 215.00	\$ 27.95	\$ 242.95	2%	T	Monday to Thursday Rentals includes use of kitchen facilities Morning (8-12); Afternoon (1-5); Evening (6-10)
Alf Hales Room	Per Hour	\$55.00 (per reservation)	\$ 25.00	\$ 3.25	\$ 28.25	N/A	T	Monday to Thursday Rentals
Licensed Events Using Patio	Flat Rate	\$ 55.00	\$ 55.00	\$ 7.15	\$ 62.15	0%	T	Patio Fencing
Commercial Rentals (ie. Auctions)	Per Full Day Rental	\$ 735.00	\$ 750.00	\$ 97.50	\$ 847.50	2%	T	Includes use of kitchen facilities
Bartenders	Flat Rate	\$ 104.09	\$ 115.00	\$ 14.95	\$ 129.95	10%	T	Smart Serve Certified
Bartenders	Per Hour of Overtime	\$ 16.93	\$ 20.00	\$ 2.60	\$ 22.60	18%	T	Smart Serve Certified
Fountain pop package	Per Pound	\$ 1.30	\$ 1.30	\$ 0.17	\$ 1.47	0%	T	Includes ice, cups, and fountain pop
9 oz Glasses	Per Package of 100	\$ 5.00	\$ 6.00	\$ 0.78	\$ 6.78	20%	T	
14 oz Glasses	Per Package of 50	\$ 3.00	\$ 6.00	\$ 0.78	\$ 6.78	100%	T	
Ice	Per Bag	\$ 2.00	\$ 2.00	\$ 0.26	\$ 2.26	0%	T	

SCHEDULE J: RECREATION REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES
EFFECTIVE 2014

RECREATION			2014 RATES						
TYPE OF REVENUE/USER	Unit/Descr	2013 RATE (NO TAX)	RATES (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS	
Use of Kitchen Facilities	Per 4 Hour Rental	\$ 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	\$ 3.25	\$ 28.25	0%	T	Dishes, silverware, cooking utensils, dishwasher, coffee maker	
Security Deposit	Per Booking	\$ 315.00	\$ 315.00	\$ -	\$ 315.00	0%	E	Deposit is refundable after function if there are no damages	
Non-refundable Deposit	Per Cancellation	50% of rental fee	50% of rental fee	50% of rental fee	50% of rental fee	0%	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 date	
Advertising Sign	Two lines/Week	\$ 32.00	\$ 32.00	\$ 4.16	\$ 36.16	0%	T		
Advertising Sign	Four Lines/Week	\$ 63.00	\$ 63.00	\$ 8.19	\$ 71.19	0%	T		



REPORT PW-2013-006

TO: Mayor and Members of Council

FROM: Donna Tremblay, Deputy Clerk on
Behalf of the Public Works Committee

SUBJECT: Authorizing Speed Limits By-Law 53/12

RECOMMENDATIONS

That Report PW-2013-006 regarding Authorizing Speed Limits By-Law 53/12 be received; and

That Council enact a By-law to reduce the speed limit on Concession 4 – Side road 12 to a distance of 200 meters West of Side Road 10 from 80 km/hr to 60 km/hr and to repeal By-law 53/12; and

That staff provide a copy of Authorizing Speed Limits By-law to the Ontario Provincial Police.

DISCUSSION

Purpose

The purpose of this Report is to seek approval from Council to repeal By-Law 53/12 and enact a consolidated by-law that includes a change in the current posted speed limit on Concession 4 between Side Road 12 to a distance of 200 meters west of Side Road 10 from 80 km/hr to 60 km/hr.

Concession 4

Residents of the area have expressed concerns regarding safety in the area of Concession 4 between Side Road 12 and Side Road 10. Upon receiving the request from residents, staff entered the data into the TAC automated Speed Limit Guidelines and as determined by the road characteristics the recommended posted speed limit is 60 km/hr.

Public Works Committee

The Public Works Committee at its meeting held on November 15, 2013 adopted Recommendation No. PW-2013-013 to support reducing the speed on Concession 4, between side road 12 to a distance of 200 meters west of Side road 10 from 80 km/hr to 60 km/hr.

Staff recommends granting the request made by the residents in the area to reduce the speed from 80 km/hr to 60 km/hr.

Financial Implications

The costs associated with implementing the change in the rate of speed is estimated at \$700.00 for signage and will be funded from account 01-0030-4208 – Signage.

Applicable Legislation and Requirements

Section 128 of the *Highway Traffic Act* authorizes the council of a municipality to pass a by-law to prescribe a rate of speed different from the rate set out in the legislation that is not greater than 100 km/hr and may prescribe different rates of speed for different times of day.

The *Highway Traffic Act* prescribes that the rate of speed is:

- 50 km/hr on a highway within a local municipality or within a built-up area
- 80 km/hr on a highway not within a built-up area that is within a local municipality that had the status of a Township on December 31, 2002 and, but for the enactment of the *Municipal Act, 2001*, would have had the status of a Township on January 1, 2003, if the municipality is prescribed by regulation.