



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH PUBLIC MEETING MINUTES

DATE: Wednesday, November 20, 2013

TIME: 6:00 p.m.

PLACE: Puslinch Municipal Complex
7404 Wellington Rd. 34

FILE NUMBER: CO1-FEE

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

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

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

Declarations of Pecuniary Interest

Councillor Roth declared a pecuniary interest with respect items to Mobile Food Service – Operator and Mobile Food Service Owner, contained on page 7 of the 2014 User Fees By-Law presentation as he will be making a future request with respect to these items. Councillor Roth left the council table and did not partake in any discussions or comments with respect to this item.

Presentations

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

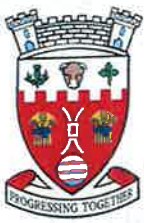
Ms. Hasan began her presentation with a summary of the information she would be providing to the attendees including changes to fee structure to better reflect costs for providing the service to be in line with fees charged by surrounding municipalities and fee removals to reflect the current practice at the Township.

Ms. Hasan advised of the changes to the fee structure for the Administration Department. These changes included a proposed increase in following fees: dog tag licence, kennel licence, compliance letters and fence viewer's application and advised of a proposed new fee for the signature of a commissioner.

Ms. Hasan advised of the changes associated with the Roads Department which included a new proposed fee for overweight load permits for both annual and per trip, along with a new proposed third party costs recovery fee which included an actual cost along with a \$100.00 administration fee; and a proposed increase in entrance permits.

Ms. Hasan advised of the changes to the fee structure for the Parks department including a proposed change for the rental of the picnic shelter from a per reservation fee to a per hour fee with a maximum amount to be charged per reservation.

Ms. Hasan advised of the changes to the fee structure for the Fire Department including proposed new fees for permits relating to open burning, fire extinguisher training, sale of



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fireworks and discharge of high hazard fireworks and a new fee for fire safety plan review.

Ms. Hasan advised of proposed fee increases for information or fire reports regarding emergency incidents, boarding up or barricading, post fire watch, key boxes, daycare and home day care inspections and decreases in the occupancy load fee.

Ms. Hasan advised of proposed fee structure changes for the Building Department including increases to permits for minimum permit fee, demolition, deferral of revocation, transfer of permit, occupancy permit, special occasion permit, tent or marquee permit and septic compliance letters and a proposed new fee for reactivated or abandoned permits.

Ms. Hasan advised of proposed fee structure changes for the Planning Department including proposed fee increases for minor variance applications, zoning by-law amendment and/or official plan amendments for aggregate applications, zoning by-law applications and zoning compliance letters and a proposed new fee for mobile food service – operator and owner permits.

Ms. Hasan advised of proposed fee structure changes for the Optimist Recreation Centre including prime and non-prime ice rental fees and a proposed new fee for Rink Board and Ball Diamond Advertising.

Ms. Hasan advised of proposed fee structure changes for the Recreation Department including fee increases for Friday, Saturday and Sunday rentals of the Archie MacRobbie hall, 4 hour Sunday to Thursday rentals of the Archie MacRobbie hall, and increases to commercial rentals, bartenders and 9 and 14 oz. glass purchases. Ms. Hasan also advised of a proposed change from a flat fee rental to an hourly rental of the Alf Hales Room.

Ms. Hasan advised of proposed fee removals for the Administration Department which included the pickup and mailed of copies of council minutes, agendas and correspondences and the removal of fees for commercial kennel (over 5 dogs) licenses.

Ms. Hasan advised of proposed fee removals for the Fire Department which included lawyer requests/file searches, training room rentals, fire route applications.

Ms. Hasan advised of proposed fee removals for the Planning Department which included removal for duplication of Wellington County's Official Plan and Ownership Verification on Severance Applications.

Ms. Hasan advise of proposed fee removals for the Parks Department which included the fee for rental of the community garden as staff have proposed that the fee should be incorporated into the Puslinch Community Centre rental fee and this is consistent with surrounding municipalities.

Questions/Comments

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

Bev Wozniak advised that in the report to Council under Service Groups and Clubs that the Millcreek Subwatershed Community Liaison Team (CLT) only required the use of the Community Centre 11 and not 12 days and approximately 2 years ago the Township waived the fees for the rental of the facility for their meetings.

The Chair advised Ms. Wozniak that the purpose of this public meeting was not to



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discuss whether continuation of waiving of fees would be considered, but to present information to the public regarding proposed changes to the Township fees.

Ms. Bev Wozniak advised that she did not believe that the proposed fee of \$6,000 for a Zoning By-Law Amendment for Aggregate Applications was not enough and should be a higher amount.

Ms. Wozniak inquired as to who pays the consultant fees associated with the aggregate application process and are they paid by the applicant?

The Chair advised that it was the applicant who paid for the consultant fees.

Ms. Wozniak inquired as to once Zoning was permitted was the applicant responsible to pay for ongoing consultant fees.

Karen Landry, CAO/Clerk advised that the Township is in the process of acquiring information regarding what consultant fees the Township is presently receiving compensation and at this time Township staff are proposing an increase in the application fee to \$6,000.

Ms. Wozniak advised that she was aware that in the past there may have been difficulties involving repayment of consultant invoices.

The Chair advised that all Township processes are being reviewed and that it is the Township's intention to have clear agreements at the front end so that applicants clearly understand what their obligations are with respect to invoices.

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

Councillor Schmidt inquired as to whether the fireworks discharge fee was for residential.

Karen Landry, CAO/Clerk advised that the fee was not applicable to low hazard fireworks.

Councillor Schmidt inquired as to the proposed tent permit fee of \$250.00 and he requested some clarification as to whether this fee was based on the size of tent.

Karen Landry CAO/Clerk advised that when a permit is required under the legislation is based on the size of the tent and its proximity to a building.

Councillor Schmidt advised that with respect to the previous Optimist Recreation Centre fees that they were based on rates set 5-17 years ago. The rates charged previously were best guess attempts and he expressed appreciation that the new proposed fees are based on background and research.

Karen Landry, CAO/Clerk advised that staff have undertaken a comprehensive review of all user fees. This was an overall presentation as there may not be changes to the fees from year to year.

Ms. Landry advised that the next step is to take the feedback from the public meeting and present this information in a report to Council.

Councillor Stokley thanked Ms. Hasan for her report and the volume of the research in which she undertook to prepare her report.

Councillor Stokley inquired as to the part lot control fee on page 7 of the presentation and whether the proposed fee was \$500.00 or 10% change.



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Ms. Hasan advised that this was a typographical error and the proposed fee was \$500.00.

Councillor Fielding commented on the proposed \$20.00 fee for Open Burning Permits and wanted to be sure that this fee will not be a deterrent from acquiring a permit.

Karen Landry CAO/Clerk advised that that staff are proposing that the permits which are issued with a 3 month expiry will now be issued on an annual basis. Ms. Landry advised that the fire department keeps all of the burn permits which are issued by the Township and will be able to analyze to determine as to whether this new fee is deterring residents from acquiring permits.

Councillor Roth commented that open burning permits used to be issued monthly, before the 3 month expiry and inquired as to whether the term of the permits would be from January to December each year and whether the fees would be prorated.

Karen Landry CAO/Clerk advised that the intent was that the term would be on an annual basis, but that staff could review whether to prorate the fees.

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

There were no further questions.

ADJOURNMENT:

The meeting adjourned at 6:57 p.m.