



**REPORT FIN-2013-004**

TO: Mayor and Members of Council  
 FROM: Mary Hasan, Director of Finance/Treasurer  
 SUBJECT: 2014 Fees By-law

**RECOMMENDATIONS**

That Report FIN-2013-004 regarding the 2014 Fees By-law be received; and

That a Public Meeting be held on November 20, 2013 at 6:00 pm to obtain public input on the proposed fees By-law; and

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

**ORIGIN/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.

**DISCUSSION**

**Changes to Fee Structure:**

The proposed fees have been established to better reflect cost recovery for the services provided taking into consideration the following:

- costs for providing the service;
- fees charged by surrounding municipalities

ADMINISTRATION	Unit/Descr	2013 Fee (Excl. Taxes)	2014 Fee (Excl. Taxes)	% Change	Reasoning
Tags	Per Tag	\$20.00	\$25.00	25%	This fee has not changed since By-law number 33/05 passed on May 18, 2005.  Surrounding municipalities charge an average fee of \$32.80.
Kennel Licence	More than 3 dogs	\$100.00	\$175.00	75%	This fee has not changed since By-law number 33/05 passed on May 18, 2005.  Surrounding municipalities charge an average fee of \$175.  We issue between 10-12 kennel licences per year.
Signature of Commissioner	Per Document	\$ -	\$10.00	100%	Surrounding municipalities charge an average fee of \$30.47.
Compliance Letters	Per Letter	\$60.00	\$75.00	25%	This fee has not changed since By-law number 61/08 passed on November 19, 2008.  Surrounding municipalities charge an average fee of \$85.13.
Fence Viewer's Application	Per Application	\$ -	\$300.00	100%	Surrounding municipalities charge an average fee of

					<p>\$237.50.</p> <p>Per the Remuneration By-law 29/13, a fee of \$93.50 per call plus mileage of \$0.50 per km is paid to the fence viewers. Three fence viewers are required per application. This fee of \$300.00 has been implemented for the purpose of recouping costs.</p>
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ROADS	Unit/Descr	2013 Fee (Excl. Taxes)	2014 Fee (Excl. Taxes)	% Change	Reasoning
Oversize-Overweight Load Permits	Annual Permit	\$ -	\$400.00	100%	The proposed fee is the same fee that the County of Wellington charges for these services.
Oversize-Overweight Load Permits	Per Trip	\$ -	\$100.00	100%	The proposed fee is the same fee that the County of Wellington charges for these services.
Entrance Permit	Flat Fee	\$200.00	\$225.00	13%	<p>This fee has not changed since By-law number 61/08 passed on November 19, 2008.</p> <p>There is a significant amount of pre-work performed for Entrance permits. The County of Wellington charges an average fee of \$283.33 for the various classes of entrance permits.</p>
Third Party Cost Recovery	Actual Cost + \$100.00 Administration Fee	\$ -	Actual Cost + \$100.00 Administration Fee	100%	<p>This fee is for recouping material, equipment, labour/benefits, and administration of third party damages to Township property.</p> <p>Surrounding municipalities charge an average mark-up of 22.33% of costs incurred.</p>

FIRE	Unit/Descr	2013 Fee (Excl. Taxes)	2014 Fee (Excl. Taxes)	% Change	Reasoning
Permit – Open Burning	Per Permit Per Year	\$ -	\$20.00	100%	<p>To recover the costs of issuing a permit.</p> <p>Surrounding municipalities charge an average fee of \$28.00.</p>
Fire Extinguisher Training	Per Person	\$ -	\$15.00	100%	<p>To recover the costs of conducting fire extinguisher training sessions requested by companies.</p> <p>There are approximately</p>

					<p>50-60 individuals that obtain this training in a given year. These sessions are half an hour in length, with a capacity of approximately 6 individuals per class.</p> <p>Surrounding municipalities charge an average fee of \$28.88 per person.</p> <p>This training is not mandated in the fire code, however, we recommend a low fee of \$15.00 as public education is a critical mission of the Puslinch Fire &amp; Rescue Operating Guidelines.</p>
<p>Permit- Sale of Fireworks</p> <p><b>Note: Fee is dependent on changes being made to the current Fireworks By-law which is under review.</b></p>	Per Permit	\$ -	\$100.00	100%	<p>Surrounding municipalities charge an average fee of \$125.57.</p> <p>We recommend charging the same fee for the sale and discharge of fireworks as the costs associated with issuing the permit are the same in both instances.</p>
<p>Permit- Discharge of Fireworks (High Hazard)</p> <p><b>Note: Fee is dependent on changes being made to the current Fireworks By-law which is under review.</b></p>	Per Permit	\$ -	\$100.00	100%	<p>Surrounding municipalities charge an average fee of \$80.00.</p> <p>We recommend charging the same fee for the sale and discharge of fireworks as the costs associated with issuing the permit are the same in both instances.</p>
Information or fire reports regarding emergency incidents	Per Report	\$60.00	\$75.00	25%	<p>This fee has not changed since By-law number 61/08 passed on November 19, 2008.</p> <p>Surrounding municipalities charge an average fee of \$74.20.</p>
Occupancy Load	Flat Fee	\$150.00	\$100.00	-33%	<p>This fee has not changed since By-law number 61/08 passed on November 19, 2008.</p> <p>Surrounding municipalities charge an average fee of \$88.38.</p>
Boarding up or barricading	Per Truck Per Hour plus material costs	\$25.00	\$410.00	1540%	<p>This fee has not changed since By-law number 21/96 passed on June 5, 1996.</p> <p>This rate is the standard</p>

					MTO rate per truck per hour with 4 firefighters. This rate is also in line with other municipalities. This fee is typically paid by the insurance company.
Post Fire Watch	Per Truck Per Hour	\$25.00	\$410.00	1540%	This fee has not changed since By-law number 21/96 passed on June 5, 1996.  This rate is the standard MTO rate per truck per hour with 4 firefighters. This rate is also in line with other municipalities. This fee is typically paid by the insurance company.
Key Boxes	Per Item	\$80.00	\$100.00	25%	This fee has not changed since By-law number 21/96 passed on June 5, 1996.  The Township's cost of purchasing one key box is \$107.00 and \$91.00 when 6 or more are ordered. Therefore, in order to recoup costs we recommend increasing the fee.
Daycare & Home day Care Inspections	Per Inspection	\$75.00	\$100.00	33%	This fee has not changed since By-law number 21/96 passed on June 5, 1996.  This fee should be the same as a regular inspection as the amount of work and the time it takes to complete this inspection is similar.  The surrounding municipalities are charging an average fee of \$101.78.
Fire Safety Plan Review	Per Plan	\$ -	\$120.00	100%	Fire Safety & Prevention Officer, Fire Chief, and Deputy Fire Chief review the Fire Safety Plans. This fee is for recovering the costs of reviewing these plans.  The surrounding municipalities are charging an average fee of \$124.66.

BUILDING	Unit/Descr	2013 Fee (Excl. Taxes)	2014 Fee (Excl. Taxes)	% Change	Reasoning
Minimum Permit Fee	Minimum Permit Fee	\$100.00	\$150.00	50%	This fee has not changed since By-law number 33/12

					<p>passed on April 18, 2012.</p> <p>The surrounding municipalities are charging an average fee of \$134.22.</p> <p>The increase of this fee is for cost recovery purposes; it covers both the administration and inspection costs associated with issuing a building permit.</p>
Demolition Permit	Flat Fee	\$100.00	\$150.00	50%	<p>This fee has not changed since By-law number 33/12 passed on April 18, 2012.</p> <p>The surrounding municipalities are charging an average fee of \$164.50.</p> <p>The increase of this fee is for cost recovery purposes; it covers both the administration and inspection costs associated with issuing a building permit.</p>
Special Inspection Fee	Flat Fee	\$-	\$100.00	100%	<p>The surrounding municipalities are charging an average fee of \$120.00.</p> <p>This fee has been introduced for inspection of construction under previous owners without a permit for compliance with Ontario Building Code Section 15(1), Property Standards. This fee is also in place for signing off on old permits.</p> <p>This fee covers both the administration and inspection costs.</p>
Deferral of Revocation of Permit	Flat Fee	\$100.00	\$150.00	50%	<p>This fee has not changed since By-law number 33/12 passed on April 18, 2012.</p> <p>The increase of this fee is for cost recovery purposes; it covers both the administration and inspection costs associated with issuing a building permit.</p>
Reactivate Abandoned Permit	Flat Fee	\$-	\$150.00	100%	<p>To charge for a permit that sits waiting for information over 6 months. This fee is for cost recovery purposes; it covers both the administration and inspection costs associated with issuing a building permit.</p>
Transfer of Permit	Flat Fee	\$100.00	\$150.00	50%	<p>This fee has not changed since By-law number 42/05 passed on July 6, 2005.</p> <p>The surrounding</p>

					<p>municipalities are charging an average fee of \$135.50.</p> <p>This fee is for cost recovery purposes; it covers both the administration and inspection costs associated with issuing a building permit.</p>
Occupancy Permit	Flat Fee	\$100.00	\$150.00	50%	<p>This fee has not changed since By-law number 33/12 passed on April 18, 2012.</p> <p>The surrounding municipalities are charging an average fee of \$161.25.</p> <p>This fee is for cost recovery purposes; it covers both the administration and inspection costs associated with issuing a building permit.</p>
Septic Compliance Letter	Flat Fee	\$60.00	\$75.00	25%	<p>This fee has not changed since By-law number 61/08 passed on November 19, 2008.</p> <p>The surrounding municipalities are charging an average fee of \$136.17.</p> <p>A fee of \$75.00 has been proposed as this is the fee for all compliance letters issued at the Township of Puslinch.</p>
Special Occasion Permit Letters	Per Letter	\$20.00	\$75.00	275%	<p>This fee has not changed since By-law number 61/08 passed on November 19, 2008.</p> <p>The surrounding municipalities are charging an average fee of \$74.17.</p> <p>For cost recovery purposes, an increase is recommended.</p>
Tent or Marquee Permit	Per Permit	\$200.00	\$250.00	25%	<p>This fee has not changed since By-law number 61/08 passed on November 19, 2008.</p> <p>This fee consists of work performed by both the Building Department and the Fire Department.</p> <p>For the purposes of cost recovery by the building and fire departments, the \$250.00 fee has been proposed.</p>

<b>PLANNING</b>	<b>Unit/Descr</b>	<b>2013 Fee (Excl. Taxes)</b>	<b>2014 Fee (Excl. Taxes)</b>	<b>% Change</b>	<b>Reasoning</b>
Minor Variance Application	Administration fee plus	\$500.00	\$550.00	10%	This fee has not changed since By-law number 61/08

	disbursements & third party fees				<p>passed on November 19, 2008.</p> <p>The surrounding municipalities within the County of Wellington are charging an average administration fee of \$740.00. We recommend increasing this fee by 10% in order to account for inflationary increases.</p>
Part Lot Control Exemption By-law	Administration fee plus disbursements & third party fees	\$500.00	\$500.00	10%	<p>This fee has not changed since By-law number 61/08 passed on November 19, 2008.</p> <p>The surrounding municipalities within the County of Wellington charge an average administration fee of \$433.33. We recommend increasing this fee by 10% in order to account for inflationary increases.</p>
Zoning By-Law Amendment and/or Official Plan Amendment - Aggregate Applications	Administration fee plus disbursements & third party fees	\$2,000.00	\$6,000	200%	<p>Halton Region - \$124,759 Niagara Region - \$100,000 City of Hamilton - \$122,000 GRCA - \$8,000 to \$35,000 Town of Caledon - \$16,000 Guelph Eramosa - \$1,810</p> <p>We recommend increasing this fee by three times the regular Zoning By-law Amendment fee as it requires significantly more administration time to process an aggregate application.</p>
Zoning By-law #19/85	Flat Fee	\$30.00	\$40.00	33%	<p>This fee has not changed since By-law number 61/08 passed on November 19, 2008.</p> <p>The surrounding municipalities within the County of Wellington are charging an average fee of \$48.27.</p>
Zoning Compliance Letter	Per Letter	\$60.00	\$75.00	25%	<p>This fee has not changed since By-law number 61/08 passed on November 19, 2008.</p> <p>The surrounding municipalities within the County of Wellington are charging an average fee of \$74.40.</p>
Mobile Food Service - Operator  <b>Note: Fee is dependent on changes being</b>	Per Licence	\$ -	\$100.00	100%	<p>The surrounding municipalities within the County of Wellington are charging an average fee of \$159.00.</p>

<b>made to introduce a Mobile Food Service Vehicle Licensing By-law</b>					
Mobile Food Service – Owner  <b>Note: Fee is dependent on changes being made to introduce a Mobile Food Service Vehicle Licensing By-law</b>	Per Licence	\$ -	\$200.00	100%	The surrounding municipalities within the County of Wellington are charging an average fee of \$159.00.

<b>PARKS</b>	<b>Unit/Descr</b>	<b>2013 Fee (Excl. Taxes)</b>	<b>2014 Fee (Excl. Taxes)</b>	<b>% Change</b>	<b>Reasoning</b>
Picnic Shelter	Per Hour	\$75.00 (per reservation)	\$20.00 (per hour)  *to a maximum of \$80.00 per reservation	N/A	This fee has not changed since By-law number 61/08 passed on November 19, 2008.  The surrounding municipalities charge an hourly rate for the use of the picnic shelter. The average hourly rate charged in the surrounding municipalities is \$28.67. We recommend charging an hourly rate of \$20.00 to be in line with the surrounding municipalities.

<b>ORC</b>	<b>Unit/Descr</b>	<b>2013 Fee (Excl. Taxes)</b>	<b>2014 Fee (Excl. Taxes)</b>	<b>% Change</b>	<b>Reasoning</b>
Ice Rental - Prime (Weekdays from 5 to 10 pm, Saturday, Sunday)	Per Hour	\$155.00	\$155.00	0%	This fee increased by 3.3% in By-law number 25/13 passed on March 20, 2013.  Most municipalities distinguish between a Prime and Non-Prime time for ice rentals. Staff has also recommended this in order to entice more individuals to rent the ice during non-prime times.  The surrounding municipalities charge an average prime rate of \$152.31 and an average non-prime rate of 109.00.
Ice Rental – Non-Prime (Weekdays from 9 to 5 pm)	Per Hour	\$155.00	\$78.00	-49.68%	This fee increased by 3.3% in By-law number 25/13 passed on March 20, 2013.  Most municipalities distinguish between a Prime and Non-Prime time for ice rentals. Staff has also recommended this in order to entice more individuals to rent the ice during non-prime times.  The surrounding



					The surrounding municipalities charge an average prime rate of \$152.31 and an average non-prime rate of 109.00. The comparator municipalities' arenas are much bigger in size and they are also enclosed and heated.
Arena Summer Rentals (includes use of change rooms)	Per Hour	\$77.00	\$65.00	-15.58%	This fee increased by 2.7% in By-law number 25/13 passed on March 20, 2013.  The surrounding municipalities charge an average fee of \$65.  The 2013 fee of \$77 was for arena summer rentals for sports teams including the use of change rooms. The previous user-fee By-law also had a fee of \$26.00 for non-sports teams not including the use of change rooms. The Township has recommended that the fee of \$65.00 be charged for all Arena Summer Rentals whether the rental is for a sports team or a non-sports team. The practise has been to provide change room access and to charge the same fee of \$77.00 for all rentals of the Arena in the Summer time period.
Rink Board Advertising  <b>Note: Fee is dependent on the consideration and adoption of a policy by Council</b>	Per Year	\$ -	\$350.00	100%	The surrounding municipalities in the County of Wellington charge an average fee of \$371.50.
Ball Diamond Advertising  <b>Note: Fee is dependent on the consideration and adoption of a policy by Council</b>	Per Season	\$ -	\$175.00	100%	The ball diamond advertising is available on a seasonal basis for 6 months per year; therefore, we have recommended a fee that is half the price of the rink board advertising as discussed above.

RECREATION	Unit/Descr	2013 Fee (Excl. Taxes)	2014 Fee (Excl. Taxes)	% Change	Reasoning
<b>Friday and Saturday</b>					
Archie MacRobbie Hall	Full Day Rental with the use of kitchen facilities	\$470.00	\$479.00	2%	This fee increased by 4% in By-law number 25/13 passed on March 20, 2013.  The surrounding municipalities are charging an average fee of \$501.  We recommend an Inflationary increase of 2%.
<b>Sunday</b>					
Archie MacRobbie Hall	Full Day Rental with	\$340.00	\$357.00	5%	This fee increased by 4.6% in By-law number 25/13 passed

	the use of kitchen facilities				<p>on March 20, 2013.</p> <p>Many of the other municipalities do not distinguish between Friday and Saturday versus Sunday. Many of the rentals occurring on the Sunday are family/community event rentals. As Sunday is also a busy time, we think that the rate should be increased by 5%.</p> <p>The surrounding municipalities are charging an average fee of \$410.00 for the weekend and/or Sunday rate.</p>
Archie MacRobbie Hall (Sundays & Monday to Thursday)	4 Hour Rental with use of kitchen facilities	\$210.00	\$215.00	2%	<p>This fee increased by 5% in By-law number 25/13 passed on March 20, 2013.</p> <p>The fee of \$210.00 in the 25/13 user fee By-law was without the use of the kitchen. To make this option more attractive, we have changed this fee to include the use of the kitchen facilities. The surrounding municipalities do not have a four hour rate. Instead, they have either an hourly rate or a per day rate.</p> <p>The Township of Puslinch has a lot of bookings on Sundays for the 4 hour option; therefore, it is recommended that the current fee increase for inflation by 2%.</p>
<b>Daily Rates</b>					
Alf Hales Room	Per Hour	\$55.00 (per reservation)	\$25.00 (per hour)	N/A	<p>This fee increased by 10% in By-law number 25/13 passed on March 20, 2013.</p> <p>Current rate is a flat rate of \$55 per booking. Hourly rates for the rental of meeting rooms are the norm in the surrounding municipalities.</p> <p>The surrounding municipalities are charging an average fee of \$30/hour.</p>
Commercial Rentals (ie. auctions)	Per Full Day Rental	\$735.00	\$750.00	2%	<p>This fee increased by 5% in By-law number 25/13 passed on March 20, 2013.</p> <p>The surrounding municipalities are charging an average fee of \$955.31, therefore, we suggest a 2% inflationary increase.</p>
Bartenders	Per 7 hours	\$104.09	\$115.00	10%	Includes covering the cost of bartender wages and coordination by Township.
Bartenders	Per Hour of Overtime	\$16.93	\$20.00	18%	Includes covering the cost of bartender wages and coordination by Township.
9 oz. glasses	Per Package of	\$5.00	\$6.00	20%	Includes covering the cost of purchasing the supplies and

	100				coordination by Township
14 oz. glasses	Per Package of 100	\$3.00	\$6.00	100%	Includes covering the cost of purchasing the supplies and coordination by Township

**Fee Removals:**

It is recommended that the following fees be deleted to reflect the current practise at the Township.

ADMINISTRATION	Unit/Descr	2013 Fee (Excl. Taxes)	2014 Fee (Excl. Taxes)	Reasoning
Council Minutes & Agendas Only – Pick Up	Per annum payable in advance *Media and Municipal Consultants are Exempt	\$80.00	Deleted	The council minutes, agenda, and supporting correspondence can be obtained on the Township website and residents are encouraged to print this information online.
Council Minutes & Agendas Only – Mailed	Per annum payable in advance *Media and Municipal Consultants are Exempt	\$160.00	Deleted	The council minutes, agenda, and supporting correspondence can be obtained on the Township website and residents are encouraged to print this information online.
Council Minutes, Agendas & Correspondence- Pick-up	Per annum payable in advance *Media and Municipal Consultants are Exempt	\$175.00	Deleted	The council minutes, agenda, and supporting correspondence can be obtained on the Township website and residents are encouraged to print this information online.
Council Minutes, Agendas & Correspondence- Mailed	Per annum payable in advance *Media and Municipal Consultants are Exempt	\$290.00	Deleted	The council minutes, agenda, and supporting correspondence can be obtained on the Township website and residents are encouraged to print this information online.
Commercial Kennel Licence	Over 5 dogs approved	\$200.00	Deleted	The surrounding municipalities do not distinguish between a Kennel Licence as being Commercial. We have removed this from the user-fee schedule and incorporated this within the Kennel Licence fee because the costs for administering the licencing program are the same.

FIRE	Unit/Descr	2013 Fee (Excl. Taxes)	2014 Fee (Excl. Taxes)	Reasoning
Lawyer Requests/File Searches	Per Request	\$60.00	Deleted	This fee relates to written responses to requests relating to outstanding orders under the Fire Code or any Act Regulations or By-law with which the Puslinch Fire Department has authority or jurisdiction.  This user fee is redundant and is incorporated in the Information or Fire Reports regarding emergency incidents user fee of \$75.00.
Training Room Rental	Per Reservation	\$40.00	Deleted	The Township's practise going forward is to rent out the Community Centre to community groups and other organizations.
Fire Route	Per	\$100.00	Deleted	The fire route application process

Applications	Application			is performed at the time of site plan. The practise has been to not collect a fee in the past.
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PLANNING	Unit/Descr	2013 Fee (Excl. Taxes)	2014 Fee (Excl. Taxes)	Reasoning
Official Plan	Per Plan	\$50.00	Deleted	Wellington County's Official Plan can be obtained online and residents are encouraged to print this information online. The Township has not received requests for a manual copy of the Official Plan for a few years.
Ownership Verification on Severance Application	Per Application	\$50.00	Deleted	This fee was for the purpose of facilitating an application. The County is required to circulate the notice of application and verify ownership. Township staff can facilitate this service at no cost.

PARKS	Unit/Descr	2013 Fee (Excl. Taxes)	2014 Fee (Excl. Taxes)	Reasoning
Community Garden	Per Reservation	\$75.00	Deleted	We recommend not charging a fee as this should be incorporated in the Puslinch Community Centre rental fee. This is consistent with surrounding municipalities.

**Note: These fees are applicable to residents and non-residents at the rates noted unless there is a specified exemption, ie. the Fire Department's User Fee for emergency responses to motor vehicle occurrence/incident/collision per page 18 of this report.**

#### **Recreation Committee Recommendations**

Staff of the Township of Puslinch met with the Recreation Committee on October 23, 2013. We agree with the Recreation Committee's recommendations and have incorporated them in this report.

#### **Fire Committee Recommendations**

Staff of the Township of Puslinch met with the Fire Committee on September 18, 2013. There were no concerns noted with the proposed Fire User Fees.

#### **Financial Implications**

The changes to these fees 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**

Schedule A: Township of Puslinch Review of Municipal Rates and Service Charges Effective 2014

Schedule B: Municipality Comparators Effective 2013

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

TOWNSHIP WIDE		2014 RATES				% CHANGE	HST STATUS	COMMENTS
TYPE OF REVENUE/USER	Unit/Descr	2013 RATE (NO TAX)	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 A: TOWNSHIP OF PUSLINCH REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES  
EFFECTIVE 2014

ROADS		2014 RATES						
TYPE OF REVENUE/USER	Unit/Descr	2013 RATE (NO TAX)	RATES (NO TAX)	13% HST	RATE INCL HST	% INCR	HST STATUS	COMMENTS
<b>Oversize-Overweight Load Permits</b>	Annual Permit	\$ -	\$ 400.00	\$ -	\$ 400.00	100%	E	
<b>Oversize-Overweight Load Permits</b>	Per Trip	\$ -	\$ 100.00	\$ -	\$ 100.00	100%	E	
<b>Entrance Permit</b>	Flat Fee	\$ 200.00	\$ 225.00	\$ -	\$ 225.00	13%	E	
<b>Third Party Cost Recovery</b>	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 A: TOWNSHIP OF PUSLINCH 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	
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	
Lawyers Requests/File Searches	Per Request	\$ 60.00	\$ -	\$ -	\$ -	-100%	T	Written responses to written requests relating to outstanding orders under the Fire Code or any Act Regulations or By-Law with which the Puslinch Fire Department has authority or jurisdiction
Occupancy Load	Flat Fee	\$ 150.00	\$ 100.00	\$ -	\$ 100.00	-33%	E	
Fire Route Applications	Per Application	\$ 100.00	\$ -	\$ -	\$ -	-100%	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/a	\$ 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

SCHEDULE A: TOWNSHIP OF PUSLINCH REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES  
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<b>FIRE</b>		<b>2014 RATES</b>						
<b>TYPE OF REVENUE/USER</b>	<b>Unit/Descr</b>	<b>2013 RATE (NO TAX)</b>	<b>RATES (NO TAX)</b>	<b>13% HST</b>	<b>RATE INCL HST</b>	<b>% INCR</b>	<b>HST STATUS</b>	<b>COMMENTS</b>
<b>Emergency responses to motor vehicle occurrence/incident/collision</b>	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
<b>Training Room Rental</b>	Per Rental	\$ 40.00	\$ -	\$ -	\$ -	-100%	T	Room Rentals to be facilitated at the Township's Recreation Facilities
<b>Fire Alarm False Alarm Calls</b>	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 A: TOWNSHIP OF PUSLINCH REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES  
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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	
<b>CONSTRUCTION - NEW BUILDINGS &amp; ADDITIONS</b>								
<b>RESIDENTIAL</b>								
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	
<b>INSTITUTIONAL, COMMERCIAL &amp; INDUSTRIAL</b>								
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	
<b>OTHER PERMIT FEES</b>								
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 A: TOWNSHIP OF PUSLINCH REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES  
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BUILDING		2014 RATES							
TYPE OF REVENUE/USER	Unit/Descr	2013 RATE (NO TAX)	RATES (NO TAX)	13% HST	RATE INCL HST	% INCR	HST STATUS	COMMENTS	
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	\$ -	\$ -	0%	E		
Grading Deposit	Flat Fee	\$ 2,000.00	\$ 2,000.00	\$ -	\$ -	0%	E	Plans of Subdivision	
Subsequent Grading Deposits	Flat Fee	\$ 500.00	\$ 500.00	\$ -	\$ -	0%	E	Plans of Subdivision ie. Swimming Pools etc.	
Septic Compliance Letter	Flat Fee	\$ 60.00	\$ 75.00	\$ -	\$ -	25%	E	Fee charged is consistent for all Township departments	
Special Occasion Permit Letters	Per Letter	\$ 20.00	\$ 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	Where Fire Code and Building Code inspections are mandated	

SCHEDULE A: TOWNSHIP OF PUSLINCH 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		
Official Plan	Flat Fee	\$ 50.00	\$ -	\$ -	\$ -	-100%	T		
Ownership Verification on Severance Application	Flat Fee	\$ 50.00	\$ -	\$ -	\$ -	-100%	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 A: TOWNSHIP OF PUSLINCH REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES  
EFFECTIVE 2014

**PARKS**

TYPE OF REVENUE/USER	Unit/Descr	2014 RATES					HST STATUS	COMMENTS
		2013 RATE (NO TAX)	RATES (NO TAX)	13% HST	RATE INCL HST	% CHANGE		
Horse Paddock Rental	Per Day	\$ 200.00	\$ 200.00	\$ 26.00	\$ 226.00	0.00%	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
Community Garden	Per Reservation	\$ 75.00	\$ -	\$ -	\$ -	-100.00%	T	
Aberfoyle/Old Morriston Ball Park	Per Hour before 8:30 pm	\$ 20.00	\$ 20.00	\$ 2.60	\$ 22.60	0.00%	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	0.00%	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	0.00%	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	0.00%	T	Only available with a minimum of 2 hour booking
Morriston Meadows	Per Hour	\$ 20.00	\$ 20.00	\$ 2.60	\$ 22.60	0.00%	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	0.00%	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	0.00%	T	Only available with a minimum of 2 hour booking
Sports Facility User Fees	Per Resident	\$ 10.00	\$ 10.00	\$ -	\$ 10.00	0.00%	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	0.00%	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 A: TOWNSHIP OF PUSLINCH REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES  
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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	0.00%	T	Weekdays from 5 to 10 pm, Saturday, Sunday	
Ice Rental - Non - Prime	Per Hour	\$ 155.00	\$ 78.00	\$ 10.14	\$ 88.14	-49.68%	T	Weekdays from 9 to 5 pm	
Arena Summer Rentals	Per Hour	\$ 77.00	\$ 65.00	\$ 8.45	\$ 73.45	-15.58%	T	Includes use of change rooms	
Gymnasium Rental	Per Hour	\$ 26.00	\$ 26.00	\$ 3.38	\$ 29.38	0.00%	T		
Rink board Advertising	Per Year	\$ -	\$ 350.00	\$ 45.50	\$ 395.50	100.00%	T		
Ball Diamond Advertising	Per Season	\$ -	\$ 175.00	\$ 22.75	\$ 197.75	100.00%	T		

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

**RECREATION**

TYPE OF REVENUE/USER	Unit/Descr	2013 RATE (NO TAX)	2014 RATES			% CHANGE	HST STATUS	COMMENTS
			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
Licenced 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 A: TOWNSHIP OF PUSLINCH REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES  
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<b>RECREATION</b>			<b>2014 RATES</b>						
<b>TYPE OF REVENUE/USER</b>	<b>Unit/Descr</b>	<b>2013 RATE (NO TAX)</b>	<b>RATES (NO TAX)</b>	<b>13% HST</b>	<b>RATE INCL HST</b>	<b>% CHANGE</b>	<b>HST STATUS</b>	<b>COMMENTS</b>	
<b>Use of Kitchen Facilities</b>	Per 4 Hour Rental	\$ 105.00	\$ 105.00	\$ 13.65	\$ 118.65	0%	T	Dishes, silverware, cooking utensils, dishwasher, coffee maker	
<b>Use of Kitchen Facilities</b>	Per Hour After 4 Hours	\$ 25.00	\$ 25.00	\$ 3.25	\$ 28.25	0%	T	Dishes, silverware, cooking utensils, dishwasher, coffee maker	
<b>Security Deposit</b>	Per Booking	\$ 315.00	\$ 315.00	\$ -	\$ 315.00	0%	E	Deposit is refundable after function if there are no damages	
<b>Non-refundable Deposit</b>	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	
<b>Advertising Sign</b>	Two lines/Week	\$ 32.00	\$ 32.00	\$ 4.16	\$ 36.16	0%	T		
<b>Advertising Sign</b>	Four Lines/Week	\$ 63.00	\$ 63.00	\$ 8.19	\$ 71.19	0%	T		

SCHEDULE B: MUNICIPALITY COMPARATORS  
EFFECTIVE 2013

ADMINISTRATION										
TYPE OF REVENUE/USER	Unit/Descr	Milton	Guelph	Hamilton	Cambridge	Guelph/Eramosa	Minto	Wellington North	Mapleton	Centre Wellington
Freedom of Information Requests as per the legislation	Charged at the rate permitted per the legislation.									
<b>Dog Tags</b>	Per Tag	spayed/neutered/renewal - 35 non-spayed/non neutered/renewal - 69 with microchip (spayed/neutered) renewal - 28 replacement tag - 15 late payment - 10	Spayed or neutered and microchipped: 35 Spayed or neutered and not microchipped: 45 Unspayed or unneutered and microchipped: 45 Unspayed or unneutered and not microchipped: 65 Replacement tags (within same calendar year): 5 Guide Dogs - no charge	Dog Licences - Standard Rate -spayed/neutered or under 6 months of age = 29.00 -over six months not spayed/neutered = 65.00 Dog Licences - Senior/Disability Rate -spayed/neutered or under 6 months of age = 14.00 -over six months not spayed/neutered=33.00 Dog Licences - Dangerous or Potentially Dangerous Dog = 150 Replacement tag fee=11.00 Late Payment Fee = 16.00 Valid Licence in another Municipality where the owner has moved to the City of Hamilton within 30 days = 11.00	Neutered/Spayed if paid before Feb 28 = 15 Unneutered/Unspayed if paid prior to Feb 28=25 Seniors = 50% reduction Penalty- Late payment after Feb. 28=15 Replacement tag = 2	1 Fertile Dog - \$20 1 Spayed/Neutered Dog \$15 2 Fertile Dogs - \$45 2 Spayed/Neutered Dog \$35 1 Fertile Dog and 1 Spayed/Neutered Dog - \$40 Replacement Tag - \$5 Penalty - after March 31st of each year - \$5 Service Animal - no charge	Before April 1: Per dog for the first and second dog - 12 Per dog for dogs picked up without a current tag - 40 for a dog impounded - 50 Replacement Tag - no charge After April 1 Per dog for the first and second dog - 20 Per dog for dogs picked up without a current tag - 40 for a dog impounded - 50 Replacement Tag - no charge	First dog - \$15, all dogs thereafter, 10/dog Replacement Tag - 10	Before May 15 First Dog - 20 Second Dog - 30 Third Dog - 45 Replacement Tag - 10 After May 15 First Dog - 25 Second Dog - 40 Third Dog - 55 Replacement Tag - 10	License & Tag = 25 License & Tag (renewals after April 30)=45 Replacement tag=7 License & Tag After Oct 31 (except renewals)=12.50
<b>Kennel Licence</b>	More than 3 dogs	\$ 373.00	Kennel Licence (microchipped dogs) - 80 Kennel Licence (not microchipped) - 130	\$ 106.00	Kennel Licenses if paid prior to Feb 28=40	\$ 125.00	Before April 1 - 150 After April 1 - 200	\$ 175.00	200 plus inspection fee charged by animal control officer	Kennel Licence - New = 350 Kennel Licence - Renewal = 200
<b>Lottery Licence</b>	Per Prize	N/A	N/A	3% of prize value	3% of prize value	3% of prize value	3% of prize value	N/A	N/A	N/A
<b>Signature of Commissioner</b>	Per Document	1-5 pages - 23.00 6-10 pages - 42.00 11-20 pages - 60.00 21 + pages - 71.00	up to 2 signatures = 30 three or more signatures = 75	\$ 18.58	N/A	\$ 10.00	signature for corporations - 25 signature for individuals - 20 3 or more signatures - 50	\$ 25.00	N/A	Commissioning Non-Township Related Documents - 17.70

SCHEDULE B: MUNICIPALITY COMPARATORS  
EFFECTIVE 2013

ADMINISTRATION										
TYPE OF REVENUE/USE R	Unit/Descr	Milton	Guelph	Hamilton	Cambridge	Guelph/Eramosa	Minto	Wellington North	Mapleton	Centre Wellington
Compliance Letters	Per Letter	\$ 66.00	\$ 110.00	N/A	\$ 84.50	\$ 80.00	N/A	N/A	N/A	N/A
Fence Viewer's Application	Per Application	N/A	\$ 100.00	N/A	\$ 75.00	Line Fence Act Application - 400 Line Fence Act Appeal - 150	N/A	N/A	N/A	\$ 500.00
Investigator Fees	Per half day less than 3 hours plus	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Investigator Fees	Per day over 3 hours plus related expenses	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

SCHEDULE B: MUNICIPALITY COMPARATORS  
EFFECTIVE 2013

FINANCE

TYPE OF REVENUE/USER	Unit/Descr	Milton	Guelph	Hamilton	Cambridge	Guelph/Eramosa	Minto	Wellington North	Mapleton	Centre Wellington
<b>Tax Certificate</b>	Per Certificate	\$ 55.00	\$ 50.00	\$ 54.40	\$ 50.00	\$ 30.00	Personal Request - written or verbal - 10 each Professional Request - written only - 30 each	\$ 50.00	\$ 55.00	Current Year & Owner = 30 Multi Year and/or new owner=35
<b>Tax Sale Charges</b>	Per Property	Farm Debt Notice: 50 Registration of Tax Arrears Certificate: 640 Registration of Tax Arrears Cancellation Certificate: 200 Extension Agreement: 850 Tax Sale: Actual Costs Final Notices: 450		\$ 1,253.00	Registration of Tax Arrears Certificate: 200 Tax Sale Pending Letters - Notification to interested parties/title search: 400	Service costs and legal costs	150 + legal fees and other costs	250 Administration Fee plus cost recovery of fees and disbursements as charged by consultants and solicitors	250 Administration Fee plus cost recovery of fees and disbursements as charged by consultants and solicitors	Farm Debt Notice: 290 Register Tax Arrears Certificate: 643 Preliminary and/or Final Notices up to 10: 424 Preliminary and/or Final Notices over 10: 563 Cancellation Certificate: 415 Extension Agreement: 370 Tax Sale: charges as incurred
<b>NSF Cheque</b>	Per NSF	\$ 40.00	\$ 50.00	30.45	\$ 35.00	\$ 25.00	\$ 40.00	\$ 30.00	\$ 30.00	\$ 45.00
<b>Invoice Administration Fee</b>	Per Invoice	\$ 20.00	\$ 50.00	N/A	\$ 45.00	N/A	\$ 25.00	N/A	\$ 25.00	\$ 25.00

SCHEDULE B: MUNICIPALITY COMPARATORS  
EFFECTIVE 2013

TOWNSHIP WIDE

TYPE OF REVENUE/USER	Unit/Descr	Milton	Guelph	Hamilton	Cambridge	Guelph/Eramosa	Minto	Wellington North	Mapleton	Centre Wellington
Photocopy	Per Page	0.57	\$ 0.25	\$ 0.31	1.00 each page for the first 3 copies, then 0.25 per page thereafter	\$ 0.25	\$ 0.25	\$ 0.25	\$ 0.50	\$ 0.49
Copy costs for Community Groups and Neighbourhood Associations	Per Page	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Township Flag	Per Flag	N/A	N/A	100% cost recovery	N/A	Cost of production plus 5.00 administration fee	N/A	N/A	N/A	N/A
Canadian Flag	Per Flag	N/A	N/A	100% cost recovery	N/A	Cost of production plus 5.00 administration fee	N/A	N/A	N/A	N/A

SCHEDULE B: MUNICIPALITY COMPARATORS  
EFFECTIVE 2013

**ROADS**

TYPE OF REVENUE/USER	Unit/Descr	Milton	Guelph	Hamilton	Cambridge	Guelph/Eramosa	Erin	Minto	Wellington North	Mapleton	Centre Wellington
<b>Oversize-Overweight Load Permits</b>	Annual Permit	\$ 192.00	\$ 125.00	179.86 per tonne of overweight	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Oversize-Overweight Load Permits</b>	Per Trip	\$ 192.00	\$ 125.00	179.86 per tonne of overweight	N/A	N/A	N/A	N/A	N/A	Permit 125 Deposit: 1,000	N/A
<b>Entrance Permit</b>	Flat Fee	279	N/A	N/A	N/A	150	100	150	N/A	Inspection: 225 Deposit: 1,000	240
<b>Third Party Cost Recovery (material, equipment, and labour/benefits costs)</b>	Actual Cost + \$100.00 Administration Fee	cost + 40%	actual hourly rate incurred plus payroll burden plus overhead charges plus vehicle, equipment, & material charges	cost + 7%	Cost + 20%	N/A	N/A	N/A	actual hourly rate incurred plus payroll burden plus overhead charges plus vehicle, equipment, & material charges	\$35/hour	N/A

SCHEDULE B: MUNICIPALITY COMPARATORS  
EFFECTIVE 2013

FIRE											
TYPE OF REVENUE/USER	Unit/Descr	Milton	Guelph	Hamilton	Cambridge	Guelph/Eramosa	Erin	Minto	Wellington North	Mapleton	Centre Wellington
Permit - Open Burning	Per Permit Per Year	\$ 30.00	N/A	\$ 10.00	\$ 55.00	N/A	\$ 20.00	N/A	N/A	N/A	\$ 25.00
Burning Permit Violations or Unauthorized Open Air Burning (per truck response)	Per Hour Per Truck	\$ 410.00	N/A	454.2/hr + 227.10 after hour/half hour	\$ 160.00	N/A	N/A	410/hr + 205 after hour/half hour	clean up costs to cover materials used plus administration fee of 50.00 per hour	410/hour/vehicle	410/hr + 205 after hour/half hour
Fire extinguisher training	Per Person	N/A	\$ 15.00	N/A	\$ 40.00	N/A	N/A	\$ 30.00	N/A	N/A	\$ 30.50
Permit- Sale of Fireworks	Per Permit	\$ 81.00	N/A	Store Sales: 181.99 ; Trailer Sales: 363.72	\$ 104.00	N/A	\$ 107.00	N/A	N/A	N/A	\$ 63.00
Permit - Discharge of Fireworks	Per Permit	\$ 46.00	N/A	N/A	\$ 104.00	N/A	\$ 107.00	N/A	N/A	N/A	\$ 63.00
Smoke Alarm	Per Alarm	\$ 8.85	\$ 60.00	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Information or fire reports regarding	Per Report	\$ 81.42	N/A	\$ 36.42	\$ 57.00	\$ 60.00	\$ 50.00	\$ 90.00	\$ 100.00	\$ 50.00	\$ 143.00
Lawyers Requests/File Searches	Per Request	\$ 73.00	N/A	\$ 32.75	\$ 172.90	N/A	\$ 50.00	\$ 75.00	N/A	\$ 50.00	\$ 143.00
Occupancy Load	Flat Fee	N/A	N/A	N/A	N/A	N/A	N/A	alcoholic beverages are served = \$100 all others = \$75	N/A	\$ 50.00	\$ 128.50
Fire Route Applications	Per Application	N/A	N/A	\$ 218.19	N/A	N/A	\$ 200.00	N/A	N/A	N/A	\$ 96.00
Key Boxes	Per Box	\$ 88.50	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Daycare & Homeday Care Inspections	Per Inspection	\$ 109.03	\$ 60.00	\$ 145.53	\$ 172.90	\$ 60.00	\$ 107.00	N/A	N/A	N/A	\$ 58.00

SCHEDULE B: MUNICIPALITY COMPARATORS  
EFFECTIVE 2013

**FIRE**

TYPE OF REVENUE/USER	Unit/Descr	Milton	Guelph	Hamilton	Cambridge	Guelph/Eramosa	Erin	Minto	Wellington North	Mapleton	Centre Wellington
<b>Emergency responses to motor vehicle collisions, car fires, hazardous material spills, and train incidents on highways, County Roads (applicable to non-residents) and Township Roads (applicable to non-residents) as per the MTO rate plus cleanup costs and material costs.</b>	Per Hour Per Truck	410/hour/vehicle	N/A	410/hr + 205 thereafter/half hour	410/hour/vehicle	100% @ fault = 350, 50% @ fault = 175, 25% @ fault = 87.5	N/A	410/hr + 205 thereafter/half hour	410/hr + 205 thereafter/half hour	410/hour/vehicle	410/hr + 205 thereafter/half hour
<b>Fire Alarm False Alarm Calls</b>	A false alarm call after the second false alarm in any calendar year Per Hour Per Truck	\$ 410.00	\$ 300.00	4th response in a month or 6th response in a year - \$454 or non-notified testing = 649.60	1000 (flat rate per false alarm over two per month)	\$ 350.00	N/A	third false alarm - 600 fourth false alarm and after - 1,200	second false alarm = 50 third false alarm = 100 four or more false alarms = 200	third false alarm - 600 fourth false alarm and after - 1,200	\$ 410.00
<b>Boarding up or barricading plus materials</b>	Per Hour Per Truck	N/A	N/A	N/A	N/A	N/A	N/A	35/firefighter per hour plus materials used	50 per hour per firefighter	50/hour	410/hr + 205 thereafter/half hour
<b>Post Fire Watch</b>	Per Hour per Truck	\$ 410.00	N/A	N/A	N/A	N/A	N/A	350/hour/truck + 175 thereafter/half hour	N/A	N/A	410/hr + 205 thereafter/half hour



SCHEDULE B: MUNICIPALITY COMPARATORS  
EFFECTIVE 2013

FIRE

TYPE OF REVENUE/USER	Unit/Descr	Milton	Guelph	Hamilton	Cambridge	Guelph/Eramosa	Erin	Minto	Wellington North	Mapleton	Centre Wellington
Special Events - Requests for Attendance	Per Event	\$ 410.00	1200 (1 truck & officer, 3 firefighters for a minimum of 4 hours, each additional hour =	N/A	125 (per firefighter per hour)	N/A	N/A	N/A	N/A	N/A	N/A
Fire Safety Plan Review	Per Plan	existing 5000 USWG or less = 250 new/modified 5000 USWG or less=500 existing greater than 5000 USWG=2250 New/Modified greater than 5000 USWG=2500	N/A	N/A	N/A	\$ 125.00	N/A	\$40 per hour per staff member	N/A	N/A	64.50/hour
Industrial/Commercial/Institutional/Assembly/Apartment	Base Inspection	109.03 per hour	\$ 60.00	230.4-1453.94 - range depends on the size of the building	172.90 (up to 2 hours) and 54.20 any additional time	\$ 60.00	\$ 100.00	Institutional/Industrial/Commercial = 125 Apartments/condominiums=100 + 10.00 per unit all others = 100	Apartments/Condominiums = \$100 plus \$10 per unit All others = \$100	Single Residence = 75 Institution/Industrial/Commercial = 100 Apartments/Condominiums = 75 + 5 per unit	\$ 117.00
Industrial/Commercial/Institutional/Assembly/Apartment	Plus each tenant/occupant/apartment unit	N/A	N/A	N/A	N/A	N/A	\$ 25.00	N/A	N/A	N/A	26.50 < 10K sq. ft or 64.50 > 10K sq. ft

SCHEDULE B: MUNICIPALITY COMPARATORS  
EFFECTIVE 2013

**BUILDING**

TYPE OF REVENUE/USER	Unit/Descr	Milton	Guelph	Hamilton	Cambridge	Erin	Minto	Wellington North	Mapleton	Centre Wellington
<b>Minimum Permit Fee</b>	Minimum Permit Fee	\$ 124.00	\$ 90.00	\$ 211.00	\$ 108.00	\$ 200.00	\$ 150.00	\$ 162.00	\$ 75.00	\$ 88.00
<b>Residential Buildings</b>	Per Square Foot	single/semi, townhouses, duplexes - 1.08 repeats (single, semi detached & townhouses) - 0.96 Hotels, Motels - 1.34 All other multiple unit buildings - 0.96	Single Detached, Semi Detached, Duplex and Townhouses - 1.17 Apartment Building - 1.11 Hotels/Motels - 1.84 Residential Care Facility - 1.51	Single Family, Semi, Duplex, Row House, Town House, apartment buildings - 1.23 Hotels, Motels - 1.63	Single Family Dwelling, Semi-Row, Townhouse, Duplex - 1.25 Manufactured Homes - 1.13 Apartment Building (Buildings classified as Part 3 Buildings) - 1.17 Hotels/Motels - 1.98 Residential Care Facility - 1.75	2,200 (minimum fee - if house is greater than 2550 sq. ft, the fee is calculated at 0.88/sf	\$200 administration fee and 0.65/sq. ft	New Construction - 0.76/sq. ft and 216 admin fee	Residential - Group C New - 300 + 0.55/sq. ft Addition - 200 + 0.55/sq. ft	\$ 1.19
<b>Residential Accessory Buildings</b>	Per Square Foot	\$ 0.76	\$ 90.00	\$ 0.44	\$ 108.00	\$ 200.00	100 - admin fee 0.30/sq. ft	0.16/sq. ft and 108 admin fee	\$100 + \$0.25/sq. ft	\$ 0.60
<b>Residential Deck</b>	Flat Fee	71 flat fee	\$ 90.00	\$ 0.36	\$ 108.00	\$ 200.00	100 - admin fee 0.30/sq. ft	0.16/sq. ft and 108 admin fee	\$ 100.00	\$ 0.60
<b>Demolition</b>	Flat Fee	\$ 124.00	0.03/ sq. ft or 180 minimum	0.04, 337 minimum fee	\$ 0.11	\$ 200.00	Class A - 100 Class B - 200	Class A - 108 Class B - 216	Greater of 75.00 or 0.01/sq. ft	0.17 / sq. foot Minimum fee of 88
<b>Swimming Pools</b>	Flat Fee	1.34/ sq. ft	\$ 180.00	\$ 150.00	Pre Pool Inspection Fee - 25; On-Ground Pool, Fencing - 175; Above Ground Pool, Fencing - 150; Hot Tubs, Enclosures - 150; Inground Pool, Fencing - 200; Inflatable Pool, Fencing - 125	\$ 200.00	\$ 120.00	\$ 75.00	\$ 100.00	\$ 110.00

SCHEDULE B: MUNICIPALITY COMPARATORS  
EFFECTIVE 2013

**BUILDING**

TYPE OF REVENUE/USER	Unit/Descr	Milton	Guelph	Hamilton	Cambridge	Erin	Minto	Wellington North	Mapleton	Centre Wellington
Interior renovations and finished basements	Per Square Foot	\$ 0.45	\$ 0.36	\$ 0.27	\$ 0.40	\$ 200.00	1.) renovation - 100 admin fee and 0.34/sq. ft 2.) basement - 200 admin fee and 0.15/sq. ft	basement with ceiling height of 2,100 mm or greater - 0.27/sq. ft and 216 admin fee renovation/alteration less than 250 sq. ft - 216 admin fee renovation/alteration greater than 250 sq. ft - 0.27/sq. ft and 216 admin fee	finish basement - 100 + 0.10/sq. ft renovations - 200 + 0.20/sq. ft	\$ 0.50
Septic System - New	Flat Fee	\$ 720.00	\$ 530.00	\$ 732.00	\$ 515.00	\$ 500.00	\$ 425.00	\$ 432.00	\$ 450.00	\$ 670.00
Septic System - Alter, Repair or extend existing system	Flat Fee	\$ 720.00	\$ 265.00	\$ 448.00	Major Repair - 254 Minor Repair - 87	\$ 500.00	Replacement Tank - 150 Bed Replacement - 275	Tank Replacement - 108 Leaching bed replacement - 324	M.O.E. Approved - 150 Grey Water System - 150 Tank or Bed Replacement - 225	\$ 225.00
Designated Structures listed per Div.A, 1.3.1.1 (includes solar installations)	Flat Fee	\$ 300.00	\$ 360.00	\$ 378.00	\$ 330.00	\$ 200.00	N/A	\$50 per \$1,000 of construction value, admin fee of \$216	\$10/\$1,000 of construction value	\$ 394.50
Occupancy Permit	Flat Fee	60 per dwelling unit or per 300 m2 or part thereof for other building types	\$ 300.00	\$ 136.00	N/A	N/A	N/A	\$ 108.00	15/1,000 of construction value	Unfinished - 61; finished (other than residential) - 158; finished residential: 84

SCHEDULE B: MUNICIPALITY COMPARATORS  
EFFECTIVE 2013

**BUILDING**

TYPE OF REVENUE/USER	Unit/Descr	Milton	Guelph	Hamilton	Cambridge	Erin	Minto	Wellington North	Mapleton	Centre Wellington
<b>Institutional, Commercial, and Industrial</b>	<b>Per square foot</b>	Group A - 1.34; Group B - 1.66; Group D - shell only - 1.10, partitioned and/or finished - 1.34; Group E - shell only - 0.80, partitioned and/or finished - 0.99; Group F - Industrial Uses shell only - 0.61 partitioned and/or finished - 0.66; gas station; car wash - 0.72; canopy over pump island, outside storage, etc. - 293 flat fee; parking garage - 0.45; farm building - 0.29; greenhouse/storage - 0.24; poly hoop - 0.12	Assembly: Shell - 1.91; Finished - 2.19; Outdoor Patio/Picnic Shelter - 180; Outdoor Public Pool - 820 Detention, Care & Treatment and Care Buildings: Shell - 2.06; Finished - 2.36 Business and Personal Services Buildings: Office Buildings (shell) - 1.56; Office Buildings (finished) - 1.84 Mercantile Buildings: Retail Stores (shell) - 1.03; Retail Stores (finished) - 1.29 Industrial Buildings: Warehouse, factories - 0.81; Parking Garage - 0.69	Assembly: \$1.83; Portable Classrooms/Classroom Unit (flat fee) - \$315.00; Shell only - \$1.59; Finishing Only - \$0.42; Non-Residential - Outdoor Patio (Flat Fee) - \$158; Outdoor Public Swimming Pools (Flat Fee) - \$1,537; Institutional - \$2.19; Business and Personal Services: Office Buildings up to 10 storeys - shell only - 1.23; Office Buildings up to 10 storeys - finishing only - 0.39; Office Buildings up to 10 storeys - finished - 1.62; Office Buildings greater than 10 storeys - shell only - 1.49; Office Buildings greater than 10 storeys - finishing only - 0.42; Office Buildings greater than 10 storeys - finished - 1.91; Mercantile: Retail (shell only)- 1.01; Retail (finishing only)- 0.34; Retail (finished)-1.35; Industrial: up to 4,650 m2 - 0.95; greater than 4,650 m2 - 0.67; Parking Garages - 0.56; Gas Stations - 1.02	Institutional: Building Shell Only - 2.20 Building Finished - 2.49 Commercial: Building Shell Only - 1.69 Building Finished - 1.98 Industrial: Warehouse, factories (shell)-0.70 Warehouse, factories (finished)-0.87	1.00/sf	Group A & B - Assembly and Institutional: New Construction - \$200 admin fee and 0.65/sq.ft.; Renovation/Alteration - \$100 admin fee and 0.37/sq. ft; Accessory Structures - 100 admin fee and 0.46/sq. ft Group D&E Occupancies: New Construction - \$200 admin fee and 0.65/sq.ft.; Renovation/Alteration - \$100 admin fee and 0.38/sq. ft; Accessory Structures - 100 admin fee and 0.46/sq. ft Group F Occupancies: New Construction - \$200 admin fee and 0.45/sq.ft.; Renovation/Alteration - \$100 admin fee and 0.38/sq. ft; Accessory Structures - 100 admin fee and 0.46/sq. ft Agricultural: New Construction - 100 admin fee and 0.16/sq.ft.; Liquid Manure Tanks - 4.07/lin. ft.; Grain bin and tower silos - 280 flat fee; Bunk Silos - 350 flat fee	Assembly and Institutional: New Construction - 216 admin fee and 0.76/sq. ft; Renovation/alteration less than 500 sq. ft - 108 admin fee; renovation/alteration greater than 500 sq. ft - 108 admin fee and 0.38/sq.ft Business and Mercantile: New Construction & restaurants - 0.76/sq. ft and 216 admin fee; Renovation/alteration less than 500 sq. ft - 108 admin fee; renovation/alteration greater than 500 sq. ft - 108 admin fee and 0.32/sq.ft Industrial: New Construction - 216 admin fee and 0.43/sq. ft; Renovation/alteration less than 500 sq. ft - 108 admin fee; renovation/alteration greater than 500 sq. ft - 108 admin fee and 0.32/sq.ft Agricultural and Farm Building: new livestock buildings and additions: first 10,000 sq. ft - 0.22/sq ft and 108 admin fee; over 10,000 sq. ft - 0.17/sq. ft and 108 admin fee; livestock renovations - 0.04/sq ft and 108 admin fee; sheds/shops - 0.15/sq. ft and 108 admin fee;	Assembly & Institutional - 300 admin fee + 0.50/sq. ft Office, Mercantile, Industrial: new & addition - 300 admin fee + 0.50/sq. ft; renovation - 300 admin fee + 0.20/sq. ft Farm Buildings: 200 + 0.18/sq. ft	<b>Assembly Buidlings:</b> - 2.00/sq.ft <b>Institutional:</b> Police Station, Jails, Detention Centre - 2.34; Hospitals - 2.36; Care Facilities, Nursing Home, Rest Home - 1.69 <b>Business &amp; Personal Services:</b> Office Buildings (Superstructure only) - 1.37; Office Complex, Office/Retail, Office/Apartment - 1.81 <b>Mercantile:</b> Retail Stores (Superstructure Only) - 0.81; Retail Complex, Plaza Mall, Shopping Centre - 1.16 <b>Industrial:</b>
<b>Alternate Solution Application</b>	Flat Fee	756 plus any additional fees incurred during evaluation process	\$ 500.00	\$ 479.00	\$ 163.00	N/A	N/A	\$ 108.00	15/1,000 of construction value	\$ 392.00
<b>Transfer of Permit</b>	Flat Fee	\$ 127.00	N/A	\$ 136.00	10% of the original permit fee	N/A	N/A	\$ 216.00	15/1,000 construction	\$ 63.00

SCHEDULE B: MUNICIPALITY COMPARATORS  
EFFECTIVE 2013

**BUILDING**

TYPE OF REVENUE/USER	Unit/Descr	Milton	Guelph	Hamilton	Cambridge	Erin	Minto	Wellington North	Mapleton	Centre Wellington
Revision to a Permit after or before Permit is issued	Flat Fee	the greater of \$91/hour of required review time or \$124	N/A	136 per hour	0.03 per sq. foot and \$81 minimum	N/A	N/A	\$ 108.00	15/1,000 of construction value	\$ 200.00
Deferral of Revocation of Permit	Flat Fee	N.A	N/A	N/A	\$ 250.00	N/A	1.) Application received, no administrative functions done - 90% refund 2.) Application process plans reviewed and permit issued or refused - 60% refund 3.) Permit issued and inspection completed - 0% refund	N/A	15/1,000 of construction value	N/A
Conditional Permits	Flat Fee	25% of the permit fee payable for the complete building permit and additional thereto. A minimum fee of \$1,046.50 and a maximum fee of \$10,465.00 apply to Conditional Permits.	\$ 0.12	Residential & O.B.C Part 9 - \$327 Residential/Commercial/Industrial/Institutional & O.B.C. Part 3 up to 1200 m2 - 816 Residential/commercial/industrial/institutional & O.B.C. Part 3 - greater than 1200 m2 - 2,447	\$ 0.15	N/A	\$ 300.00	\$ 216.00	15/1,000 of construction value	\$ 158.00
Septic Compliance Letter	Flat Fee	\$ 276.00	N/A	\$ 136.00	\$ 200.00	N/A	\$ 50.00	N/A	\$ 75.00	\$ 80.00

SCHEDULE B: MUNICIPALITY COMPARATORS  
EFFECTIVE 2013

**BUILDING**

TYPE OF REVENUE/USER	Unit/Descr	Milton	Guelph	Hamilton	Cambridge	Erin	Minto	Wellington North	Mapleton	Centre Wellington
<b>Grading Deposit</b>	Flat Fee	N/A	N/A	\$ 1,500.00	\$ 4,000.00	\$ 2,500.00	deposit - 1,800 administration - 200	deposit: 2,000 administration fee- 100 plus disbursements and 3rd party fees	n/a	Single Unit- 143; Multi Unit- 207
<b>Subsequent Grading Deposits</b>	Flat Fee	N/A	N/A	N/A	N/A	N/A	N/A	N/A	n/a	see above
<b>Special Occasion Permit Letters to be written</b>	Per Letter	\$ 124.00	N/A	N/A	\$ 55.00	\$ 25.00	N/A	\$ 108.00	\$ 50.00	\$ 83.00
<b>Reactivate Abandoned Permit</b>	Per Permit	N/A	N/A	N/A	N/A	N/A	N/A	\$ 117.00	\$ 75.00	\$ 106.00
<b>Special Inspection Fee</b>	Per Inspection	\$ 91.00	N/A	\$ 179.00	Regular permit fee plus an additional 100% of regular permit fee	N/A	N/A	N/A	\$ 100.00	\$ 110.00
<b>Inspection Permit - LCBO</b>	Per Inspection	\$ 109.03	\$ 100.00	72.61 (patio) or 157.52 (indoor)	\$ 126.00	\$ 53.50	N/A	\$ 108.00	\$ 75.00	\$ 143.00
<b>Municipal addressing signs and posts</b>	Per Sign	N/A	N/A	N/A	\$ 90.00	install all sign posts and signs at no cost	N/A	N/A	Replacement fee of \$30 for sign & post	install all sign posts and signs at no cost
<b>Tent or Marquee Inspection</b>	Per Inspection	109.03 per hour	60 - fire 180 - building	1.58/ sq. ft to a maximum of 337	\$ 172.90	\$ 50.00	\$ 120.00	\$ 117.00	N/A	84.50 - fire building: single tent - 109, 2-10 tents - 152, 10 + tents - 212

SCHEDULE B: MUNICIPALITY COMPARATORS  
EFFECTIVE 2013

**PLANNING**

TYPE OF REVENUE/USER	Unit/Descr	Milton	Guelph	Hamilton	Cambridge	Guelph/Eramosa	Erin	Minto	Wellington North	Mapleton	Centre Wellington
<b>Minor Variance Application</b>	Administration fee plus disbursements & 3rd party fees	\$ 2,500.00	Major - 485 Minor - 240	Complex - 1,410 Routine - 1,070	Minor applications involving a single detached dwelling unit - 3000 Committee of Adjustment - Minor Variance - 800	\$ 1,060.00	\$ 600.00	Minor: Deposit - 1,000 Administration fee - 600 plus disbursements and third party fees	\$ 750.00	\$1,500 deposit Administration fee of 550 plus recovery of disbursements and third party fees	\$ 212.00
<b>Official Plan</b>	Flat Fee	\$ 91.82	\$ 100.00	\$ 150.00	\$ 75.00	N/A	N/A	N/A	N/A	\$ 100.00	\$ 66.37
<b>Ownership Verification on Severance Application</b>	Flat Fee	N/A	N/A	N/A	N/A	\$ 30.00	N/A	\$ 50.00	\$ 100.00	\$ 75.00	\$ 42.00
<b>Zoning Compliance Letter</b>	Flat Fee	\$ 276.00	\$ 110.00	\$ 163.00	\$ 125.00	\$ 80.00	N/A	\$ 50.00	\$ 87.00	\$ 75.00	\$ 80.00
<b>Zoning By-law #19/85</b>	Flat Fee	\$ 76.15	\$ 100.00	\$ 150.00	\$ 75.00	25, plus applicable postage if mailed	N/A	\$ 25.00	\$ 25.00	\$ 100.00	\$ 66.37
<b>Part Lot Control Exemption By-law Exemption</b>	Administration fee plus disbursements & 3rd party fees	\$1,230 base fee + \$50 per unit fee	N/A	\$ 2,210.00	per unit and/or lot = 500 Maximum=10,000	N/A	2K admin fee, plus disbursements and 5K deposit	\$ 500.00	\$ 500.00	300 plus disbursements	\$895 base fee plus \$62 per unit
<b>Mobile Food Service - Operator &amp; Owner</b>	Per License	Day Sales - 185 Seasonal Sales - 250 Door to Door Sales - 427 Antique/collectibles, craft	Application - 148 Inspection - 176 Renewal: 222	\$264 + additional administration fee of \$60 for	N/A	N/A	N/A	\$ 250.00	\$ 75.00	\$ 250.00	\$ 61.00

SCHEDULE B: MUNICIPALITY COMPARATORS  
EFFECTIVE 2013

PLANNING

TYPE OF REVENUE/USER	Unit/Descr	Milton	Guelph	Hamilton	Cambridge	Guelph/Eramosa	Erin	Minto	Wellington North	Mapleton	Centre Wellington
<b>Site Plan Control Application Fee</b>	Administration fee plus disbursements & 3rd party fees	\$ 2,500.00	Major - 2,525 Minor - 370	\$ 8,560.00	Minimum: \$4,000 per unit for residential OR: \$125 per 100 m2 building area for non-residential: 150 Maximum: 10,000	1,560 - fee 1,000- deposit	2000 - fee 5,000 - deposit	Minor: Deposit - 2,850 Administration fee - 750 plus disbursements and 3rd party fees Complex Deposit - 6,000 Administration fee - 1,000 plus disbursements and 3rd party fees	Minor Deposit - 3,500 Administration fee - 1,000 plus disbursements and 3rd party fees Complex Deposit - 6,000 Administration fee - 1,500 plus disbursements and 3rd party fees	2,000 - deposit administration fee - 1,000 plus disbursements and third party fees	Multiple Residential/Industrial - 3,123 Commercial/Institutional-6,235
<b>Zoning By-Law Amendment</b>	Administration fee plus disbursements & 3rd party fees	\$ 11,820.00	Major - 1,800 Minor- 370	\$ 10,725.00	Minimum: 5,000 per ha of land OR: 250 per unit (whichever is greater): 125 Maximum: 10,000	Deposit - 2,000 Fee - 1,810	N/A	Deposit - 1,500 Administration fee - 700 plus disbursements and third party fees	\$ 1,500.00	2,000 - deposit administration fee - 1,200 plus disbursements and third party fees	General Amendment - 5,863 Minor Amendment - 2,610 Major Amendment - 10,415



SCHEDULE B: MUNICIPALITY COMPARATORS  
EFFECTIVE 2013

PARKS										
TYPE OF REVENUE/USER	Unit/Descr	Milton	Guelph	Hamilton	Cambridge	Guelph/Eramosa	Minto	Wellington North	Mapleton	Centre Wellington
Horse Paddock Rental *	Per Day	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Horse Paddock Damage Deposit *	Per Rental	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Picnic Shelter	Per Hour	Gazebo: 20.54/hour	55.21/hour	Pavillion: 37.58	No Services - Hourly Fees City Group - Up to 100 people - 21.30 City Group - over 100 people - 38.06 Out of City Group - up to 100 people - 42.66 Out of City Group - over 100 people - 74.80	Pavillion 1 (Small) - 107.06 Pavillion 4 (Large) - 187.35 200 dollar damage deposit	Pavillion - non licenced - 60/day Pavilion - licenced - 100/day	\$ 32.00	N/A	N/A
Community Garden	Per Reservation	20.17/hour	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Baseball Fees	Per Hour before 8:30 pm	Softball Diamond: 9.25 Hardball Diamond: 10.57	\$ 13.66	Field A: Standard: 30.73, Affiliated: 15.49 Field B: Standard: 21.33, Affiliated: 11.17	Adult Residential - 12.09 youth resident - weekday - 6.35 non-city group - 24.18	Standard: Minor Sports: 31.05/game Affiliated Minor Sports: 21.74/game Standard Adult Sports: 36.40/game Affiliated Adult Sports: 29.12/game	Minor - 26.00/player Adult and Single Game - 40/game Tournament Adult 1 day - 250/diamond Tournament Adult 2 day - 300/diamond Tournament Adult 3 day - 350/diamond Tournament - Minor - 1 day = 175/diamond Tournament - Minor - 2 day = 200/diamond Tournament - Minor - 3 day = 225/diamond	Local Minor - 33/game Adult Rates - 42/game Evening Tournament- 85/day Tournaments - 132/day	28.88/game Minor Softball - 5.50/registrant	Summer Season Per Game: No lights - 45.39 With Lights: 60.51 Adult Leagues - per day game cost = 5.88 Minor sports - no light - 32.77 Minor Sports - with lights - 42.02 Per double header - 81.52/double header
Baseball Fees	Extra dragging and lining (only available with a minimum of 2 hour booking)	N/A	\$ 68.92	N/A	\$ 71.47	N/A			N/A	Children & Youth League - per 22 week season = 692 Softball Adult League - per 22 week season = 533.68

SCHEDULE B: MUNICIPALITY COMPARATORS  
EFFECTIVE 2013

ORC											
TYPE OF REVENUE/U	Unit/Descr	2013 RATE (NO TAX)	Milton	Guelph	Hamilton	Cambridge	Guelph/Eram	Minto	Wellington North	Mapleton	Centre Wellington
<b>Ice Rental Rates</b>	Per Hour	\$ 155.00	Hourly Rates: Prime/Standard - \$223.58 Prime/Affiliated-\$167.69 Non-Prime/All - \$156.81	Hourly Rates Sept 1 to April 15: Prime Time- after 4 pm- \$235.40 Non prime time-group rate- Mon to Fri 8 to 4pm \$123.89 Non prime time-single skater rate-max 4 ppl, mon to fri 8 to 4pm-per person/hour-\$25.22 Non prime time late night rentals beginning after 11 pm at specified arenas as staffing permits-123.89 Youth Group Rate-123.89	Hourly Rates Prime Time Non Subsidized: 238.05 Prime Time Subsidized: 128.67 Non Prime Time: 178.53 Tournaments- 178.53 Summer Ice Standard: 257.34 Summer Ice Affiliate: 151.54	Hourly Rates Prime Affiliate: 163.10 Non Prime Affiliate: 84.81 Adults/Leagues/Skating Parties: Standard Prime: 228.35 Standard Non-Prime: 136.99 Minor Sports Students/Instructors Prime: 123.94 Non Prime: 84.81 Prime- Non Resident: 148.74 Non Prime-Non Resident: 101.77	N/A	Hourly Rates: Adult - 119 Local Youth Organized Sport - 96 Out of Town User (Minor) - 106 Non-Prime Ice = 60 School Physical Education Class - 40	Minor Sports - 96 Local Adults - 113 Non Resident - 131 School Rates - 33	Non Prime - Mon to Thurs - Before 5 pm and after 11 pm - 79 Prime - 103.32 Minor Sports - 91.15	Hourly Rates: Prime Ice: 158 Non Prime Ice: 89.09 Minor Sports Rate - Prime: 110.93 Minor Sports Rate - Non Prime - 63.03
<b>Arena Summer Rentals (includes use of change rooms)</b>	Per Hour	\$ 77.00	Standard: 68.26 Affiliated: 36.25  (lower rate because these are for recreational use)	April 16 to August 31st: Adult - 110.62 Youth: 57.52	Ancaster: 46.20 Dundas: 33.01 Flamborough: 44.18 Glanbrook: 45.19 Hamilton Adult: 60.43 Hamilton Youth: 41.12 Stoney Creek: 45.44	Floor/ball hockey: Adults - 57.46 Adults- Non Residents: 68.96 Students-45.97 Students-Non residents: 55.15	N/A	50/hr	Minor Sports - 44 Local Adults - 54 Prime - 602/day Non-Prime - 422/day Non Resident - 61	468.56/day	Prime - 67.24 Non Prime - 30.26 Minor Sports Rate - 47.90 Minor Sports Rate Tour/day - 276.51 Day Rental of Arena Floor (Dance) - 943.82 Set up Fee: 267.26 / rental

SCHEDULE B: MUNICIPALITY COMPARATORS  
EFFECTIVE 2013

ORC											
TYPE OF REVENUE/USER	Unit/Descr	2013 RATE (NO TAX)	Milton	Guelph	Hamilton	Cambridge	Guelph/Eramosa	Minto	Wellington North	Mapleton	Centre Wellington
Gymnasium Rental	Per Hour	\$ 26.00	Affiliated - 49.19 Standard - 75.67	\$ 40.00	\$ 89.37	\$ 36.14	Prime Time- 184.50 Non-Prime Time 112.75 Off-season - 82	N/A	N/A	N/A	N/A
Advertising	Per Year	\$ -	\$ 1,200.00	N/A	N/A	\$ 5,000.00	N/A	300	Wall Advertising per 4 X 8 Ad & 4 X 4 Ad: \$220 Board Advertising per 4 X 8 Ad & 4 X 6 Ad - \$329 Board Advertising per 4 X 8 Ad - both arenas - \$574	N/A	434.51 / year

SCHEDULE B: MUNICIPALITY COMPARATORS  
EFFECTIVE 2013

**RECREATION**

TYPE OF REVENUE/USER	Unit/Descr	Milton	Guelph	Hamilton	Cambridge	Guelph/Eramosa	Minto	Wellington North	Mapleton	Centre Wellington
<b>Friday and Saturday</b>										
<b>Big Hall Rental</b>	Full Day Rental with use of kitchen facilities	Lions Club Hall (capacity - 220) - Meeting per hour = 46, Social per hour = 63.75, Licensed Social per hour=75	42.48/hour capacity of 600	766.04/rental	350 capacity - 633.12/day	seats 100 people 588.82 (with kitchen) 374.71 (no kitchen)	capacity - 299 hall = 300/day kitchen = 75/day set up = 100/day	253/day	474.08/day 44.10/hr up to 3 hours 27.56 surcharge after 11 pm	capacity - 300 584.10/day
<b>Small Room Meeting Rental</b>	Per Hour	Optimist Room (60 capacity) - Meeting per hour = 46, Social per hour = 63.75, Licensed Social per hour=75	35.4/hour	35.04/hour	24.80/hour	Full Day- 374.71 (with kitchen) 267.65 (no kitchen) 8 hours- 321.18 (with kitchen) 214.12 (no kitchen)	capacity - 53 100/day	28/hour	27.56/hour	capacity - 15 people 36.75/hour
<b>Sunday</b>										
<b>Big Hall Rental</b>	Full Day Rental with use of kitchen facilities	Lions Club Hall - Meeting per hour = 46, Social per hour = 63.75, Licensed Social per hour=75	42.48/hour capacity of 600	766.04/rental	37.06/hour or 506.61/day	374.71 (with kitchen) per 8 hours and 214.12 (no kitchen) per 8 hours	hall = 200/day kitchen = 50/day set-up=50/day	182/day	474.08/day 44.10/hr up to 3 hours 27.56 surcharge after 11 pm	38.45/ hour
<b>Big Hall Rental</b>	4 Hour Rental with use of kitchen facilities	N/A - no 4 hour option available as these municipalities charge a per hour or per day rate								
<b>Small Room Meeting Rental</b>	Per Hour	Optimist Room- Meeting per hour = 46, Social per hour = 63.75, Licensed Social per hour=75	\$ 35.40	35.04/hour	24.80/hour	214.12 (with kitchen) per 8 hours and 133.83 (no kitchen) per 8 hours	capacity - 53 100/day	28/hour	27.56/hour	capacity - 15 people 36.75/hour
<b>Monday to Thursday</b>										
<b>Big Hall Rental</b>	Full Day Rental with use of kitchen facilities	Lions Club Hall - Meeting per hour = 46, Social per hour = 63.75, Licensed Social per hour=75	42.48/hour capacity of 600	766.04/rental	37.06/hour or 506.61/day	374.71 (with kitchen) per 8 hours and 214.12 (no kitchen) per 8 hours	hall = 200/day kitchen = 50/day set-up=50/day	182/day	474.08/day 44.10/hr up to 3 hours 27.56 surcharge after 11 pm	\$ 584.10

SCHEDULE B: MUNICIPALITY COMPARATORS  
EFFECTIVE 2013

**RECREATION**

TYPE OF REVENUE/USER	Unit/Descr	Milton	Guelph	Hamilton	Cambridge	Guelph/Eramosa	Minto	Wellington North	Mapleton	Centre Wellington
<b>Big Hall Rental</b>	4 Hour Rental with use of kitchen facilities	Lions Club Hall - Meeting per hour = 46, Social per hour = 63.75, Licensed Social per hour=75	42.48/hour capacity of 600	766.04/rental	37.06/hour or 506.61/day	374.71 (with kitchen) per 8 hours and 214.12 (no kitchen) per 8 hours	N/A	\$ 132.00	474.08/day 44.10/hr up to 3 hours 27.56 surcharge after 11 pm	29.41/hour
<b>Small Room Meeting Rental</b>	Per Hour	Optimist Room- Meeting per hour = 46, Social per hour = 63.75, Licensed Social per hour=75	\$ 35.40	35.04/hour	24.80/hour	214.12 (with kitchen) per 8 hours and 133.83 (no kitchen) per 8 hours	capacity - 53 100/day	28/hour	27.56/hour	capacity - 15 people 36.75/hour
<b>Other fees</b>										
<b>Licensed Events Using Patio</b>	Use of Fence	included in fee	19.47/hour	75.22/hour - museum patio	N/A	Pavillion 1 (small) - 107.06/day, Pavillion 4 (Large) - 187.35/day	N/A	N/A	N/A	N/A
<b>Commercial Rentals</b>	Per Full Day Rental	non-resident/commercial rates are subject to an additional 10% on all facility rentals	235.40/hour	55.10/hour	N/A	N/A	N/A	N/A	N/A	N/A
<b>Bartenders</b>	Flat Rate	N/A	N/A	N/A	N/A	Licensed event requires two bartenders at rates as per Employee Pay Grid	N/A	N/A	66.15 for use of bar area	N/A
<b>Fountain pop package (includes ice, cups, and fountain pop)</b>	Per Pound	N/A	N/A	N/A	N/A	N/A	N/A	3 per 2L bottle of Pop	N/A	N/A
<b>9 oz Glasses</b>	Per Package of 100	N/A	N/A	N/A	N/A	N/A	N/A	7 oz - 0.12	N/A	N/A
<b>14 oz Glasses</b>	Per Package of 50	N/A	N/A	N/A	N/A	N/A	N/A	14 oz - 0.17	N/A	N/A
<b>Ice</b>	Per Bag	N/A	N/A	51.28 to use ice machine	N/A	N/A	N/A	\$ 3.00	N/A	N/A

SCHEDULE B: MUNICIPALITY COMPARATORS  
EFFECTIVE 2013

**RECREATION**

TYPE OF REVENUE/USER	Unit/Descr	2013 RATE (NO TAX)	Milton	Guelph	Hamilton	Cambridge	Guelph/Eramosa	Minto	Wellington North	Mapleton
Use of Kitchen Facilities	Per 4 Hour Rental	Meeting per hour: 34.80, Social Gathering per hour: 49.30, Licensed Social per hour: 58	12.76/hour	30.21/booking	N/A	See above rates with kitchen use	Fri or Sat - 75/day Sunday to Thurs - 50/day	N/A	\$ 77.18	35/hr
Use of Kitchen Facilities	Per Hour After 4 Hours	Meeting per hour: 34.80, Social Gathering per hour: 49.30, Licensed Social per hour: 58	12.76/hour	30.21/booking	N/A	See above rates with kitchen use	Fri or Sat - 75/day Sunday to Thurs - 50/day	N/A	N/A	35/hr
Refundable Security Deposit for damages	Per Booking	low risk: 238, high risk: 640.63	N/A	\$ 225.21	N/A	\$ 500.00	\$ 100.00	\$ 500.00	licenced - 500 non licenced - 200	\$ 150.00
Non-refundable Deposit (for late cancellations)	Per Cancellation	N/A	N/A	N/A	50% of hall rental	50% of rental fee	see above	50% of ren	50% of rental fee	15% of booking
Advertising Sign	Two lines/Week	\$ 35.98	Weekly: 50 Monthly: 150 Yearly: 1500 Changes to message (after set up is complete - 50	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Advertising Sign	Four Lines/Week	\$ 35.98	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A



## REPORT FIN-2013-005

TO: Mayor and Members of Council

FROM: Mary Hasan, Director of Finance/Treasurer

SUBJECT: 2013 Grants

### RECOMMENDATIONS

That Report FIN-2013-005 regarding the 2013 Grants be received.

### PURPOSE

The purpose of this Report is to provide Council with information regarding grants provided by the Township. In-kind bookings at the various Township facilities are discussed in Report ADM-2013-011.

### DISCUSSION

The following are grants that were authorized by Council in the 2013 Operating Budget:

	2013 Budget
Sunrise Therapeutic Riding & Learning Centre	\$2,500
Wellington County Plowmens Association	\$100
Kiwanis Music Festival	\$200
Aberfoyle Agricultural Society	\$750
Puslinch Red Cross	\$75
Wellington County Farm and Home Safety Association	\$125
County of Wellington Festivals and Events	\$2,700
Friends of Mill Creek-Grand River	\$1,250
Community Oriented Policing Centre	\$500
Puslinch Lake Conservation	\$25,000
In Memory	\$250
Puslinch Kodiak's	\$1,000
<b>Total</b>	<b>\$34,450</b>

### Financial Implications

The total grants budgeted in 2013 are \$34,450.

### Applicable Legislation and Requirements

None.

## **ATTACHMENTS**

None.





## REPORT ADM-2013-011

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TO: Mayor and Members of Council

FROM: Donna Tremblay Deputy Clerk

SUBJECT: In-kind Bookings – Township Facilities

File No. C11-ADM

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### **RECOMMENDATIONS**

The Report ADM-2013-011 regarding in-kind bookings at Township Facilities be received; and

That commencing January 1, 2014, any community group meetings utilizing Township facilities be accommodated at the Puslinch Community Centre.

### **DISCUSSION**

#### Purpose

The purpose of this Report is provide Council with information regarding in-kind bookings at the various Township Facilities. Grants provided by the Township is discussed in Report FIN-2013-005.

#### Background

The Township has various facilities for daily rental. As requested by Council during the 2013 budget deliberations and in preparation of the 2014 User Fees By-Law, staff has comprised a list of service groups, community groups and clubs which receive in-kind bookings at the various Township Facilities.

#### **Service Community Groups and Clubs**

Attached to this Report as **Schedule "A"** is a chart which provides details regarding the user group, event, facility used, duration of event and revenues which were waived for the rental of the facility.

## **Daycare and Playgroup**

On August 14, 2013, Township Council received reports:

- REC-2013-002-regarding the Agreement with Whistle Stop Daycare; and
- REC-2013-003- regarding the Agreement with Guelph Community Health Centre – for daycare services - Puslinch Community Centre – 23 Brock Road S;

The Township has entered into Agreements for the 2013/2014 season with both Whistle Stop Daycare and Guelph Community Health Centre. No compensation is paid for the rental of the Township facilities. Staff indicated in the August 14, 2013 reports that they would be providing a further report summarizing the various agreements or arrangements where there is minimal monetary consideration and grants issued by the Township.

Attached to this Report as **Schedule “B”** is a chart which provides details regarding the Whistle Stop Daycare and Guelph Community Health Centre (playgroup) of the township’s facilities.

## **Storage Facilities**

This report does not include information on the various groups using the various Township facilities for storage. The Township does not have a fee associated with storage.

## **Organized Sports Associations/Groups**

This report does not address the fees charged and the recovery of costs to the Township for the use of outdoor facilities such as soccer fields and baseball diamonds.

## **Puslinch Historical Society**

The Township has entered into a 5 year Lease Agreement from September 16, 2011 to September 16, 2016, with the County of Wellington to pay the costs associated with the rental of office space at the Puslinch County Library. The costs associated with this lease amounts to \$5,000 per annum.

## **Discount to Township Residents**

As of January 1, 2012, the Township moved from a resident/non-resident rate fee structure to one rate in its User Fee By-Law. In an effort to encourage Puslinch Resident's to book the Township's facilities a 13% resident discount has been offered when requested to Puslinch Residents who book the facilities.

Attached to this Report as **Schedule "C"** is a chart which shows the resident discount amounts waived in 2012 and as of September 30, 2013.

## **Financial Implications**

Based on the Townships 2013 User Fee By-Law the total annual financial impact to the Township is \$29,218.37.

## **Applicable Legislation and Requirements**

Township User Fee By-Law

Agreement between The Corporation of the Township of Puslinch and Whistle Stop Daycare

Agreement between The Corporation of the Township of Puslinch and Guelph Community Health Centre

Agreement between The Corporation of the County of Wellington and The Corporation of the Township of Puslinch

## Schedule "A"

### Service Community Groups and Clubs

User Group	Event	Facility Used	Details	Revenues
Optimist Club	Euchre	Community Centre Archie MacRobbie	Oct-May 1 <sup>st</sup> Friday of Month 8 days (8 x 470)	\$3,760
	Regular Meetings	Community Centre Archie MacRobbie	Sept-June 4 <sup>th</sup> Tuesday Use large hall, pay small hall rate 10 days 10 x 210 = 2,100 lrg 10x 55 = <u>55 sm</u> 1,500 diff	\$1,500
	Santa Clause Parade	ORC – Rink Pad	1 day Nov – yearly 4 hours x 77	\$308
	Cribbage Tournament	Sign Rental	One week \$32.00 for 2 lines	\$32
Senior's Community Event	Euchre	Alf Hales Community Centre	Oct-April 2 <sup>nd</sup> and 4 <sup>th</sup> Tuesday of Month 14 days x 55.00	\$770
Mill Creek	Meeting	Alf Hales Community Centre	Monthly 3 <sup>rd</sup> Thursday 12 days x 55.00	\$660
Friends of Mill Creek	Meetings	Fire hall	3 <sup>rd</sup> Wednesday Monthly (except August) 11 x \$40.00	\$440
	BBQ	Archie MacRobbie	2-5 p.m. ½ day rental	\$210
COPS	Meeting	Township Lunch Room	n/a	n/a
Morrison United Church	Senior Luncheon	Archie MacRobbie	4 times per year April, June, Oct, Dec 4 X 365.00	\$1,460
Junior Garden Club	Registration	Foyer/ Alf Hales	1 <sup>st</sup> Wed, April 6:30pm to 8:30 pm ½ day rental – 55.00	\$55
	Banquet	Archie MacRobbie	4 <sup>th</sup> Wed, Sept 1 x 365.00	\$365
Agriculture Society	Chicken BBQ	Archie MacRobbie	2 <sup>nd</sup> Thurs, June 1 x 365.00	\$365

<b>User Group</b>	<b>Event</b>	<b>Facility Used</b>	<b>Duration</b>	<b>Revenues</b>
Agriculture Society	Fall Fair	Archie MacRobbie Alf Hales Horse Paddock Soccer Pitches	Thurs, Fri, Sat Sept 1 x 365 – Thur LR 1x 110 Thurs SR 2 x 470 – Fri Sat – LR 2 x 110.00 – Fri Sat 4 x 200 - Paddock	\$2,435
Aberfoyle Public School	Graduation	Archie MacRobbie Alf Hales	Last Wed, June Full Day – LR x 365.00 Evening – SR x 55.00	\$420
	Cross Country Event	Community Centre Grounds	Township does not have a rental rate for community centre grounds	n/a
	Kids Skate	Optimist – Rink	1 hour each session \$2.00 per child  Unable to quantify benefit due to lack of information.	n/a
	Chest Tournament	Archie MacRobbie	April each year 1 x 360	\$360
Soccer Club	Meetings	Alf Hales	Monthly except – Jul, Aug, Oct, Dec 2 meetings – Jan, Nov 12 x 55	\$660
	Registration	Alf Hales	Jan, Nov 2 x 55	\$110
	BBQ	Grounds	n/a	n/a
	Coaches Clinic	Alf Hales	May 1 x 55	\$55
<b>Total</b>				<b>\$13,965</b>

## Schedule "B"

### Daycare /Playgroup

<b>Daycare/Playgroup</b>	<b>Details</b>	
Whistle Stop Daycare	Sept to June each year 3 – ½ days per week Less – March Break 2 weeks in December Approx. 111 days x \$55/day	\$6,015.00
Guelph Community Health Centre (Playgroup)	Sept to June 1 ½ per week Less – March Break 2 days in December  Approx 37 days x 55/day	\$2,035.00
<b>Total:</b>		<b><u>\$8,050.00</u></b>

## Schedule "C"

### Resident's Discount

<b>Year</b>	<b>Amount Waived</b>
2012	\$5,937.75
2013	\$2,203.37 as of September 30, 2013
<b>Total:</b>	<b><u>\$8,141.12</u></b>