

2015 Proposed User Fees By-law

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NOVEMBER 12, 2014

MARY HASAN, DIRECTOR OF FINANCE/TREASURER

Agenda

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- Changes to fee structure to better reflect costs for providing the service and to be in line with fees charged by the same comparator municipalities used in the 2014 User Fees and Charges By-law No. 74/13
- Fee removals and/or additions to reflect the current practise at the Township

Public Works

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- Fee included to reflect current practise at the Township
- In the past, Township has collected tender fees for Public Works projects administered by the Township's engineering consultant.

	Unit/Descr	2014 Rate	2015 Rate	% Change
Tender Fees	Per Package	\$40.00	\$40.00	0%

Fire and Rescue Services

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- New fee included for cost recovery for replacement of equipment and resources (ie. foam and absorbal) used by Fire and Rescue services in emergency responses (ie. motor vehicle accidents, open air burning permit violations, and unauthorized open air burning).
- The Town of Milton, City of Cambridge, Township of Guelph/Eramosa, Town of Minto, and Township of Centre Wellington charge similar fees to the one proposed.
- The City of Guelph, City of Hamilton, Township of Wellington North, Township of Mapleton and Town of Erin do not charge this fee.

	Unit/Descr	2014 Rate	2015 Rate	% Change
Replacement of Equipment and Resources Used	Actual Costs Incurred	\$0	Actual Costs Incurred	100%

Building

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- Stand-alone fee to be included for agricultural building permits in order to recover the costs for the administration and inspection of issuing an agricultural building permit (ie. salaries, benefits, mileage, and fuel).
- The comparator municipalities also charge stand-alone fees for agricultural building permits.
- The practise has been to charge a fee based on the fee structure used for institutional, commercial, and industrial building permits based on construction value.

	Unit/Descr	2014 Rate	2015 Rate	% Change
Farm Buildings	Per Square Foot	\$0	\$0.26	100%

Planning and Development

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- The following fees are proposed to be increased moderately based on an average calculation for planning fees charged by the local municipalities within the County as they have a similar fee structure for planning applications.
- The local municipalities within the County charge an administration fee plus disbursements and third party fees similar to the Township.

	2014 Rate	2015 Rate	Average	% Change
Minor Variance	\$550	\$650	\$732	18%
Part Lot Control Exemption By-law	\$500	\$550	\$543	10%
Zoning By-law Amendment - Aggregate	\$6,000	\$7,500	\$9,478	25%

Planning and Development

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- The Township currently prepares, facilitates, and discharges development agreements related to Plan of Subdivision or Condominium Agreements and other development agreements (ie. consent agreements).
- Please note that the fee proposed for Other Agreements is lower than the fee proposed for Plan of Subdivision or Condominium Agreements because other agreements are less complex.

	Unit	2014 Rate	2015 Rate	Average	% Change
Plan of Subdivision or Condominium Agreement	Administration fee plus disbursements & 3 rd party fees	\$0	\$750	\$3,047	100%
Other Agreements		\$0	\$500	\$900	100%

Planning and Development

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- The Planning Act stipulates that fees shall be designed to meet only the anticipated costs to the municipality.
- The fee can be paid under protest and be appealed to the Ontario Municipal Board.
- Until a further detailed analysis can be completed, it is recommended that the Planning and Development fees above be increased moderately and not to the average fee charged by the surrounding municipalities.

By-Law

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- a Site Alteration Application fee of \$250 plus \$50 per hectare has been collected for Site Alteration Permit applications in accordance with By-law No. 31/12.
- These applications require work from the Township's legal, environmental, and engineering consultants which have been collected after the Site Alteration agreement has been executed.
- It is recommended that the base fee of \$250 plus \$50 per hectare also include disbursements and third party fees for immediate collection as expenses are incurred.

Parks and Puslinch Community Centre

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Parks

- A security deposit of \$500 is proposed for fireworks on Township lands.
- This security deposit is for the clean-up of Township lands after use for fireworks display and is refundable after the function if there are no damages and appropriate clean-up has occurred on Township lands.

Puslinch Community Centre

- The security deposit for bookings at the Puslinch Community Centre has been proposed to be increased from \$315 in 2014 to \$365 in 2015.
- The proposed increase in the security deposit relates to the security key for the Puslinch Community Centre.
- The deposit is refundable after the function if there are no damages and the key is returned.