



REPORT FIN-2014-028

TO: Mayor and Members of Council

FROM: Mary Hasan, Director of Finance/Treasurer

MEETING DATE: October 15, 2014

SUBJECT: 2015 Proposed User Fees and Charges
File No. C00 FEE

RECOMMENDATIONS

That Report FIN-2014-028 regarding the 2015 Proposed User Fees and Charges be received; and

That Council directs staff to proceed with holding a Public Meeting on November 12, 2014 at 8:00 p.m. at the Municipal Complex to obtain public input on the proposed User Fees and Charges By-law as outlined in Schedule B to Report FIN-2014-028;

That staff publish notice in the newspaper and Township website to advise any persons of the Public Meeting; and

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

DISCUSSION

Purpose

The purpose of this report is to provide Council with the proposed changes to the User Fees and Charges By-law and to obtain direction from Council to proceed with holding a public meeting to solicit input on the proposed by-law.

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.

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; and
- fees charged by the same comparator municipalities used in the 2014 User Fees and Charges By-law No. 74/13.

Administration

No changes have been proposed to the fees.

Finance

No changes have been proposed to the fees.

Corporate

No changes have been proposed to the fees.

Public Works

It is recommended that a fee be included in the Public Works User Fees and Charges schedule to reflect the current practise at the Township. It has been the practise to collect tender fees for Public Works projects which are administered by the Township's engineering consultant. Therefore, a fee of \$40.00 per tender package is included in the Public Works User Fees and Charges schedule.

Fire and Rescue Services

It is recommended that a fee be included in the Fire and Rescue Services User Fees and Charges schedule for cost recovery for replacement of equipment and resources used by Fire and Rescue services in emergency responses. These emergency responses include motor vehicle accidents, open air burning permit violations, and unauthorized open air burning. The resources used by Fire and Rescue Services include foam and absorbent.

The fee recommended in 2015 is for reimbursement to the Township of actual costs incurred by Fire and Rescue Services.

As this is a new fee added to the Fire and Rescue Services User Fees and Charges schedule, the following comparator municipality data was obtained:

- Town of Milton charges a fee for the replacement of equipment and resources used at 100% of the cost.
- City of Cambridge charges a fee for large spills requiring resources and equipment at 100% of the cost.
- Township of Guelph/Eramosa charges a fee for additional equipment used during attendance at a vehicle accident or collision at 100% of the cost.
- The Town of Minto charges a fee for costs of any cleanup materials used for hazardous material spills including vehicle incidents. The Town of Minto also has a user fee for chemicals (ie. foam agents) used to suppress or prevent fires or explosions at \$75.00 per 5 gallon container.
- The Township of Centre Wellington charges a fee for the following:
 - Material costs incurred for emergency response to illegal open air burning.
 - Material costs or contracted services utilized in the cleanup of hazardous material spills.
 - Chemicals (ie. foam agents) used to suppress or prevent a fire or explosion for a fee of \$172 for Type A+foam and \$302 for Type B+foam per 5 gallon container.
- The following municipalities do not have a fee in place for replacement of equipment and resources used:
 - City of Guelph
 - City of Hamilton
 - Township of Wellington North
 - Township of Mapleton
 - Town of Erin

Building

The Building Code Act requires that the total amount of building permit fees meets the total costs for the municipality to administer and enforce the Building Code Act and Regulations. Building permit fees were established to fully recover the Township's cost of providing building permit services, including an allocation of administrative overhead/indirect costs. Any surplus revenue from building permit fees is transferred to a reserve fund, to be drawn upon in years of declining building activity.

The Township's Building Reserve Fund balance as of December 31, 2013 is \$528,023 as outlined in Report FIN-2014-014, Annual Building Permit Report.

It is recommended that a stand-alone fee be included for agricultural building permits in order to recover the costs for the administration and inspection of issuing an agricultural building permit. The practise has been to charge a fee based on the fee structure used for institutional, commercial, and industrial building permits described below:

- Construction value of up to \$3,000,000 equals a fee of \$10 per \$1,000 of construction value; and
- Construction value over \$3,000,000 equals a fee of \$7 per \$1,000 of construction value.

The proposed 2015 fee is based on a sample of 24 permits issued in 2012 and 2013. This sample resulted in an average farm building area of 2,394 ft². The direct costs associated with issuing a building permit include salaries, benefits, mileage, and fuel which amount to approximately \$620 for the processing and inspecting of an agricultural building permit. The cost recovery rate for the average agricultural building permit is \$0.26/ft² with a minimum permit fee of \$150. As this is a new fee added to the Building User Fees and Charges schedule, the following comparator municipality data was obtained:

- Town of Milton: 0.29/ft² with a minimum permit fee of \$124
- City of Cambridge: 0.46/ft² with a minimum permit fee of \$110
- Town of Minto: an administration fee of \$100 plus a specific fee for each type of agricultural building as indicated below:
 - New construction - \$0.16/ ft²
 - Liquid Manure Tanks - \$4.07/ Lin. Ft.
 - Grain Bin (not exceeding 12m in height) - \$280 flat fee
 - Tower Silos - \$280 flat fee
 - Bunk Silos - \$350 flat fee
- Township of Centre Wellington: a minimum permit fee of \$88 and a specific fee for each type of farm building as indicated below:
 - Specialty barns/broiler/dairy - \$0.60/ft²
 - Pole / Framed / Heavy Timber Barn - \$0.47/ft²
 - Hoop / Quansat - \$0.22/ ft²
 - silos, manure storage tanks, anaerobic digesters, and grain bins/slatted floor storage facilities - \$12.00 / \$1,000 of estimated construction value
- City of Guelph: 0.40/ft² with a minimum permit fee of \$95
- City of Hamilton: 0.23/ft² with a minimum permit fee of \$216

- Township of Wellington North: an administration fee of \$126 plus a specific fee for each type of agricultural and farm building as indicated below:
 - New livestock buildings and additions
 - First 10,000 ft² - \$0.25/ft²
 - Over 10,000 ft² - \$0.20/ft²
 - Livestock renovations- \$0.02/ft²
 - Sheds/shops- \$0.17/ft²
 - Quonset/economy structure-\$0.12/ft²
 - Silos/grain bins- \$0.05/ft²
 - Manure storage or pit silos
 - Uncovered- \$0.05/ft²
 - Covered- \$0.12/ft²
 - Roof over existing - \$0.07/ft²

- Township of Mapleton: \$200 minimum permit fee + 0.18/ft²

- Town of Erin: no stand-alone fee for agricultural building permits, however, minimum permit fee of \$200

Planning and Development

Planning and Development fees are proposed to be increased moderately based on the data obtained from the comparator municipalities which include the local municipalities within the County of Wellington and other municipalities that border the Township's municipal boundaries.

Township staff calculated an average fee in Schedule A to Report FIN-2014-028 based on the fees charged by the local municipalities within the County of Wellington as these municipalities have a similar fee structure to the Township for planning applications. The local municipalities within the County charge an administration fee plus disbursements and third party fees similar to the Township. The fees below are recommended to increase as follows for the recovery of the anticipated costs to the Township:

TYPE OF REVENUE/USER	Unit/Description	EXCLUDING HST		Average
		2014 RATE	2015 RATE PROPOSED	
Minor Variance	Administration fee plus disbursements & 3rd party fees	\$550	\$650	\$732
Part Lot Control Exemption By-law		\$500	\$550	\$543
Zoning By-law Amendment - Aggregate		\$6,000	\$7,500	\$9,478

It is recommended that a fee be included to reflect the current practise at the Township. The Township currently prepares development agreements related to a Plan of Subdivision or Condominium agreement. In order to appropriately recover the costs of preparing, facilitating, and discharging a Plan of Subdivision or Condominium agreement, the fee below is recommended:

TYPE OF REVENUE/USER	Unit/Description	EXCLUDING HST		Average
		2014 RATE	2015 RATE PROPOSED	
Plan of Subdivision or Condominium Agreement	Administration fee plus disbursements & 3rd party fees	Nil	\$750	\$3,047

The Township also prepares, facilitates, and discharges other planning and development agreements (ie. consent agreements). The fee below is recommended and is lower than the above fee as these types of agreements are less complex:

TYPE OF REVENUE/USER	Unit/Description	EXCLUDING HST		Average
		2014 RATE	2015 RATE PROPOSED	
Other Agreements	Administration fee plus disbursements & 3rd party fees	Nil	\$500	\$900

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

By-Law

It is recommended that a fee be included in the By-law User Fees and Charges schedule to reflect the current practise at the Township. In the past, 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 by the Township and the applicant. Therefore, 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

A security deposit of \$500 has been included in the Parks User Fees and Charges schedule 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.

Optimist Recreation Centre

No changes have been proposed to the fees.

Puslinch Community Centre

The security deposit for bookings at the Puslinch Community Centre has 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.

Committees

Staff met with the Recreation Committee on September 16, 2014 and provided the draft User Fees and Charges schedules for Parks, Optimist Recreation Centre, and Puslinch Community Centre to solicit input and feedback. No changes were recommended.

Staff met with the Fire & Rescue Committee on September 17, 2014 and provided the draft User Fees and Charges schedule for Fire and Rescue Services to solicit input and feedback. No changes were recommended.

FINANCIAL IMPLICATIONS

The fees in the User Fees and Charges By-law will be incorporated in the 2015 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: Planning and Development Comparator Municipality Data Effective 2014

Schedule B: Proposed User Fees and Charges By-law

**PLANNING AND DEVELOPMENT
COMPARATOR MUNICIPALITY DATA EFFECTIVE 2014**

Schedule A to Report FIN-2014-028

TYPE OF REVENUE/USER FEE	Unit/Descr	2014 RATE (NO TAX)	2015 RATE (NO TAX)	Milton	Guelph	Hamilton <i>Note A</i>	Cambridge	Erin <i>Note A</i>	Guelph Eramosa <i>Note A</i>	Minto <i>Note A</i>	Wellington North <i>Note A</i>	Mapleton <i>Note A</i>	Centre Wellington	Avg.	
Grading Deposit	Flat Fee	\$ 2,000	\$ 2,000	100% of construction cost	N/A	\$ 1,500	\$ 4,000	\$ 2,500	N/A	\$2,000 (\$200 Admin)	\$2,000 (\$100 Admin)	\$2,000 (\$100 Admin)	\$1,200 (\$1,000 Admin)	\$ 1,940	
Minor Variance	Admin fee plus Note A	\$ 550	\$ 650	Major - \$6,581 Minor - \$1,759	\$458 +\$990 if special meeting required.	Complex - \$1,430 Routine - \$1,085	\$900	\$ 600	\$ 1,060	\$ 600	\$ 750	\$ 550	Commercial - \$934 Other - \$734	\$ 732	
Other Agreements	Admin fee plus Note A	\$ -	\$ 500	\$ 416	\$ 745	\$ 458	\$ 475	\$ 500	N/A	\$ 600	\$ 1,500	N/A	\$ 1,000	\$ 900	
Part Lot Control Exemption	Admin fee plus Note A	\$ 500	\$ 550	\$1,294 + additional per unit fees	\$1,430 + additional per unit fees	\$2,240 + additional per unit fees	\$500 per unit to maximum of \$10,000	\$ 500	N/A	\$ 500	\$ 500	\$ 300	\$913 + additional per unit fees	\$ 543	
Plan of Subdivision or Condo Agreement	Admin fee plus Note A	\$ -	\$ 750	Agreement Registration - \$286 + Release and Discharge - \$809	\$13,420 (includes: Notice of Draft Approval, Subdivision Agreement, Drainage Plan Review, Subdivision Clearance, Correspondence)	\$1,900 + additional fees for revision or alteration to agreement	Subdivision - \$600 Condominium - \$200	\$ 3,000	\$ 3,280	\$ 3,000	\$ 3,000	\$ 5,000	\$ 1,000	\$ 3,047	
Site Plan Control	Admin fee plus Note A	\$ 2,000	\$ 2,000	\$ 5,093	Residential \$119.25 per unit Commercial/Office/Institutional \$2.37/m2 (GFA) minimum \$300 Industrial \$1.47/m2 (GFA) minimum \$300 Other - \$300 As Built - \$885 Site Plan Agreements - \$745	Major - \$8,680 Minor - \$1,075	Standard - \$5,000 Complex - \$7,500	\$ 2,000	Major - \$1,560 Minor - \$500	Major - \$1,000 Minor - \$750	Major - \$1,500 Minor - \$1,000	Approval - \$1,000 Amendment - \$500	New Buildings: Multiple Res./Indust. - \$3,186 Comm./Instit. - \$6,360 Amendment: Minor - \$1,000 Major - \$1,598	\$ 1,490	
Zoning By-law - Copy	Flat Fee	\$ 40	\$ 40	\$ 155	\$ 100	\$ 150	\$ 75	N/A	\$ 25	\$ 25	\$ 30	\$ 100	\$ 68	\$ 50	
Zoning By-Law Amendment	Admin fee plus Note A	\$ 2,000	\$ 2,000	\$12,039 + additional per unit fees	Minor - \$3,720 Major - \$7,455 (change in zoning category)	Routine - \$10,420 Complex - \$14,045	Minimum - \$7,000 per unit to a max. of \$11,000 Minor Non-Residential - \$4,000	\$ 2,000	\$ 1,810	\$ 700	\$ 1,500	\$ 1,200	General - \$5,980 Minor - \$2,662 (to modify a lot regulation on agricultural or residential zoned properties with fewer than 4 dwelling units.	\$ 1,922	
Zoning By-Law Amendment Aggregate	Admin fee plus Note A	\$ 6,000	\$ 7,500	\$41,693 - Aggregate Extraction Application	No separate fee	Establish Pit - \$123,710 Expansion - \$49,485	No separate fee	No separate fee	No separate fee	No separate fee	No separate fee	No separate fee	\$ 10,623	Note B	
Zoning Letter	Flat Fee	\$ 75	\$ 75	\$ 96	\$ 100	\$ 166	\$ 250	N/A	\$ 80	\$ 50	\$ 75	\$ 75	\$ 86	\$ 73	
Note A	additional costs for disbursements and third party fees.					Note B	Caledon - \$16,000; Centre Wellington - \$10,623; Guelph/Eramosa - \$1,810; Average - \$9,478								

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NO XX/14

Schedule "B" to Report FIN-2014-028

A by-law to permit the Municipality to impose fees or charges with respect to services or activities provided, related costs payable, and for the use of its property.

WHEREAS Section 391(1) of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, a municipality may pass By-laws imposing fees or charges for services or activities provided or done by or on behalf of it, for costs payable by it for services or activities provided or done by or on behalf of any other municipality, and for the use of its property including property under its control; and

WHEREAS Section 7(1) of the Building Code Act, 1992, S.O. 1992, c. 23, as amended, provides that a municipality may pass By-laws imposing fees and charges; and

WHEREAS Section 69 of the Planning Act, R.S.O. 1990, c.P.13, as amended provides that the Council of a municipality may by By-law establish a tariff of fees for the processing of applications made in respect of planning matters; and

WHEREAS The Council of the Corporation of the Township of Puslinch deems it appropriate to update the Township's User Fees and Charges By-law.

NOW THEREFORE the Council of the Corporation of the Township of Puslinch enacts as follows:

1. For the purpose of this by-law:
 - a.) **"Costs"** means any and all disbursements incurred by the municipality, and includes, but is not restricted to, any registration costs, title search costs, corporate search costs, survey costs, reference plan costs, advertising costs, outside counsel fees, paralegal fees, site inspection costs and any applicable taxes including P.S.T. and H.S.T.;
 - b.) **"Property Owner"** includes the registered owner of property or any person, firm or corporation having control over or possession of the property or any portion thereof, including a property manager, mortgagee in possession, receiver and manager, trustee and trustee in bankruptcy;
 - c.) **"Township"** means the Corporation of the Township of Puslinch.
2. Any person requesting or applying for the services or approvals listed in the attached schedules and forming part of this by-law shall pay the fees listed for that service or approval as set out in the attached schedules.
3. These fees are applicable to residents and non-residents at the rates noted unless there is a specified exemption in the attached schedules.
4. No request by any person for a service or approval listed in the attached schedules shall be acknowledged or performed by the Township unless and until the person requesting the service or approval has paid the fee or charge for the service or approval as set out in the attached schedules, unless noted otherwise.

5. The Township may request a deposit of up to fifty percent (50%) of the applicable fee or charge in certain user fees and charges as noted in the attached schedules.
6. All Township accounts and invoices are due and payable when rendered.
7. All unpaid fees or charges imposed by this By-law on a person constitute a debt of the person to the municipality.
8. The Treasurer shall add the fees and charges imposed pursuant to this by-law to the tax roll for any real property in the Township for which all of the property owners are responsible for paying fees and charges under this by-law and collect them in the same manner as municipal taxes in accordance with Section 398 of the Municipal Act, 2001 S.O. Chapter 25 as amended.
9. If peer or legal review costs are incurred by the Township in the processing of a planning application by the Township, the applicant is required to pay these costs to the Township.
10. The Township is not obligated to further process a planning application until all outstanding third party fees and other disbursements have been paid by the applicant.
11. The fees and charges listed in the schedules to this by-law shall, where applicable, be subject to any applicable provincial and federal taxes.
12. Any fee or charge:
 - a. authorized by a by-law that comes into effect on the same or a later date than this By-law; or
 - b. included in a valid agreement entered into by the Township and one or more other parties,
 shall be the approved and imposed fee or charge for the service, activity or use of property specified.
13. The payment of any fee or charge in this By-law shall be in Canadian currency.
14. The following Schedules form part of this By-law:

Schedule	Department
A	Administration
B	Finance
C	Corporate
D	Public Works
E	Fire and Rescue Services
F	Building
G	Planning and Development
H	By-law
I	Parks
J	Optimist Recreation Centre
K	Puslinch Community Centre

15. The rates and service charges, as outlined in the schedules attached hereto and forming part of this by-law, shall be implemented and take effect on January 1, 2015.
16. Should any part of this By-law including any part of the schedules, be determined by a Court of competent jurisdiction to be invalid or of no force and effect, such invalid part of the By-law shall be severable and that the remainder of this By-law including the remainder of the Schedules, as applicable, shall continue to operate and to be in force and effect.
17. This by-law shall be known as the ~~the~~ **User Fees and Charges By-law**.

18. That By-law 8/99 be amended by deleting Schedule %A+.
19. That Schedule %A+ to By-law 42/05 be deleted and replaced with Schedule %B+ to this By-law.
20. That By-law 31/12 be amended by deleting Section 1.1 of Schedule %C+ and replacing it with the fee identified as a Site Alteration Permit Application in Schedule %D+ to this By-law.
21. That By-law Nos. 2-1964, 15/67, 22/96, 23/96, 24/96, 25/96, 33/05, 33/12, 74/13, 003/14, 018/14, and 050/14 are hereby repealed.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 19th DAY OF NOVEMBER, 2014.

Dennis Lever, Mayor

Karen Landry, CAO/Clerk

DRAFT

**SCHEDULE A: ADMINISTRATION REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES
EFFECTIVE 2015**

TYPE OF REVENUE/USER	Unit/Descr	2015 RATE				% CHANGE	HST STATUS	COMMENTS
		2014 RATE (NO TAX)	RATE (NO TAX)	13% HST	RATE INCL HST			
Freedom of Information	Charged at the rate permitted per the legislation.					E	Regulated by Statute	
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
Signature of Commissioner	Per Document	\$ 10.00	\$ 10.00	\$ 1.30	\$ 11.30	0%	T	

**SCHEDULE B: FINANCE REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES
EFFECTIVE 2015**

TYPE OF REVENUE/USER	Unit/Descr	2014 RATE (NO TAX)	2015 RATE			% CHANGE	HST STATUS	COMMENTS
			RATE (NO TAX)	13% HST	RATE INCL HST			
Administration Fee	Per Invoice	\$ 25.00	\$ 25.00	\$ 3.25	\$ 28.25	0%	T	For invoices issued by Finance Department
NSF Cheque	Per NSF	\$ 40.00	\$ 40.00	\$ -	\$ 40.00	0%	E	
Tax Certificate	Per Certificate	\$ 60.00	\$ 60.00	\$ -	\$ 60.00	0%	E	
Tax Sale Charges	Actual costs incurred						T	Cost recovery of fees and disbursements as charged by consultants and solicitors

**SCHEDULE C: CORPORATE REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES
EFFECTIVE 2015**

TYPE OF REVENUE/USER	Unit/Descr	2014 RATE (NO TAX)	2015 RATE			% CHANGE	HST STATUS	COMMENTS
			RATE (NO TAX)	13% HST	RATE INCL HST			
Canadian Flag	Per Flag	\$ 22.12	\$ 22.12	\$ 2.88	\$ 25.00	0%	T	
Photocopy	Per Page	\$ 0.25	\$ 0.25	\$ 0.03	\$ 0.28	0%	T	Photocopy costs for community groups and neighbourhood associations are exempt
Township Flag	Per Flag	\$ 44.25	\$ 44.25	\$ 5.75	\$ 50.00	0%	T	

**SCHEDULE D: PUBLIC WORKS REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES
EFFECTIVE 2015**

TYPE OF REVENUE/USER	Unit/Descr	2014 RATE (NO TAX)	2015 RATE			% CHANGE	HST STATUS	COMMENTS
			RATE (NO TAX)	13% HST	RATE INCL HST			
Entrance Permit	Flat Fee	\$ 225.00	\$ 225.00	\$ -	\$ 225.00	0%	E	
Oversize-Overweight Load Permits	Annual Fee	\$ 400.00	\$ 400.00	\$ -	\$ 400.00	0%	E	
Oversize-Overweight Load Permits	Per Trip	\$ 100.00	\$ 100.00	\$ -	\$ 100.00	0%	E	
Tender Fees	Per Package	\$ 40.00	\$ 40.00	\$ -	\$ 40.00	0%	E	Tender fees applicable for Public Works projects administered by the Township's engineering consultant
Third Party Cost Recovery	Actual costs incurred + \$100.00 administration fee						T	Material, equipment, labour/benefits, and administration costs

**SCHEDULE E: FIRE AND RESCUE SERVICES REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES
EFFECTIVE 2015**

TYPE OF REVENUE/USER	Unit/Descr	2014 RATE (NO TAX)	2015 RATE			% CHANGE	HST STATUS	COMMENTS
			RATE (NO TAX)	13% HST	RATE INCL HST			
Boarding or Barricading Plus Materials	Per Hour Per Truck	\$ 410.00	\$ 410.00	\$ -	\$ 410.00	0%	E	Standard MTO Rate
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
Daycare & Homeday Care Inspections	Per Inspection	\$ 100.00	\$ 100.00	\$ 13.00	\$ 113.00	0%	T	As mandated in the Fire Code
Emergency Responses to Motor Vehicle Occurrence/Incident/Collision	Per Hour Per Truck	\$ 410.00	\$ 410.00	\$ -	\$ 410.00	0%	E	Township residents are exempt from payment of fee for emergency responses where emergency occurs on a Township of Puslinch or County of Wellington Road Standard MTO Rate
Fire Alarm False Alarm Calls	Per Hour Per Truck	\$ 410.00	\$ 410.00	\$ -	\$ 410.00	0%	E	A false alarm call after the second false alarm in any calendar year Standard MTO Rate
Fire Extinguisher Training	Per Person	\$ 15.00	\$ 15.00	\$ 1.95	\$ 16.95	0%	T	
Fire Safety Plan Review	Per Plan	\$ 120.00	\$ 120.00	\$ 15.60	\$ 135.60	0%	T	
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 are new, complaint driven, requested or mandated
Industrial/Commercial/Institutional/Assembly/Apartment	Plus each tenant/occupant/apartment unit	\$ 25.00	\$ 25.00	\$ 3.25	\$ 28.25	0%	T	
Information or Fire Reports Regarding Emergency Incidents	Per Report	\$ 75.00	\$ 75.00	\$ -	\$ 75.00	0%	E	
Key Boxes	Per Box	\$ 100.00	\$ 100.00	\$ 13.00	\$ 113.00	0%	T	For rapid entry for firefighters
Occupancy Load	Flat Fee	\$ 100.00	\$ 100.00	\$ -	\$ 100.00	0%	E	

**SCHEDULE E: FIRE AND RESCUE SERVICES REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES
EFFECTIVE 2015**

TYPE OF REVENUE/USER	Unit/Descr	2014 RATE (NO TAX)	2015 RATE			% CHANGE	HST STATUS	COMMENTS
			RATE (NO TAX)	13% HST	RATE INCL HST			
Open Air Burning Permit Inspection Fee	Per Inspection	\$ 40.00	\$ 40.00	\$ 5.20	\$ 45.20	0%	T	As a result of a request to modify the terms and conditions of the Open Air Burning Permit
Open Air Burning Permit	Per Permit	\$ 20.00	\$ 20.00	\$ -	\$ 20.00	0%	E	Permit must be renewed annually
Post Fire Watch	Per Hour per Truck	\$ 410.00	\$ 410.00	\$ -	\$ 410.00	0%	E	Standard MTO Rate
Replacement of Equipment and Resources Used	Actual costs incurred	\$ -	Actual costs incurred			100%	T	Foam and absorbal used in emergency responses to motor vehicle occurrence/incident/collision, open air burning permit violations, or unauthorized open air burning
Sale of Fireworks Permit	Per Permit	\$ 100.00	\$ 100.00	\$ -	\$ 100.00	0%	E	
Setting Off or Discharge of High Hazard Fireworks Permit	Per Permit	\$ 100.00	\$ 100.00	\$ -	\$ 100.00	0%	E	
Smoke Alarm	Per Alarm	No fee at this time						
Special Events - Requests for Attendance	Per Event	No fee at this time						

**SCHEDULE F: BUILDING REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES
EFFECTIVE 2015**

TYPE OF REVENUE/USER	Unit/Descr	2014 RATE (NO TAX)	2015 RATE			% CHANGE	HST STATUS	COMMENTS
			RATE (NO TAX)	13% HST	RATE INCL HST			
Minimum Permit Fee	Minimum Permit Fee	\$ 150	\$ 150	\$ -	\$ 150	0%	E	
CONSTRUCTION - NEW BUILDINGS & ADDITIONS								
AGRICULTURAL								
Farm Buildings	Per Sq. Foot	\$ -	\$ 0.26	\$ -	\$ 0.26	100%	E	
RESIDENTIAL								
Single Family Dwelling	Per Sq. Foot	\$ 1.40	\$ 1.40	\$ -	\$ 1.40	0%	E	up to 225 m2 (2,421 sq. foot) - total area
Single Family Dwelling	Per Sq. Foot	\$ 1.85	\$ 1.85	\$ -	\$ 1.85	0%	E	over 225 m2 (2,421 sq. foot) - total area
Interior Renovations and Finished Basements	Per Sq. Foot	\$ 0.50	\$ 0.50	\$ -	\$ 0.50	0%	E	
Residential Deck	Flat Fee	\$ 150.00	\$ 150	\$ -	\$ 150	0%	E	
Accessory Buildings/Attached Garage	Per Sq. Foot	\$ 0.70	\$ 0.70	\$ -	\$ 0.70	0%	E	
INSTITUTIONAL, COMMERCIAL & INDUSTRIAL								
Construction Value Up to \$3,000,000	Per \$1,000 of Construction Value	\$ 10.00	\$ 10.00	\$ -	\$ 10.00	0%	E	
Construction Value Over \$3,000,000	Per \$1,000 of Construction Value	\$ 7.00	\$ 7.00	\$ -	\$ 7.00	0%	E	
OTHER PERMIT FEES								
Alternate Solution Application	Flat Fee	\$ 350.00	\$ 350.00	\$ -	\$ 350	0%	E	
Conditional Permits	20% of permit fee						E	
Deferral of Revocation of Permit	Flat Fee	\$ 150.00	\$ 150.00	\$ -	\$ 150	0%	E	
Demolition Permit	Flat Fee	\$ 150.00	\$ 150.00	\$ -	\$ 150	0%	E	
Designated Structure Permit	Flat Fee	\$ 400.00	\$ 400.00	\$ -	\$ 400.00	0%	E	Listed per Div.A, 1.3.1.1 Solar installation

**SCHEDULE F: BUILDING REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES
EFFECTIVE 2015**

TYPE OF REVENUE/USER	Unit/Descr	2014 RATE (NO TAX)	2015 RATE		% CHANGE	HST STATUS	COMMENTS	
			RATE (NO TAX)	13% HST				
Occupancy Permit	Flat Fee	\$ 150.00	\$ 150.00	\$ -	\$ 150.00	0%	E	
Reactivate Abandoned Permit	Flat Fee	\$ 150.00	\$ 150.00	\$ -	\$ 150.00	0%	E	
Reproduction of Drawings	Flat Fee	\$ 50.00	\$ 50.00	\$ 6.50	\$ 56.50	0%	T	Current rate covers costs
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
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
Special Inspection Fee	Flat Fee	\$ 100.00	\$ 100.00	\$ 13.00	\$ 113.00	0%	T	
Tent or Marquee Permit	Per Permit	\$ 250.00	\$ 250.00	\$ -	\$ 250.00	0%	E	Tents and air-supported structures shall be in conformance with the Building Code and Section 2.9 of the Fire Code
Transfer of Permit	Flat Fee	\$ 150.00	\$ 150.00	\$ -	\$ 150.00	0%	E	

Notes to Building

Note 1: Interpretations

- (a) Floor area of the proposed work is to be measured to the outer face of exterior walls
- (b) Unfinished basements for dwellings are not included in floor areas
- (c) Unfinished loft space or bonus room to be included in area calculations

Note 2: Where the fees are based on the cost of valuation of the proposed work, such cost or valuation shall mean the total cost of all work regulated by the permit and without restricting the generality of the foregoing, shall include the cost of all material, labour, equipment, overhead and professional and related services.

Note 3: Fees are to be rounded to the nearest dollar.

Note 4: The Chief Building Official may place a valuation on the cost of work and the permit applicant shall pay the prescribed fee(s) before issuing the permit.

**SCHEDULE G: PLANNING AND DEVELOPMENT REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES
EFFECTIVE 2015**

TYPE OF REVENUE/USER	Unit/Descr	2014 RATE (NO TAX)	2015 RATE			% CHANGE	HST STATUS	COMMENTS
			RATE (NO TAX)	13% HST	RATE INCL HST			
Grading Deposit	Flat Fee	\$ 2,000.00	\$ 2,000.00	\$ -	\$ 2,000.00	0%	E	Plan of Subdivision
Minor Variance	Administration fee plus disbursements & 3rd party fees	\$ 550.00	\$ 650.00	\$ -	\$ 650.00	18%	E	Increase is for the recovery of the anticipated costs to the Township
Other Agreements	Administration fee plus disbursements & 3rd party fees	\$ -	\$ 500.00	\$ -	\$ 500.00	100%	E	For recovery of the costs of facilitating, preparing, and discharging any other planning and development agreements (ie. consent)
Part Lot Control Exemption By-law	Administration fee plus disbursements & 3rd party fees	\$ 500.00	\$ 550.00	\$ -	\$ 550.00	10%	E	Increase is for the recovery of the anticipated costs to the Township
Plan of Subdivision or Condominium Agreement	Administration fee plus disbursements & 3rd party fees	\$ -	\$ 750.00	\$ -	\$ 750.00	100%	E	For recovery of the costs of facilitating, preparing, and discharging a Plan of Subdivision or Condominium Agreement
Site Plan Control	Administration fee plus disbursements & 3rd party fees	\$ 2,000.00	\$ 2,000.00	\$ -	\$ 2,000.00	0%	E	
Zoning By-law - Copy	Flat Fee	\$ 40.00	\$ 40.00	\$ 5.20	\$ 45.20	0%	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	Administration fee plus disbursements & 3rd party fees	\$ 6,000.00	\$ 7,500.00	\$ -	\$ 7,500.00	25%	E	Increase is for the recovery of the anticipated costs to the Township
Zoning Compliance Letter	Flat Fee	\$ 75.00	\$ 75.00	\$ -	\$ 75.00	0%	E	Fee charged is consistent for all Township departments

**SCHEDULE H: BY-LAW REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES
EFFECTIVE 2015**

TYPE OF REVENUE/USER	Unit/Descr	2014 RATE (NO TAX)	2015 RATE			% CHANGE	HST STATUS	COMMENTS
			RATE (NO TAX)	13% HST	RATE INCL HST			
Dog Tags	Per Tag	\$ 25.00	\$ 25.00	\$ -	\$ 25.00	0%	E	Maximum of 3 dogs
Fence Viewer's Application	Per Application	\$ 300.00	\$ 300.00	\$ -	\$ 300.00	0%	E	
Grading Deposit	Flat Fee	\$ 500.00	\$ 500.00	\$ -	\$ 500.00	0%	E	Pool Enclosure Permit
Inspection Permit - LCBO	Per Inspection	\$ 100.00	\$ 100.00	\$ -	\$ 100.00	0%	E	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
Kennel Licence	Per Licence	\$ 175.00	\$ 175.00	\$ -	\$ 175.00	0%	E	More than 3 dogs
Lottery Licence	3% of prize value						E	Fee regulated by AGCO (Nevada, Raffle, Bazaar, etc.)
Mobile Food Service - Operator	Per License	\$ 100.00	\$ 100.00	\$ -	\$ 100.00	0%	E	Fee dependent on Mobile Food Service Vehicle Licensing By-law
Mobile Food Service - Owner	Per License	\$ 200.00	\$ 200.00	\$ -	\$ 200.00	0%	E	
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 of the municipal addressing signs
Pool Enclosure Permit	Flat Fee	\$ 350.00	\$ 350.00	\$ -	\$ 350.00	0%	E	
Septic Compliance Letter	Flat Fee	\$ 75.00	\$ 75.00	\$ -	\$ 75.00	0%	E	Fee charged is consistent for all Township departments
Site Alteration Permit Service Fee	Per Tonne of Fill	\$ 0.06	\$ 0.06	\$ -	\$ 0.06	0%	E	
Site Alteration Permit Application	Administration fee plus disbursements & 3rd party fees	\$250 plus \$50 per hectare (rounded to the greater whole aggregate).					E	
Special Occasion Permit	Per Letter	\$ 75.00	\$ 75.00	\$ -	\$ 75.00	0%	E	

**SCHEDULE I: PARKS REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES
EFFECTIVE 2015**

TYPE OF REVENUE/USER	Unit/Descr	2014 RATE (NO TAX)	2015 RATE			% CHANGE	HST STATUS	COMMENTS
			RATE (NO TAX)	13% HST	RATE INCL HST			
Aberfoyle/Old Morriston Ball Parks	Per Hour before 8:30 pm	\$ 20.00	\$ 20.00	\$ 2.60	\$ 22.60	0%	T	Evening booking include 1 dragging and lining Bookings available after May 1st of each year
Aberfoyle/Old Morriston Ball Parks	Per Hour after 8:30 pm	\$ 30.00	\$ 30.00	\$ 3.90	\$ 33.90	0%	T	Evening booking include 1 dragging and lining Bookings available after May 1st of each year
Aberfoyle/Old Morriston/Morriston Meadows Ball Parks	Per Day	\$ 150.00	\$ 150.00	\$19.50	\$ 169.50	0%	T	Full day booking include 2 draggings and linings Bookings available after May 1st of each year
Aberfoyle/Old Morriston/Morriston Meadows Ball Parks	Extra dragging and lining	\$ 40.00	\$ 40.00	\$ 5.20	\$ 45.20	0%	T	Only available with a minimum of 2 hour booking
Morriston Meadows Ball Park	Per Hour	\$ 20.00	\$ 20.00	\$ 2.60	\$ 22.60	0%	T	Evening booking include 1 dragging and lining Bookings available after May 1st of each year
Ball Diamond Advertising	Per Season	\$ 175.00	\$ 175.00	\$22.75	\$ 197.75	0%	T	Available from May to October
Horse Paddock Rental	Per Day	\$ 200.00	\$ 200.00	\$26.00	\$ 226.00	0%	T	\$300.00 damage deposit; rental restricted to horse paddock and tractor pull area; bookings available from June 15 to September 15
Picnic Shelter	Per Hour	\$ 20.00	\$20.00	\$ 2.60	\$ 22.60	0%	T	To a maximum of \$80.00 per reservation
Sports Facility User Fees	Per Resident	\$ 10.00	\$ 10.00	\$ -	\$ 10.00	0%	E	Fees collected from Minor Soccer, Old Timers Baseball, Senior Ladies Baseball, Junior/Intermediate Men's Fastball, Minor Baseball, and Tennis
Sports Facility User Fees	Per Non-Resident	\$ 25.00	\$ 25.00	\$ -	\$ 25.00	0%	E	
Security Deposit	Per Fireworks Display	\$ -	\$ 500.00	\$ -	\$ 500.00	100%	E	Security deposit for the clean up of Township lands after use for fireworks display

**SCHEDULE J: OPTIMIST RECREATION CENTRE REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES
EFFECTIVE 2015**

TYPE OF REVENUE/USER	Unit/Descr	2015 RATE				% CHANGE	HST STATUS	COMMENTS
		2014 RATE (NO TAX)	RATE (NO TAX)	13% HST	RATE INCL HST			
Arena Summer Rentals	Per Hour	\$ 65.00	\$ 65.00	\$ 8.45	\$ 73.45	0%	T	Includes use of change rooms
Ice Rental - Non - Prime	Per Hour	\$ 78.00	\$ 78.00	\$ 10.14	\$ 88.14	0%	T	Weekdays from 9 am to 5 pm
Ice Rental - Prime	Per Hour	\$ 155.00	\$ 155.00	\$ 20.15	\$ 175.15	0%	T	Weekdays from 5 to 10 pm, Saturday, Sunday
Gymnasium Rental	Per Hour	\$ 26.00	\$ 26.00	\$ 3.38	\$ 29.38	0%	T	
Rink Board Advertising	Per Year	\$ 350.00	\$ 350.00	\$ 45.50	\$ 395.50	0%	T	

**SCHEDULE K: PUSLINCH COMMUNITY CENTRE REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES
EFFECTIVE 2015**

TYPE OF REVENUE/USER	Unit/Descr	2014 RATE (NO TAX)	2015 RATE			% CHANGE	HST STATUS	COMMENTS
			RATE (NO TAX)	13% HST	RATE INCL HST			
Alf Hales Room	Per Hour	\$ 25.00	\$ 25.00	\$ 3.25	\$ 28.25	0%	T	
Archie MacRobbie Hall - Non-Prime	4 Hour Rental	\$ 215.00	\$ 215.00	\$ 27.95	\$ 242.95	0%	T	Monday to Thursday and Sunday Rentals includes use of kitchen facilities Morning (8-12); Afternoon (1-5); Evening (6-10)
Archie MacRobbie Hall - Non-Prime	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 - Prime	Full Day Rental	\$ 479.00	\$ 479.00	\$ 62.27	\$ 541.27	0%	T	Friday and Saturday Rentals includes use of kitchen facilities
Archie MacRobbie Hall - Non-Prime	Full Day Rental	\$ 357.00	\$ 357.00	\$ 46.41	\$ 403.41	0%	T	Sunday Rentals includes use of kitchen facilities
Commercial Rentals (ie. Auctions)	Full Day Rental	\$ 750.00	\$ 750.00	\$ 97.50	\$ 847.50	0%	T	Includes use of kitchen facilities
Use of Kitchen Facilities	Per 4 Hour Rental	\$ 105.00	\$ 105.00	\$ 13.65	\$ 118.65	0%	T	Dishes, silverware, cooking utensils, dishwasher, coffee maker
Use of Kitchen Facilities	Per Hour After 4 Hours	\$ 25.00	\$ 25.00	\$ 3.25	\$ 28.25	0%	T	Dishes, silverware, cooking utensils, dishwasher, coffee maker
Licenced Events Using Patio	Flat Rate	\$ 55.00	\$ 55.00	\$ 7.15	\$ 62.15	0%	T	Patio Fencing
Rental Deposit	50% of total contract rental fee						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

**SCHEDULE K: PUSLINCH COMMUNITY CENTRE REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES
EFFECTIVE 2015**

TYPE OF REVENUE/USER	Unit/Descr	2014 RATE (NO TAX)	2015 RATE			% CHANGE	HST STATUS	COMMENTS
			RATE (NO TAX)	13% HST	RATE INCL HST			
Security Deposit	Per Booking	\$ 315.00	\$ 365.00	\$ -	\$ 365.00	16%	E	Deposit is refundable after function if there are no damages and key is returned
Bartenders	Flat Rate	\$ 115.00	\$ 115.00	\$ 14.95	\$ 129.95	0%	T	Smart Serve Certified
Bartenders	Per Hour of Overtime	\$ 20.00	\$ 20.00	\$ 2.60	\$ 22.60	0%	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	\$ 6.00	\$ 6.00	\$ 0.78	\$ 6.78	0%	T	
14 oz Glasses	Per Package of 50	\$ 6.00	\$ 6.00	\$ 0.78	\$ 6.78	0%	T	
Ice	Per Bag	\$ 2.00	\$ 2.00	\$ 0.26	\$ 2.26	0%	T	
Advertising Sign	Two lines/Week	\$ 32.00	\$ 32.00	\$ 4.16	\$ 36.16	0%	T	
Advertising Sign	Four Lines/Week	\$ 63.00	\$ 63.00	\$ 8.19	\$ 71.19	0%	T	