



## REPORT FIN-2015-029

---

TO: Mayor and Members of Council  
FROM: Mary Hasan, Director of Finance/Treasurer  
MEETING DATE: August 12, 2015  
SUBJECT: 2016 Proposed User Fees and Charges  
File No. C01 FEE

---

### **RECOMMENDATIONS**

That Report FIN-2015-029 regarding the 2016 Proposed User Fees and Charges be received; and

That Council directs staff to proceed with holding a Public Meeting on September 17, 2015 at 7:00 p.m. at the Puslinch Community Centre in conjunction with the 2015 Grant Application Policy and Fee Reduction/Waiver Policy to obtain public input on the proposed User Fees and Charges By-law as outlined in Schedule A to Report FIN-2015-029; and

That staff publish notice in the Puslinch Pioneer 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;
- fees charged by the same comparator municipalities used to establish the 2015 User Fees and Charges By-law No. 076/14; and
- the 2016 projected Consumer Price Index inflation rate of 2.0% based on Ontario Ministry of Finance and Statistics Canada.

### Administration

It is recommended that the meeting investigator fees for closed meeting investigations be discontinued for openness and transparency in accordance with the Accountability and Transparency Policy passed through By-law No. 60/08. These fees have been included in the Township's User Fees and Charges by-law since January 1, 2009. Based on the review of the user fee by-laws of the Township's comparator municipalities, a meeting investigator fee is currently not charged for closed meeting investigations.

### Finance

It is recommended that the invoice administration fee be discontinued. The practice in the past has been to charge an invoice administration fee for invoices issued by the Finance Department. The Finance Department issues invoices for the recovery of consulting costs incurred by the Township for planning applications and recoveries for motor vehicle collisions, open air burning permit violations, etc. The following is the data obtained from the comparator municipalities:

- Milton - No fee charged
- Cambridge - No fee charged
- Centre Wellington - \$25 for all rebilling's only (ie. invoicing developers for third party consultant costs)
- Guelph - No fee charged
- Hamilton . No fee charged
- Wellington North . No fee charged
- Mapleton . No fee charged
- Erin - \$125 annual rebilling fee to developers for rebilling of consultant costs
- Minto - No fee charged
- Guelph/Eramosa . No fee charged

In the 2015 Budget By-law No. 017/15 the Township has budgeted \$3,000 in the Finance department's operating budget, account number 01-0015-1180 for invoice administration fees. Therefore, the impact of discontinuing this fee is minimal.

## Corporate

No changes have been proposed to the fees.

## Public Works

It is recommended that the entrance permit fee be increased by the 2016 projected Consumer Price Index inflation rate of 2.0% based on Ontario Ministry of Finance and Statistics Canada.

## Fire and Rescue Services

It is recommended that a fee be included for locking water tank lids closed. The proposed fee of \$17.80 net of HST is the actual cost to the Township of purchasing a water tank lock.

## 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 over the past four years is as follows:

	December 31, 2011	December 31, 2012	December 31, 2013	December 31, 2014
Building Reserve Fund Balance	\$119,000	\$536,972	\$528,023	\$494,289

In 2012 and 2013, the Township issued significant industrial building permits resulting in the increase to the Building Reserve Fund. In 2014, the building department had higher expenses compared to revenues primarily attributed to the filling of two positions that are funded by the Building Department. The Development Coordinator position was partially funded in 2014 and the Building & Enforcement Inspector Officer position was fully funded by the Building Department. Therefore, it is recommended that the fees included in the Building department appendices be increased by the 2016 projected Consumer Price Index inflation rate of 2.0% based on Ontario Ministry of Finance and Statistics Canada.

There are also proposed changes to the Building Department's fees based on comparator municipality data and costs incurred for providing the service as outlined below:

### *Farm Building Permit – Minimum Permit Fee*

It is proposed that a minimum permit fee of \$300 for farm building permits be added to the Building department's fees and charges schedule for recouping the administrative, review and inspection costs of providing the service. It is estimated that the minimum number of staff hours to issue a farm building permit are 0.50 hours for administrative work, 3 hours for review work, and 3 hours for inspection work. The following comparator municipality data was obtained for minimum permit fees:

- Milton: \$124
- Cambridge: \$110
- Minto: Administration fee of \$100 plus a specific fee per square foot
- Centre Wellington: \$88
- Guelph: \$95
- Hamilton: \$216
- Wellington North: Administration fee of \$126 plus a specific fee per square foot
- Mapleton: \$200
- Erin: \$200

### *Institutional, Commercial & Industrial Building Permit – Construction Value Up to \$3,000,000*

The following municipalities (who have the same fee structure as the Township) have the following fees for institutional, commercial and industrial building permits with construction values up to \$3,000,000.

- Wellington North - \$13.00 per \$1,000 of construction value
- Mapleton - \$15.00 per \$1,000 of construction value
- Minto - \$9.00 per \$1,000 of construction value

Therefore, it is recommended that the Township increase its fee for institutional, commercial and industrial building permits from \$10.00 to \$11.00 per \$1,000 of construction value.

### *Alternative Solution Application*

In the previous User Fees and Charges By-law, the Township included a flat fee of \$350 for alternative solution applications. It is recommended that two separate fees be established for alternative solution applications.

- Alternative Solution Application - Part 9 Residential Buildings
  - It is recommended that this fee be increased by the 2016 projected Consumer Price Index inflation rate of 2.0% based on Ontario Ministry of Finance and Statistics Canada.
  - This fee is to be applied for residential and accessory structures.

- There are no third party review fees
- Alternative Solution Application . Part 3 and Part 9 Other than Residential Buildings
  - It is recommended that a higher fee of \$650 be established for alternative solution applications for Part 3 and Part 9 Other than Residential Buildings to allow for third party review of applications as well as staff time for researching the proposal.
  - The following comparator municipality data was obtained from municipalities with a similar fee structure:
    - Milton - \$756
    - Centre Wellington - \$392 plus third party costs
    - Guelph - \$1,000
    - Hamilton - \$491 plus \$139 per hour

### *Sign Permits*

It is recommended that a stand-alone fee be included for sign permits in order to appropriately recover the costs for the administration and inspection of issuing a sign permit. The practise has been to charge a fee based on the fee structure used for institutional, commercial and industrial building permits. The proposed 2016 fee of \$255 is based on actual staff time to administer and inspect a sign permit. The inspection time consists of 2 inspections (footing and final inspection).

The following comparator municipality data was obtained from municipalities with a similar fee structure:

- Milton - \$16 per \$1,000 of construction value
- Cambridge - \$50 administration fee plus \$50 per \$1,000 of construction value
- Centre Wellington - \$276
- Guelph - \$50 per \$1,000 of construction value
- Hamilton - \$340
- Wellington North - \$252 administration fee plus \$13 per \$1,000 of construction value
- Mapleton - \$15 per \$1,000 of construction value
- Erin - \$100
- Minto - \$9 per \$1,000 of construction value

### *Re-inspection Fees and Partial Inspection Fees*

The practice in the past has been to not charge a fee for re-inspection by the Building Department for works not ready or code violations/deficiencies. It is recommended that re-inspection and partial inspection fees be established to recover the staff time associated with performing re-inspections and partial inspections. The proposed 2016 fees of \$153 for re-inspecting works not ready, \$76 for re-inspecting code violations/deficiencies, and \$76 for partial inspections are for cost recovery purposes.

The following comparator municipality data was obtained from municipalities with similar fees:

Milton: \$91 (re-inspection) and \$124 (partial inspection)

Cambridge: No fee

Centre Wellington - \$106 (inspection to clear outstanding deficiencies)

Guelph . No fee

Hamilton - \$141 per hour of review time

Wellington North - \$126 (reapplication fee)

Mapleton - \$100

Erin . No fee

Minto - \$150 (investigation fee where work has commenced prior to the issuance of the required building permit); \$75 (inspection requested and not ready)

### *Sewage System Evaluation*

The building department obtains sewage system evaluations which apply to additions/renovations. The practice in the past has been to not charge a fee for sewage system evaluations. It is recommended that a sewage system evaluation review fee of \$153 be established to recover the staff time associated with reviewing sewage system evaluations.

### Planning and Development

#### *Legislation*

Section 69 (1) of the Planning Act stipulates that planning application fees be designed to meet only the anticipated costs to the municipality. The application fees set out in Schedule A to this report for minor and standard zoning by-law amendment applications include an estimate of the anticipated costs associated with processing these applications. The anticipated costs include disbursements, third party fees, and staff time involved in processing these applications based on applications recently completed or currently in progress. This provides an applicant with an understanding of the total fees payable to the Township for the processing of a zoning by-law amendment application. This is in accordance with Section 69(1) of the Planning Act.

It is recommended that a future analysis be conducted on other planning application fees such as applications related to site plan control, minor variances, zoning by-law amendment . aggregate, etc. to determine the total anticipated costs associated with processing these applications.

Commencing in 2013, the Township began to utilize the Keystone Accounts Receivable module for all invoicing including the invoices to developers to recoup the costs associated with disbursements and third party consultant fees for the processing of planning applications. Reducing staff time spent on invoice administration and collection facilitates the reallocation of staff resources on other responsibilities such as the periodical review of security and grading deposits, the establishment of a consistent

time sheet administration system, preparing the required legislative reports to Council (ie. lease financing, investments, development charges, etc.), and assisting with grant application and reporting processes.

Centre Wellington, Guelph Eramosa, Mapleton, Minto, Wellington North, and Erin charge an administration fee and obtain a deposit from the applicant for third party expenses incurred for processing of planning applications. Therefore, comparator municipality data was obtained from those municipalities who include all of the anticipated costs in their application fee as outlined in Schedule C to this report.

### *Zoning By-law Amendment Applications*

It is recommended that a standard zoning by-law amendment fee be established as well as a minor zoning by-law amendment fee. The Township currently has a separate zoning by-law amendment fee for aggregate applications. The fees recommended below for the various classes of applications were determined based on estimates of the actual costs incurred for processing these applications.

A Standard Zoning By-law Amendment Application may include, but is not limited, to the following:

- Change in zoning category;
- Larger commercial/industrial/residential applications;
- A major change of use to an existing building or structure;
- Requirement of technical studies (ie. storm water management, geotechnical, hydrological, environmental impact assessment, etc.)

The fee proposed for the processing of a standard zoning by-law amendment application is \$11,200.

Township staff have the discretion to determine whether a zoning by-law amendment application is classified as minor.

A Minor Zoning By-law Amendment Application may include, but is not limited, to the following:

- The change in use is compatible with the current zoning designation and does not require the submission of any technical studies;
- Adding a low impact use to an existing zone;
- Temporary use;
- Low impact zone changes involving single or semi-detached dwellings;
- No change in zoning category

The fee proposed for the processing of a minor zoning by-law amendment application is \$3,600.

### *Zoning By-law Amendment - Aggregate Application*

The Township currently charges an administration fee of \$7,500 for zoning by-law amendments related to aggregate applications. The Township also invoices applicants for disbursements and third party consulting fees for the processing of these applications. It is recommended that the administration fee of \$7,500 be increased to \$15,000 as it relates to the staff time and resources that are required for processing zoning by-law amendment applications for aggregate operations. Schedule C includes comparator municipality and conservation authority fees for aggregate applications. Township staff will monitor the third party consulting fees associated with these aggregate applications and perform a further detailed analysis once there is more recent data available to determine a fee which encompasses the total anticipated costs.

### *Telecommunication Tower Proposals*

Schedule C includes comparator municipality data for telecommunication tower proposals. It is recommended that a fee of \$500 be established to recover the costs associated with staff time and coordination involved with these proposals.

### *Consent Review and Condition Clearances*

The County of Wellington processes consent applications on behalf of its local municipalities. Comparator municipality data was not obtained from Cambridge, Guelph, Hamilton, and Milton as these municipalities are the authorities responsible for fully processing consent applications. Therefore, comparator municipality data related to consent review and condition clearance was obtained from Mapleton, Centre Wellington, Minto, and Wellington North.

- Mapleton
  - Clearances for Severance Conditions - \$125
- Centre Wellington
  - Clearance of Severance Conditions - \$122
- Minto
  - Severance Clearance of Conditions - \$50
- Wellington North
  - Clearances for Severance Conditions - \$125

Consent review and condition clearance must be obtained from the Director of Public Works, the Fire Chief, Director of Finance/Treasurer (to ensure all financial obligations are met), and the Development Coordinator (for zoning matters). It is recommended that a fee of \$125 be established to recover the costs associated with staff time for the review and clearing of conditions associated with consent applications.



### *Minor Variance and Site Plan Control*

It is recommended that the application fees associated with Minor Variances and Site Plan Control be increased by the 2016 projected Consumer Price Index inflation rate of 2.0% based on Ontario Ministry of Finance and Statistics Canada.

### By-Law

#### *Grading Deposit – Pool Enclosure Permit*

It is recommended that the pool grading deposit amount of \$500 be increased to \$600 to cover the costs associated with third party consulting fees. The Township refunds deposit funds received in excess of consulting fees incurred.

#### *Consumer Price Index Inflation Increase – By-law*

It is recommended that the following fees be increased by the 2016 projected Consumer Price Index inflation rate of 2.0% based on Ontario Ministry of Finance and Statistics Canada:

- Inspection Permit . LCBO
- Kennel Licence
- Pool Enclosure Permit

#### *Site Alteration Permit Application*

The Township currently charges a fee of \$250 plus \$50 per hectare (rounded to the greater whole aggregate) for site alteration permit applications. Comparator data was obtained from other municipalities with site alteration by-laws and other agencies (conservation authorities) as outlined below:

<b>Municipality/Agency</b>	<b>Base Fee</b>	<b>Per Hectare Fee</b>
Grand River Conservation Authority	\$8,360	N/A
Halton Conservation Authority	\$7,965	N/A
Hamilton Conservation Authority	\$3,190	N/A
Milton	\$350	\$292
Cambridge	\$500	\$100
Centre Wellington	\$1,282	N/A
Guelph	\$250	\$50
Hamilton	\$500	\$25
Wellington North	\$100	plus disbursements and third party fees

<b>Municipality/Agency</b>	<b>Base Fee</b>	<b>Per Hectare Fee</b>
Erin	\$1,000	N/A
Guelph Eramosa	\$500	N/A
<b>Average (excluding highest and lowest)</b>	<b>\$1,800</b>	<b>\$75</b>

Therefore, it is recommended that the site alteration permit application fee be increased to \$1,800 plus \$75 per hectare (rounded to the greater whole aggregate) to be in line with comparator municipalities and agencies.

The fees related to site alteration will be further evaluated during the review of the Site Alteration By-law No. 31/12.

### Parks

No changes have been proposed to the fees.

### Optimist Recreation Centre

No changes have been proposed to the fees. However, Township staff completed a review of ice rental . prime and ice rental . non-prime fees by obtaining data from comparator municipalities as outlined in Schedule B to Report FIN-2015-029. It was noted that the median fee (excluding the highest and lowest fees) amounted to \$172 per hour for ice rental - prime and \$96 per hour for ice rental - non-prime. The Township's proposed ice rental . prime fee is \$155 per hour (no change from last year) and ice rental . non-prime fee is \$78 per hour (no change from last year).

Based on 2014 actuals, revenues in the Optimist Recreation Centre are 40% of expenditures. Also, a majority of the ice rinks in the comparator municipalities are full-sized indoor rinks. The Township's ice rink is outdoor and this causes the possibility of the ice surface not being available where inclement weather conditions occur.

### Puslinch Community Centre

Township staff have included a new fee at the Archie MacRobbie Hall during non-prime times. This fee is \$45.63 (net of HST) per hour after 4 hours. The recreational bookings area receives requests to rent the hall for less than the full day rental (ie. 8 hours or more). This per hour fee after 4 hours allows those requesting to use the facility for 5 to 7 hours to have that option without paying the full day rental rate.

### **Committees**

Staff met with the Recreation Committee on September 21, 2015 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.

A member from the Committee requested information and an analysis to be conducted on expenses vs. revenues for other municipalities for recreation related services. Township staff will provide this analysis for the local municipalities of the County of Wellington.

### **Fee Reductions/Waivers**

The proposed by-law attached as Schedule A to this report is subject to change based on the results of the Public Meeting to be held on September 17, 2015. Report FIN-2015-027 recommended that a reduced rate of 40% be applied to not-for-profit organizations and unincorporated community groups and be incorporated in the Township's updated user fees by-law. The proposed by-law will include the specific items that the reduced rate applies to and the applicant qualification criteria to be eligible for the reduced rate.

### **FINANCIAL IMPLICATIONS**

The fees in the User Fees and Charges By-law will be incorporated in the 2016 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: Proposed User Fees and Charges By-law

Schedule B: Comparator Municipal Data . Ice Rental Fees

Schedule C: Comparator Municipal Data . Planning Fees

# THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

## BY-LAW NO XX/15

<b>SCHEDULE A to Report FIN-2015-029.</b>
---

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, applying or utilizing 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:

<b>Schedule</b>	<b>Department</b>
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, 2016.
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 ~~U~~ser Fees and Charges By-law.

18. That By-law No. 076/14 is hereby repealed.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS XX DAY  
OF OCTOBER, 2015.**

---

Dennis Lever, Mayor

---

Karen Landry, CAO/Clerk

DRAFT

**SCHEDULE A: ADMINISTRATION REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES  
EFFECTIVE 2016**

TYPE OF REVENUE/USER	Unit/Descr	2016 RATE					% CHANGE	HST STATUS	COMMENTS
		2015 RATE (NO TAX)	RATE (NO TAX)	13% HST	RATE INCL HST				
<b>Freedom of Information</b>	Charged at the rate permitted per the legislation.						E	Regulated by Statute	
<b>Investigator Fees</b>	Flat Fee	\$ 175.00	\$ -	\$ -	\$ -	-100%	T	Removal of fee recommended - See Report FIN-2015-029	
<b>Investigator Fees</b>	Flat Fee	\$ 350.00	\$ -	\$ -	\$ -	-100%	T	Removal of fee recommended - See Report FIN-2015-029	
<b>Signature of Commissioner</b>	Per Document	\$ 10.00	\$ <b>10.00</b>	\$ 1.30	\$ 11.30	0%	T		

**SCHEDULE B: FINANCE REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES  
EFFECTIVE 2016**

TYPE OF REVENUE/USER	Unit/Descr	2015 RATE (NO TAX)	2016 RATE			% CHANGE	HST STATUS	COMMENTS
			RATE (NO TAX)	13% HST	RATE INCL HST			
<b>Administration Fee</b>	Per Invoice	\$ 25.00	\$ -	\$ -	\$ -	-100%	T	Removal of fee recommended - See Report FIN-2015-029
<b>NSF Cheque</b>	Per NSF	\$ 40.00	<b>\$ 40.00</b>	\$ -	\$ 40.00	0%	E	
<b>Tax Certificate</b>	Per Certificate	\$ 60.00	<b>\$ 60.00</b>	\$ -	\$ 60.00	0%	E	
<b>Tax Sale Charges</b>	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 2016**

TYPE OF REVENUE/USER	Unit/Descr	2015 RATE (NO TAX)	2016 RATE			% CHANGE	HST STATUS	COMMENTS
			RATE (NO TAX)	13% HST	RATE INCL HST			
<b>Canadian Flag</b>	Per Flag	\$ 22.12	<b>\$ 22.12</b>	\$ 2.88	\$ 25.00	0%	T	
<b>Photocopy</b>	Per Page	\$ 0.25	<b>\$ 0.25</b>	\$ 0.03	\$ 0.28	0%	T	Photocopy costs for community groups and neighbourhood associations are exempt
<b>Township Flag</b>	Per Flag	\$ 44.25	<b>\$ 44.25</b>	\$ 5.75	\$ 50.00	0%	T	

**SCHEDULE D: PUBLIC WORKS REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES  
EFFECTIVE 2016**

TYPE OF REVENUE/USER	Unit/Descr	2015 RATE (NO TAX)	2016 RATE			% CHANGE	HST STATUS	COMMENTS
			RATE (NO TAX)	13% HST	RATE INCL HST			
<b>Entrance Permit</b>	Flat Fee	\$ 225.00	<b>\$ 230.00</b>	\$ -	\$ 230.00	2%	E	
<b>Oversize-Overweight Load Permits</b>	Annual Fee	\$ 400.00	<b>\$ 400.00</b>	\$ -	\$ 400.00	0%	E	
<b>Oversize-Overweight Load Permits</b>	Per Trip	\$ 100.00	<b>\$ 100.00</b>	\$ -	\$ 100.00	0%	E	
<b>Tender Fees</b>	Per Package	\$ 40.00	<b>\$ 40.00</b>	\$ -	\$ 40.00	0%	E	Tender fees applicable for Public Works projects administered by the Township's engineering consultant
<b>Third Party Cost Recovery</b>	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 2016**

TYPE OF REVENUE/USER	Unit/Descr	2015 RATE (NO TAX)	2016 RATE			% CHANGE	HST STATUS	COMMENTS
			RATE (NO TAX)	13% HST	RATE INCL HST			
<b>Boarding or Barricading Plus Materials</b>	Per Hour Per Truck	\$ 410.00	<b>\$ 410.00</b>	\$ -	\$ 410.00	0%	E	Standard MTO Rate
<b>Burning Permit Violations or Unauthorized Open Air Burning</b>	Per Hour Per Truck	\$ 410.00	<b>\$ 410.00</b>	\$ -	\$ 410.00	0%	E	Emergency responses to illegal burning or burning without a permit Standard MTO Rate
<b>Daycare &amp; Homeday Care Inspections</b>	Per Inspection	\$ 100.00	<b>\$ 100.00</b>	\$ 13.00	\$ 113.00	0%	T	As mandated in the Fire Code
<b>Emergency Responses to Motor Vehicle Occurrence/Incident/Collision</b>	Per Hour Per Truck	\$ 410.00	<b>\$ 410.00</b>	\$ -	\$ 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
<b>Fire Alarm False Alarm Calls</b>	Per Hour Per Truck	\$ 410.00	<b>\$ 410.00</b>	\$ -	\$ 410.00	0%	E	A false alarm call after the second false alarm in any calendar year Standard MTO Rate
<b>Fire Extinguisher Training</b>	Per Person	\$ 15.00	<b>\$ 15.00</b>	\$ 1.95	\$ 16.95	0%	T	
<b>Fire Safety Plan Review</b>	Per Plan	\$ 120.00	<b>\$ 120.00</b>	\$ 15.60	\$ 135.60	0%	T	
<b>Industrial/Commercial/Institutional/Assembly/Apartment</b>	Base Inspection	\$ 100.00	<b>\$ 100.00</b>	\$ 13.00	\$ 113.00	0%	T	Any inspections completed by the fire department that are new, complaint driven, requested or mandated
<b>Industrial/Commercial/Institutional/Assembly/Apartment</b>	Plus each tenant/occupant/apartment unit	\$ 25.00	<b>\$ 25.00</b>	\$ 3.25	\$ 28.25	0%	T	
<b>Information or Fire Reports Regarding Emergency Incidents</b>	Per Report	\$ 75.00	<b>\$ 75.00</b>	\$ -	\$ 75.00	0%	E	
<b>Key Boxes</b>	Per Box	\$ 100.00	<b>\$ 100.00</b>	\$ 13.00	\$ 113.00	0%	T	For rapid entry for firefighters
<b>Occupancy Load</b>	Flat Fee	\$ 100.00	<b>\$ 100.00</b>	\$ -	\$ 100.00	0%	E	

**SCHEDULE E: FIRE AND RESCUE SERVICES REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES  
EFFECTIVE 2016**

TYPE OF REVENUE/USER	Unit/Descr	2015 RATE (NO TAX)	2016 RATE			% CHANGE	HST STATUS	COMMENTS
			RATE (NO TAX)	13% HST	RATE INCL HST			
<b>Open Air Burning Permit Inspection Fee</b>	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
<b>Open Air Burning Permit</b>	Per Permit	\$ 20.00	\$ 20.00	\$ -	\$ 20.00	0%	E	Permit must be renewed annually
<b>Post Fire Watch</b>	Per Hour per Truck	\$ 410.00	\$ 410.00	\$ -	\$ 410.00	0%	E	Standard MTO Rate
<b>Replacement of Equipment and Resources Used</b>	Actual costs incurred	Actual Costs incurred			0%	T	Foam and absorbal used in emergency responses to motor vehicle occurrence/incident/collision, open air burning permit violations, or unauthorized open air burning	
<b>Sale of Fireworks Permit</b>	Per Permit	\$ 100.00	\$ 100.00	\$ -	\$ 100.00	0%	E	
<b>Setting Off or Discharge of High Hazard Fireworks Permit</b>	Per Permit	\$ 100.00	\$ 100.00	\$ -	\$ 100.00	0%	E	
<b>Water Tank Locks</b>	Per Lock	\$ -	\$17.80	\$ 2.31	\$ 20.11	100%	T	For locking water tank lids closed
<b>Smoke Alarm</b>	Per Alarm	No fee at this time						
<b>Special Events - Requests for Attendance</b>	Per Event	No fee at this time						

**SCHEDULE F: BUILDING REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES  
EFFECTIVE 2016**

TYPE OF REVENUE/USER	Unit/Descr	2015 RATE (NO TAX)	2016 RATE			% CHANGE	HST STATUS	COMMENTS
			RATE (NO TAX)	13% HST	RATE INCL HST			
Minimum Permit Fee (For all work unless otherwise noted)	Minimum Permit Fee	\$ 150	\$ 153	\$ -	\$ 153	2%	E	
Minimum Permit Fee - Farm Buildings	Minimum Permit Fee	\$ -	\$ 300	\$ -	\$ 300	100%	E	
<b>CONSTRUCTION - NEW BUILDINGS &amp; ADDITIONS</b>								
<b>AGRICULTURAL</b>								
Farm Buildings	Per Sq. Foot	\$ 0.26	\$ 0.27	\$ -	\$ 0.27	2%	E	Minimum Permit Fee of \$300
<b>RESIDENTIAL</b>								
Single Family Dwelling	Per Sq. Foot	\$ 1.40	\$ 1.43	\$ -	\$ 1.43	2%	E	up to 225 m2 (2,421 sq. foot) - total area
Single Family Dwelling	Per Sq. Foot	\$ 1.85	\$ 1.89	\$ -	\$ 1.89	2%	E	over 225 m2 (2,421 sq. foot) - total area
Interior Renovations and Finished Basements	Per Sq. Foot	\$ 0.50	\$ 0.51	\$ -	\$ 0.51	2%	E	
Residential Deck	Flat Fee	\$ 150	\$ 153	\$ -	\$ 153	2%	E	
Accessory Buildings/Attached Garage	Per Sq. Foot	\$ 0.70	\$ 0.71	\$ -	\$ 0.71	2%	E	
<b>INSTITUTIONAL, COMMERCIAL &amp; INDUSTRIAL</b>								
Construction Value Up to \$3,000,000	Per \$1,000 of Construction Value	\$ 10.00	\$ 11.00	\$ -	\$ 11.00	10%	E	
Construction Value Over \$3,000,000	Per \$1,000 of Construction Value	\$ 7.00	\$ 7.14	\$ -	\$ 7.14	2%	E	
<b>OTHER PERMIT FEES</b>								
Alternative Solution Application	Flat Fee	\$ 350.00	<b>N/A - See Below</b>					
Alternative Solution Application - Part 9 Residential Buildings	Flat Fee	\$ -	\$ 357.00	\$ -	\$ 357	100%	E	Fee to be applied to residential and accessory structures. Third party review likely not required.

**SCHEDULE F: BUILDING REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES  
EFFECTIVE 2016**

TYPE OF REVENUE/USER	Unit/Descr	2015 RATE (NO TAX)	2016 RATE			% CHANGE	HST STATUS	COMMENTS
			RATE (NO TAX)	13% HST	RATE INCL HST			
<b>Alternative Solution Application - Part 3 and Part 9 Other than Residential Buildings</b>	Flat Fee	\$ -	\$ 650.00	\$ -	\$ 650	100%	E	Fee includes third party review of applications as well as staff time for researching the proposal.
<b>Sign Permits</b>	Flat Fee	\$ -	\$ 255.00	\$ -	\$ 255	100%	E	
<b>Conditional Permits</b>	20% of permit fee						E	Fee is in addition to all other required permit fees
<b>Deferral of Revocation of Permit</b>	Flat Fee	\$ 150.00	\$ 153.00	\$ -	\$ 153	2%	E	
<b>Demolition Permit</b>	Flat Fee	\$ 150.00	\$ 153.00	\$ -	\$ 153	2%	E	
<b>Designated Structure Permit</b>	Flat Fee	\$ 400.00	\$ 408.00	\$ -	\$ 408.00	2%	E	Listed per Div.A, 1.3.1.1 Solar
<b>Occupancy Permit</b>	Flat Fee	\$ 150.00	\$ 153.00	\$ -	\$ 153.00	2%	E	
<b>Reactivate Abandoned Permit</b>	Flat Fee	\$ 150.00	\$ 153.00	\$ -	\$ 153.00	2%	E	
<b>Reproduction of Drawings</b>	Flat Fee	\$ 50.00	\$ 50.00	\$ 6.50	\$ 56.50	0%	T	Current rate covers costs
<b>Revision to a Permit</b>	Flat Fee	\$ 150.00	\$ 153.00	\$ -	\$ 153.00	2%	E	Before Permit is issued
<b>Revision to a Permit</b>	Flat Fee	\$ 300.00	\$ 306.00	\$ -	\$ 306.00	2%	E	After Permit is issued
<b>Septic System</b>	Flat Fee	\$ 600.00	\$ 612.00	\$ -	\$ 612.00	2%	E	New system
<b>Septic System</b>	Flat Fee	\$ 450.00	\$ 459.00	\$ -	\$ 459.00	2%	E	Alter, Repair or extend existing system
<b>Special Inspection Fee</b>	Flat Fee	\$ 100.00	\$ 102.00	\$ 13.26	\$ 115.26	2%	T	
<b>Tent or Marquee Application Fee</b>	Per Permit	\$ 250.00	\$ 255.00	\$ -	\$ 255.00	2%	E	Tents and air-supported structures shall be in conformance with the Building Code and Section 2.9 of the Fire Code
<b>Transfer of Permit</b>	Flat Fee	\$ 150.00	\$ 153.00	\$ -	\$ 153.00	2%	E	
<b>Re-inspect works not ready</b>	Flat Fee	\$ -	\$ 153.00	\$ -	\$ 153.00	100%	E	Fee payable before re-inspection
<b>Re-inspect code violations/deficiencies</b>	Flat Fee	\$ -	\$ 76.00	\$ -	\$ 76.00	100%	E	Fee payable before re-inspection and applies after first re-inspection

**SCHEDULE F: BUILDING REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES  
EFFECTIVE 2016**

TYPE OF REVENUE/USER	Unit/Descr	2015 RATE (NO TAX)	2016 RATE			% CHANGE	HST STATUS	COMMENTS
			RATE (NO TAX)	13% HST	RATE INCL HST			
<b>Partial Inspection</b>	Flat Fee	\$ -	\$ 76.00	\$ -	\$ 76.00	100%	E	Fee payable before inspection for part of a prescribed inspection
<b>Sewage System Evaluation</b>	Flat Fee	\$ -	\$ 153.00	\$ -	\$ 153.00	100%	E	Applies to the review of sewage system evaluations by the Building department.

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 and attached garages for new 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 2016**

TYPE OF REVENUE/USER	Unit/Descr	2015 RATE (NO TAX)	2016 RATE			% CHANGE	HST STATUS	COMMENTS
			RATE (NO TAX)	13% HST	RATE INCL HST			
<b>Grading Review Deposit</b>	Flat Fee	\$ 2,000.00	\$ 2,000.00	\$ -	\$ 2,000.00	0%	E	Applicable for new dwellings
<b>Minor Variance *</b>	Administration fee	\$ 650.00	\$ 663.00	\$ -	\$ 663.00	2%	E	
<b>Other Agreements *</b>	Administration fee	\$ 500.00	\$ 500.00	\$ -	\$ 500.00	0%	E	For recovery of the costs of facilitating, preparing, and discharging any other planning and development agreements (ie. consent)
<b>Part Lot Control Exemption By-law *</b>	Administration fee	\$ 550.00	\$ 550.00	\$ -	\$ 550.00	0%	E	
<b>Plan of Subdivision or Condominium Agreement *</b>	Administration fee	\$ 750.00	\$ 750.00	\$ -	\$ 750.00	0%	E	For recovery of the costs of facilitating, preparing, and discharging a Plan of Subdivision or Condominium Agreement
<b>Site Plan Control *</b>	Administration fee	\$ 2,000.00	\$ 2,040.00	\$ -	\$ 2,040.00	2%	E	Site Plan Approval Application
<b>Zoning By-law - Copy</b>	Flat Fee	\$ 40.00	\$ 40.00	\$ 5.20	\$ 45.20	0%	T	
<b>Zoning By-Law Amendment *</b>	Administration fee	\$ 2,000.00	<b>N/A - see below</b>					
<b>Standard Zoning By-Law Amendment</b>	Flat Fee	\$ -	\$ 11,200.00	\$ -	\$ 11,200.00	100%	E	
<b>Minor Zoning By-Law Amendment</b>	Flat Fee	\$ -	\$ 3,600.00	\$ -	\$ 3,600.00	100%	E	
<b>Zoning By-Law Amendment - Aggregate *</b>	Administration fee	\$ 7,500.00	\$ 15,000.00	\$ -	\$ 15,000.00	100%	E	
<b>Zoning Compliance Letter</b>	Flat Fee	\$ 75.00	\$ 75.00	\$ -	\$ 75.00	0%	E	Fee charged is consistent for all Township departments
<b>Consent Review and Condition Clearances</b>	Flat Fee	\$ -	\$ 125.00	\$ -	\$ 125.00	100%	E	
<b>Telecommunication Tower Proposals</b>	Flat Fee	\$ -	\$ 500.00	\$ -	\$ 500.00	100%	E	



**SCHEDULE G: PLANNING AND DEVELOPMENT REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES  
EFFECTIVE 2016**

Notes to Planning

\* the fees denoted with an asterisk are also subject to the Township's disbursements and third party consultant fees incurred for the processing of the application.

A Standard Zoning By-law Amendment Application may include, but is not limited, to the following:

- Change in zoning category;
- Larger commercial/industrial/residential applications;
- A major change of use to an existing building or structure;
- Requirement of technical studies (ie. storm water management, geotechnical, hydrological, environmental impact assessment, etc.)

Township staff have the discretion to determine whether a zoning by-law amendment application is classified as minor.

A Minor Zoning By-law Amendment Application may include, but is not limited, to the following:

- The change in use is compatible with the current zoning designation and does not require the submission of any technical studies;
- Adding a low impact use to an existing zone;
- Temporary use;
- Low impact zone changes involving single or semi-detached dwellings;
- No change in zoning category

**SCHEDULE H: BY-LAW REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES  
EFFECTIVE 2016**

TYPE OF REVENUE/USER	Unit/Descr	2015 RATE (NO TAX)	2016 RATE			% CHANGE	HST STATUS	COMMENTS
			RATE (NO TAX)	13% HST	RATE INCL HST			
<b>Dog Tags</b>	Per Tag	\$ 25.00	\$ 25.00	\$ -	\$ 25.00	0%	E	Maximum of 3 dogs
<b>Fence Viewer's Application</b>	Per Application	\$ 300.00	\$ 300.00	\$ -	\$ 300.00	0%	E	
<b>Grading Deposit</b>	Flat Fee	\$ 500.00	\$ 600.00	\$ -	\$ 600.00	20%	E	Pool Enclosure Permit
<b>Inspection Permit - LCBO</b>	Per Inspection	\$ 100.00	\$ 102.00	\$ -	\$ 102.00	2%	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
<b>Kennel Licence</b>	Per Licence	\$ 175.00	\$ 179.00	\$ -	\$ 179.00	2%	E	More than 3 dogs
<b>Lottery Licence</b>	3% of prize value						E	Fee regulated by AGCO (Nevada, Raffle, Bazaar, etc.)
<b>Mobile Food Service - Operator</b>	Per License	\$ 100.00	\$ 100.00	\$ -	\$ 100.00	0%	E	Fee dependent on Mobile Food Service Vehicle Licensing By-law
<b>Mobile Food Service - Owner</b>	Per License	\$ 200.00	\$ 200.00	\$ -	\$ 200.00	0%	E	
<b>Municipal Addressing Signs</b>	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
<b>Pool Enclosure Permit</b>	Flat Fee	\$ 350.00	\$ 357.00	\$ -	\$ 357.00	2%	E	
<b>Septic Compliance Letter</b>	Flat Fee	\$ 75.00	\$ 75.00	\$ -	\$ 75.00	0%	E	Fee charged is consistent for all Township departments
<b>Site Alteration Permit Service Fee</b>	Per Tonne of Fill	\$ 0.06	\$ 0.06	\$ -	\$ 0.06	0%	E	Paid at time of application
<b>Site Alteration Permit Application *</b>	Administration fee	\$250 plus \$50 per hectare	\$1,800 plus \$75 per hectare (rounded to the greater whole aggregate).				E	
<b>Special Occasion Permit</b>	Per Letter	\$ 75.00	\$ 75.00	\$ -	\$ 75.00	0%	E	

\* the fees denoted with an asterisk are also subject to the Township's disbursements and third party consultant fees incurred for the processing of the application.

**SCHEDULE I: PARKS REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES  
EFFECTIVE 2016**

TYPE OF REVENUE/USER	Unit/Descr	2015 RATE (NO TAX)	2016 RATE			% CHANGE	HST STATUS	COMMENTS
			RATE (NO TAX)	13% HST	RATE INCL HST			
<b>Aberfoyle/Old Morriston Ball Parks</b>	Per Hour before 8:30 pm	\$ 20.00	<b>\$ 20.00</b>	\$ 2.60	\$ 22.60	0%	T	Evening booking includes 1 dragging and lining Bookings available after May 1st of each year
<b>Aberfoyle/Old Morriston Ball Parks</b>	Per Hour after 8:30 pm	\$ 30.00	<b>\$ 30.00</b>	\$ 3.90	\$ 33.90	0%	T	Evening booking includes 1 dragging and lining Bookings available after May 1st of each year
<b>Aberfoyle/Old Morriston/Morrison Meadows Ball Parks</b>	Per Day	\$ 150.00	<b>\$ 150.00</b>	\$19.50	\$ 169.50	0%	T	Full day booking includes 2 draggings and linings Bookings available after May 1st of each year
<b>Aberfoyle/Old Morriston/Morrison Meadows Ball Parks</b>	Extra dragging and lining	\$ 40.00	<b>\$ 40.00</b>	\$ 5.20	\$ 45.20	0%	T	Only available with a minimum of 2 hour booking
<b>Morrison Meadows Ball Park</b>	Per Hour	\$ 20.00	<b>\$ 20.00</b>	\$ 2.60	\$ 22.60	0%	T	Evening booking includes 1 dragging and lining Bookings available after May 1st of each year
<b>Ball Diamond Advertising</b>	Per Season	\$ 175.00	<b>\$ 175.00</b>	\$22.75	\$ 197.75	0%	T	Available from May to October
<b>Horse Paddock Rental</b>	Per Day	\$ 200.00	<b>\$ 200.00</b>	\$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
<b>Picnic Shelter</b>	Per Hour	\$ 20.00	<b>\$ 20.00</b>	\$ 2.60	\$ 22.60	0%	T	To a maximum of \$80.00 per reservation
<b>Sports Facility User Fees</b>	Per Resident	\$ 10.00	<b>\$ 10.00</b>	\$ -	\$ 10.00	0%	E	Fees collected from Minor Soccer, Old Timers Baseball, Senior Ladies Baseball, Junior/Intermediate Men's Fastball, Minor Baseball, Morrison Men's League, and Tennis
<b>Sports Facility User Fees</b>	Per Non-Resident	\$ 25.00	<b>\$ 25.00</b>	\$ -	\$ 25.00	0%	E	
<b>Security Deposit</b>	Per Fireworks Display	\$ 500.00	<b>\$ 500.00</b>	\$ -	\$ 500.00	0%	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 2016**

TYPE OF REVENUE/USER	Unit/Descr	2015 RATE (NO TAX)	2016 RATE			% CHANGE	HST STATUS	COMMENTS
			RATE (NO TAX)	13% HST	RATE INCL HST			
<b>Arena Summer Rentals</b>	Per Hour	\$ 65.00	\$ <b>65.00</b>	\$ 8.45	\$ 73.45	0%	T	Includes use of change rooms
<b>Ice Rental - Non - Prime</b>	Per Hour	\$ 78.00	\$ <b>78.00</b>	\$ 10.14	\$ 88.14	0%	T	Weekdays from 9 am to 5 pm
<b>Ice Rental - Prime</b>	Per Hour	\$ 155.00	\$ <b>155.00</b>	\$ 20.15	\$ 175.15	0%	T	Weekdays from 5 to 10 pm, Saturday, Sunday
<b>Gymnasium Rental</b>	Per Hour	\$ 26.00	\$ <b>26.00</b>	\$ 3.38	\$ 29.38	0%	T	
<b>Rink Board Advertising</b>	Per Year	\$ 350.00	\$ <b>350.00</b>	\$ 45.50	\$ 395.50	0%	T	

**SCHEDULE K: PUSLINCH COMMUNITY CENTRE REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES  
EFFECTIVE 2016**

TYPE OF REVENUE/USER	Unit/Descr	2015 RATE (NO TAX)	2016 RATE			% CHANGE	HST STATUS	COMMENTS
			RATE (NO TAX)	13% HST	RATE INCL HST			
<b>Alf Hales Room</b>	Per Hour	\$ 25.00	<b>\$ 25.00</b>	\$ 3.25	\$ 28.25	0%	T	
<b>Archie MacRobbie Hall - Non-Prime</b>	Per 4 Hour Rental	\$ 215.00	<b>\$ 215.00</b>	\$ 27.95	\$ 242.95	0%	T	Monday to Thursday and Sunday Rentals includes use of kitchen facilities
<b>Archie MacRobbie Hall - Non-Prime</b>	Per Hour after 4 Hours	\$ -	<b>\$ 45.63</b>	\$ 5.93	\$ 51.56	100%	T	Monday to Thursday and Sunday Rentals includes use of kitchen facilities Maximum of 8 hours
<b>Archie MacRobbie Hall - Non-Prime</b>	Full Day Rental	\$ 365.00	<b>\$ 365.00</b>	\$ 47.45	\$ 412.45	0%	T	Monday to Thursday Rentals includes use of kitchen facilities
<b>Archie MacRobbie Hall - Prime</b>	Full Day Rental	\$ 479.00	<b>\$ 479.00</b>	\$ 62.27	\$ 541.27	0%	T	Friday and Saturday Rentals includes use of kitchen facilities
<b>Archie MacRobbie Hall - Non-Prime</b>	Full Day Rental	\$ 357.00	<b>\$ 357.00</b>	\$ 46.41	\$ 403.41	0%	T	Sunday Rentals includes use of kitchen facilities
<b>Commercial Rentals (ie. Auctions)</b>	Full Day Rental	\$ 750.00	<b>\$ 750.00</b>	\$ 97.50	\$ 847.50	0%	T	Includes use of kitchen facilities
<b>Use of Kitchen Facilities</b>	Per 4 Hour Rental	\$ 105.00	<b>\$ 105.00</b>	\$ 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	<b>\$ 25.00</b>	\$ 3.25	\$ 28.25	0%	T	Dishes, silverware, cooking utensils, dishwasher, coffee maker
<b>Licenced Events Using Patio</b>	Flat Rate	\$ 55.00	<b>\$ 55.00</b>	\$ 7.15	\$ 62.15	0%	T	Patio Fencing

**SCHEDULE K: PUSLINCH COMMUNITY CENTRE REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES  
EFFECTIVE 2016**

TYPE OF REVENUE/USER	Unit/Descr	2015 RATE (NO TAX)	2016 RATE			% CHANGE	HST STATUS	COMMENTS
			RATE (NO TAX)	13% HST	RATE INCL HST			
<b>Rental Deposit</b>	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
<b>Security Deposit</b>	Per Booking	\$ 365.00	<b>\$ 365.00</b>	\$ -	\$ 365.00	0%	E	Deposit is refundable after function if there are no damages and key is returned
<b>Bartenders</b>	Flat Rate	\$ 115.00	<b>\$ 115.00</b>	\$ 14.95	\$ 129.95	0%	T	Smart Serve Certified
<b>Bartenders</b>	Per Hour of Overtime	\$ 20.00	<b>\$ 20.00</b>	\$ 2.60	\$ 22.60	0%	T	Smart Serve Certified
<b>Fountain Pop Package</b>	Per Pound	\$ 1.30	<b>\$ 1.30</b>	\$ 0.17	\$ 1.47	0%	T	Includes ice, cups, and fountain pop
<b>9 oz Glasses</b>	Per Package of 100	\$ 6.00	<b>\$ 6.00</b>	\$ 0.78	\$ 6.78	0%	T	
<b>14 oz Glasses</b>	Per Package of 50	\$ 6.00	<b>\$ 6.00</b>	\$ 0.78	\$ 6.78	0%	T	
<b>Ice</b>	Per Bag	\$ 2.00	<b>\$ 2.00</b>	\$ 0.26	\$ 2.26	0%	T	
<b>Advertising Sign</b>	Two lines/Week	\$ 32.00	<b>\$ 32.00</b>	\$ 4.16	\$ 36.16	0%	T	No charge for Puslinch Community Centre Facility rentals
<b>Advertising Sign</b>	Four Lines/Week	\$ 63.00	<b>\$ 63.00</b>	\$ 8.19	\$ 71.19	0%	T	No charge for Puslinch Community Centre Facility rentals



**Schedule C - Comparator Municipal Data - Planning Fees**

TYPE OF REVENUE/USER FEE	Unit/Descr	2015 RATE (NO TAX)	2016 RATE (NO TAX)	Milton	Guelph	Hamilton	Cambridge
<b>Zoning By-Law Amendment - Minor Application</b>	Flat Fee	N/A	\$ 3,600	Type 1, 2, and 3 Base Fees - \$12,437 plus per unit fee Advertising Fee - per required notice - \$601	\$ 4,532	Routine Application - \$10,755 Advertising Fee - \$1,045 Recirculations - \$1,360 Removal of "H" Holding Provision - \$1,790	Base Fee - \$4,000 Preconsultation - \$300
<b>Zoning By-Law Amendment - Standard Application</b>	Flat Fee	N/A	\$ 11,200	Type 1, 2, and 3 Base Fees - \$12,437 plus per unit fee Advertising Fee - per required notice - \$601	\$ 8,323	Complex Application - Phase 1 . Services up to City Council Report - \$14,495 Complex Application - Phase 2 . Services subsequent to the Council resolution approval - \$7,010 Advertising Fee - \$1,045 Recirculations - \$1,360 Removal of "H" Holding Provision - \$1,790	Base Fee - \$8,000 Preconsultation - \$300
<b>Zoning By-Law Amendment - Aggregate</b> <b>Note A</b>	Flat Fee *	\$ 7,500	\$ 15,000	\$43,073 - Aggregate Extraction Application	No separate fee	Establish Pit - \$127,670 Expansion - \$51,070 Plus any costs pertaining to peer reviews and for an aggregate advisor, if required.	No separate fee
<b>Telecommunication Tower Proposals</b>	Flat Fee	N/A	\$ 500	\$ 6,916	Public Consultation required - \$300 No Public Consultation required - \$600	No fee	\$200 for site review

\* the fees denoted with an asterisk are also subject to the Township's disbursements and third party consultant fees incurred for the processing of

**Note A**

Centre Wellington - \$10, 835 (plus disbursements and third party fees); Hamilton Conservation Authority - \$46,956; Region of Halton (Regional OPA) - \$129,036.10; Niagara Region (Regional OPA) - \$103,000 (plus aggregate advisor costs).

Grand River Conservation Authority

Below water table aggregate applications - \$8,360 (no features of interest within 120 metres of licence limit); \$36,416 (features of interest within 120 metres of licence limit)

Above water table aggregate applications - \$380 (no features of interest within 120 metres of licence limit); \$8,360 (features of interest within 120 metres of licence limit)

Conservation Halton

Below water table aggregate applications - \$8,360 (no features of interest within 120 metres of licence limit); \$85,000 (features of interest within 120 metres of licence limit)

Above water table aggregate applications - \$745 (no features of interest within 120 metres of licence limit); \$85,000 (features of interest within 120 metres of licence limit)