



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
SEPTEMBER 16, 2020 PUBLIC INFORMATION MEETING
VIRTUAL MEETING BY ELECTRONIC PARTICIPATION

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AGENDA

DATE: Wednesday September 16, 2020

PUBLIC INFORMATION MEETING: 7:00 P.M.

Order of Business:

1. 2021 Proposed User Fees and Charges

In addition to property tax revenues, municipalities may charge for goods and services, such as recreational rentals, development applications, building permits, etc. through authority which is set and approved by a By-law adopted by Council.

Attachments include:

- a) Report FIN-2020-034 Proposed User Fees and Charges



REPORT FIN-2020-034

TO: Mayor and Members of Council

FROM: Mary Hasan, Director of Finance/Treasurer

MEETING DATE: August 12, 2020

SUBJECT: 2021 Proposed User Fees and Charges
File No. C01 FEE

RECOMMENDATIONS

**THAT Report FIN-2020-034 regarding the 2021 Proposed User Fees and Charges be received;
and**

**That staff report back on the non-resident rental surcharge applicable for Puslinch Community Centre rentals and its impact on revenues as part of the 2022 User Fees and Charges review;
and**

That Council directs staff to proceed with holding an Electronic Public Meeting on September 16, 2020 at 7:00 p.m. to obtain public input on the proposed User Fees and Charges By-law as outlined in Schedule A to Report FIN-2020-034; and

That staff report back to Council with 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 User Fees and Charges.

Staff will publish notice in the Puslinch Pioneer, Wellington Advertiser and Township website to advise of the Public Meeting.

Background

In addition to property tax revenues, municipalities may charge for goods and services, such as recreational rentals, 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 outlined in Schedule A to Report FIN-2020-034 have been established or amended to better reflect cost recovery for the services provided taking into consideration the following:

- Costs for providing the service;
- fees charged by comparator municipalities; and
- 2021 projected Consumer Price Index (CPI) inflation rate of 1.7%¹

Outlined below are the proposed changes to the fees by department (excluding those fees that have been automatically increased by the CPI inflation rate of 1.7%).

Administration

Routine Disclosure

It is recommended that a fee be established in the amount of \$7.50 per routine disclosure request. The \$7.50 fee includes the first 15 minutes of search time and an additional \$7.50 charged for each additional 15 minutes spent by Township staff to search for such records (ie. building drawings, septic drawings, surveys, occupancy permits, Committee of Adjustment or PDAC records, environmental records, site plan records, and Council records that are not available in a digital format, etc.). The purpose of the proposed fee is to recover the costs associated with this service in lieu of addressing routine disclosures through a Freedom of Information (FOI) process.

Outlined below are the comparator municipality fees:

- Cambridge, Guelph Eramosa, Hamilton, Mapleton, Milton - \$5.00 per request plus \$7.50 per 15 minutes of search time and other costs as permitted in the FOI legislation.
- Centre Wellington and Erin - \$5.00 per request processed through an FOI request.
- Guelph - \$25.00 plus additional fees depending on search time.

¹ <http://budget.ontario.ca/2019/brief.html#section-1>

Third Party Cost Recovery - Administration

It is recommended that a fee be established as “actual costs incurred + \$100.00 administration fee” to enable the Township to retain specialists (ie. engineers, hydrogeological, environmental, etc.) to review the necessary materials and then invoice the actual costs incurred plus an administration fee of \$100.00. The purpose of the proposed fee is to recover the costs associated with this service. The fee recommended is similar to the fee in place in the Public Works department for similar matters.

Public Works

It is recommended that the Township incorporate the following two additional categories for entrance permit application fees for cost recovery purposes and based on the varying requirements for the various types of entrance permits (in accordance with By-law No. 2020-032):

- Entrance Permit – Farm - \$220
- Entrance Permit – Temporary - \$150

Outlined below are the comparator municipality fees for entrance permits:

- Centre Wellington - \$276.85
- Erin - \$100 + \$900 deposit
- Guelph Eramosa – Residential - \$150 + \$850 deposit; Commercial/Industrial - \$250 + \$1,750 deposit
- Mapleton - \$325 + \$1,000 deposit
- Milton - \$816
- Minto - \$150 + \$2,000 deposit
- Wellington North - \$100 + damage deposit that varies based on entrance type

Fire and Rescue Services

Standard Ministry of Transportation (MTO) Rate

The Standard MTO rate has increased from \$477 to \$485 in 2020. It is recommended that the Fire & Rescue Services fees in Schedule A to this Report which are based on a per hour per truck rate be increased from \$477 per hour per truck to \$485 per hour per truck. The projected MTO rate for Fire and Rescue Services is not currently published for 2021. In the past, the Township has utilized the previous year’s rate.

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 restricted reserve, to be drawn upon in years of declining building activity.

The Township’s Building Surplus reserve balance from 2016 to 2019 is outlined below:

| | 2016 | 2017 | 2018 | 2019 |
|------------------|-----------|-----------|-----------|-----------|
| Building Reserve | \$573,096 | \$793,502 | \$727,299 | \$593,667 |

In 2019, Building expenses were higher than revenues (including overhead allocation), therefore, funds from the Building Surplus reserve were utilized to fund this deficit. Based on the above, it is recommended that the fees in the Building department appendices be increased by the CPI inflation rate of 1.7% for cost recovery purposes.

Third Party Cost Recovery - Building

It is recommended that a fee be established as “actual costs incurred + \$100.00 administration fee” to enable the Township to retain specialists (ie. engineers, hydrogeological, environmental, etc.) to review the necessary materials and then invoice the actual costs incurred plus an administration fee of \$100.00. The purpose of the proposed fee is to recover the costs associated with this service. The fee recommended is similar to the fee in place in the Public Works department for similar matters.

Planning and Development

Compliance Letter

Township staff recommend that a two tier fee structure be established for compliance letter requests in order to recover the costs associated with the service. The purpose of a two tier fee structure is to differentiate between the types of compliance letter requests as outlined below:

Compliance Letter – Type 1 - \$77.80

- Includes known building permit history and status as well as applicable zoning designation and permitted uses.

Compliance Letter – Type 2 (Type 1 fee plus 50%) - \$116.70

- Includes known building permit history and status as well as applicable zoning designation and permitted uses, the status of registered site plans and securities but does not include a title search.

Outlined below are the comparator municipality fees for compliance letters:

- Cambridge - \$200
- Centre Wellington - \$250
- Erin - \$75
- Guelph - \$100 (permitted use letter) and \$50 (zoning, building and/or general reports)
- Guelph Eramosa - \$100
- Mapleton - \$100 (building/zoning), \$75 (septic), \$220 (subdivision or site plan)
- Milton - \$61 (licensing/enforcement), \$379 (engineering)
- Wellington North - \$100

Third Party Cost Recovery – Planning and Development

It is recommended that a fee be established as “actual costs incurred + \$100.00 administration fee” to enable the Township to retain specialists (ie. engineers, hydrogeological, environmental, etc.) to review the necessary materials and then invoice the actual costs incurred plus an administration fee of \$100.00. The purpose of the proposed fee is to recover the costs associated with this service. The fee recommended is similar to the fee in place in the Public Works department for similar matters.

By-law

Municipal Addressing Sign/Post

The Township recently received notice from Wellington County that the sign posts are no longer available at the Wellington County roads yard. Each member municipality is now required to order their own posts from a supplier.

It is recommended that the Township increase each of its Municipal Addressing Sign and Municipal Addressing Post costs from \$20.40 (net of HST) to \$21 (net of HST) in order to recover the costs associated with the service.

Outlined below are the comparator municipality fees for Municipal Addressing Sign/Posts:

- Guelph Eramosa - \$35 (Sign); \$15 (Post)
- Mapleton - \$25 (Sign); \$25 (Post)
- Wellington North - \$25 (Sign); \$20 (Post)

Third Party Cost Recovery – By-law

It is recommended that a fee be established as “actual costs incurred + \$100.00 administration fee” to enable the Township to retain specialists (ie. engineers, hydrogeological, environmental, etc.) to review the necessary materials and then invoice the actual costs incurred plus an administration fee of \$100.00. The purpose of the proposed fee is to recover the costs associated with this service. The fee recommended is similar to the fee in place in the Public Works department for similar matters.

Puslinch Community Centre – Non-Resident Rentals

Council at its meeting held on October 16, 2019 through Council Resolution No. 2019-355 adopted the non-resident surcharge for Puslinch Community Centre rentals for a period of 12 months with staff being required to report back on the impacts of the new fee structure on revenues.

Due to the COVID-19 pandemic, the Township has had to issue several facility rental refunds/rebooking's due to the closure of the Township's facilities. It is recommended that staff report back on the impacts of the non-resident surcharge for the Puslinch Community Centre rentals as part of its 2022 User Fees and Charges By-law review.

FINANCIAL IMPLICATIONS

The fees approved as part of the User Fees and Charges By-law will be incorporated in the 2021 Operating Budget.

APPLICABLE LEGISLATION AND REQUIREMENTS

Section 391(1) of the Municipal Act

Section 7(1) of the Building Code Act

Section 69 of the Planning Act

ATTACHMENTS

Schedule A: Proposed User Fees and Charges By-law

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NO XXX-2020

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, and to repeal By-law 069-2019.

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 or any local board, 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.) **"Cost(s)"** 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;
 - b.) **"Fire Department"** means a fire department established by the Township of Puslinch in accordance with the provisions of the Fire Protection and Prevention Act, 1997, S.O. 1997, c. 4 as amended;
 - c.) **"Fire Department Specific Response Fees"** means cost recovery fees for **fire department** attendance at a **property** for which the **property owner(s)** have **fire department** insurance coverage;
 - d.) **Indemnification Technology®** shall mean **fire department** incident reporting, data collection and **property** insurance policy wording interpretation to maximize billing opportunities on behalf of fire departments by invoicing insurance companies for costs of fire department attendance with respect to insured perils;
 - e.) **"Property"** means any real property located within the geographical boundaries of the Township of Puslinch. Real property includes buildings, contents and structures of any nature and kind in or upon such lands to which service is provided. Real property can also include **property** to which the **fire department** is under a service agreement to provide **fire department** response services, automatic aid or mutual aid.
 - f.) **"Property Owner(s)"** means the registered owner of **property** or any person, firm, corporation, partnership or society and their heirs, executors, administrators or other legal representatives, including a property manager, tenant, occupant, mortgagee in possession, receiver, manager, trustee or trustee in bankruptcy having control over or possession of the **property** or any portion thereof;
 - g.) **"Township"** means the Corporation of the Township of Puslinch.

2. The fees, **costs** and charges, as outlined in the schedules attached hereto and forming part of this By-law shall be automatically adjusted annually based on the Consumer Price Index inflation rate as outlined in the Ontario Budget in accordance with Council Resolution No. 2019-298.
3. Any person requesting, applying or utilizing the services, applications or approvals listed in the attached schedules and forming part of this By-law shall pay the fees listed for that service, application or approval as set out in the attached schedules.
4. These fees, **costs**, and charges are applicable to residents and non-residents at the rates noted unless there is a specified exemption in the attached schedules.
5. No request by any person for a service, application or approval listed in the attached schedules shall be acknowledged or performed by the **Township** unless and until the person requesting the service, application or approval has paid the fees, **costs** or charges as set out in the attached schedules, unless noted otherwise.
6. All **Township** accounts and invoices are due and payable when rendered.
7. All unpaid fees, **costs** or charges imposed by this By-law on a person constitute a debt of the person to the **Township**.
8. The Treasurer shall add the fees, **costs** and charges imposed pursuant to this By-law to the tax roll for any **property** in the **Township** for which all of the **property owners** are responsible for paying the fees, **costs** 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. 2001, c. 25 as amended.
9. If peer or legal review **costs** are incurred by the **Township** in the processing of an application or approval by the **Township**, the applicant is required to pay these **costs** to the **Township**. The following are the applications or approvals subject to peer or legal review **costs**:
 - a. Agreements – Major, Minor, Registered
 - b. Lifting of Holding Designation (Zoning)
 - c. Plan of Subdivision or Condominium Agreement or Pre-Servicing Agreement
 - d. Site Alteration
 - e. Zoning By-Law Amendment - Aggregate
10. The **Township** is not obligated to further process an application or approval until all outstanding third party **costs**, fees and other disbursements have been paid by the applicant.
11. The fees, **costs** 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, **cost** 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, **cost** or charge for the service, activity or use of **property** specified.
13. The payment of any fee, **cost** 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 | Public Works |
| D | Fire and Rescue Services |
| E | Building |
| F | Planning and Development |
| G | By-law |
| H | Parks |
| I | Optimist Recreation Centre |
| J | Puslinch Community Centre |

15. The fees, **costs** and charges, as outlined in the schedules attached hereto and forming part of this By-law, shall be implemented and take effect on January 1, 2021.

Fire Department Specific Response Fees

16. The **property owner** shall be responsible for the payment of **fire department specific response fees** imposed by this By-law in accordance with Schedule D attached to this By-law.

17. The **Township** may use **Indemnification Technology®** to assess applicable insurance coverage for **fire department specific response fees**.

18. Where the **Township** believes and/or **Indemnification Technology®** indicates **fire department specific response fees** are applicable but the **property owner** does not have, in part or in full, insurance coverage for **fire department** charges for the **property**, the **Township** may adjust the **fire department specific response fees** to the extent of insurance coverage upon provision by the **property owner** of evidence, to the satisfaction of the **Township**, that no such insurance coverage exists or to demonstrate the limits of such coverage.

Cancellation Terms – Parks, Optimist Recreation Centre, Puslinch Community Centre

19. A refund of 80 percent will be provided where 30 days' notice of cancellation is given for Puslinch Community Centre rentals.

20. A full refund will be provided where 72 hours or 3 days' notice of cancellation is given for Parks and Optimist Recreation Centre rentals.

Payment Terms – Parks, Optimist Recreation Centre, Puslinch Community Centre

21. One-Time Rentals - Payment is required within seven days of contract creation.

22. Recurring Rentals Throughout the Year - Payment is required on a quarterly basis. The first payment is required within seven days of contract creation. Future payments are required quarterly.

23. Recurring Seasonal Bookings - Payment is required in two instalments. The first payment is required within seven days of contract creation. The second payment is required halfway through the season.

Exemptions, Fee Waivers, Fee Reductions

24. Government organizations are exempt from the agreement fees imposed by this By-law.

25. The Optimist Club of Puslinch is exempt from the photocopy fees imposed by this By-law for **Township** Clean-up and Remembrance Day.

26. The following events are exempt from the rental fees imposed by this By-law:

- a. Fall Fair
- b. Santa Claus Parade
- c. Canada Day

- d. Family Day
 - e. Remembrance Day
27. The Winter Classic Tournament held during the Family Day Long Weekend is exempt from the payment of rental fees with the exception of part-time staffing **costs** including bartenders.
28. The following requests are not eligible for a fee reduction or waiver:
- a. Religious services
 - b. Licences, development charges, cash in lieu of parkland, building permits, inspections, insurance, personnel costs
29. Eligible organizations can obtain one complimentary two-hour room rental for one meeting during non-prime times in the Meeting Room.
30. Usage of **Township** property must comply with the **Township's** requirements including necessary insurance, permits and approvals within the required timelines.
31. Reduced rates are not offered during prime-time for facilities or parks that have a prime-time and non-prime time rate.
32. A 75% reduced rate shall apply to organizations that meet the eligibility criteria.
33. A 90% reduced rate shall apply to Seniors' Events or Programs.
34. A 90% reduced rate shall apply to Whistle Stop Co-operative Pre-school and Guelph Community Health Centre (Playgroup).

Reduced Rate Eligibility Criteria

35. Organizations applying for a reduced rate must meet the following eligibility criteria:
- a. Be in existence for at least one year; and
 - b. have its principal address in the **Township**; and
 - c. be a not-for-profit organization or an unincorporated community group; and
 - d. offer services that benefit the **Township** and its residents; and
 - e. be in good financial standing with the **Township** and not in litigation with the **Township**; and
 - f. be in compliance with any other **Township** by-laws and policies.

For the purposes of this By-law, Puslinch Minor Sports Organizations, Puslinch Religious Organizations, Guelph Community Health Centre (The Playgroup), YMCA/YWCA of Guelph, and the Aberfoyle Agricultural Society are deemed to meet the eligibility criteria.

36. For the purposes of this By-law, services that benefit the **Township** and its residents include:
- a. Charitable community services
 - b. Artistic endeavours, including literature, dance, music, theatre, painting, sculpture, movies, photography and live performances
 - c. Specific cultural and heritage activities
 - d. Programs that improve the health and well-being of the community
 - e. Programs that encourage participation in organized athletic activities
 - f. Services or events directed for youth and older adults
 - g. Public safety enhancement services

37. The following organizations are not eligible for a reduced rate:
- a. Adult sports organizations ie. Old Timers, Puslinch Kodiak's, Morriston Men's League, The Aberfoyle Dukes.

- b. County, Provincial and Federal organizations.
- c. Groups or organizations affiliated with any political party or event.
- d. Individuals, commercial organizations, and coalitions such as ratepayer associations.
- e. Hospitals, hospital foundations and hospital auxiliary groups or agencies.
- f. Educational institutions including universities, colleges, schools and associated auxiliary groups.

38. The following information will be required to review an organization's eligibility:

- a. A copy of the letters patent or articles of incorporation, if applicable.
- b. A copy of its Notification of Charitable Registration letter from the Canada Revenue Agency with any supporting documentation indicating the organization's status and terms of registration, if applicable.
- c. A copy of mandate, constitution and by-laws, as applicable.

39. 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.

40. This By-law shall be known as the "User Fees and Charges By-law".

41. That By-law No. 069/19 is hereby repealed, effective January 1, 2021.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 7th DAY OF OCTOBER 2020.

James Seeley, Mayor

Glenn Schwendinger, CAO/Clerk

**SCHEDULE A: ADMINISTRATION REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES
EFFECTIVE 2021**

Schedule A to Report FIN-2020-034

| TYPE OF REVENUE/USER | Unit/Descr | 2020 RATE (NO TAX) | 2021 RATE (NO TAX) | 13% HST | RATE INCL HST | % CHANGE | HST STATUS | COMMENTS |
|--|--|-----------------------|---|---------|------------------|----------|---------------|---|
| Agreements - Major - Not Registered * | Administration fee | \$510.00 | \$518.00 | \$0.00 | \$518.00 | 1.6% | E | For recovery of the costs of facilitating and preparing agreements, ie. a lease agreement on Township lands. |
| Agreements - Minor - Not Registered * | Administration fee | \$255.00 | \$259.00 | \$0.00 | \$259.00 | 1.6% | E | For recovery of the costs of facilitating and preparing agreements, ie. miscellaneous agreements. |
| Agreements - Registered * | Administration fee | \$780.00 | \$793.00 | \$0.00 | \$793.00 | 1.7% | E | For recovery of the costs of facilitating and preparing agreements, ie. an encroachment agreement or a conditional building permit. |
| Freedom of Information | Charged at the rate permitted per the legislation. | | | | | | E | Regulated by Statute - See Report FIN-2017-024. |
| Routine Disclosure | Per Request | N/A | \$7.50 | \$0.00 | \$7.50 | 100.0% | E | Note 1 |
| Signature of Commissioner | Per Document | \$20.40 | \$20.75 | \$2.70 | \$23.45 | 1.7% | T | |
| Third Party Cost Recovery | | N/A | Actual costs incurred + \$100.00 administration fee | | | 100.0% | T | Third party consultant/specialist costs - See Report FIN-2020-034 |
| * 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. | | | | | | | | |
| Note 1: Routine Disclosure | | | | | | | | |
| *building drawings, septic drawings, surveys, occupancy permits, Committee of Adjustment or PDAC records, environmental records, site plan records, and Council records that are not available in a digital format (agendas and minutes) \$7.50 per request including the first 15 minutes of search time; \$7.50 shall be charged for each additional 15 minutes spent by Township staff to search for the records. The "Reproduction of Drawings" fee for large scale drawings will apply. | | | | | | | | |

**SCHEDULE B: FINANCE REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES
EFFECTIVE 2021**

Schedule A to Report FIN-2020-034

| TYPE OF REVENUE/USER | Unit/Descr | 2020 RATE (NO TAX) | 2021 RATE (NO TAX) | 13% HST | RATE INCL HST | % CHANGE | HST STATUS | COMMENTS |
|---|--------------------------|-----------------------|------------------------------|---------|------------------|----------|------------|---|
| NSF Cheque | Per NSF | \$40.00 | \$40.00 | \$0.00 | \$40.00 | 0.0% | E | |
| Photocopy | Per Page | \$0.26 | \$0.27 | \$0.04 | \$0.31 | 3.8% | T | Photocopy fees are exempt for Township Clean-up and Remembrance Day in accordance with Council Resolution No. 2017-363. |
| Tax Certificate | Per Certificate | \$60.00 | \$60.00 | \$0.00 | \$60.00 | 0.0% | E | |
| Tax Sale Charges | Actual costs incurred | | Actual costs incurred | | | 0.0% | T | Cost recovery of fees and disbursements as charged by consultants and solicitors. |
| Tender Fees | Per Package | \$40.80 | \$41.50 | \$0.00 | \$41.50 | 1.7% | E | Tender fees applicable for projects administered by the Township's consultants. |
| Service Fee - Debit Card Transactions - Online | Total Transaction Amount | 0.75 Percent | 0.75 Percent | | | 0.0% | E | In accordance with Visa and Mastercard merchant rules. |
| Service Fee - Credit Card Transactions - Online | Total Transaction Amount | 1.75 Percent | 1.75 Percent | | | 0.0% | E | In accordance with Visa and Mastercard merchant rules. |
| Tile Drainage Loan Application and Inspection Fee | Flat Fee | \$204.00 | \$207.00 | \$0.00 | \$207.00 | 1.5% | E | See Report FIN-2018-028 |

**SCHEDULE C: PUBLIC WORKS REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES
EFFECTIVE 2021**

Schedule A to Report FIN-2020-034

| TYPE OF REVENUE/USER | Unit/Descr | 2020 RATE (NO TAX) | 2021 RATE (NO TAX) | 13% HST | RATE INCL HST | % CHANGE | HST STATUS | COMMENTS | |
|--|---|-----------------------|-----------------------|------------|------------------|----------|------------|--|---|
| Entrance Permit - Commercial/Industrial | Flat Fee | \$400.00 | \$406.00 | \$0.00 | \$406.00 | 1.5% | E | See Report FIN-2019-027 and By-law No. 2020-032 | |
| Entrance Permit - Farm | Flat Fee | See below | \$220.00 | \$0.00 | \$220.00 | 10.0% | E | See By-law No. 2020-032 | |
| Entrance Permit - Field/Woodlot | Flat Fee | \$200.00 | \$203.00 | \$0.00 | \$203.00 | 1.5% | E | See Report FIN-2019-027 and By-law No. 2020-032 | |
| Entrance Permit - Residential | Flat Fee | \$240.00 | \$244.00 | \$0.00 | \$244.00 | 1.7% | E | See Report FIN-2019-027 | |
| Entrance Permit - Temporary | Flat Fee | N/A | \$150.00 | \$0.00 | \$150.00 | 100.0% | E | See By-law No. 2020-032 | |
| Oversize-Overweight Load Permits | Per Trip | \$102.00 | \$103.00 | \$0.00 | \$103.00 | 1.0% | E | | |
| Third Party Cost Recovery | Actual costs incurred + \$100.00 administration fee | | | | | | | T | Material, equipment, labour/benefits, administration costs, third party consultant/specialist costs |

**SCHEDULE D: FIRE AND RESCUE SERVICES REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES
EFFECTIVE 2021**

Schedule A to Report FIN-2020-034

| TYPE OF REVENUE/USER | Unit/Descr | 2020 RATE (NO TAX) | 2021 RATE (NO TAX) | 13% HST | RATE INCL HST | % CHANGE | HST STATUS | COMMENTS |
|--|--|-----------------------|-----------------------|---------|------------------|----------|---------------|--|
| Boarding or Barricading Plus Materials | Per Hour Per Truck | \$477.00 | \$485.00 | \$0.00 | \$485.00 | 1.7% | E | Fee is in accordance with the Standard MTO Rate. |
| Burning Permit Violations or Unauthorized Open Air Burning | Per Hour Per Truck | \$477.00 | \$485.00 | \$0.00 | \$485.00 | 1.7% | E | Emergency responses to illegal burning or burning without a permit. Fee is in accordance with the Standard MTO Rate. |
| Carbon Monoxide Alarms | Per Alarm | \$19.75 | \$20.00 | \$2.60 | \$22.60 | 1.3% | T | See Report FIN-2019-027 |
| Daycare & Home Daycare Inspections | Per Inspection | \$102.00 | \$103.00 | \$13.39 | \$116.39 | 1.0% | T | As mandated in the Fire Code. |
| Emergency Responses to Incidents such as Collisions/Fires/Hazardous Material Releases on Roadways | Per Hour Per Truck | \$477.00 | \$485.00 | \$0.00 | \$485.00 | 1.7% | 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. Fee is in accordance with the Standard MTO Rate. |
| Fire Alarm False Alarm Calls | Per Hour Per Truck | \$477.00 | \$485.00 | \$0.00 | \$485.00 | 1.7% | E | A false alarm call after the second false alarm in any calendar year. Fee is in accordance with the Standard MTO Rate. |
| Fire Extinguisher Training | Per Person | \$15.30 | \$15.50 | \$2.02 | \$17.52 | 1.3% | T | |
| Fire Safety Plan Review | Per Plan | \$122.00 | \$124.00 | \$16.12 | \$140.12 | 1.6% | T | |
| Industrial/Commercial/Institutional /Assembly/Apartment | Base Inspection | \$102.00 | \$103.00 | \$13.39 | \$116.39 | 1.0% | 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 | \$25.50 | \$25.90 | \$3.37 | \$29.27 | 1.6% | T | Any inspections completed by the fire department that are new, complaint driven, requested or mandated. |
| Information or Fire Reports | Per Report | \$76.50 | \$77.80 | \$0.00 | \$77.80 | 1.7% | E | Requested for emergency incidents. |
| Key Boxes | Per Box | \$102.00 | \$103.00 | \$13.39 | \$116.39 | 1.0% | T | For rapid entry for firefighters. |
| Occupancy Load | Flat Fee | \$102.00 | \$103.00 | \$0.00 | \$103.00 | 1.0% | E | |
| Open Air Burning Permit Inspection Fee | Per Inspection | \$40.80 | \$41.50 | \$5.40 | \$46.90 | 1.7% | 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 | \$20.40 | \$20.70 | \$0.00 | \$20.70 | 1.5% | E | Permit must be renewed annually. |
| Post Fire Watch | Per Hour per Truck | \$477.00 | \$485.00 | \$0.00 | \$485.00 | 1.7% | E | Fee is in accordance with the Standard MTO Rate. |

**SCHEDULE D: FIRE AND RESCUE SERVICES REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES
EFFECTIVE 2021**

Schedule A to Report FIN-2020-034

| TYPE OF REVENUE/USER | Unit/Descr | 2020 RATE (NO TAX) | 2021 RATE (NO TAX) | 13% HST | RATE INCL HST | % CHANGE | HST STATUS | COMMENTS |
|--|-----------------------|-----------------------|-----------------------|---------|------------------|----------|---------------|---|
| Replacement of Equipment and Resources Used | Actual costs incurred | Actual costs incurred | Actual costs incurred | | | 0.0% | T | Materials used in emergency responses. |
| Fire Department Specific Response Fees | | Note 1 | Note 1 | | | 0.0% | T | FIR-2019-010 |
| Sale of Fireworks Permit | Per Permit | \$102.00 | \$103.00 | \$0.00 | \$103.00 | 1.0% | E | |
| Setting Off or Discharge of High Hazard Fireworks Permit | Per Permit | \$102.00 | \$103.00 | \$0.00 | \$103.00 | 1.0% | E | |
| Smoke Alarms | Per Alarm | \$7.30 | \$7.40 | \$0.96 | \$8.36 | 1.4% | T | See Report FIN-2019-027 |
| Water Tank Locks | Per Lock | \$18.16 | \$18.40 | \$2.39 | \$20.79 | 1.3% | T | For locking water tank lids closed. |
| Special Events | | No fee at this time | | | | | | Requests for Attendance. |
| Authorized Requester Agreement - Search Fee | | No fee at this time | | | | | | Standard information product per record search fee - See Report FIN-2017-024. |

Note 1: Fire Department Specific Response Fees

Fire department specific response fees shall be the total of:

- a. Current MTO* rate per unit per hour or portion thereof for each unit
- b. rate per person per hour or portion thereof for each firefighter
- c. other costs including but not limited to: foam, metered water, and any other consumable supplies. Air tank re-filling, cleaning equipment, DSPA or similar type units, cost to replace damaged or destroyed equipment, specialized response costs from automatic/mutual aid agreements, fire protection agreements, water bomber drops, etc

* The MTO rate per unit per hour is set by the Ministry of Transportation. This rate is adjusted periodically in accordance with the consumer price index

Such fees shall be charged and calculated on the basis of each **fire department** vehicle attending, resources consumed in attendance to the **property** incident. The time shall be measured from the time of departure of each unit from the **fire department's** facilities to the time the unit is cleared for the next call out.

**SCHEDULE E: BUILDING REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES
EFFECTIVE 2021**

Schedule A to Report FIN-2020-034

| TYPE OF REVENUE/USER | Unit/Descr | 2020 RATE (NO TAX) | 2021 RATE (NO TAX) | 13% HST | RATE INCL HST | % CHANGE | HST STATUS | COMMENTS |
|---|--------------------|--------------------|---------------------------|---------|---------------|----------|------------|---|
| Minimum Permit Fee | Flat Fee | \$159.00 | \$161.00 | \$0.00 | \$161.00 | 1.3% | E | For all work unless otherwise noted |
| <u>NEW BUILDING, ADDITIONS, MEZZANINES</u> | | | | | | | | |
| <u>Group A & B: Assembly & Care and Detention Buildings</u> | | | | | | | | |
| Shell | Per Sq. Foot | \$2.45 | \$2.50 | \$0.00 | \$2.50 | 2.0% | E | See Report FIN-2017-024 |
| Finished | Per Sq. Foot | \$2.77 | \$2.80 | \$0.00 | \$2.80 | 1.1% | E | See Report FIN-2017-024 |
| <u>Group C: Residential Buildings</u> | | | | | | | | |
| Houses, Townhouses, and Apartments | Per Sq. Foot | \$1.97 | \$2.00 | \$0.00 | \$2.00 | 1.5% | E | |
| Manufactured Home | Per Sq. Foot | \$1.49 | \$1.50 | \$0.00 | \$1.50 | 0.7% | E | |
| Garage/carport/shed/boathouse | Per Sq. Foot | \$0.79 | \$0.80 | \$0.00 | \$0.80 | 1.3% | E | See Report FIN-2018-028 |
| Deck, porch, dock | Flat Fee | \$159.00 | \$161.00 | \$0.00 | \$161.00 | 1.3% | E | |
| <u>Group D & E: Business and Personal Service and Mercantile Buildings</u> | | | | | | | | |
| Shell | Per Sq. Foot | \$1.89 | \$1.90 | \$0.00 | \$1.90 | 0.5% | E | See Report FIN-2017-024 |
| Finished | Per Sq. Foot | \$2.20 | \$2.24 | \$0.00 | \$2.24 | 1.8% | E | See Report FIN-2017-024 |
| <u>Group F: Industrial Buildings</u> | | | | | | | | |
| Shell | Per Sq. Foot | \$0.76 | \$0.77 | \$0.00 | \$0.77 | 1.3% | E | See Report FIN-2017-024 |
| Finished | Per Sq. Foot | \$0.97 | \$0.98 | \$0.00 | \$0.98 | 1.0% | E | See Report FIN-2017-024 |
| <u>Farm Buildings</u> | | | | | | | | |
| New Building | Per Sq. Foot | \$0.31 | \$0.32 | \$0.00 | \$0.32 | 3.2% | E | See Report FIN-2017-024 |
| <u>INTERIOR FINISHES AND ALTERATIONS - ALL CLASSIFICATIONS</u> | | | | | | | | |
| Finishes to all areas | Per Sq. Foot | \$0.53 | \$0.54 | \$0.00 | \$0.54 | 1.9% | E | |
| <u>SEWAGE SYSTEMS</u> | | | | | | | | |
| New Installation | Flat Fee | \$636.00 | \$646.00 | \$0.00 | \$646.00 | 1.6% | E | |
| Replacement or alteration | Flat Fee | \$477.00 | \$485.00 | \$0.00 | \$485.00 | 1.7% | E | |
| <u>ALTERNATIVE SOLUTIONS</u> | | | | | | | | |
| All buildings/systems within scope of Part 9 | Flat Fee | \$510.00 | \$518.00 | \$0.00 | \$518.00 | 1.6% | E | See Report FIN-2017-024 |
| All buildings/systems within scope of Part 3 | Flat Fee | \$1,020.00 | \$1,037.00 | \$0.00 | \$1,037.00 | 1.7% | E | See Report FIN-2017-024 |
| <u>SPECIAL CATEGORIES AND MISCELLANEOUS</u> | | | | | | | | |
| Change of Use Permit (No Construction) | Flat Fee | \$204.00 | \$207.00 | \$0.00 | \$207.00 | 1.5% | E | See Report FIN-2017-024 |
| Construction prior to issuance of a permit | 100% of permit fee | 100% of permit fee | 100% of permit fee | | | 0.0% | E | Fee is in addition to all other required permit fees. |
| Conditional Permits | 20% of permit fee | 20% of permit fee | 20% of permit fee | | | 0.0% | E | Fee is in addition to all other required permit fees. |
| Demolition Permit | Flat Fee | \$159.00 | \$161.00 | \$0.00 | \$161.00 | 1.3% | E | |
| Designated Structure Permit | Flat Fee | \$424.00 | \$431.00 | \$0.00 | \$431.00 | 1.7% | E | Listed per Div.A, 1.3.1.1 Solar installation |

**SCHEDULE E: BUILDING REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES
EFFECTIVE 2021**

Schedule A to Report FIN-2020-034

| TYPE OF REVENUE/USER | Unit/Descr | 2020 RATE (NO TAX) | 2021 RATE (NO TAX) | 13% HST | RATE INCL HST | % CHANGE | HST STATUS | COMMENTS |
|---------------------------------------|------------|--------------------|---|---------|---------------|----------|------------|---|
| Fireplace/Woodstove | Flat Fee | \$159.00 | \$161.00 | \$0.00 | \$161.00 | 1.3% | E | |
| Inspection of works not ready | Flat Fee | \$159.00 | \$161.00 | \$0.00 | \$161.00 | 1.3% | E | At the discretion of the Chief Building Official. Includes code violations and deficiencies. |
| Occupancy Permit | Flat Fee | \$159.00 | \$161.00 | \$0.00 | \$161.00 | 1.3% | E | |
| Occupancy without an Occupancy Permit | Flat Fee | \$255.00 | \$259.00 | \$0.00 | \$259.00 | 1.6% | E | At the discretion of the Chief Building Official. This fee is not imposed as it relates to the current initiative of closing old open building permits as approved by Council in the 2018 Budget. |
| Portables | Flat Fee | \$204.00 | \$207.00 | \$0.00 | \$207.00 | 1.5% | E | |
| Reproduction of Drawings | Flat Fee | \$51.00 | \$52.00 | \$6.76 | \$58.76 | 2.0% | T | Current rate covers costs for the reproduction of black and white drawings. |
| Revision to Approved Plans | Flat Fee | \$318.00 | \$323.00 | \$0.00 | \$323.00 | 1.6% | E | Before or after a permit is issued - significant changes to approved plans requiring further review. Minor revisions which result in no fee include eliminating a closet, finishing a three-piece bathroom, cosmetic changes, layout changes, removing non-load bearing walls, etc. |
| Sign Permits | Flat Fee | \$265.00 | \$269.00 | \$0.00 | \$269.00 | 1.5% | E | With building permit |
| Storefront replacement | Flat Fee | \$204.00 | \$207.00 | \$0.00 | \$207.00 | 1.5% | E | |
| Tents | Flat Fee | \$213.00 | \$216.00 | \$0.00 | \$216.00 | 1.4% | E | Tents and air-supported structures shall be in conformance with the Building Code and Section 2.9 of the Fire Code. Report FIN-2019-031 |
| Third Party Cost Recovery | | N/A | Actual costs incurred + \$100.00 administration fee | | | 100.0% | T | Third party consultant/specialist costs - See Report FIN-2020-034 |
| Transfer of Permit | Flat Fee | \$159.00 | \$161.00 | \$0.00 | \$161.00 | 1.3% | E | |

INTERPRETATION

The following requirements are to be applied in the calculation of permit fees:

- Floor area of the proposed work is to be measured to the outer face of exterior walls and to the centre line of party walls or demising walls.
- Unfinished loft space, habitable attics, mezzanines and interior balconies are to be included in all floor area calculations.
- Unfinished basement space and attached residential garages are not included in floor area calculations.
- The occupancy categories in this Schedule correspond with the major occupancy classifications in the Ontario Building Code. For multiple occupancy floor areas, the permit fees for each of the applicable occupancy categories may be used.
- In the case of interior alterations or renovations, area of proposed work is the actual space receiving the work, e.g. tenant suite.
- Additional permit fees are not required for an attached deck to a residential dwelling, when the deck is shown on the approved residential building plans.
- For classes of permits not described in this Schedule, a reasonable permit fee shall be determined by the Chief Building Official.

**SCHEDULE F: PLANNING AND DEVELOPMENT REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES
EFFECTIVE 2021**

Schedule A to Report FIN-2020-034

| TYPE OF REVENUE/USER | Unit/Descr | 2020 RATE (NO TAX) | 2021 RATE (NO TAX) | 13% HST | RATE INCL HST | % CHANGE | HST STATUS | COMMENTS |
|--|--------------------|-----------------------|--|---------|------------------|----------|---------------|--|
| Agreements - Minor - Not Registered * | Administration fee | \$255.00 | \$259.00 | \$0.00 | \$259.00 | 1.6% | E | For recovery of the costs of facilitating and preparing agreements, ie. maintenance and operations agreement |
| Agreements - Registered * | Administration fee | \$780.00 | \$793.00 | \$0.00 | \$793.00 | 1.7% | E | For recovery of the costs of facilitating and preparing agreements, ie. permission to have a second dwelling while another is being built, an amendment to a site plan or subdivision or condominium agreement. Excludes new site plan, subdivision or condominium agreements. |
| Compliance Letter - Type 1 | Flat Fee | \$76.50 | \$77.80 | \$0.00 | \$77.80 | 1.7% | E | Note 5 |
| Compliance Letter - Type 2 | Flat Fee | See above | \$116.70 | \$0.00 | \$116.70 | 52.5% | E | Note 6 |
| Consent Review and Condition Clearance | Flat Fee | \$137.00 | \$139.00 | \$0.00 | \$139.00 | 1.5% | E | |
| Garden Suites and Renewals (Zoning) | Flat Fee | \$1,200.00 | \$1,220.00 | \$0.00 | \$1,220.00 | 1.7% | E | Report FIN-2019-034 |
| Lifting of Holding Designation (Zoning) * | Administration fee | \$598.00 | \$608.00 | \$0.00 | \$608.00 | 1.7% | E | |
| Minor Variance - Type 1 | Flat Fee | \$721.00 | \$733.00 | \$0.00 | \$733.00 | 1.7% | E | Note 3 |
| Minor Variance - Type 2 | Flat Fee | \$1,221.00 | \$1,241.00 | \$0.00 | \$1,241.00 | 1.6% | E | Note 4 |
| Ownership List Confirmation | Flat Fee | \$70.00 | \$71.00 | \$0.00 | \$71.00 | 1.4% | E | See Report FIN-2019-027 |
| Part Lot Control Exemption By-law | Flat Fee | \$597.00 | \$607.00 | \$0.00 | \$607.00 | 1.7% | E | |
| Plan of Subdivision or Condominium Agreement or Pre-Servicing Agreement * | Administration fee | \$780.00 | \$793.00 | \$0.00 | \$793.00 | 1.7% | E | For recovery of the costs of facilitating and preparing agreements. |
| Pre-Consultation Fee | Flat Fee | \$615.00 | \$625.00 | \$0.00 | \$625.00 | 1.6% | E | This fee will be credited from the future application fee (ie. when a formal complete application is submitted) for a Zoning By-law Amendment, Site Plan, or Plan of Subdivision or Condominium. |
| Site Plan Application and Agreement - Minor | Flat Fee | \$11,067.00 | \$11,255.00 | \$0.00 | \$11,255.00 | 1.7% | E | Note 1 |
| Site Plan Application and Agreement - Standard | Flat Fee | \$21,012.00 | \$21,369.00 | \$0.00 | \$21,369.00 | 1.7% | E | Note 2 |
| Telecommunication Tower Proposals | Flat Fee | \$2,293.00 | \$2,331.00 | \$0.00 | \$2,331.00 | 1.7% | E | Report FIN-2019-031 Township Administration Fee Canadian Radiocommunications Information and Notification Services Fee |
| Third Party Cost Recovery | | N/A | Actual costs incurred + \$100.00 administration fee | | | 100.0% | T | Third party consultant/specialist costs - See Report FIN-2020-034 |

SCHEDULE F: PLANNING AND DEVELOPMENT REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES

EFFECTIVE 2021

| TYPE OF REVENUE/USER | Unit/Descr | 2020 RATE (NO TAX) | 2021 RATE (NO TAX) | 13% HST | RATE INCL HST | % CHANGE | HST STATUS | COMMENTS |
|---------------------------------------|--------------------|-----------------------|-----------------------|---------|------------------|----------|---------------|---------------------|
| Zoning By-law - Copy | Flat Fee | \$40.80 | \$41.00 | \$5.33 | \$46.33 | 0.5% | T | |
| Zoning By-Law Amendment - Aggregate * | Administration fee | \$15,300.00 | \$15,560.00 | \$0.00 | \$15,560.00 | 1.7% | E | |
| Zoning By-Law Amendment | Flat Fee | \$14,842.00 | \$15,094.00 | \$0.00 | \$15,094.00 | 1.7% | E | Report FIN-2019-034 |

INTERPRETATION

* 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.

Note 1: Minor Site Plan

A Minor Site Plan may include, but is not limited, to the following:

- Site works associated with the change of use of an existing building;
- Parking lot modifications, outdoor patios, landscape works and the placement of accessory buildings and structures;
- Minor revisions or building additions to existing commercial, industrial or residential developments

Township staff have the discretion to determine whether a site plan application is classified as minor.

Note 2: Standard Site Plan

A Standard Site Plan may include, but is not limited, to the following:

- Requirement of technical studies (ie. storm water management, geotechnical, hydrological, environmental impact assessment, etc.)
- Relates to a new development or major additions/alterations to an existing development or site design

Note 3: Minor Variance - Type 1

Any minor variance application to permit any of the following on residential properties:

- Lot line setbacks for single family dwellings and accessory structures
- Height variances for single family dwellings and accessory structures
- Maximum size of accessory structure variances
- Maximum size of accessory unit variances

Note 4: Minor Variance - Type 2

All other minor variance applications not listed under Type 1.

Note 5: Compliance Letter - Type 1

Includes known building permit history and status as well as applicable zoning designation and permitted uses.

Note 6: Compliance Letter - Type 2 (Type 1 fee plus 50%)

Includes known building permit history and status as well as applicable zoning designation and permitted uses, the status of registered site plans and securities but does not include a title search.

EFFECTIVE 2021

| TYPE OF REVENUE/USER | Unit/Descr | 2020 RATE (NO TAX) | 2021 RATE (NO TAX) | 13% HST | RATE INCL HST | % CHANGE | HST STATUS | COMMENTS |
|----------------------|------------|-----------------------|-----------------------|---------|------------------|----------|---------------|----------|
|----------------------|------------|-----------------------|-----------------------|---------|------------------|----------|---------------|----------|

Refund of Application Fees

In the case of a withdrawal or abandonment of an application, staff shall determine the amount of paid fees that may be refunded to the applicant, if any, in accordance with the following:

- a.) 80 percent (80%) if administrative functions have only been performed;
- b.) 70 percent (70%) if administrative and zoning functions have only been performed;
- c.) 45 percent (45%) if administrative, zoning, and a completed application has been circulated with comments;
- d.) 35 percent (35%) if application has been sent for second submission and comments have been received;
- e.) no refund shall be made if the application has been approved by Committee and/or Council



**SCHEDULE G: BY-LAW REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES
EFFECTIVE 2021**

Schedule A to Report FIN-2020-034

| TYPE OF REVENUE/USER | Unit/Descr | 2020 RATE (NO TAX) | 2021 RATE (NO TAX) | 13% HST | RATE INCL HST | % CHANGE | HST STATUS | COMMENTS |
|---|--------------------|---|--|---------|---|----------|------------|--|
| Dog Tags | Per Tag | \$25.50 | \$26.00 | \$0.00 | \$26.00 | 2.0% | E | Maximum of 3 dogs |
| Fence Viewer's Application | Per Application | \$306.00 | \$311.00 | \$0.00 | \$311.00 | 1.6% | E | |
| Filming Permit Fee | Flat Fee | \$510.00 | \$518.00 | \$0.00 | \$518.00 | 1.6% | E | Filming of special events on Township lands/roads. |
| Kennel Licence | Per Licence | \$190.00 | \$193.00 | \$0.00 | \$193.00 | 1.6% | E | More than 3 dogs |
| Liquor License Letter | Per Inspection | \$159.00 | \$161.00 | \$0.00 | \$161.00 | 1.3% | 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. |
| Lottery Licence | 3% of prize value | 3% of prize value | 3% of prize value | \$0.00 | 3% of prize value | 0.0% | E | Fee regulated by AGCO (Nevada, Raffle, Bazaar, etc.). |
| Municipal Addressing Sign | Flat Fee | \$20.40 | \$21.00 | \$2.73 | \$23.73 | 2.9% | T | |
| Municipal Addressing Post | Flat Fee | \$20.40 | \$21.00 | \$2.73 | \$23.73 | 2.9% | T | |
| Property Standards Appeal Fee | Flat Fee | \$260.00 | \$264.00 | \$0.00 | \$264.00 | 1.5% | E | Report FIN-2019-031 |
| Septic Compliance Letter | Flat Fee | \$76.50 | \$77.80 | \$0.00 | \$77.80 | 1.7% | E | Fee charged is consistent for all Township departments. |
| Sign Permits | Flat Fee | \$102.00 | \$103.00 | \$0.00 | \$103.00 | 1.0% | E | Without building permit. |
| Site Alteration Permit Application * | Administration fee | \$1,800 plus \$75 per hectare (rounded to the greater whole aggregate). | \$1,800 plus \$75 per hectare (rounded to the greater whole aggregate). | \$0.00 | \$1,800 plus \$75 per hectare (rounded to the greater whole aggregate). | 0.0% | E | |
| Site Alteration Permit Service Fee | Per m ³ | \$0.06 | \$0.06 | \$0.00 | \$0.06 | 0.0% | E | Paid at time of application. |
| Special Occasion Permit | Per Letter | \$76.50 | \$77.80 | \$0.00 | \$77.80 | 1.7% | E | |
| Swimming Pool Enclosure Permit | Flat Fee | \$219.00 | \$222.00 | \$0.00 | \$222.00 | 1.4% | E | |
| Third Party Cost Recovery | | N/A | Actual costs incurred + \$100.00 administration fee | | | 100.0% | T | Third party consultant/specialist costs - See Report FIN-2020-034 |

* 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 H: PARKS REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES
EFFECTIVE 2021**

Schedule A to Report FIN-2020-034

| TYPE OF REVENUE/USER | Unit/Descr | 2020 RATE (NO TAX) | 2021 RATE (NO TAX) | 13% HST | RATE INCL HST | % CHANGE | HST STATUS | COMMENTS |
|---|------------------|--------------------|--------------------|---------|---------------|----------|------------|--|
| Ball Diamonds - No Lights | Per Hour | \$21.27 | \$21.60 | \$2.81 | \$24.41 | 1.6% | T | |
| 75% Reduced Rate - Ball Diamonds - No Lights | Per Hour | \$5.31 | \$5.40 | \$0.70 | \$6.10 | 1.7% | T | |
| Ball Diamonds - Lights | Per Hour | \$31.88 | \$32.40 | \$4.21 | \$36.61 | 1.6% | T | after 8:30 p.m. |
| 75% Reduced Rate - Ball Diamonds - Lights | Per Hour | \$7.96 | \$8.00 | \$1.04 | \$9.04 | 0.5% | T | after 8:30 p.m. |
| All Ball Diamonds | Per Day | \$159.48 | \$162.10 | \$21.07 | \$183.17 | 1.6% | T | |
| 75% Reduced Rate - All Ball Diamonds | Per Day | \$39.88 | \$40.50 | \$5.27 | \$45.77 | 1.6% | T | |
| Ball Diamonds - Dragging | Per Occurrence | \$40.80 | \$41.40 | \$5.38 | \$46.78 | 1.5% | T | Upon request and approval - June 15, 2016 Special Council Meeting. |
| Soccer Field | Per Hour | \$27.09 | \$27.50 | \$3.58 | \$31.08 | 1.5% | T | Development of a fee - Report FIN-2017-012 |
| 75% Reduced Rate - Soccer Field | Per Hour | \$6.79 | \$6.90 | \$0.90 | \$7.80 | 1.6% | | |
| Soccer Field | Per Day | \$275.20 | \$279.80 | \$36.37 | \$316.17 | 1.7% | T | Development of a fee - Report FIN-2017-012 |
| 75% Reduced Rate - Soccer Field | Per Day | \$68.80 | \$69.90 | \$9.09 | \$78.99 | 1.6% | | |
| Ball Diamond Advertising | Per Season | \$178.50 | \$181.50 | \$23.60 | \$205.10 | 1.7% | T | Available from May to October |
| 75% Reduced Rate - Ball Diamond Advertising | Per Season | \$44.63 | \$45.30 | \$5.89 | \$51.19 | 1.5% | T | |
| Horse Paddock | Per Day | \$204.00 | \$207.40 | \$26.96 | \$234.36 | 1.7% | T | Rental restricted to horse paddock and tractor pull area. |
| 75% Reduced Rate - Horse Paddock | Per Day | \$51.00 | \$51.80 | \$6.73 | \$58.53 | 1.6% | T | |
| Picnic Shelter | Per Hour | \$20.40 | \$20.70 | \$2.69 | \$23.39 | 1.5% | T | |
| Picnic Shelter | Per Day | \$81.60 | \$82.90 | \$10.78 | \$93.68 | 1.6% | T | |
| Sports Facility User Fees - Tennis | Per Resident | \$10.00 | \$10.00 | \$0.00 | \$10.00 | 0.0% | E | Staff to bring forward a use/cost sharing agreement with the Puslinch Tennis Club. |
| Sports Facility User Fees - Tennis | Per Non-Resident | \$25.00 | \$25.00 | \$0.00 | \$25.00 | 0.0% | E | Staff to bring forward a use/cost sharing agreement with the Puslinch Tennis Club. |
| Fireworks Security Deposit | Per Display | \$500.00 | \$500.00 | \$0.00 | \$500.00 | 0.0% | E | Clean up of Township lands after fireworks display. |
| Baseball Equipment and Lights Security Deposit | Per Season | \$50.00 | \$50.00 | \$0.00 | \$50.00 | 0.0% | E | Lights key provided to ball diamond rentals with light use. Equipment key provided to leagues with a minimum of an eight week rental commitment. |
| Picnic Shelter Washroom Key Security Deposit | Per Rental | \$50.00 | \$50.00 | \$0.00 | \$50.00 | 0.0% | E | |
| Horse Paddock Security Deposit | Per Rental | \$300.00 | \$300.00 | \$0.00 | \$300.00 | 0.0% | E | |
| Note 1: Booking availability of Township fields are dependent on field conditions. | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

**SCHEDULE I: OPTIMIST RECREATION CENTRE REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES
EFFECTIVE 2021**

| TYPE OF REVENUE/USER | Unit/Descr | 2020 RATE (NO TAX) | 2021 RATE (NO TAX) | 13% HST | RATE INCL HST | % CHANGE | HST STATUS | COMMENTS |
|--|------------|-----------------------|-----------------------|---------|------------------|----------|------------|---|
| Arena Floor | Per Hour | \$68.81 | \$69.90 | \$9.09 | \$78.99 | 1.6% | T | Includes use of change rooms |
| 75% Reduced Rate - Arena Floor | Per Hour | \$17.20 | \$17.40 | \$2.26 | \$19.66 | 1.2% | T | Includes use of change rooms |
| Ice - Non - Prime | Per Hour | \$57.33 | \$58.30 | \$7.58 | \$65.88 | 1.7% | T | Includes use of change rooms |
| 75% Reduced Rate - Ice - Non-Prime | Per Hour | \$14.34 | \$14.50 | \$1.89 | \$16.39 | 1.1% | T | Includes use of change rooms |
| Ice - Prime | Per Hour | \$164.73 | \$167.50 | \$21.78 | \$189.28 | 1.7% | T | Includes use of change rooms |
| Gymnasium | Per Hour | \$31.27 | \$31.80 | \$4.13 | \$35.93 | 1.7% | T | |
| 75% Reduced Rate - Gymnasium | Per Hour | \$7.81 | \$7.90 | \$1.03 | \$8.93 | 1.2% | T | |
| 90% Reduced Rate - Gymnasium | Per Hour | \$3.11 | \$3.16 | \$0.41 | \$3.57 | 1.6% | T | Applicable for Seniors' Events/Programs, Whistle Stop Co-operative Pre-school and Guelph Community Health Centre (Playgroup). |
| Rink Board Advertising | Per Year | \$357.00 | \$363.00 | \$47.19 | \$410.19 | 1.7% | T | |
| 75% Reduced Rate - Rink Board Advertising | Per Year | \$89.25 | \$90.70 | \$11.79 | \$102.49 | 1.6% | T | |

Note 1:

- Ice - Non-Prime: Weekdays from 9:00 am to 5:00 pm
- Ice - Prime: Weekdays from 5:00 pm to 10:00 pm, Saturdays, Sundays

**SCHEDULE J: PUSLINCH COMMUNITY CENTRE REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES
EFFECTIVE 2021**

Schedule A to Report FIN-2020-034

| TYPE OF REVENUE/USER | Unit/Descr | 2020 RATE (NO TAX) | 2021 RATE (NO TAX) | 13% HST | RATE INCL HST | % CHANGE | HST STATUS | COMMENTS |
|---------------------------------------|-----------------|--------------------|--------------------|---------|---------------|----------|------------|--|
| Meeting Room | Per Hour | \$26.58 | \$27.00 | \$3.51 | \$30.51 | 1.6% | T | Maximum 8 hour charge if renting with a full day booking of the Hall. |
| 75% Reduced Rate - Meeting Room | Per Hour | \$6.64 | \$6.70 | \$0.87 | \$7.57 | 0.9% | T | Maximum 8 hour charge if renting with a full day booking of the Hall. |
| 90% Reduced Rate - Meeting Room | Per Hour | \$2.65 | \$2.70 | \$0.35 | \$3.05 | 1.9% | T | Maximum 8 hour charge if renting with a full day booking of the Hall. Applicable for Seniors' Events/Programs, Whistle Stop Co-operative Pre-school and Guelph Community Health Centre (Playgroup). |
| Hall - Non-Prime | Per Hour | \$57.08 | \$58.00 | \$7.54 | \$65.54 | 1.6% | T | Minimum of a 3 hour booking required. |
| 75% Reduced Rate - Hall - Non-Prime | Per Hour | \$14.28 | \$14.50 | \$1.89 | \$16.39 | 1.5% | T | Minimum of a 3 hour booking required. |
| 90% Reduced Rate - Hall - Non-Prime | Per Hour | \$5.71 | \$5.80 | \$0.75 | \$6.55 | 1.6% | T | Minimum of a 3 hour booking required. Applicable for Seniors' Events/Programs, Whistle Stop Co-operative Pre-school and Guelph Community Health Centre (Playgroup). |
| Hall - Non-Prime | Full Day Rental | \$387.81 | \$394.40 | \$51.27 | \$445.67 | 1.7% | T | |
| 75% Reduced Rate - Hall - Non-Prime | Full Day Rental | \$96.96 | \$98.60 | \$12.82 | \$111.42 | 1.7% | T | |
| 90% Reduced Rate - Hall - Non-Prime | Full Day Rental | \$38.77 | \$39.40 | \$5.12 | \$44.52 | 1.6% | T | Applicable for Seniors' Events/Programs, Whistle Stop Co-operative Pre-school and Guelph Community Health Centre (Playgroup). |
| Hall - Prime | Full Day Rental | \$508.73 | \$517.30 | \$67.25 | \$584.55 | 1.7% | T | |
| Commercial Rental | Surcharge | 25% Surcharge | 25% Surcharge | | | 0.0% | T | Example - Auctions, Sale of Merchandise See Report FIN-2019-031 |
| Non Resident Rental | Surcharge | 25% Surcharge | 25% Surcharge | | | 0.0% | T | See Report FIN-2019-031 |
| Hall - Set-up Fee | Per Hour | \$57.08 | \$58.00 | \$7.54 | \$65.54 | 1.6% | T | Set-up is after 5:00 p.m. on Friday only and must include a Saturday rental. This service is only available if the hall is not booked 7 days prior to the event date. |
| Use of Kitchen Facilities - Non Prime | Per Hour | \$27.90 | \$28.30 | \$3.68 | \$31.98 | 1.4% | T | Minimum of a 3 hour booking required. |
| Licensed Events Using Patio | Flat Rate | \$58.40 | \$59.30 | \$7.71 | \$67.01 | 1.5% | T | Patio Fencing |
| Microphone | Flat Rate | \$25.50 | \$25.90 | \$3.37 | \$29.27 | 1.6% | T | See Report FIN-2018-030 |
| Projector | Flat Rate | \$25.50 | \$25.90 | \$3.37 | \$29.27 | 1.6% | T | See Report FIN-2016-029 |
| Facility Rental Security Deposit | Per Booking | \$365.00 | \$365.00 | \$0.00 | \$365.00 | 0.0% | E | Deposit is fully refundable after function if there are no damages and key is returned. |
| Bartenders | Per Bartender | \$132.60 | \$134.80 | \$17.52 | \$152.32 | 1.7% | T | Smart Serve Certified |
| Electronic Sign Advertising | Per Week | \$34.02 | \$34.50 | \$4.49 | \$38.99 | 1.4% | T | No charge for Puslinch Community Centre rentals. |

**SCHEDULE J: PUSLINCH COMMUNITY CENTRE REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES
EFFECTIVE 2021**

Schedule A to Report FIN-2020-034

| TYPE OF REVENUE/USER | Unit/Descr | 2020 RATE (NO TAX) | 2021 RATE (NO TAX) | 13% HST | RATE INCL HST | % CHANGE | HST STATUS | COMMENTS |
|---|------------|--------------------|--------------------|---------|---------------|----------|------------|---|
| 75% Reduced Rate - Electronic Sign Advertising | Per Week | \$8.52 | \$8.60 | \$1.12 | \$9.72 | 0.9% | T | |
| 90% Reduced Rate - Electronic Sign Advertising | Per Week | \$3.41 | \$3.50 | \$0.46 | \$3.96 | 2.6% | T | Applicable for Seniors' Events/Programs, Whistle Stop Co-operative Pre-school and Guelph Community Health Centre (Playgroup). |

Note 1: Hall rentals include the use of the kitchen facility (dishes, silverware, cooking utensils, dishwasher, coffee maker, etc. included)

Note 2: Hall - Non-Prime: Monday to Thursday and Sunday Rentals; Hall - Prime: Friday and Saturday

