



The Corporation of the Township Of Puslinch
Recreation Committee Meeting
Virtual Meeting by Electronic Participation
Tuesday, May 18, 2021
7:00pm

Join from a PC, Mac, iPad, iPhone or Android device:

Please click this URL to join.

<https://us02web.zoom.us/j/86491383752?pwd=WktSQ05DYi80bTdNTlh2a2VUTnZlZz09>

Passcode: 426138

Or join by phone:

Dial (for higher quality, dial a number based on your current location):

Canada: 1 647 558 0588 or +1 778 907 2071 or +1 438 809 7799 or +1 587 328 1099 or +1 613
209 3054 or +1 647 374 4685

Webinar ID: 864 9138 3752

Passcode: 426138

International numbers available: <https://us02web.zoom.us/j/ky12BeJfW>

Agenda

Denotes resolution prepared

1. Call the Meeting to Order
2. Roll Call
3. Opening Remarks
 - 3.1. Electronic participation protocol
4. Confirmation of the Agenda #
5. Disclosure of Pecuniary Interest
6. Approval of Minutes #
 - 6.1. May 18, 2021
7. Business Arising out of the Minutes



The Corporation of the Township Of Puslinch
Recreation Committee Meeting
Virtual Meeting by Electronic Participation
Tuesday, May 18, 2021
7:00pm

8. Consent Agenda ≠

- 8.1. Recreation Committee 2021 Q1 Revenue and Expense Information
- 8.2. Report FIN-2021-023 – Investing in Canada Infrastructure Program
- 8.3. Report FIN-2021-025 – 2022 Proposed User Fees and Charges

9. Correspondence

10. Delegations

11. Committee and Staff Reports ≠

- 11.1. Baseball Diamond Complaints regarding Pet Use Update – Justine Brotherston
- 11.2. Tennis Club Update – June Williams
- 11.3. Facility Promotion Update – Daina Makinson and June Williams
- 11.4. Engage Puslinch Projects Update – Councillor Goyda and Daina Makinson
- 11.5. Committee Quarterly Review of Goals and Objectives for 2021-2022
– Justine Brotherston
- 11.6. Proposed 2022 Recreation Committee Budget – Justine Brotherston
- 11.7. Proposed 2022 Recreation Committee Meeting Schedule – Justine Brotherston
- 11.8. COVID-19 Rental Policy – Mike Fowler
- 11.9. Parks Master Plan Update – Mike Fowler

12. New Business

13. Announcements

14. Adjournment ≠

15. Next meeting: November 16, 2021



Minutes

1. Call to Order

Vince Klimkosz (Chair) called the meeting to order at 7:00 p.m.

2. Roll Call

Attendance:

Vince Klimkosz
Bruce Joy
Councillor Jessica Goyda
June Williams
Daina Makinson

Staff in Attendance:

Mike Fowler, Director of Public Works, Parks and Facilities
Courtenay Hoytfox, Municipal Clerk
Jeff Bunn, Deputy Clerk
Justine Brotherston, Legislative Assistant

3. Opening Remarks

Chair Vince Klimkosz reviewed the Electronic Meeting Protocol.

4. Confirmation of the Agenda

Resolution No. 012:

Moved by Councillor Goyda

Seconded by June Williams

That “Puslinch Today” be added to Recreation Reports 002-2021 and 003-2021 under person(s) responsible; and

That the Recreation Committee approves the May 18, 2021 Agenda as amended.

CARRIED



5. Disclosure of Pecuniary Interest

There were no disclosure of Pecuniary Interest.

6. Approval of Minutes

Resolution No. 013:

Moved by Daina Makinson
Seconded by June Williams

That the Recreation Committee meeting minutes from the February 16, 2021 be approved.

CARRIED

7. Business Arising out of the Minutes

10.3 Guelph YMCA summer camps

Township staff to confirm if Guelph YMCA will run their summer camps for 2021.

10.2 Puslinch Trails dog leash policy

Township staff confirmed that the Wellington County Map was added to the website.

8. Consent Agenda

8.1 Recreation Committee 2020 Q4 Revenue and Expense Information

Resolution No. 014:

Moved by Bruce Joy
Seconded by Daina Makinson

That Consent Agenda items 8.1 be received for information.

CARRIED

9. Correspondence

There was no correspondence.

10. Delegations

10.1 Delegation by Margaret Howert regarding the Aberfoyle Agricultural Society's concerns regarding the grounds for the Aberfoyle Fall Fair



A Sub-Committee was formed to explore parking options for the Aberfoyle Fall Fair with Sub-Committee members Chair Vince Klimkosz and Bruce Joy.

Resolution No. 015:

Moved by June Williams

Seconded by Bruce Joy

That the Recreation Committee receive the delegation by Margeret Howert regarding the Agricultural Society's concerns regarding the grounds for the Aberfoyle Fall Fair; and

That the sub-committee report to the September 2021 regarding parking options for the Aberfoyle Fall Fair.

CARRIED

11. Committee and Staff Reports

11.1 Baseball Diamond Complaints Regarding Pet Use

Resolution No. 016:

Moved by June Williams

Seconded by Diana Makinson

That the Recreation Committee receives the report Baseball Diamond Complaints regarding Pet use for information; and

That Staff bring back a report in terms of enforcement, education and signage for the September 2021 Committee meeting for budget consideration for 2022.

CARRIED

11.2 Puslinch Electronic Sign

Township staff to inquire regarding the timeline for updating the Electronic Sign.

Resolution No. 017:

Moved by Daina Makinson

Seconded by June Williams

That the Recreation Committee receives the report Puslinch Electronic Sign for information.

CARRIED



11.3 Engage Puslinch Project Porposals

Resolution No. 018:

Moved by Vince Klimkosz

Seconded by Councillor Goyda

That the Recreation Committee receives the report Engage Puslinch Project Proposals for information.

CARRIED

11.4 Training Opportunities

Resolution No.019:

Moved by Daina Makinson

Seconded by June Williams

That the Staff Report Rec-2021-001 regarding Training Opportunities be received for information.

CARRIED

11.5 Update Delivery method of Puslinh Community Newsletter

Resolution No. 020:

Moved by Bruce Joy

Seconded by Councillor Goyda

That the Recreation Committee receives the report Delivery Method of Puslinch Community Newsletter for information; and

That the Recreation Committee approve the new Delivery Method of the Puslinch Community Newsletter.

CARRIED

11.6 Recreation Committee Budget

Resolution No. 021:

Moved by Councillor Goyda

Seconded by June Williams

That the Staff Report Rec-2021-002 regarding Recreation Committee Budget be received for information; and



That Sub-Committees in collaboration with Staff provide a preliminary Budget Report to Council for information at a future meeting.

CARRIED

11.7 Recreation Committee Goals and Objectives for 2021-2022

Resolution No. 022:

Moved by Daina Makinson

Seconded by Bruce Joy

That the Staff Report Rec-2021-003 regarding Recreation and Committee Goal and Objectives be received for information.

CARRIED

11.8 Grant Application Status

Resolution No. 023:

Moved by June Williams

Seconded by Councillor Goyda

That the Recreation Committee receives the report Grant Application Status for information.

CARRIED

11.9 Parks Master Plan

Resolution No. 024:

Moved by Bruce Joy

Seconded by Councillor Goyda

That the Recreation Committee receives the report Parks Master Plan for information.

CARRIED

11.10 Tennis Club Update

Resolution No. 025:

Moved by Daina Makinson

Seconded by Bruce Joy

That the Recreation Committee receives the report Tennis Club Update for information.

CARRIED



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11.11 Field/Parks/Playgrounds COVID-19 Update

Resolution No. 026:

Moved by June Williams

Seconded by Daina Makinson

That the Recreation Committee receives the report Field/Parks/Playgrounds COVID-19 Update for information.

CARRIED

12. New Business

None.

13. Adjournment

Resolution No. 027:

Moved by Daina Makinson

Seconded by Bruce Joy

That the Recreation Committee hereby adjourns at 8:35 p.m.

CARRIED

Next meeting: September 21, 2021

Report FIN-2021-017 - First Quarter Financial Report - 2021
Schedule A - Departmental Detail

	Current Quarter Actuals	YTD Actuals	\$ Budget Remaining	2021 Budget	% Remaining
Recreation Committee					
Expenditures					
Salaries, Wages and Benefits					
Per Diems	\$0	\$0	\$2,655	\$2,655	100%
Expenditures Total	\$0	\$0	\$2,655	\$2,655	100%

Report FIN-2021-017 - First Quarter Financial Report - 2021
Schedule A - Departmental Detail

	Current Quarter Actuals	YTD Actuals	\$ Budget Remaining	2021 Budget	% Remaining
ORC					
Expenditures					
Building Maintenance					
Bldg-Cleaning, Maint,Supplies Exterior	\$0	\$0	\$8,000	\$8,000	100%
Bldg-Cleaning, Maint,Supplies Interior	\$383	\$383	\$5,417	\$5,800	93%
Contract Services/Professional Fees					
Contract Services	\$0	\$0	\$1,480	\$1,480	100%
Water Protection	\$17	\$17	\$683	\$700	98%
Materials and Supplies					
Advertising	\$0	\$0	\$500	\$500	100%
Clothing Safety Allowance	\$0	\$0	\$775	\$775	100%
Signage	\$0	\$0	\$100	\$100	100%
Office Equipment and Supplies					
Office Supplies	\$0	\$0	\$300	\$300	100%
Professional Development					
Employee Travel - Meals	\$0	\$0	\$50	\$50	100%
Membership and Subscription Fees	\$0	\$0	\$220	\$220	100%
Professional Development	\$0	\$0	\$1,000	\$1,000	100%
Salaries, Wages and Benefits					
FT Benefits - ORC	\$2,488	\$2,488	\$8,823	\$11,312	78%
FT Wages - ORC	\$13,959	\$13,959	\$47,297	\$61,256	77%
Manulife Benefits	\$1,789	\$1,789	\$5,456	\$7,244	75%
OT Wages - ORC	\$0	\$0	\$2,000	\$2,000	100%
PT Benefits - ORC	\$184	\$184	\$2,876	\$3,060	94%
PT Wages - ORC	\$4,780	\$4,780	\$27,058	\$31,838	85%
WSIB	\$407	\$407	\$2,446	\$2,853	86%
Utilities					
Communication(phone, fax, intern)	\$430	\$430	\$2,690	\$3,120	86%
Heat	\$1,941	\$1,941	\$3,559	\$5,500	65%
Hydro	\$8,067	\$8,067	\$18,933	\$27,000	70%
Insurance	\$0	\$0	\$8,314	\$8,314	100%
Waste Removal	\$327	\$327	\$1,233	\$1,560	79%
Vehicles and Equipment					
Equipment Maintenance & Supplies	\$593	\$593	\$6,277	\$6,870	91%
Mileage	\$0	\$0	\$100	\$100	100%
Expenditures Total	\$35,366	\$35,366	\$155,585	\$190,951	81%
Revenues					
Recoveries					
Other Recoveries	\$0	\$0	-\$500	-\$500	100%
User Fees, Licenses and Fines					

Report FIN-2021-017 - First Quarter Financial Report - 2021
Schedule A - Departmental Detail

	Current Quarter Actuals	YTD Actuals	\$ Budget Remaining	2021 Budget	% Remaining
Arena Summer Rentals	\$0	\$0	-\$10,313	-\$10,313	100%
Gymnasium Rental	\$0	\$0	-\$10,000	-\$10,000	100%
Ice Rental - Non-Prime	\$0	\$0	\$0	\$0	N/A
Ice Rental - Prime	\$0	\$0	-\$13,770	-\$13,770	100%
Rink Board and Ball Diamond Advertising	\$0	\$0	-\$363	-\$363	100%
Revenues Total	\$0	\$0	-\$34,946	-\$34,946	100%

Report FIN-2021-017 - First Quarter Financial Report - 2021
Schedule A - Departmental Detail

	Current Quarter Actuals	YTD Actuals	\$ Budget Remaining	2021 Budget	% Remaining
Parks					
Expenditures					
Contract Services/Professional Fees					
Contract Services	\$0	\$0	\$960	\$960	100%
Water Protection	\$0	\$0	\$700	\$700	100%
Materials and Supplies					
Advertising	\$0	\$0	\$500	\$500	100%
Maintenance Grounds	\$0	\$0	\$10,000	\$10,000	100%
Salaries, Wages and Benefits					
FT Benefits - Parks	\$0	\$0	\$6,672	\$6,672	100%
FT Wages - Parks	\$0	\$0	\$36,754	\$36,754	100%
Manulife Benefits	\$0	\$0	\$5,341	\$5,341	100%
OT Wages - Parks	\$0	\$0	\$0	\$0	N/A
PT Benefits - Parks	\$0	\$0	\$0	\$0	N/A
PT Wages - Parks	\$0	\$0	\$0	\$0	N/A
WSIB	\$0	\$0	\$1,103	\$1,103	100%
Utilities					
Fuel	\$0	\$0	\$2,630	\$2,630	100%
Hydro	\$277	\$277	\$2,423	\$2,700	90%
Insurance	\$0	\$0	\$7,917	\$7,917	100%
Vehicles and Equipment					
Equipment Maintenance and Supplies	\$0	\$0	\$1,480	\$1,480	100%
Mileage	\$0	\$0	\$0	\$0	N/A
Vehicle Maintenance	\$0	\$0	\$500	\$500	100%
Expenditures Total	\$277	\$277	\$76,979	\$77,255	100%
Revenues					
User Fees, Licenses and Fines					
Aberfoyle/Morrison Ball Park/ Morrison Meadows	\$0	\$0	-\$2,750	-\$2,750	100%
Horse Paddock Rental	\$0	\$0	-\$207	-\$207	100%
Picnic Shelter	\$0	\$0	-\$153	-\$153	100%
Soccer Field Rentals	\$0	\$0	-\$1,500	-\$1,500	100%
Sports Facility User Fees	\$0	\$0	-\$400	-\$400	100%
Revenues Total	\$0	\$0	-\$5,010	-\$5,010	100%

Report FIN-2021-017 - First Quarter Financial Report - 2021
Schedule A - Departmental Detail

	Current Quarter Actuals	YTD Actuals	\$ Budget Remaining	2021 Budget	% Remaining
PCC					
Expenditures					
Building Maintenance					
Bldg-Cleaning, Maint,Supplies Interior	\$1,827	\$1,827	\$11,843	\$13,670	87%
Outdoor Maintenance of Building	\$55	\$55	\$3,945	\$4,000	99%
Contract Services/Professional Fees					
Contract Services	\$327	\$327	\$3,332	\$3,660	91%
Water Protection	\$192	\$192	\$4,308	\$4,500	96%
Materials and Supplies					
Advertising	\$0	\$0	\$2,000	\$2,000	100%
Office Equipment and Supplies					
Kitchen Supplies and Equipment	\$0	\$0	\$1,500	\$1,500	100%
Office Supplies	\$0	\$0	\$150	\$150	100%
Professional Development					
Employee Travel - Accomodations	\$0	\$0	\$250	\$250	100%
Employee Travel - Meals	\$0	\$0	\$50	\$50	100%
Membership and Subscription Fees	\$0	\$0	\$500	\$500	100%
Professional Development	\$0	\$0	\$0	\$0	N/A
Salaries, Wages and Benefits					
FT Benefits - Recreation	\$2,033	\$2,033	\$8,829	\$10,862	81%
FT Wages - Recreation	\$12,199	\$12,199	\$46,707	\$58,906	79%
Manulife Benefits - Recreation	\$2,041	\$2,041	\$6,106	\$8,147	75%
OT Wages - Recreation	\$0	\$0	\$1,000	\$1,000	100%
PT Benefits - Recreation	\$0	\$0	\$2,079	\$2,079	100%
PT Wages - Recreation	\$0	\$0	\$20,634	\$20,634	100%
WSIB	\$263	\$263	\$2,153	\$2,416	89%
Utilities					
Communication(phone, fax, intern)	\$378	\$378	\$2,622	\$3,000	87%
Fuel	\$0	\$0	\$500	\$500	100%
Heat	\$1,456	\$1,456	\$2,844	\$4,300	66%
Hydro	\$1,844	\$1,844	\$10,156	\$12,000	85%
Insurance	\$0	\$0	\$8,133	\$8,133	100%
Waste Removal	\$1,291	\$1,291	\$4,949	\$6,240	79%
Vehicles and Equipment					
Mileage	\$0	\$0	\$100	\$100	100%
Expenditures Total	\$23,905	\$23,905	\$144,691	\$168,597	86%
Revenues					
Grants					
Recreation Conditional Grants	\$0	\$0	-\$5,167	-\$5,167	100%
Recoveries					
Other Recoveries	\$0	\$0	-\$1,000	-\$1,000	100%

Report FIN-2021-017 - First Quarter Financial Report - 2021
Schedule A - Departmental Detail

	Current Quarter Actuals	YTD Actuals	\$ Budget Remaining	2021 Budget	% Remaining
User Fees, Licenses and Fines					
Advertising Sign	\$0	\$0	-\$52	-\$52	100%
Alf Hales Room	\$0	\$0	-\$5,975	-\$5,975	100%
Archie MacRobbie Hall - Non-Prime	\$26	\$26	-\$9,586	-\$9,560	100%
Archie MacRobbie Hall - Prime	\$26	\$26	-\$13,649	-\$13,623	100%
Bartenders	\$0	\$0	-\$4,177	-\$4,177	100%
Commercial Rentals	\$0	\$0	-\$318	-\$318	100%
Kitchen Facilities	\$0	\$0	-\$1,900	-\$1,900	100%
Licensed Events Using Patio	\$0	\$0	-\$119	-\$119	100%
Projector Rental Fee	\$0	\$0	-\$104	-\$104	100%
Revenues Total	\$52	\$52	-\$42,046	-\$41,994	100%



REPORT FIN-2021-023

TO: Mayor and Members of Council

FROM: Mary Hasan, Director of Finance/Treasurer

MEETING DATE: August 11, 2021

SUBJECT: Investing in Canada Infrastructure Program: Community, Culture and Recreation Stream - Execution of Transfer Payment Agreement
File No. L04 MIN

RECOMMENDATIONS

That Report FIN-2021-023 regarding the Investing in Canada Infrastructure Program: Community, Culture and Recreation Stream - Execution of Transfer Payment Agreement be received; and

That staff report back regarding cash in lieu of parkland/fundraising recommendations; and

That staff report back with itemized costing prior to completing the detailed design and request for tender associated with the Puslinch Community Centre Park Renovation and Upgrade; and

That Council gives 3 readings to By-law No. 2021-041 being a By-law authorizing the entering into a Transfer Payment Agreement with the Minister of Infrastructure under the Investing in Canada Infrastructure Program: Community, Culture and Recreation Stream for the following two projects:

- **Puslinch Community Centre Park Renovation and Upgrade; and**
- **Replacement of the Lights and Upgrading of the Washrooms at the Old Morriston Park.**

DISCUSSION

Purpose

The purpose of this report is to recommend that Council enact a By-law authorizing the entering into a Transfer Payment Agreement with the Minister of Infrastructure under the Investing in Canada Infrastructure Program (ICIP): Community, Culture and Recreation Stream for the following two projects:

- Puslinch Community Centre Park Renovation and Upgrade; and
- Replacement of the Lights and Upgrading of the Washrooms at the Old Morriston Park

Background

The ICIP is a federal infrastructure program designed to create long-term economic growth, build inclusive, sustainable and resilient communities, and support a low-carbon economy.

Puslinch Community Centre Park Renovation and Upgrade

At its meeting held on November 6, 2019, through Council Resolution No. 2019-391, Council received Report REC-2019-003 regarding the Parks Master Plan - Investing in Canada Infrastructure Program. Council directed staff to apply to the Investing in Canada Infrastructure Program for Community, Culture and Recreation for the works identified in the Parks Master Plan at the PCC Park. In accordance with Council Resolution No. 2019-391, staff are to report back on Phase 1 and Phase 2 of the Parks Master Plan with itemized costing prior to completing the detailed design and request for tender.

As part of the Township's 2021 Capital Budget, Council approved upgrades to the Puslinch Community Centre Park with 73.33% of the project's total eligible costs funded by the ICIP.

The approved funding from the ICIP for the Puslinch Community Centre Park Renovation and Upgrade is outlined below:

	Contribution	% Contribution
Ontario's Maximum Contribution	\$661,141	33.33%
Canada's Maximum Contribution	\$793,449	40.00%
Cash in Lieu of Parkland/Fundraising	\$443,412	26.67%
Parks and Recreation Development Charges	\$75,620	
County Accessibility Grant Funding	\$10,000	
Total Eligible Expenditures	\$1,983,622	100%

Replacement of the Lights and Upgrading of the Washrooms at the Old Morriston Park

At its meeting held on November 6, 2019, through Council Resolution No. 2019-391, Council received Report REC-2019-003 regarding the Parks Master Plan - Investing in Canada Infrastructure Program. Council directed staff to apply to the Investing in Canada Infrastructure Program for Community, Culture and Recreation for the replacement of the lights and upgrade of the washrooms at Old Morriston Park.

As part of the Township's 2021 Capital Budget, Council approved the Replacement of the Lights and Upgrading of the Washrooms at Old Morriston Park with 73.33% of the project's total eligible costs funded by the ICIP.

The approved funding from the ICIP for the Replacement of the Lights and Upgrading of the Washrooms at the Old Morriston Park is outlined below:

	Contribution	% Contribution
Ontario's Maximum Contribution	\$94,365	33.33%
Canada's Maximum Contribution	\$113,250	40.00%
Cash in Lieu of Parkland/Fundraising	\$75,510	26.67%
Total Eligible Expenditures	\$283,125	100%

FINANCIAL IMPLICATIONS

The financial implications associated with these projects are discussed throughout this Report. The Township must ensure that these two projects are substantially completed no later than March 31, 2027. The maximum funding under the ICIP is 73.33% of total eligible costs.

Township staff will report back regarding cash in lieu of parkland and fundraising recommendations.

APPLICABLE LEGISLATION AND REQUIREMENTS

Municipal Act, 2001

ATTACHMENTS

None



REPORT FIN-2021-025

TO: Mayor and Members of Council

FROM: Mary Hasan, Director of Finance/Treasurer

MEETING DATE: August 11, 2021

SUBJECT: 2022 Proposed User Fees and Charges
File No. C01 FEE

RECOMMENDATIONS

THAT Report FIN-2021-025 regarding the 2022 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 2023 User Fees and Charges review; and

That Council directs staff to proceed with holding a Public Meeting on September 22, 2021 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-2021-025; 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. Staff will be utilizing the Township's Online Engagement Platform, Engage Puslinch, to connect with citizens regarding the proposed 2022 Budget. Feedback received through Engage Puslinch will be provided to Council at a future Council Meeting date.

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-2021-025 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
- 2022 projected Consumer Price Index (CPI) inflation rate of 2.0%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 2.0%).

Administration

Routine Disclosure

Since January 2021, Township staff have processed over 60 routine disclosure requests and can confirm that the process is working well. The current fee is as follows:

\$7.50 for the initial request (including the first 15 minutes of search and preparation time)
\$7.50 for every additional 15 minutes spent by a staff member searching or preparing the record

Staff are recommending that the fee for a Routine Disclosure be reduced from \$7.50 to \$5.00 for the initial request. Staff are recommending that the additional search fee of \$7.50 remain the same. There are circumstances where a request for Freedom of Information is made that could be processed through a Routine Disclosure and vice versa. If both a Routine Disclosure and Freedom of Information request fee are \$5.00, the process will be more efficient for staff and the requester to redirect their request.

¹ <https://budget.ontario.ca/2021/brief.html>

Public Works

It is recommended that the Township incorporate a \$1,000 deposit for all entrance permit applications. The deposit will be fully refundable upon completion of the entrance and pending no damages to the roadway.

Outlined below are the comparator municipality deposits collected for entrance permits:

- Erin - \$900 deposit
- Guelph Eramosa – Residential - \$850 deposit; Commercial/Industrial - \$1,750 deposit
- Mapleton - \$1,000 deposit
- Minto - \$2,000 deposit
- Wellington North - \$1,900 deposit

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 2017 to 2020 is outlined below:

	2017	2018	2019	2020
Building Reserve	\$793,502	\$727,299	\$593,667	\$529,693

In 2020, 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 2.0% for cost recovery purposes.

Planning and Development

Telecommunication Tower Proposals

Township staff recommend that the fee for a Telecommunication Tower Proposal be increased based on consultation with CRINS-SINRC, which is the agency that processes these applications on behalf of the Township. The 2021 fee of \$2,331 includes \$1,750 paid to CRINS-SINRC with the remainder recovered by the Township. CRINS-SINRC's fees are expected to increase as of April 2022 as the federal government will be instituting a requirement for bilingual

consultations as part of the Official Languages Act. CRINS-SINRC has recommended a fee of \$2,600 with \$1,900 of this fee paid to CRINS-SINRC. The proposed fee of \$2,600 enables the Township to recover the costs associated with the service.

By-law

Discharge of Firearms Exemption

Township staff will be bringing forward a proposed by-law for Council's consideration at an upcoming Council Meeting to regulate the Discharge of Firearms in the Township. The proposed by-law will include a process to request an exemption from Council.

Staff recommend that a fee be established for this exemption. The process for applying for an exemption would involve staff circulating notice of the exemption request to neighbours within a certain distance of the subject property. A staff report would be prepared for Council's consideration and the decision would be provided to the applicant including any imposed conditions. Staff recommend a proposed fee of \$110 be established for cost recovery associated with the processing of an application (ie. application intake and review for completeness, preparing mailing list, preparing notice, completing mail out, preparing report to Council, providing the decision and conditions to the applicant).

Kennel Licence

The Township's 2021 fee for a kennel licence amounted to \$193. Township staff recommend that the Township replace the existing fee with the following kennel license categories for cost recovery purposes based on the varying requirements for the types of applications (in accordance with By-law No. 024-2021):

- New kennel application \$500;
- Renewal kennel application \$200; and
- Retiring kennel application \$75

Outlined below are the comparator municipality fees for kennel licence applications:

- Minto
 - Fees range based on number of dogs and if paid by April 1. If not paid by then, fees increase:
 - 4-15 dogs: \$150-\$200
 - 16-25 dogs: \$250-\$300
 - 26-50 dogs: \$500-\$600
 - Over 51 dogs: \$1,000-\$1,150

- Wellington North
 - \$500 for a new kennel licence and \$250 for a renewal.
 - Plus inspection fee
- Mapleton
 - \$300 + \$50 inspection fee
- Centre Wellington
 - \$350 – new kennel license
 - \$300 – renewal and inspection
 - Plus \$125 if there are any subsequent inspections
- Erin
 - \$150 before March 31st and \$200 after March 31st
- Guelph Eramosa - \$125
- Cambridge - \$103
- Milton - \$452

Parks and Optimist Recreation Centre

Cancellation Terms

The current cancellation terms for all rentals at the Township's Parks and the Optimist Recreation Centre is that a full refund is provided where 72 hours or 3 days' notice of cancellation is given.

It is recommended that the cancellation terms associated with Parks and Optimist Recreation Centre rentals of eight or more bookings be changed in that a refund of 80 percent be provided where 30 days' notice of cancellation is given.

The proposed cancellation terms for Parks and Optimist Recreation Centre rentals of eight or more bookings are consistent with municipal best practices and the cancellation terms that the Township has successfully implemented since 2017 related to rentals at the Puslinch Community Centre.

Tennis Courts

Township staff recommend that a per hour fee structure for the tennis courts be implemented. This enables the tennis courts to be booked through the Township's booking and facility contract process. It also enables the tennis courts to be open to the public for free use when not reserved. The proposed fee structure for the rental of the Township's tennis courts is consistent with the fee structure implemented effective January 1, 2018 for baseball and soccer rentals.

Outlined below are the comparator municipality fees for the use of tennis courts:

- Minto
 - Free use of outdoor tennis courts
- Wellington North
 - N/A – no tennis courts
- Mapleton
 - Public tennis courts available at parks.
 - Two tennis courts
 - There is no tennis club.
 - Township absorbs all costs with maintenance of outdoor courts.
- Centre Wellington
 - Free outdoor tennis courts
 - Free of charge during specified public access times outside
 - \$3.00 for usage of indoor tennis courts.
 - Outside of public access times, the courts are limited to members of the tennis club. Fees are \$50 per person, \$130 for a couple or \$180 for a family.
- Erin
 - Agreement between Town and Tennis Clubs for fee structures.
 - Tennis Clubs fundraise money for the improvements of the tennis courts.
 - The Town will subsidize a certain percentage of the Tennis Clubs' costs based on the agreement.
 - Erin Tennis Club: Family \$200, Adult \$120, Junior \$50
- Guelph Eramosa
 - Free public courts
 - Rockwood Tennis Club: \$80 for resident adults, \$90 for non-resident adults, \$150 per resident family, \$160 for non-resident family
 - Agreement between Township and Tennis Clubs.
 - The tennis courts have set times in which they are open for the public vs club access. During the day, the courts are open to the public. At night, the tennis courts are for the club and are locked to the public.
 - The Tennis Club is 100% responsible for the club house, lighting repairs and hydro costs. The Township is 100% responsible for the parking lot and the maintenance of the grounds (since the courts are in a park).
 - There is a split fee structure where the tennis club is 33% responsible financially for the following: court servicing, asphalt and fencing. The Township is 66%

responsible for the remainder of those fees. Agreements are renegotiated every five years.

- Cambridge
 - Public Courts and Semi Public Courts (Tennis Clubs).
 - Public Courts are for public play only - no private lessons are permitted.
 - Fees are \$16.88/per game maximum 2 hours for lighting.
 - 3 license agreements with tennis clubs.
- Milton
 - 20.68 plus 16.43 for lights

It is recommended that the proposed fees for tennis court rentals be implemented as follows and be based on a per hour of usage:

- \$20.00/hour – No Lights
- \$5.00/hour – No Lights - 75% reduced rate
- \$2.00/hour – No Lights – 90% reduced rate
- \$30.00/hour – Lights
- \$7.50/hour – Lights - 75% reduced rate
- \$3.00/hour – Lights – 90% reduced rate

Staff met with a Tennis Club representative to discuss the proposed fees and they provided the following feedback:

- The Tennis Club generally uses the tennis courts an average of 10 hours per week.
- The Tennis Club supports the new fee structure in lieu of the current fees that are paid (ie. \$10 per resident and \$25.00 per non-resident).
- When the courts are not reserved, they will be open to the public.
- Staff will work with the Tennis Club prior to the start of each season to determine their schedule.
- The Tennis Club has not used the courts since March 2020 and has no plans to use the courts in 2021.
- The Tennis Club will be canvassing for community interest in joining the tennis club over the next several months to determine whether the tennis club will continue to exist and/or estimate how much time it will need the courts.
- It is anticipated that the Tennis Club will be renting the courts in 2022.

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 Puslinch Community Centre rentals as part of its 2023 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 2022 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-2021

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 059-2020.

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, 2022.

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 the following:
- a. Puslinch Community Centre rentals.
 - b. Parks and Optimist Recreation Centre rentals of eight or more bookings.
20. A full refund will be provided where 72 hours or 3 days’ notice of cancellation is given for Parks rentals 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, planning fees, 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 (The 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. 059/20 is hereby repealed, effective January 1, 2022.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 13th DAY OF OCTOBER 2021.

James Seeley, Mayor

Courtenay Hoytfox, Clerk

Schedule A to Report FIN-2021-025

SCHEDULE B: FINANCE REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES
EFFECTIVE 2022

Schedule A to Report FIN-2021-025

TYPE OF REVENUE/USER	Unit/Descr	2021 RATE (NO TAX)	2022 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	\$0.27	\$0.28	\$0.04	\$0.32	3.7%	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.
Bid Documents	Per Package	\$41.50	\$42.33	\$0.00	\$42.33	2.0%	E	
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	\$207.00	\$211.14	\$0.00	\$211.14	2.0%	E	See Report FIN-2018-028

SCHEDULE C: PUBLIC WORKS REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES
EFFECTIVE 2022

Schedule A to Report FIN-2021-025

TYPE OF REVENUE/USER	Unit/Descr	2021 RATE (NO TAX)	2022 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
Entrance Permit - Commercial/Industrial	Flat Fee	\$406.00	\$414.00	\$0.00	\$414.00	2.0%	E	See Report FIN-2019-027 and By-law No. 2020-032
Entrance Permit - Farm	Flat Fee	\$220.00	\$224.00	\$0.00	\$224.00	1.8%	E	See By-law No. 2020-032
Entrance Permit - Field/Woodlot	Flat Fee	\$203.00	\$207.00	\$0.00	\$207.00	2.0%	E	See Report FIN-2019-027 and By-law No. 2020-032
Entrance Permit - Residential	Flat Fee	\$244.00	\$249.00	\$0.00	\$249.00	2.0%	E	See Report FIN-2019-027
Entrance Permit - Temporary	Flat Fee	\$150.00	\$153.00	\$0.00	\$153.00	2.0%	E	See By-law No. 2020-032
Entrance Permit Deposit	Per Application	N/A	\$1,000.00	\$0.00	\$1,000.00	100.0%	E	Deposit fully refundable upon completion of the entrance and pending no damages to the roadway. See Report FIN-2021-025
Oversize-Overweight Load Permits	Per Trip	\$103.00	\$105.00	\$0.00	\$105.00	1.9%	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 2022

Schedule A to Report FIN-2021-025

TYPE OF REVENUE/USER	Unit/Descr	2021 RATE (NO TAX)	2022 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
Boarding or Barricading Plus Materials	Per Hour Per Truck	\$488.40	\$488.40	\$0.00	\$488.40	0.0%	E	Fee is in accordance with the Standard MTO Rate.
Burning Permit Violations or Unauthorized Open Air Burning	Per Hour Per Truck	\$488.40	\$488.40	\$0.00	\$488.40	0.0%	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	\$20.00	\$20.40	\$2.65	\$23.05	2.0%	T	See Report FIN-2019-027
Daycare & Home Daycare Inspections	Per Inspection	\$103.00	\$105.06	\$13.66	\$118.72	2.0%	T	As mandated in the Fire Code.
Emergency Responses to Incidents such as Collisions/Fires/Hazardous Material Releases on Roadways	Per Hour Per Truck	\$488.40	\$488.40	\$0.00	\$488.40	0.0%	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. Fee is in accordance with the Standard MTO Rate.
Fire Alarm False Alarm Calls	Per Hour Per Truck	\$488.40	\$488.40	\$0.00	\$488.40	0.0%	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	\$15.50	\$15.81	\$2.06	\$17.87	2.0%	T	
Fire Safety Plan Review	Per Plan	\$124.00	\$126.48	\$16.44	\$142.92	2.0%	T	
Industrial/Commercial/Institutional /Assembly/Apartment	Base Inspection	\$103.00	\$105.06	\$13.66	\$118.72	2.0%	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	\$25.90	\$26.42	\$3.43	\$29.85	2.0%	T	Any inspections completed by the fire department that are new, complaint driven, requested or mandated.
Information or Fire Reports	Per Report	\$77.80	\$79.36	\$0.00	\$79.36	2.0%	E	Requested for emergency incidents.
Key Boxes	Per Box	\$153.17	\$156.24	\$20.31	\$176.55	2.0%	T	For rapid entry for firefighters. See Report FIN-2020-044.
Occupancy Load	Flat Fee	\$103.00	\$105.06	\$0.00	\$105.06	2.0%	E	
Open Air Burning Permit Inspection Fee	Per Inspection	\$41.50	\$42.33	\$5.50	\$47.83	2.0%	T	As a result of a request to modify the terms and conditions of the Open Air Burning Permit.
Open Air Burning Permit	Per Permit	\$20.70	\$21.12	\$0.00	\$21.12	2.0%	E	Permit must be renewed annually.
Post Fire Watch	Per Hour per Truck	\$488.40	\$488.40	\$0.00	\$488.40	0.0%	E	Fee is in accordance with the Standard MTO Rate.

SCHEDULE D: FIRE AND RESCUE SERVICES REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES
EFFECTIVE 2022

Schedule A to Report FIN-2021-025

TYPE OF REVENUE/USER	Unit/Descr	2021 RATE (NO TAX)	2022 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	\$103.00	\$105.06	\$0.00	\$105.06	2.0%	E	
Setting Off or Discharge of High Hazard Fireworks Permit	Per Permit	\$103.00	\$105.06	\$0.00	\$105.06	2.0%	E	
Smoke Alarms	Per Alarm	\$7.40	\$7.55	\$0.98	\$8.53	2.0%	T	See Report FIN-2019-027
Water Tank Locks	Per Lock	\$18.40	\$18.77	\$2.44	\$21.21	2.0%	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 2022

Schedule A to Report FIN-2021-025

TYPE OF REVENUE/USER	Unit/Descr	2021 RATE (NO TAX)	2022 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
Minimum Permit Fee	Flat Fee	\$161.00	\$164.00	\$0.00	\$164.00	1.9%	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	\$2.50	\$2.55	\$0.00	\$2.55	2.0%	E	See Report FIN-2017-024
Finished	Per Sq. Foot	\$2.80	\$2.85	\$0.00	\$2.85	1.8%	E	See Report FIN-2017-024
<u>Group C: Residential Buildings</u>								
Houses, Townhouses, and Apartments	Per Sq. Foot	\$2.00	\$2.04	\$0.00	\$2.04	2.0%	E	
Manufactured Home	Per Sq. Foot	\$1.50	\$1.53	\$0.00	\$1.53	2.0%	E	
Garage/carport/shed/boathouse	Per Sq. Foot	\$0.80	\$0.81	\$0.00	\$0.81	1.3%	E	See Report FIN-2018-028
Deck, porch, dock	Flat Fee	\$161.00	\$164.00	\$0.00	\$164.00	1.9%	E	
<u>Group D & E: Business and Personal Service and Mercantile Buildings</u>								
Shell	Per Sq. Foot	\$1.90	\$1.93	\$0.00	\$1.93	1.6%	E	See Report FIN-2017-024
Finished	Per Sq. Foot	\$2.24	\$2.28	\$0.00	\$2.28	1.8%	E	See Report FIN-2017-024
<u>Group F: Industrial Buildings</u>								
Shell	Per Sq. Foot	\$0.77	\$0.78	\$0.00	\$0.78	1.3%	E	See Report FIN-2017-024
Finished	Per Sq. Foot	\$0.98	\$1.00	\$0.00	\$1.00	2.0%	E	See Report FIN-2017-024
<u>Farm Buildings</u>								
New Building	Per Sq. Foot	\$0.32	\$0.33	\$0.00	\$0.33	3.1%	E	See Report FIN-2017-024
<u>INTERIOR FINISHES AND ALTERATIONS - ALL CLASSIFICATIONS</u>								
Finishes to all areas	Per Sq. Foot	\$0.54	\$0.55	\$0.00	\$0.55	1.9%	E	
<u>SEWAGE SYSTEMS</u>								
New Installation	Flat Fee	\$646.00	\$658.00	\$0.00	\$658.00	1.9%	E	
Replacement or alteration	Flat Fee	\$485.00	\$494.00	\$0.00	\$494.00	1.9%	E	
<u>ALTERNATIVE SOLUTIONS</u>								
All buildings/systems within scope of Part 9	Flat Fee	\$518.00	\$528.00	\$0.00	\$528.00	1.9%	E	See Report FIN-2017-024
All buildings/systems within scope of Part 3	Flat Fee	\$1,037.00	\$1,057.00	\$0.00	\$1,057.00	1.9%	E	See Report FIN-2017-024
<u>SPECIAL CATEGORIES AND MISCELLANEOUS</u>								
Change of Use Permit (No Construction)	Flat Fee	\$207.00	\$211.00	\$0.00	\$211.00	1.9%	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	\$161.00	\$164.00	\$0.00	\$164.00	1.9%	E	
Designated Structure Permit	Flat Fee	\$431.00	\$439.00	\$0.00	\$439.00	1.9%	E	Listed per Div.A, 1.3.1.1 Solar installation

**SCHEDULE E: BUILDING REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES
EFFECTIVE 2022**

Schedule A to Report FIN-2021-025

TYPE OF REVENUE/USER	Unit/Descr	2021 RATE (NO TAX)	2022 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
Fireplace/Woodstove	Flat Fee	\$161.00	\$164.00	\$0.00	\$164.00	1.9%	E	
Inspection of works not ready	Flat Fee	\$161.00	\$164.00	\$0.00	\$164.00	1.9%	E	At the discretion of the Chief Building Official. Includes code violations and deficiencies.
Occupancy Permit	Flat Fee	\$161.00	\$164.00	\$0.00	\$164.00	1.9%	E	
Occupancy without an Occupancy Permit	Flat Fee	\$259.00	\$264.00	\$0.00	\$264.00	1.9%	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	\$207.00	\$211.00	\$0.00	\$211.00	1.9%	E	
Reproduction of Drawings	Flat Fee	\$52.00	\$53.00	\$6.89	\$59.89	1.9%	T	Current rate covers the cost for the reproduction of (1) hardcopy black and white drawings or (1) digital copy of drawings.
Revision to Approved Plans	Flat Fee	\$323.00	\$329.00	\$0.00	\$329.00	1.9%	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	\$269.00	\$274.00	\$0.00	\$274.00	1.9%	E	With building permit
Storefront replacement	Flat Fee	\$207.00	\$211.00	\$0.00	\$211.00	1.9%	E	
Tents	Flat Fee	\$216.00	\$220.00	\$0.00	\$220.00	1.9%	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	Actual costs incurred + \$100.00 administration fee						T	Third party consultant/specialist costs - See Report FIN-2020-034
Transfer of Permit	Flat Fee	\$161.00	\$164.00	\$0.00	\$164.00	1.9%	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 2022

Schedule A to Report FIN-2021-025

TYPE OF REVENUE/USER	Unit/Descr	2021 RATE (NO TAX)	2022 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
Agreements - Minor - Not Registered *	Administration fee	\$259.00	\$264.00	\$0.00	\$264.00	1.9%	E	For recovery of the costs of facilitating and preparing agreements, ie. maintenance and operations agreement
Agreements - Registered *	Administration fee	\$793.00	\$809.00	\$0.00	\$809.00	2.0%	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	\$77.80	\$79.00	\$0.00	\$79.00	1.5%	E	Note 5
Compliance Letter - Type 2	Flat Fee	\$116.70	\$119.00	\$0.00	\$119.00	2.0%	E	Note 6
Consent Review and Condition Clearance	Flat Fee	\$139.00	\$141.00	\$0.00	\$141.00	1.4%	E	
Garden Suites and Renewals (Zoning)	Flat Fee	\$1,220.00	\$1,245.00	\$0.00	\$1,245.00	2.0%	E	Report FIN-2019-034
Lifting of Holding Designation (Zoning) *	Administration fee	\$608.00	\$620.00	\$0.00	\$620.00	2.0%	E	
Minor Variance - Type 1	Flat Fee	\$733.00	\$748.00	\$0.00	\$748.00	2.0%	E	Note 3
Minor Variance - Type 2	Flat Fee	\$1,241.00	\$1,266.00	\$0.00	\$1,266.00	2.0%	E	Note 4
Ownership List Confirmation	Flat Fee	\$71.00	\$72.00	\$0.00	\$72.00	1.4%	E	See Report FIN-2019-027
Part Lot Control Exemption By-law	Flat Fee	\$607.00	\$619.00	\$0.00	\$619.00	2.0%	E	
Plan of Subdivision or Condominium Agreement or Pre-Servicing Agreement *	Administration fee	\$793.00	\$809.00	\$0.00	\$809.00	2.0%	E	For recovery of the costs of facilitating and preparing agreements.
Pre-Consultation Fee	Flat Fee	\$625.00	\$637.00	\$0.00	\$637.00	1.9%	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	\$11,255.00	\$11,481.00	\$0.00	\$11,481.00	2.0%	E	Note 1
Site Plan Application and Agreement - Standard	Flat Fee	\$21,369.00	\$21,797.00	\$0.00	\$21,797.00	2.0%	E	Note 2
Telecommunication Tower Proposals	Flat Fee	\$2,331.00	\$2,600.00	\$0.00	\$2,600.00	11.5%	E	Report FIN-2021-25 - Township administration fee and CRINS-SINRC fee.
Third Party Cost Recovery	Actual costs incurred + \$100.00 administration fee						T	Third party consultant/specialist costs - See Report FIN-2020-034
Zoning By-law - Copy	Flat Fee	\$41.00	\$41.82	\$5.44	\$47.26	2.0%	T	
Zoning By-Law Amendment - Aggregate *	Administration fee	\$15,560.00	\$15,872.00	\$0.00	\$15,872.00	2.0%	E	
Zoning By-Law Amendment	Flat Fee	\$15,094.00	\$15,396.00	\$0.00	\$15,396.00	2.0%	E	Report FIN-2019-034

SCHEDULE F: PLANNING AND DEVELOPMENT REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES
EFFECTIVE 2022

Schedule A to Report FIN-2021-025

TYPE OF REVENUE/USER	Unit/Descr	2021 RATE (NO TAX)	2022 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
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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.

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 A to Report FIN-2021-025

* 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.		
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**SCHEDULE H: PARKS REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES
EFFECTIVE 2022**

Schedule A to Report FIN-2021-025

TYPE OF REVENUE/USER	Unit/Descr	2021 RATE (NO TAX)	2022 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
Ball Diamonds - No Lights	Per Hour	\$21.60	\$22.04	\$2.87	\$24.91	2.0%	T	
75% Reduced Rate - Ball Diamonds - No Lights	Per Hour	\$5.40	\$5.51	\$0.72	\$6.23	2.0%	T	
Ball Diamonds - Lights	Per Hour	\$32.40	\$33.05	\$4.30	\$37.35	2.0%	T	after 8:30 p.m.
75% Reduced Rate - Ball Diamonds - Lights	Per Hour	\$8.00	\$8.16	\$1.06	\$9.22	2.0%	T	after 8:30 p.m.
All Ball Diamonds	Per Day	\$162.10	\$165.35	\$21.50	\$186.85	2.0%	T	
75% Reduced Rate - All Ball Diamonds	Per Day	\$40.50	\$41.31	\$5.37	\$46.68	2.0%	T	
Ball Diamonds - Dragging	Per Occurrence	\$41.40	\$42.23	\$5.49	\$47.72	2.0%	T	Upon request and approval - June 15, 2016 Special Council Meeting.
Soccer Field	Per Hour	\$27.50	\$28.05	\$3.65	\$31.70	2.0%	T	Development of a fee - Report FIN-2017-012
75% Reduced Rate - Soccer Field	Per Hour	\$6.90	\$7.04	\$0.92	\$7.96	2.0%	T	
Soccer Field	Per Day	\$279.80	\$285.40	\$37.10	\$322.50	2.0%	T	Development of a fee - Report FIN-2017-012
75% Reduced Rate - Soccer Field	Per Day	\$69.90	\$71.30	\$9.27	\$80.57	2.0%	T	
Ball Diamond Advertising	Per Season	\$181.50	\$185.13	\$24.07	\$209.20	2.0%	T	Available from May to October
75% Reduced Rate - Ball Diamond Advertising	Per Season	\$45.30	\$46.21	\$6.01	\$52.22	2.0%	T	
Horse Paddock	Per Day	\$207.40	\$211.55	\$27.50	\$239.05	2.0%	T	Rental restricted to horse paddock and tractor pull area.
75% Reduced Rate - Horse Paddock	Per Day	\$51.80	\$52.84	\$6.87	\$59.71	2.0%	T	
Picnic Shelter	Per Hour	\$20.70	\$21.12	\$2.75	\$23.87	2.0%	T	
Picnic Shelter	Per Day	\$82.90	\$84.56	\$10.99	\$95.55	2.0%	T	
Sports Facility User Fees - Tennis	Per Resident	\$10.00	N/A - see below				E	See Report FIN-2021-025
Sports Facility User Fees - Tennis	Per Non-Resident	\$25.00	N/A - see below				E	See Report FIN-2021-025
Tennis Courts - No Lights	Per Hour	N/A - see above	\$20.00	\$2.60	\$22.60	100.0%	T	See Report FIN-2021-025
75% Reduced Rate - Tennis Courts - No Lights	Per Hour	N/A - see above	\$5.00	\$0.65	\$5.65	100.0%	T	See Report FIN-2021-025
90% Reduced Rate - Tennis Courts - No Lights	Per Hour	N/A - see above	\$2.00	\$0.26	\$2.26	100.0%	T	See Report FIN-2021-025
Tennis Courts - Lights	Per Hour	N/A - see above	\$30.00	\$3.90	\$33.90	100.0%	T	See Report FIN-2021-025
75% Reduced Rate - Tennis Courts - Lights	Per Hour	N/A - see above	\$7.50	\$0.98	\$8.48	100.0%	T	See Report FIN-2021-025
90% Reduced Rate - Tennis Courts - Lights	Per Hour	N/A - see above	\$3.00	\$0.39	\$3.39	100.0%	T	See Report FIN-2021-025
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 renters with a minimum of eight rentals.
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 2022

Schedule A to Report FIN-2021-025

TYPE OF REVENUE/USER	Unit/Descr	2021 RATE (NO TAX)	2022 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
Arena Floor	Per Hour	\$69.90	\$71.30	\$9.27	\$80.57	2.0%	T	Includes use of change rooms
75% Reduced Rate - Arena Floor	Per Hour	\$17.40	\$17.75	\$2.31	\$20.06	2.0%	T	Includes use of change rooms
Ice - Non - Prime	Per Hour	\$58.30	\$59.47	\$7.73	\$67.20	2.0%	T	Includes use of change rooms
75% Reduced Rate - Ice - Non-Prime	Per Hour	\$14.50	\$14.79	\$1.92	\$16.71	2.0%	T	Includes use of change rooms
Ice - Prime	Per Hour	\$167.50	\$170.85	\$22.21	\$193.06	2.0%	T	Includes use of change rooms
Gymnasium	Per Hour	\$31.80	\$32.44	\$4.22	\$36.66	2.0%	T	
75% Reduced Rate - Gymnasium	Per Hour	\$7.90	\$8.06	\$1.05	\$9.11	2.0%	T	
90% Reduced Rate - Gymnasium	Per Hour	\$3.16	\$3.22	\$0.42	\$3.64	1.9%	T	Applicable for Seniors' Events/Programs, Whistle Stop Co-operative Pre-school and Guelph Community Health Centre (Playgroup).
Rink Board Advertising	Per Year	\$363.00	\$370.26	\$48.13	\$418.39	2.0%	T	
75% Reduced Rate - Rink Board Advertising	Per Year	\$90.70	\$92.52	\$12.03	\$104.55	2.0%	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 2022**

Schedule A to Report FIN-2021-025

TYPE OF REVENUE/USER	Unit/Descr	2021 RATE (NO TAX)	2022 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
Meeting Room	Per Hour	\$27.00	\$27.54	\$3.58	\$31.12	2.0%	T	Maximum 8 hour charge if renting with a full day booking of the Hall.
75% Reduced Rate - Meeting Room	Per Hour	\$6.70	\$6.83	\$0.89	\$7.72	1.9%	T	Maximum 8 hour charge if renting with a full day booking of the Hall.
90% Reduced Rate - Meeting Room	Per Hour	\$2.70	\$2.75	\$0.36	\$3.11	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	\$58.00	\$59.16	\$7.69	\$66.85	2.0%	T	Minimum of a 3 hour booking required.
75% Reduced Rate - Hall - Non-Prime	Per Hour	\$14.50	\$14.79	\$1.92	\$16.71	2.0%	T	Minimum of a 3 hour booking required.
90% Reduced Rate - Hall - Non-Prime	Per Hour	\$5.80	\$5.91	\$0.77	\$6.68	1.9%	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	\$394.40	\$402.29	\$52.30	\$454.59	2.0%	T	
75% Reduced Rate - Hall - Non-Prime	Full Day Rental	\$98.60	\$100.58	\$13.08	\$113.66	2.0%	T	
90% Reduced Rate - Hall - Non-Prime	Full Day Rental	\$39.40	\$40.19	\$5.22	\$45.41	2.0%	T	Applicable for Seniors' Events/Programs, Whistle Stop Co-operative Pre-school and Guelph Community Health Centre (Playgroup).
Hall - Prime	Full Day Rental	\$517.30	\$527.65	\$68.59	\$596.24	2.0%	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	\$58.00	\$59.16	\$7.69	\$66.85	2.0%	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	\$28.30	\$28.87	\$3.75	\$32.62	2.0%	T	Minimum of a 3 hour booking required.
Licenced Events Using Patio	Flat Rate	\$59.30	\$60.49	\$7.86	\$68.35	2.0%	T	Patio Fencing
Microphone	Flat Rate	\$25.90	\$26.42	\$3.43	\$29.85	2.0%	T	See Report FIN-2018-030
Projector	Flat Rate	\$25.90	\$26.42	\$3.43	\$29.85	2.0%	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	\$134.80	\$137.50	\$17.88	\$155.38	2.0%	T	Smart Serve Certified
Electronic Sign Advertising	Per Week	\$34.50	\$35.19	\$4.57	\$39.76	2.0%	T	No charge for Puslinch Community Centre rentals.

SCHEDULE J: PUSLINCH COMMUNITY CENTRE REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES
EFFECTIVE 2022

Schedule A to Report FIN-2021-025

TYPE OF REVENUE/USER	Unit/Descr	2021 RATE (NO TAX)	2022 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
75% Reduced Rate - Electronic Sign Advertising	Per Week	\$8.60	\$8.77	\$1.14	\$9.91	2.0%	T	
90% Reduced Rate - Electronic Sign Advertising	Per Week	\$3.50	\$3.57	\$0.46	\$4.03	2.0%	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



REPORT REC-2021-004

TO: Recreation Committee

FROM: Justine Brotherston, Legislative Assistant

MEETING DATE: September 21, 2021

SUBJECT: Committee Quarterly Review of Goals and Objectives for 2021-2022

RECOMMENDATIONS

That staff report REC-2021-004 regarding the Recreation and Committee Goal and Objectives 2021-2022 be received for information; and

That staff report REC-2021-004 be forwarded to Council for information.

Purpose

The purpose of this report is to review and provide updates on the Recreation Committee's Goals and Objectives.

Background

For the remainder of the term, the Recreation Committee has created a list of Goals and Objectives they would like to achieve in 2021-2022. Each goal/objective has a timeline and sub-committees have been established for some of the projects. Additionally, new projects may be identified over the remainder of the term and staff will bring forward these updates for Council's information and endorsement.

Comments

Goals and Objectives Status Update

Quarterly Reporting to Council on Recreation initiatives and progress

- (Completed) Recreation Committee Goals and Objectives brought to Council for endorsement at the March 3, 2021 Council meeting

	<ul style="list-style-type: none"> • (Ongoing) Quarterly reports to be brought to Council to provide updates on the Committee's Goals and Objectives
Review Recreation Committee Terms of Reference & Appoint Chair and Vice Chair	<ul style="list-style-type: none"> • (Completed) Recreation Committee Terms of Reference were reviewed at the February 16, 2021 Recreation Committee meeting • (Completed) Chair and Vice Chair were maintained for the remainder of the term
Public Engagement – Puslinch Event Spaces promotion of facility rentals	<ul style="list-style-type: none"> • (Completed) Sub-committee formed at the February 16, 2021 Recreation Committee meeting • (Ongoing) Report on potential advertisement opportunities to be brought to the September 21, 2021 Recreation Committee meeting
Committee Training	<ul style="list-style-type: none"> • (Completed) Staff provided the Recreation Committee with training opportunities E.g. Parks and Recreation Ontario Annual Form, Canadian Parks and Recreation Association Webinars and Online Community.
Preparation of Recreation Advisory Committee Orientation Package to new members of Council and Committee	<ul style="list-style-type: none"> • (Completed) Sub-Committee established at the February 16, 2021 Recreation Committee meeting • (Ongoing) Sub-Committee to work with staff to develop orientation materials • (Ongoing) Sub-Committee to present Committee with report at the September 21, 2021 Recreation Committee meeting
Drinking Fountain/Water re-fill station	<ul style="list-style-type: none"> • (Completed) Sub-Committee established at the February 16, 2021 Recreation Committee meeting • (Completed) Chair of the Recreation Committee brought forward a proposed donation to staff which was brought for Council's approval at the June 16, 2021 Council meeting • (Ongoing) Drinking Fountain to be installed in Fall 2021
Open Gym on PD Days	<ul style="list-style-type: none"> • (Ongoing) Committee to advise on the financial impacts of the proposed schedule when Township facilities are open after the pandemic
Ball Diamond Netting	<ul style="list-style-type: none"> • (Completed) Recreation Committee received resolution from Council regarding the Recreation Committee's proposal for Baseball Diamond Netting at the February 16,

2021 Recreation Committee. In Council Resolution from the November 25, 2020 Council meeting staff were directed to investigate solutions based on policy, including parking policies and scheduling to mitigate fly balls from hitting the parking lot or soccer fields. Additionally, the direct of Public Works was to report back on the potential for replacement trees to be planted where they had been removed due to the installation of ball diamond lighting. No further action was taken by the Committee.

- | | |
|---------------------------|---|
| CIL reserve fund | <ul style="list-style-type: none"> • (Completed) Staff brought report to Recreation Committee at the February 2021, meeting |
| Bang the Table | <ul style="list-style-type: none"> • (Completed) Sub-Committee formed at the February 16, 2021 Recreation Committee meeting • (Completed) Staff presented proposal template to Committee at the May 18, 2021 Recreation Committee meeting • (Ongoing) Sub-committee to bring report on potential projects at the September 21, 2021 Recreation Committee meeting |
| Tennis Club Use Agreement | <ul style="list-style-type: none"> • (Ongoing) Staff to provide an update when the agreement is reviewed |
| Parks Master Plan Update | <ul style="list-style-type: none"> • (Ongoing) Director of Public Works, Parks and Facilities is providing an update on the Parks Master Plan at each meeting |

Financial Implications

A proposed Recreation Committee Budget will be established at this meeting for consideration by Council with the proposed 2022 Budget.

Attachments

Schedule A: Recreation Committee Goals and Objectives 2021-2022

Schedule A - 2021-2022 Recreation Committee- Goals and Objectives

Goal/Objective	Sub-Committee	Budget	Person(s) Responsible	2021-2022 Status/Timeline Update
Quarterly Reporting to Council on Recreation initiatives and progress	N	N	Secretary of the Committee to draft report based Committee approved reporting template	March 2021 and on-going
Review Recreation Committee Terms of Reference & Appoint Chair and Vice-Chair (every 2 years for a minimum of 2 years)	N	N	Terms of Reference; Chair and Vice-Chair to be appointed at January meeting	Completed
Public Engagement - Puslinch event spaces "Wellington Weddings"; promotion of facility rentals	Y Sub-committee: Daina Makinson, June Williams	Y	Establish Sub-Committee at Jan 2021 meeting; potential engagement/advertisement options: Township website, Bang the Table, Puslinch Pioneer, Puslinch Community News Letter; If private businesses/event spaces are advertised a Policy relating to this type advertising should be considered	Sub-Committee to work with Secretary regarding potential engagement/advertisement opportunities; to report back at September 2021 meeting
Committee Training	N	Y	Secretary to look into training opportunities for the Committee	Completed
Preparation of Recreation Advisory Committee orientation package to new members of Council and Committee	Y Sub-Committee: Councillor Jessica Goyda, Vince Kilmkosz	N	Sub-Committee to be established; work with Secretary to develop orientation materials	Report back at November 2021 meeting

Drinking Fountain/ Water re-fill station	Y Sub-Committee: Vince Kilmkosz June Williams	Y	Sub-Committee to be established to identify potential grant/fundraising/donation funding	Completed
Open Gym on PD days	N	Y	Committee to advise on the financial impacts and the proposed schedule. To be included in a report back to Council when the facility is open to the public.	Report back to Council when Township facilities are able to open after the pandemic
Ball Diamond Netting	N	N		Completed
CIL reserve fund	N	N		Completed
Bang the Table	Y Sub-Committee: Councillor Jessica Goyda, Daina Makinson	N	Sub-Committee to be established to identify potential projects; Staff to create a proposal template for new projects including planning, budget, implementation, and reporting requirements.	Sub-committee to report back on potential projects at September 2021 meeting. Completed - Proposal Template
Tennis Club Use Agreement	N	Y	TBD	Staff to provide an update when the agreement is reviewed prior to the 2021 Tennis season
Parks Master Plan Update	N	N		Staff to provide a quarterly update to the Committee at each meeting



REPORT REC-2021-005

TO: Recreation Committee

FROM: Justine Brotherston, Legislative Assistant

MEETING DATE: September 21, 2021

SUBJECT: Proposed 2022 Recreation Committee Budget

RECOMMENDATIONS

That staff report REC-2021-005 regarding the proposed 2022 Recreation Committee Budget be received for information; and

That the 2022 Recreation Committee Budget be approved as presented; and further,

That the approved budget be forwarded to Council for consideration for the 2022 Budget.

Purpose

The purpose of this report is to provide the Recreation Committee with the proposed committee budget for 2022.

Background

The Township of Puslinch has begun its annual budget process. As part of this process Advisory Committee's must submit their budget requests for the year to support the Committee's Goals and Objectives. The Committee's approved budget proposal will be sent to Council for consideration with the proposed 2022 Budget.

Comments

Below is the proposed 2022 Recreation Committee Budget for the Committee's approval.

#	Project Title	Description	Priority (High, Medium or Low)	Estimated Project Cost
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1.	Committee Training	Parks and Recreation Ontario Annual Form	High	\$600.00
2.	Facility Rental Advertisement	Guelph Today	High	\$4,400.00
3.	Engage Puslinch	Advertising (Social Media and Posters)	High	\$130.00
4.	Facility Rental Advertisement	Social Media	Medium	\$150.00
5.	Facility Rental Advertisement	Wellington Weddings	Medium	\$250.00
6.	Facility Rental Advertisement	Puslinch Today	Low	\$400.00

Financial Implications

The approved budget will be provided to Council for consideration with the proposed 2022 Budget.

Attachments

None



REPORT REC-2021-006

TO: Recreation Committee

FROM: Justine Brotherston, Legislative Assistant

MEETING DATE: September 21, 2021

SUBJECT: Proposed 2022 Recreation Committee Meeting Schedule

RECOMMENDATIONS

That staff report REC-2021-006 regarding the Proposed 2022 Recreation Committee Schedule be received for information; and

That the 2022 Recreation Committee Schedule be approved as presented.

Purpose

The purpose of this report is to provide the Recreation Committee with the proposed 2022 Recreation Committee Meeting Schedule.

Background

The Committee's Terms of Reference state that the Recreation Committee meets on the third Tuesday in February, May, August and November.

Comments

Below are the dates of the 2022 Recreation Committee Meetings:

2022 Meeting Dates
February 15, 2022
May 17, 2022
August 16, 2022
November 15, 2022

Financial Implications

Per diems to be included in the 2022 Budget.

Attachments

None