



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
SEPTEMBER 28, 2022 PUBLIC INFORMATION MEETING
VIRTUAL MEETING BY ELECTRONIC PARTICIPATION

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AGENDA

DATE: Wednesday September 28, 2022

PUBLIC INFORMATION MEETING: 7:00 P.M.

Order of Business:

1. Proposed 2023 User Fees and Charges By-law

Presentation by:

Mary Hasan, Director of Finance/Treasurer

TOWNSHIP OF
PUSLINCH
EST. 1850

Proposed 2023 User Fees and Charges Public Meeting

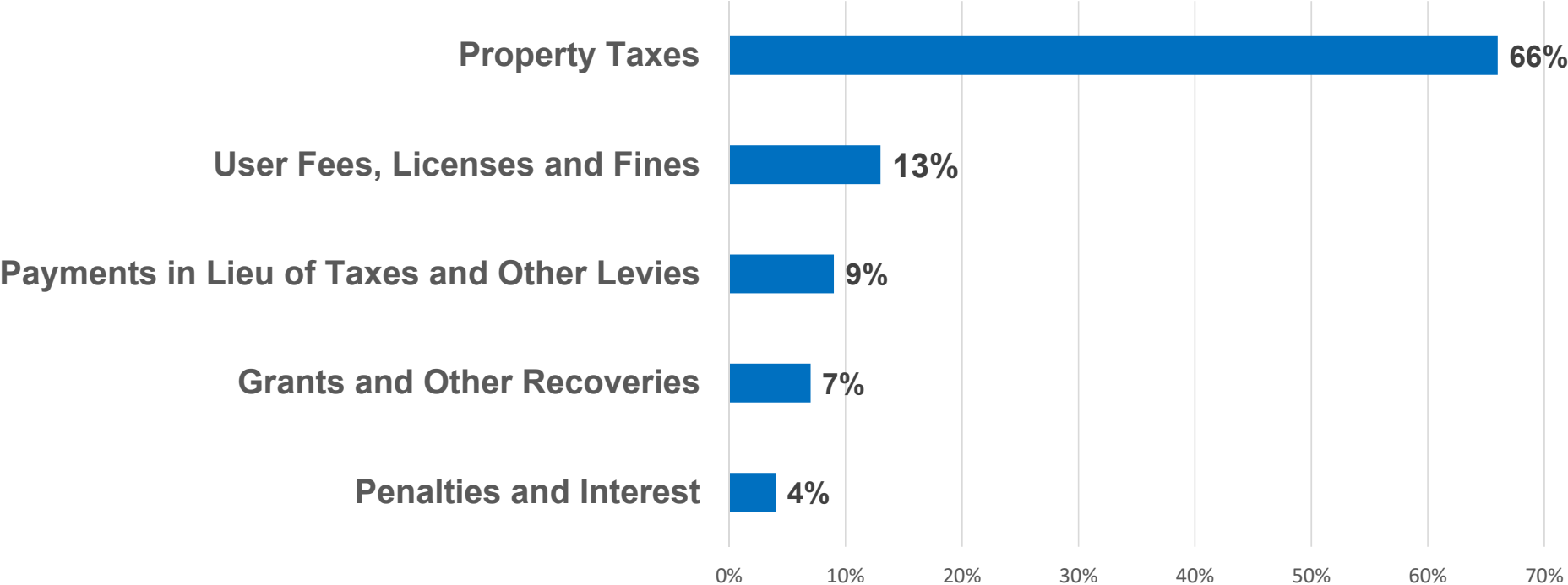
September 28, 2022



Tonight we will discuss...

1. Where do Township revenues come from?
2. Why do we collect user fees?
3. What changes are being proposed for 2023?
4. Feedback from the public.

Where do Township Revenues come from?



User fees are an important input into the Operating Budget

- September/October 2022 – Budget Development by Department Heads
- September 28, 2022 – Public Information Meeting - User Fees and Charges
- September to October 2022 - EngagePuslinch.ca Survey - User Fees
- October 2022 - Council Objectives – Direction to Staff
- November 2022 – Present 1st Draft Capital/Operating Budget to Council
- November 2022 to January 2023 - EngagePuslinch.ca Survey - Budget
- January 2023 – Present 2nd Draft of Capital/Operating Budget to Council
- January 2023 - Public Information Meeting – Budget Input
- February 2023 – Council Adoption of 2023 Budget

Why do we collect User Fees?

- Primary reason: to allocate costs for specific services to the users of those services
- Most services are not full cost recovery, the share of the recovery depends on fair market costs and the service levels set by Council.
- The Building Department is legislatively mandated to be fully funded from building permit fees.
- The Planning Act stipulates that planning application fees be designed to meet only the anticipated costs to the Township.

What changes are being proposed for 2023?

- The changes have been proposed to:
 - Closely reflect the actual cost for providing the service while keeping in line with comparator municipalities
 - Adjust based on the Consumer Price Index (CPI) for Ontario from May 2021 to May 2022 of 7.80%.
 - Due to the impacts of COVID on the production and transportation of materials and goods, and the availability of human resources in certain industries, the costs of most goods and services have escalated significantly in 2021 and 2022.
 - The municipal sector is experiencing significant pricing challenges related to inflation on the acquisition of goods and services, both in operating and capital budgets.
 - The impacts of inflation are more than what could have been predicted when preparing the 2022 Proposed Budget and 2022 Proposed User Fees and Charges.
 - The 2022 User Fees and Charges were only adjusted by 2% based on the information available at that time from the 2021 Ontario Budget.

Finance

- Removal of Bid Documents fee
 - Purpose of the fee was to offset the Township costs of printing hard copy drawings and reports for those bidders who chose to pick up actual hard copies.
 - With new digital tendering, the costs to print drawings and contracts are already borne by the bidders as the Township is only providing digital files.
- Consolidation of the Online Service Fee to 1.75% of the total transaction amount.
- Establishment of a third party cost recovery fee similar to other Township departments.
 - the administration fee of \$100 is a consolidated fee for all invoices related to a particular matter

Public Works

- Incorporation of Municipal Street Naming fees based on the Municipal Street Naming Policy passed by Council at its meeting held on July 13, 2022 through Council Resolution No. 2022-244.

Fire and Rescue Services

- Ministry of Transportation (MTO) Standard Rate
 - Reference to Note 1 which provides the MTO standard rates from 2020 to 2022. Note 1 also indicates that the 2023 MTO standard rate is not released at the time of the Township's User Fees and Charges by-law preparation.
- Establishment of a third party cost recovery fee similar to other Township departments.
 - the administration fee of \$100 is a consolidated fee for all invoices related to a particular matter

Building

- Change the Reproduction of Drawings flat fee of \$53 for hardcopy and digital drawing reproduction to a Reproduction of Digital Drawings per page fee of \$5.00 for the cost recovery associated with the service.

Planning and Development

- Establishment of a Consent Review and Condition Clearance - Safe Access Clearance fee of \$55.00 in order to enable Township staff to confirm safe access as a condition of a consent application instead of charging the applicant the full entrance permit fee.
- Removal of the Zoning By-law – Copy fee
- Bill 109 implications
 - It is recommended that the following administration fees be implemented similar to past practice:
 - Zoning By-law Amendment - \$2,500
 - Site Plan Application - \$1,500
- Mandatory Pre-Consultation Administration Fee

By-law

- Incorporation of Filming Permit Security deposits in accordance with the Filming Policy passed by Council at its meeting held on May 25, 2022 through Council Resolution No. 2022-177.
- Incorporation of Publicized Displays Application Fee of \$150 and Publicized Displays Appeal Fee of \$30 in accordance with the Publicized Displays By-law No. 2022-008 that was passed by Council at its meeting held on March 2, 2022.
- Renaming of the Special Occasion Permit fee to a Special Events Permit fee

By-law

- Incorporation of a reinspection fee of \$75 for the cost recovery associated with this service.
 - This fee is not charged on first inspections (ie. the inspection to determine if a violation is occurring).
 - Reinspection will be charged each subsequent time the By-law Enforcement, Property Standards, and Licensing Officer attends the site to inspect and compliance has not been achieved (does not include inspections for the purpose of gathering further information).

Puslinch Community Centre

- Incorporation of an hourly fee for full cost recovery of Personnel Costs based on Council Resolution No. 2022-186 passed by Council at its meeting held on August 10, 2022.
- Removal of Microphone and Projector rental fee of \$26.42 due to the repeated damage to microphones, projectors and ancillary equipment.
- Increase of the Facility Rental Security Deposit to \$1,500 based on Council's direction at its meeting held on August 10, 2022.
- Removal of the Bartender fee in accordance with Section 8 of the Alcohol Risk Management Policy passed by Council through By-law No. 018-2022.
- Removal of the Electronic Sign Advertising fee in accordance with Section 8.3 of the Advertisement, Communication and Media Relations Policy.

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Questions or
Comments?



