



DATE: Wednesday September 28, 2022

TIME: 7:00 p.m.

PLACE: Remote Meeting held via Electronic Participation

FILE: Public Meeting for Proposed 2023 User Fees and Charges By-law

MEMBERS: Mayor James Seeley – Chair
Councillor Sara Bailey
Councillor Matthew Bulmer
Councillor Jessica Goyda
Councillor John Sepulis

TOWNSHIP STAFF: Chief Administrative Officer, Glenn Schwendinger
Municipal Clerk, Courtenay Hoytfox
Director of Finance/Treasurer, Mary Hasan
Deputy Clerk, Jeff Bunn

The Chair called the meeting to order at 7:00 p.m. and remarked the purpose of this Public Meeting is to inform and provide the public with the opportunity to ask questions, or to express views with respect to the proposed 2023 User Fees and Charges By-law. The members of Council are here to observe and listen to the public's comments; however, Council will not make any decisions this evening.

Presentations:

Mary Hasan, Director of Finance/Treasurer for the Township presented the following information:

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

The Chair, requested if there was anyone in attendance that wished to express their views on the proposed 2023 User Fees and Charges By-law.

Kathy White – 4540 Wellington Road 35

I missed the very beginning so I'm not sure if you discussed the fee for looking for information in files at the Council. I was in the Township Office last week or the week before and I requested that a file be pulled. An old file about 40 years old from one of the gravel companies and was told that I had to file a freedom of information request and pay or request specifically what I wanted and the staff would look for what I wanted. The problem with that is you don't know what you want if you don't know what's there. So is there a fee for that, should there be a fee for that, and did you discuss that earlier? I may have missed it. I was surprised.

Mary Hasan, Director of Finance/Treasurer

I can just start and then I'll have Ms. Hoytfox, just add to it. We do have a fee for Freedom of Information requests and it's charged at the rate permitted in accordance with the legislation but that's always been the fee that we've had in place since I've started at the Township.

Courtenay Hoytfox, Municipal Clerk

We do have the Freedom of Information request, which Mary has already stated, is a legislative amount that we can charge. But we introduced a few years ago a routine disclosure process and fee. That fee is established to recover the costs associated with staff time for researching, preparing records, redacting them. Oftentimes these files include information that's not going to be released to the public or needs to be redacted for personal information, third-party information, etc. So the routine disclosure is a different process than the Freedom of Information in that we don't have to wait. There's not a 30-day timeline. We can usually get it done in a few days but the fees associated with the routine disclosure are to give staff the ability to look through the file redact where necessary and to recover costs associated with the staff time.

Kathy White – 4540 Wellington Road 35

I suppose I have a problem with that because what I was looking for was something I think that would benefit the Township. I was trying to follow up. I wanted to look at a site plan from one of the old gravel pits, I don't know if I should be paying for staff to go through and redact signatures from a 40 year old file. It just seems to me that if someone came to my office and was looking for information would I charge them for the time to go and pull that file. I don't think there would be anything in there other than signatures if that has to be. But that would limit access. I wasn't asking for an FOI request and I've done many of those over the years. I just wanted to look at a file. I didn't ask for it right then, but I would like that file pulled because I would like to look at the conditions that were on a specific license in a haul route that had been approved and agreed to by the by the owner of the pit back in the late 80s early 90s at the time of the OMB hearing. I do have a copy here but I wanted to see it on file. I don't know why I should be paying for that. I was surprised actually. I was shocked, because I've had access to files over in the past and very carefully gone through them. It's not like I was shuffling through things and sometimes I putting them in order myself when I went through them. So in that case I thought it was for the benefit of everyone who lives on this road, if I was able to present what that haul route was before I made it a complaint about it.

Courtenay Hoytfox, Municipal Clerk

Thank you for the explanation and I think this is perhaps more of a procedure issue that we can look at at a staff level rather than one of the fee issues. I think perhaps there was just the misunderstanding with staff and again something that we can look at with our procedure just to make sure requests like this can be accommodated without a fee. So again, apologize for that circumstance and we can take a look at that at a staff level.

Kathy White – 4540 Wellington Road 35

I wasn't looking for an apology but I wanted to make sure that in cases like that it would not be so difficult for a member of the public to come in and look at an old file. I do understand sometimes there may be something in those files, but the old ones mostly not. And I hope they aren't destroyed that's the other thing, you know this is a little bit of place at this meeting, but it's really important to keep those old aggregate files because that information does not exist anywhere else.

Adjournment:

The meeting adjourned at 7:22 p.m.