



## **REPORT FIN-2022-031**

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TO: Mayor and Members of Council

PREPARED BY: Mary Hasan, Director of Finance/Treasurer

PRESENTED BY: Mary Hasan, Director of Finance/Treasurer

MEETING DATE: October 19, 2022

SUBJECT: 2023 User Fees and Charges By-law  
File No. C11 FIN

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### **RECOMMENDATIONS**

**THAT Report FIN-2022-031 entitled 2023 User Fees and Charges By-law be received; and**

**That Council give 3 readings to By-law No. 2022-042 being a by-law to adopt the User Fees and Charges By-law.**

### **DISCUSSION**

#### **Purpose**

The purpose of this report is to:

- 1.) Report on the results of the Public Meeting held on September 28, 2022 as it relates to the 2023 Proposed User Fees and Charges.
- 2.) Provide Council with the results of the community engagement survey issued through the Township's Online Engagement Platform, Engage Puslinch.
- 3.) Provide updates to the User Fees and Charges By-law based on Council's direction at the September 7, 2022 Council Meeting.
- 4.) Seek approval from Council to enact the 2023 User Fees and Charges By-law.

## **Background**

### **Public Meeting**

A Virtual Public Meeting was held via Electronic Participation on September 28, 2022 at 7:00 pm to obtain public input on the proposed 2023 User Fees and Charges By-law.

One comment was raised at the Public Meeting regarding the process surrounding routine disclosures. Township staff responded to the comment at the Public Meeting and advised that the concern would be addressed through the Township's internal operating procedures surrounding routine disclosures.

There were no changes to the proposed 2023 User Fees and Charges By-law based on the results of the Public Meeting.

### **Community Engagement Survey – Engage Puslinch**

Attached as Schedule A to Report FIN-2022-031 are the results of the community engagement survey issued through the Township's Online Engagement Platform, Engage Puslinch for Council's information. The survey was open from September 9, 2022 to October 7, 2022. There were a total of 24 respondents to the survey.

### **Recreation Committee Recommendations**

The Recreation Committee received Report FIN-2022-029 – 2023 Proposed User Fees and Charges for information at its meeting held on September 20, 2022. The Recreation Committee passed the following at its meeting:

That Consent Item 8.2. Report FIN-2022-029 – 2023 Proposed User Fees and Charges; and further,

That the Recreation Committee advice council of the following for their consideration:

That there should be caution of how much the rental fees should increase due to rising insurance rates.

Township staff made the operational decision to implement a new facility user insurance program due to many events not being covered by the previous policy including but not limited to minor hockey teams, vendor events, inflatables or any contact sports (lacrosse, martial arts, etc.). In addition to these events not being covered, it was determined that the commercial kitchen in the Archie MacRobbie Hall was also not covered.

The benefits associated with the new policy are outlined below:

- Increased facility usage as more activities/event types are covered under the new policy.
- The new insurance policy puts the onus of the activity on the Event Organizer/Renter undertaking the activity:
  - The previous insurance program involved adding facility users to the Township's facility user insurance program based on the information that the renter provided. Details such as the type of activity, number of participants, what is being used at the facility, what the organization was, etc. were required to determine the correct insurance to charge.
  - Township staff then effectively became an insurance broker for the insurance company and had to select the type of coverage from a shopping list provided by the insurance company based on what the renter indicated.
  - Township staff then billed the renter and provided indication of the coverage to them.
  - Quarterly funds were then remitted to the insurance company by Township staff along with reports of what the usage was.
  - The challenge with this process was as follows:
    - Numerous occasions where the actual activity or participant numbers were not what was indicated when booking the facility.
    - Numerous occasions when after the fact, insurance company came back and said that no, coverage not approved as that type of activity/group/participant number does not qualify.
    - This leaves the Township ratepayers entirely on the hook for anything that might have happened.
    - The Township should not be corporately responsible for activities it is not involved in or has no control of what actually happens.
    - The Township was indicating that coverage is provided even though not reviewed or approved by the insurance company. This means that the Township then accepts responsibility and liability for whatever the renter is actually doing.

To summarize, the new insurance program provides protection that is tailored to the facility user, to ensure that the user group has the correct insurance coverage for their activity. As well, the new program offers subrogation, which protects both the Township and the facility user from paying for losses that are not their fault. The new program may have slightly higher premium rates than our previous program, but the policy that is offered is far more valuable for both the facility user and the Township.

Additionally, it is recommended that all Township User Fees and Charges be automatically adjusted annually based on the Consumer Price Index (CPI) inflation rate for Ontario from May to May in accordance with the Budget Development and Control Policy. The CPI for Ontario from May 2021 to May 2022 amounted to 7.80%. It is recommended that this increase remain in place for the proposed 2023 User Fees and Charges based on the rationale outlined in Report

FIN-2022-029 and in the presentation materials at the Public Meeting held on September 28, 2022 summarized below:

- 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.

### **FINANCIAL IMPLICATIONS**

The fees approved as part of the User Fees and Charges By-law will be incorporated in the 2023 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 - Engage Puslinch Community Engagement Survey Results

**Respectfully submitted:**

**Reviewed by:**

**Mary Hasan**  
**Director of Finance/Treasurer**

**Glenn Schwendinger**  
**Chief Administrative Officer**

# 2023 Proposed User Fees and Charges Survey

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## **SURVEY RESPONSE REPORT**

09 September 2022 - 07 October 2022

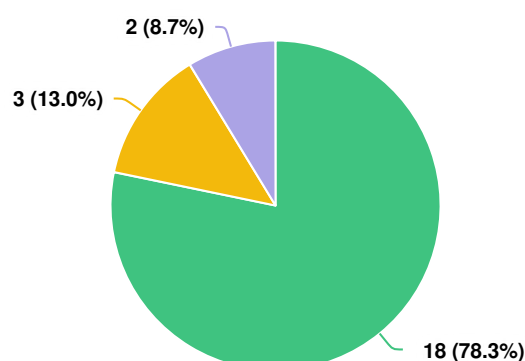
### **PROJECT NAME:**

2023 Proposed User Fees and Charges



# SURVEY QUESTIONS

**Q1** Should the Township need to increase the amount of revenue it collects from citizens for Township provided services, how would you most prefer the Township fund this?



#### Question options

- By increasing existing user fees (e.g. dog licensing, facility rentals, etc.)
- By introducing new types of service fees, where legislated
- By increasing property taxes

Optional question (23 response(s), 1 skipped)

Question type: Radio Button Question

| Question Options  | Number of Respondents |
|---|-----------------------|
| By increasing existing user fees (e.g. dog licensing, facility rentals, etc.) | 18                    |
| By introducing new types of service fees, where legislated                    | 3                     |
| By increasing property taxes  | 2                     |

**Q2 | Do you have any comments or feedback that you would like Council to consider on the proposed User Fees and Charges?**

9/09/2022 08:18 PM

Yeah, stop increasing the fees. I already feel I pay way too much in taxes and am not getting value for my current user fees that I pay. Maybe use the money you have smarter. The dirt road I live on hasn't been properly graded all summer. For example.



9/09/2022 09:35 PM

Council should be charging developers and gravel pits higher fees. They should be paying their way. When a developer gets a building permit for a residential area, there should be a levy included to pay for any and ALL infrastructure required. Including roadway and up to 5 years of maintenance costs to allow the township time to build a budget that includes the new area without having to go into a deficit.

Anonymous

9/13/2022 11:25 AM

Local Community/Sport Groups should remain at 75% or none at all

Anonymous

9/15/2022 11:35 AM

The township no longer offers dog catching services. This has been referred to Cambridge. If there is no service for dogs, why should a an owner of a small house dog pay fees for a license? If that pet gets its regular veterinary care, it will have been provided with a "SOS" tag so that if the dog is found, the tag has an identifying chip so that the owner can be notified. I think the township might consider discontinuing the need for a dog license unless the township is willing to reinstate services. I think the kennels need to pay a licensing fee.

Anonymous

9/17/2022 08:23 AM

We cannot raise property taxes every year.

Anonymous

9/17/2022 05:37 PM

I think community groups and events run by community groups should have special rates. I think out of Township people should be charged more. I think the Township staff needs to be aware of these groups and who and what they do for the Township and do their best to help them.

Anonymous

9/20/2022 10:08 PM

Stop raising taxes. People have been pushed to the limit by taxes, and increasing property values naturally increases the taxes, so there should be no reason to add a levy



**2023 Proposed User Fees and Charges Survey : Survey Report for 09 September 2022 to 07 October 2022**

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**Anonymous**

9/23/2022 05:38 PM

I believe the township should ensure that all current revenue streams are being managed appropriately. All policies, procedures and use of public funds should be reviewed to ensure maximum benefits with no waste. Recent township experience has highlighted significant inefficiencies in executing communication and servicing of it's taxpaying citizens. Red tape - wasteful old processes and slow adaptation to current trends are just some of the frustrating attributes of the current dynamic at the township.

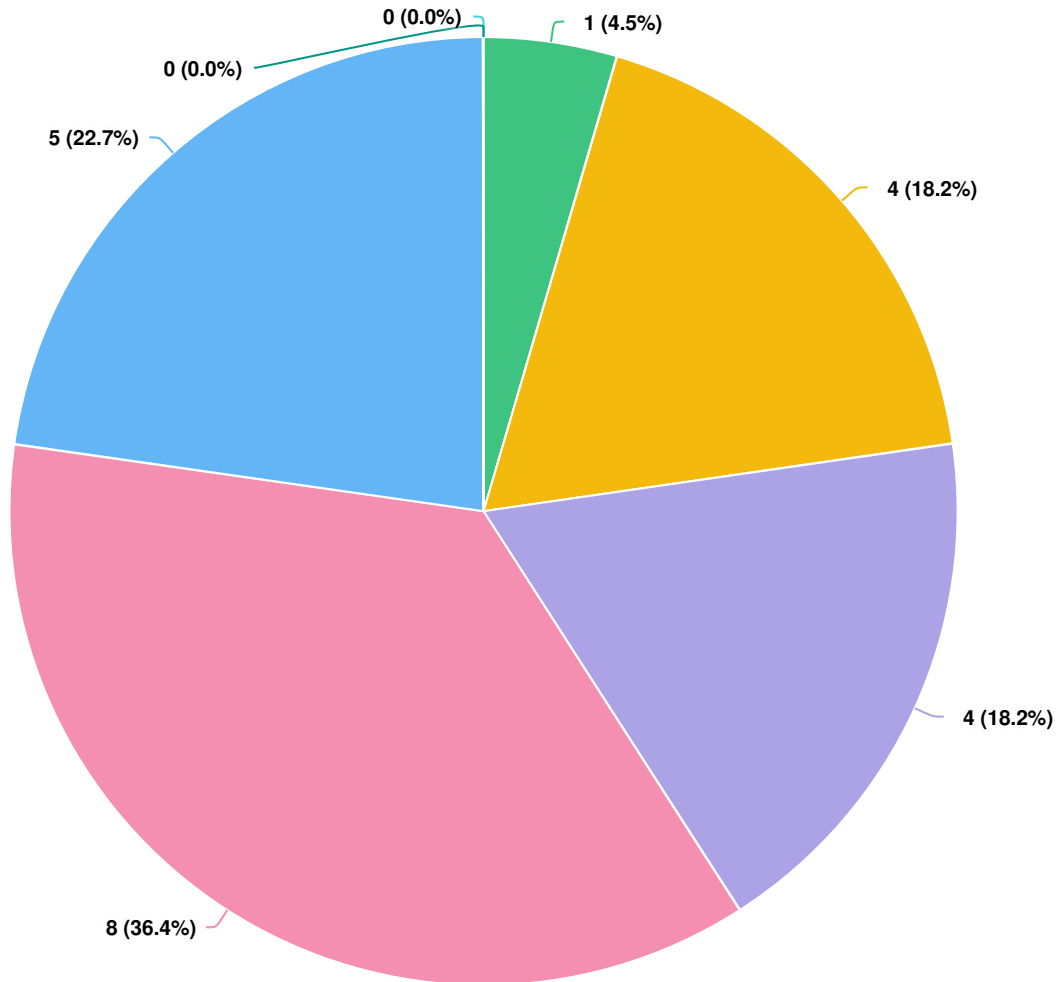
**Anonymous**

10/05/2022 06:03 PM

allow to complete on line option to tag into your taxes, i.e have a subscription based service and added on top of your tax payments

**Optional question** (9 response(s), 15 skipped)**Question type:** Essay Question

**Q3** What is your age?



**Question options**

● 25-34
 ● 35-44
 ● 45-54
 ● 55-64
 ● 65+
 ● Under 18
 ● 18-24

Optional question (22 response(s), 2 skipped)  
Question type: Radio Button Question

| Question Options | Number of Respondents |
|------------------|-----------------------|
| Under 18         | 0                     |
| 18-24            | 0                     |
| 25-34            | 1                     |
| 35-44            | 4                     |
| 45-54            | 4                     |
| 55-64            | 8                     |
| 65+              | 5                     |