

# THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

## BY-LAW NO 042-2023

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 044-2022.

**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 for Ontario from May to May.
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. Garden Suites and Renewals (Zoning)
  - c. Lifting of Holding Designation (Zoning)
  - d. Minor Variance – Type 1 and Type 2
  - e. Part Lot Control Exemption By-law
  - f. Pre-Consultation Fee - Mandatory
  - g. Site Alteration Permit Application
  - h. Site Plan Application
  - i. Zoning By-law Amendment
  - j. 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 or council resolution 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, 2024.

#### **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 prior to the rental date 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 prior to the rental date 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 five business days of contract creation.

22. Recurring Rentals Throughout the Year - Payment is required on a quarterly basis. The first payment is required within five business 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 five business 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. The Aberfoyle Agricultural Society is exempt from the photocopy fees imposed by this By-law for the Fall Fair.
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 including events held on the statutory holiday are exempt from the payment of rental fees with the exception of part-time staffing **costs**.
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, 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. 044/22 is hereby repealed, effective January 1, 2024.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 29<sup>th</sup> DAY OF NOVEMBER 2023.**

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James Seeley, Mayor

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Courtenay Hoytfox, Clerk

**SCHEDULE A: ADMINISTRATION REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES  
EFFECTIVE 2024**

TYPE OF REVENUE/USER	Unit/Descr	2023 RATE (NO TAX)	2024 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
<b>Agreements - Major - Not Registered *</b>	Administration fee	\$569.00	<b>\$586.00</b>	\$0.00	\$586.00	3.0%	E	For recovery of the costs of facilitating and preparing agreements, ie. a lease agreement on Township lands.
<b>Agreements - Minor - Not Registered *</b>	Administration fee	\$284.00	<b>\$292.00</b>	\$0.00	\$292.00	2.8%	E	For recovery of the costs of facilitating and preparing agreements, ie. miscellaneous agreements.
<b>Agreements - Registered *</b>	Administration fee	\$871.00	<b>\$898.00</b>	\$0.00	\$898.00	3.1%	E	For recovery of the costs of facilitating and preparing agreements, ie. an encroachment agreement or a conditional building permit.
<b>Doors of Puslinch Poster</b>	Per Poster	N/A	<b>\$17.70</b>	\$2.30	\$20.00	100.0%	T	See Report FIN-2023-025.
<b>Freedom of Information</b>	Charged at the rate permitted per the legislation.						E	Regulated by Statute - See Report FIN-2017-024.
<b>Routine Disclosure</b>	Per Request	\$5.00	<b>\$5.00</b>	\$0.00	\$5.00	0.0%	E	Note 1
<b>Signature of Commissioner</b>	Per Document	\$22.81	<b>\$23.51</b>	\$3.06	\$26.57	3.1%	T	
<b>Third Party Cost Recovery</b>	Actual costs incurred + \$100.00 cumulative administration fee for all invoices						T	Material, equipment, labour/benefits, administration costs, third party consultant/specialist costs - See Report FIN-2020-034
* the fees denoted with an asterisk are also subject to the Township's disbursements and third party consultant fees incurred for the processing of the application.								
<b>Note 1: Routine Disclosure</b>								
Applies to records that may not be subject to the Municipal Freedom of Information and Protection of Privacy Act and may include but are not limited to the following types of record requests:								
*building drawings, septic drawings, surveys, occupancy permits, Committee of Adjustment or PDAC records, environmental records, site plan records, detailed financial records/invoices and Council records that are not available in a digital format (agendas and minutes) \$5.00 per request including the first 15 minutes of search time; \$7.50 shall be charged for each additional 15 minutes spent by Township staff to search for the records.								

**SCHEDULE B: FINANCE REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES  
EFFECTIVE 2024**

TYPE OF REVENUE/USER	Unit/Descr	2023 RATE (NO TAX)	2024 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS	
<b>Online Service Fee</b>	Total Transaction Amount	1.75 Percent	<b>1.75 Percent</b>			0.0%	E	In accordance with Visa and Mastercard merchant recommendations. See Report FIN-2022-029	
<b>Photocopy</b>	Per Page	\$0.30	<b>\$0.31</b>	\$0.04	\$0.35	3.3%	T	Photocopy fees are exempt for Township Clean-up and Remembrance Day in accordance with Council Resolution No. 2017-363.	
<b>Returned Cheque Fee</b>	Per Returned Cheque	\$43.12	<b>\$44.00</b>	\$0.00	\$44.00	2.0%	E	For any cheques that do not clear the Township's bank account.	
<b>Tax Certificate</b>	Per Certificate	\$64.68	<b>\$66.00</b>	\$0.00	\$66.00	2.0%	E		
<b>Tax Sale Charges</b>	Actual costs incurred							T	Cost recovery of fees and disbursements as charged by consultants and solicitors.
<b>Third Party Cost Recovery</b>	Actual costs incurred + \$100.00 cumulative administration fee for all invoices							T	Material, equipment, labour/benefits, administration costs, third party consultant/specialist costs - See Report FIN-2022-029.
<b>Tile Drainage Loan Application and Inspection Fee</b>	Flat Fee	\$227.61	<b>\$234.00</b>	\$0.00	\$234.00	2.8%	E	See Report FIN-2018-028	

**SCHEDULE C: PUBLIC WORKS REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES  
EFFECTIVE 2024**

TYPE OF REVENUE/USER	Unit/Descr	2023 RATE (NO TAX)	2024 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
<b>Entrance Permit - Commercial/Industrial</b>	Flat Fee	\$446.00	<b>\$460.00</b>	\$0.00	\$460.00	3.1%	E	See Report FIN-2019-027 and By-law No. 2020-032
<b>Entrance Permit - Farm</b>	Flat Fee	\$241.00	<b>\$248.00</b>	\$0.00	\$248.00	2.9%	E	See By-law No. 2020-032
<b>Entrance Permit - Field/Woodlot</b>	Flat Fee	\$223.00	<b>\$230.00</b>	\$0.00	\$230.00	3.1%	E	See Report FIN-2019-027 and By-law No. 2020-032
<b>Entrance Permit - Residential</b>	Flat Fee	\$268.00	<b>\$276.00</b>	\$0.00	\$276.00	3.0%	E	See Report FIN-2019-027
<b>Entrance Permit - Temporary</b>	Flat Fee	\$165.00	<b>\$170.00</b>	\$0.00	\$170.00	3.0%	E	See By-law No. 2020-032
<b>Entrance Permit Deposit</b>	Per Application	\$1,000.00	<b>\$1,000.00</b>	\$0.00	\$1,000.00	0.0%	E	Deposit fully refundable upon completion of the entrance and pending no damages to the roadway. See Report FIN-2021-025
<b>Municipal Street Naming: Initial Application Review</b>	All costs associated with any third party review, if required.						T	This fee is applicable to all Municipal Street Naming and Renaming requests in accordance with the Municipal Street Naming Policy - See Report FIN-2022-029.
<b>Municipal Street Renaming: Application Notice Requirement</b>	Flat Fee	\$700.00	<b>\$722.00</b>	\$0.00	\$722.00	3.1%	E	This fee is applicable to Municipal Street Renaming requests that comply with the naming standards in accordance with the Municipal Street Naming Policy - See Report FIN-2022-029.
<b>Municipal Street Renaming: Aid Distribution Per Residential Property (if opted in) on the Street Proposed to be Renamed</b>	Flat Fee	\$200.00	<b>\$206.00</b>	\$0.00	\$206.00	3.0%	E	This fee is to be paid in full by the Requester for Municipal Street Renaming requests that comply with the naming standards - See Report FIN-2022-029.  This fee is to be shared equally by the Township and the Requester for Municipal Street Renaming requests that do not comply with the naming standards - See Report FIN-2022-029.



**SCHEDULE C: PUBLIC WORKS REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES  
EFFECTIVE 2024**

TYPE OF REVENUE/USER	Unit/Descr	2023 RATE (NO TAX)	2024 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
<b>Municipal Street Renaming: Aid Distribution Per Legal Business (if opted in) on the Street Proposed to be Renamed</b>	Flat Fee	\$500.00	<b>\$515.00</b>	\$0.00	\$515.00	3.0%	E	This fee is to be paid in full by the Requester for Municipal Street Renaming requests that comply with the naming standards - See Report FIN-2022-029.  This fee is to be shared equally by the Township and the Requester for Municipal Street Renaming requests that do not comply with the naming standards - See Report FIN-2022-029.
<b>Municipal Street Renaming: Street Name Signage</b>	Per Sign	\$250.00	<b>\$257.00</b>	\$33.41	\$290.41	2.8%	T	This fee is applicable to Municipal Street Renaming requests that comply with the naming standards in accordance with the Municipal Street Naming Policy - See Report FIN-2022-029.
<b>Municipal Street Renaming: Street Name Signage Installation</b>	Flat Fee	\$100.00	<b>\$103.00</b>	\$13.39	\$116.39	3.0%	T	This fee is applicable to Municipal Street Renaming requests that comply with the naming standards in accordance with the Municipal Street Naming Policy - See Report FIN-2022-029.
<b>Municipal Street Renaming: Private Streets</b>	To a Maximum of	\$500.00	<b>\$515.00</b>	\$0.00	\$515.00	3.0%	E	Additional fees may be borne by the owner of a private street where the street re-naming requires the amendment of existing documents. Upon verification, the Township shall notify the requester of the additional fees and the Township and the requester shall each be responsible to pay 50% of the cost to a maximum of \$1,000 total (\$500 paid by the Township and \$500 paid by the requester). Any amount exceeding \$1000 shall be the responsibility of the private street owner.
<b>Oversize-Overweight Load Permits</b>	Per Trip	\$113.00	<b>\$116.00</b>	\$0.00	\$116.00	2.7%	E	

**SCHEDULE C: PUBLIC WORKS REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES**  
**EFFECTIVE 2024**

TYPE OF REVENUE/USER	Unit/Descr	2023 RATE (NO TAX)	2024 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
<b>Third Party Cost Recovery</b>	Actual costs incurred + \$100.00 cumulative administration fee for all invoices						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 2024**

TYPE OF REVENUE/USER	Unit/Descr	2023 RATE (NO TAX)	2024 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
<b>Burning Permit Violations or Unauthorized Open Air Burning</b>	Note 1						E	Emergency responses to illegal burning or burning without a permit.
<b>Carbon Monoxide Alarms</b>	Per Alarm	\$22.00	<b>N/A removal of fee recommended</b>				T	See Report FIN-2023-025
<b>Daycare &amp; Home Daycare Inspections</b>	Per Inspection	\$113.26	<b>\$116.00</b>	\$15.08	\$131.08	2.4%	T	As mandated in the Fire Code.
<b>Emergency Responses to Incidents such as Collisions/Fires/Hazardous Material Releases on Roadways</b>	Note 1						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.
<b>Fire Alarm False Alarm Calls</b>	Note 1						E	A false alarm call after the second false alarm in any calendar year.
<b>Fire Department Specific Response Fees</b>	Note 1 and Note 2						T	FIR-2019-010
<b>Fire Extinguisher Training</b>	Per Person	\$17.05	<b>\$17.58</b>	\$2.29	\$19.87	3.1%	T	
<b>Fire Safety Plan Review</b>	Per Plan	\$136.35	<b>\$140.00</b>	\$18.20	\$158.20	2.7%	T	
<b>Industrial/Commercial/Institutional /Assembly/Apartment</b>	Base Inspection	\$113.26	<b>\$116.00</b>	\$15.08	\$131.08	2.4%	T	Any inspections completed by the fire department that are new, complaint driven, requested or mandated.
<b>Industrial/Commercial/Institutional /Assembly/Apartment</b>	Plus each tenant/occupant/apartment unit	\$28.49	<b>\$29.00</b>	\$3.77	\$32.77	1.8%	T	Any inspections completed by the fire department that are new, complaint driven, requested or mandated.
<b>Information or Fire Reports</b>	Per Report	\$85.56	<b>\$88.00</b>	\$0.00	\$88.00	2.9%	E	Requested for emergency incidents.
<b>Key Boxes</b>	Per Box	\$168.43	<b>\$173.00</b>	\$22.49	\$195.49	2.7%	T	For rapid entry for firefighters. See Report FIN-2020-044.
<b>Occupancy Load</b>	Flat Fee	\$113.26	<b>\$116.00</b>	\$0.00	\$116.00	2.4%	E	
<b>Open Air Burning Permit Inspection Fee</b>	Per Inspection	\$45.64	<b>\$47.00</b>	\$6.11	\$53.11	3.0%	T	As a result of a request to modify the terms and conditions of the Open Air Burning Permit.
<b>Open Air Burning Permit</b>	Per Permit	\$22.77	<b>\$27.00</b>	\$0.00	\$27.00	18.6%	E	Permit must be renewed annually. Report FIN-2023-030.
<b>Post Fire Watch</b>	Note 1						E	

**SCHEDULE D: FIRE AND RESCUE SERVICES REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES  
EFFECTIVE 2024**

TYPE OF REVENUE/USER	Unit/Descr	2023 RATE (NO TAX)	2024 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
<b>Replacement of Equipment and Resources Used</b>	Actual costs incurred						T	Materials used in emergency responses.
<b>Sale of Fireworks Permit</b>	Per Permit	\$113.26	<b>\$116.00</b>	\$0.00	\$116.00	2.4%	E	
<b>Setting Off or Discharge of High Hazard Fireworks Permit</b>	Per Permit	\$113.26	<b>\$116.00</b>	\$0.00	\$116.00	2.4%	E	
<b>Smoke Alarms</b>	Per Alarm	\$8.14	<b>N/A removal of fee recommended</b>				T	See Report FIN-2023-025
<b>Third Party Cost Recovery</b>	Actual costs incurred + \$100.00 cumulative administration fee for all invoices						T	Material, equipment, labour/benefits, administration costs, third party consultant/specialist costs - See Report FIN-2022-029.
<b>Water Tank Locks</b>	Per Lock	\$20.24	<b>\$20.87</b>	\$2.71	\$23.58	3.1%	T	For locking water tank lids closed.
<b>Special Events</b>	No fee at this time							Requests for Attendance.
<b>Authorized Requester Agreement - Search Fee</b>	No fee at this time							Standard information product per record search fee - See Report FIN-2017-024.

**Note 1: Standard Rate as approved by the Ministry of Transportation (MTO) adjusted periodically in accordance with the consumer price index:**

**MTO rate in effect as of November 1, 2022: \$543.03 Per Hour Per Truck**

**MTO rate in effect as of November 1, 2023: Not released at time of by-law preparation.**

**MTO rate in effect as of November 1, 2024: Not released at time of by-law preparation.**

**Note 2: 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 2024**

TYPE OF REVENUE/USER	Unit/Descr	2023 RATE (NO TAX)	2024 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS	
Minimum Permit Fee	Flat Fee	\$176.00	<b>\$181.00</b>	\$0.00	\$181.00	2.8%	E	For all work unless otherwise noted	
<b><u>NEW BUILDING, ADDITIONS, MEZZANINES</u></b>									
<b><u>Group A &amp; B: Assembly &amp; Care and Detention Buildings</u></b>									
Shell	Per Sq. Foot	\$2.75	<b>\$2.83</b>	\$0.00	\$2.83	2.9%	E	See Report FIN-2017-024	
Finished	Per Sq. Foot	\$3.07	<b>\$3.16</b>	\$0.00	\$3.16	2.9%	E	See Report FIN-2017-024	
<b><u>Group C: Residential Buildings</u></b>									
Houses, Townhouses, and Apartments	Per Sq. Foot	\$2.20	<b>\$2.26</b>	\$0.00	\$2.26	2.7%	E		
Manufactured Home	Per Sq. Foot	\$1.65	<b>\$1.70</b>	\$0.00	\$1.70	3.0%	E		
Garage/carport/shed/boathouse	Per Sq. Foot	\$0.87	<b>\$0.89</b>	\$0.00	\$0.89	2.3%	E	See Report FIN-2018-028	
Deck, porch, dock	Flat Fee	\$176.00	<b>\$181.00</b>	\$0.00	\$181.00	2.8%	E		
<b><u>Group D &amp; E: Business and Personal Service and Mercantile Buildings</u></b>									
Shell	Per Sq. Foot	\$2.08	<b>\$2.14</b>	\$0.00	\$2.14	2.9%	E	See Report FIN-2017-024	
Finished	Per Sq. Foot	\$2.45	<b>\$2.52</b>	\$0.00	\$2.52	2.9%	E	See Report FIN-2017-024	
<b><u>Group F: Industrial Buildings</u></b>									
Shell	Per Sq. Foot	\$0.84	<b>\$0.86</b>	\$0.00	\$0.86	2.4%	E	See Report FIN-2017-024	
Finished	Per Sq. Foot	\$1.07	<b>\$1.10</b>	\$0.00	\$1.10	2.8%	E	See Report FIN-2017-024	
<b><u>Farm Buildings</u></b>									
New Building	Per Sq. Foot	\$0.35	<b>\$0.36</b>	\$0.00	\$0.36	2.9%	E	See Report FIN-2017-024	
<b><u>INTERIOR FINISHES AND ALTERATIONS - ALL CLASSIFICATIONS</u></b>									
Finishes to all areas	Per Sq. Foot	\$0.59	<b>\$0.60</b>	\$0.00	\$0.60	1.7%	E		
<b><u>SEWAGE SYSTEMS</u></b>									
New Installation	Flat Fee	\$709.00	<b>\$731.00</b>	\$0.00	\$731.00	3.1%	E		
Replacement or alteration	Flat Fee	\$532.00	<b>\$548.00</b>	\$0.00	\$548.00	3.0%	E		
<b><u>ALTERNATIVE SOLUTIONS</u></b>									
All buildings/systems within scope of Part 9	Flat Fee	\$569.00	<b>\$586.00</b>	\$0.00	\$586.00	3.0%	E	See Report FIN-2017-024	
All buildings/systems within scope of Part 3	Flat Fee	\$1,139.00	<b>\$1,174.00</b>	\$0.00	\$1,174.00	3.1%	E	See Report FIN-2017-024	
<b><u>SPECIAL CATEGORIES AND MISCELLANEOUS</u></b>									
Change of Use Permit (No Construction)	Flat Fee	\$227.00	<b>\$234.00</b>	\$0.00	\$234.00	3.1%	E	See Report FIN-2017-024	
Construction prior to issuance of a permit	100% of permit fee							E	Fee is in addition to all other required permit fees.

**SCHEDULE E: BUILDING REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES  
EFFECTIVE 2024**

TYPE OF REVENUE/USER	Unit/Descr	2023 RATE (NO TAX)	2024 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
<b>Conditional Permits</b>	20% of permit fee						E	Fee is in addition to all other required permit fees.
<b>Demolition Permit</b>	Flat Fee	\$176.00	<b>\$181.00</b>	\$0.00	\$181.00	2.8%	E	
<b>Designated Structure Permit</b>	Flat Fee	\$473.00	<b>\$487.00</b>	\$0.00	\$487.00	3.0%	E	Listed per Div.A, 1.3.1.1 Solar installation
<b>Fireplace/Woodstove</b>	Flat Fee	\$176.00	<b>\$181.00</b>	\$0.00	\$181.00	2.8%	E	
<b>Inspection of works not ready</b>	Flat Fee	\$176.00	<b>\$181.00</b>	\$0.00	\$181.00	2.8%	E	At the discretion of the Chief Building Official. Includes code violations and deficiencies.
<b>Occupancy Permit</b>	Flat Fee	\$176.00	<b>\$181.00</b>	\$0.00	\$181.00	2.8%	E	
<b>Occupancy without an Occupancy Permit</b>	Flat Fee	\$284.00	<b>\$292.00</b>	\$0.00	\$292.00	2.8%	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.
<b>Portables</b>	Flat Fee	\$227.00	<b>\$234.00</b>	\$0.00	\$234.00	3.1%	E	
<b>Reproduction of Digital Drawings</b>	Per Page	\$5.00	<b>\$5.15</b>	\$0.67	\$5.82	3.0%	T	Current rate covers the cost for the digital reproduction of (1) digital copy of drawings - See Report FIN-2022-029.
<b>Revision to Approved Plans</b>	Flat Fee	\$354.00	<b>\$365.00</b>	\$0.00	\$365.00	3.1%	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.
<b>Sign Permits</b>	Flat Fee	\$295.00	<b>\$304.00</b>	\$0.00	\$304.00	3.1%	E	With building permit
<b>Storefront replacement</b>	Flat Fee	\$227.00	<b>\$234.00</b>	\$0.00	\$234.00	3.1%	E	
<b>Tents</b>	Flat Fee	\$237.00	<b>\$244.00</b>	\$0.00	\$244.00	3.0%	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
<b>Third Party Cost Recovery</b>	Actual costs incurred + \$100.00 cumulative administration fee for all invoices						T	Material, equipment, labour/benefits, administration costs, third party consultant/specialist costs - See Report FIN-2020-034
<b>Transfer of Permit</b>	Flat Fee	\$176.00	<b>\$181.00</b>	\$0.00	\$181.00	2.8%	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

**SCHEDULE E: BUILDING REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES  
EFFECTIVE 2024**

TYPE OF REVENUE/USER	Unit/Descr	2023 RATE (NO TAX)	2024 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
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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 2024**

TYPE OF REVENUE/USER	Unit/Descr	2023 RATE (NO TAX)	2024 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS	
Agreements - Minor - Not Registered *	Administration fee	\$284.00	\$292.00	\$0.00	\$292.00	2.8%	E	For recovery of the costs of facilitating and preparing agreements, ie. maintenance and operations agreement	
Agreements - Registered *	Administration fee	\$872.00	\$899.00	\$0.00	\$899.00	3.1%	E	For recovery of the costs of facilitating and preparing agreements, ie. planning act applications and building permit agreements (ie. permission to have a second dwelling while another is being built), etc.	
Compliance Letter - Type 1	Flat Fee	\$85.00	\$87.00	\$0.00	\$87.00	2.4%	E	Note 3	
Compliance Letter - Type 2	Flat Fee	\$128.00	\$132.00	\$0.00	\$132.00	3.1%	E	Note 4	
Consent Review and Condition Clearance	Flat Fee	\$152.00	\$156.00	\$0.00	\$156.00	2.6%	E		
Consent Review and Condition Clearance - Safe Access Clearance	Flat Fee	\$55.00	\$56.00	\$0.00	\$56.00	1.8%	E	Report FIN-2022-029	
Garden Suites and Renewals (Zoning) *	Administration fee	\$1,342.00	\$1,383.00	\$0.00	\$1,383.00	3.1%	E	Report FIN-2019-034	
Lifting of Holding Designation (Zoning) *	Administration fee	\$668.00	\$1,472.00	\$0.00	\$1,472.00	120.4%	E	Report FIN-2023-025	
Minor Variance - Type 1 *	Administration fee	\$806.00	\$830.00	\$0.00	\$830.00	3.0%	E	Note 1	
Minor Variance - Type 2 *	Administration fee	\$1,365.00	\$1,407.00	\$0.00	\$1,407.00	3.1%	E	Note 2	
Ownership List Confirmation	Flat Fee	\$77.00	\$79.00	\$0.00	\$79.00	2.6%	E	See Report FIN-2019-027	
Part Lot Control Exemption By-law *	Administration fee	\$667.00	\$1,472.00	\$0.00	\$1,472.00	120.7%	E	Report FIN-2023-025	
Pre-Consultation Fee - Mandatory *	Administration fee	\$686.00	\$1,052.00	\$0.00	\$1,052.00	53.4%	E	Report FIN-2022-029 and Report FIN-2023-025	
Site Plan Application *	Administration fee	\$1,500.00	\$1,546.00	\$0.00	\$1,546.00	3.1%	E	Report FIN-2022-029 and Report FIN-2023-025	
Telecommunication Tower Proposals	Flat Fee	\$2,803.00	\$2,890.00	\$0.00	\$2,890.00	3.1%	E	Report FIN-2021-25 - Township administration fee and third party fee.	
Third Party Cost Recovery	Actual costs incurred + \$100.00 cumulative administration fee for all invoices							T	Material, equipment, labour/benefits, administration costs, third party consultant/specialist costs - See Report FIN-2020-034
Zoning By-Law Amendment - Aggregate *	Administration fee	\$17,111.00	\$17,641.00	\$0.00	\$17,641.00	3.1%	E	Report FIN-2023-025	
Zoning By-Law Amendment *	Administration fee	\$2,500.00	\$2,577.00	\$0.00	\$2,577.00	3.1%	E	Report FIN-2022-029 and Report FIN-2023-025	

**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.



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

**EFFECTIVE 2024**

TYPE OF REVENUE/USER	Unit/Descr	2023 RATE (NO TAX)	2024 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
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**Note 1: 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 2: Minor Variance - Type 2**

All other minor variance applications not listed under Type 1.

**Note 3: Compliance Letter - Type 1**

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

**Note 4: 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 G: BY-LAW REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES  
EFFECTIVE 2024**

TYPE OF REVENUE/USER	Unit/Descr	2023 RATE (NO TAX)	2024 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
<b>Dog Tags</b>	Per Tag	\$32.99	<b>\$34.00</b>	\$0.00	\$34.00	3.1%	E	No more than 3 dogs are permitted per dwelling unit, to a maximum of 5 dogs per property (only where a legal accessory apartment is permitted).
<b>Replacement Dog Tag</b>	Per Tag	\$11.00	<b>\$11.34</b>	\$0.00	\$11.34	3.1%	E	See Report FIN-2020-044
<b>Fence Viewer's Application</b>	Per Application	\$341.97	<b>\$352.00</b>	\$0.00	\$352.00	2.9%	E	
<b>Filming Permit Fee</b>	Flat Fee	\$569.58	<b>\$587.00</b>	\$0.00	\$587.00	3.1%	E	Filming of special events on Township lands/roads.
<b>Filming Permit Security Deposit</b>	Per Filming Permit - days 1 to 3	\$5,000.00	<b>\$5,000.00</b>	\$0.00	\$5,000.00	0.0%	E	For filming projects one (1) to three (3) days in duration - see Report FIN-2022-029 and Filming Policy No. 2022-005.
<b>Filming Permit Security Deposit</b>	Per Filming Permit - each subsequent day after day 3	\$2,000.00	<b>\$2,000.00</b>	\$0.00	\$2,000.00	0.0%	E	After three days of filming, an additional \$2,000 will be required for each subsequent day. See Report FIN-2022-029 and Filming Policy No. 2022-005.
<b>Kennel Licence - New Application</b>	Per Application	\$539.00	<b>\$555.00</b>	\$0.00	\$555.00	3.0%	E	See By-law No. 024-2021
<b>Kennel Licence - Renewal Application</b>	Per Application	\$215.60	<b>\$222.00</b>	\$0.00	\$222.00	3.0%	E	See By-law No. 024-2021
<b>Kennel Licence - Alteration Application</b>	Per Application	N/A	<b>\$222.00</b>	\$0.00	\$222.00	100.0%	E	Report FIN-2023-025
<b>Kennel Licence - Retiring Application</b>	Per Application	\$80.85	<b>\$83.00</b>	\$0.00	\$83.00	2.7%	E	See By-law No. 024-2021
<b>Liquor License Letter</b>	Per Inspection	\$177.03	<b>\$182.00</b>	\$0.00	\$182.00	2.8%	E	Requested or required inspection of licensed sales establishments (as defined by the Liquor Licence Establishment Board of Ontario) that requires an inspection and/or a letter.
<b>Lottery Licence</b>	3% of prize value						E	Fee regulated by AGCO (Nevada, Raffle, Bazaar, etc.).
<b>Municipal Addressing Sign</b>	Flat Fee	\$23.10	<b>\$23.82</b>	\$3.10	\$26.92	3.1%	T	
<b>Municipal Addressing Post</b>	Flat Fee	\$23.10	<b>\$23.82</b>	\$3.10	\$26.92	3.1%	T	
<b>Property Standards Appeal Fee</b>	Flat Fee	\$290.29	<b>\$299.00</b>	\$0.00	\$299.00	3.0%	E	Report FIN-2019-031
<b>Publicized Displays Application Fee</b>	Flat Fee	\$150.00	<b>\$154.00</b>	\$0.00	\$154.00	2.7%	E	Report FIN-2022-029 and Publicized Displays By-law No. 2022-008
<b>Publicized Displays Appeal Fee</b>	Flat Fee	\$30.00	<b>\$30.93</b>	\$0.00	\$30.93	3.1%	E	Report FIN-2022-029 and Publicized Displays By-law No. 2022-008

**SCHEDULE G: BY-LAW REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES  
EFFECTIVE 2024**

TYPE OF REVENUE/USER	Unit/Descr	2023 RATE (NO TAX)	2024 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS	
<b>Reinspection Fee</b>	Flat Fee Per Reinspection	\$75.00	<b>\$77.00</b>	\$0.00	\$77.00	2.7%	E	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). See Report FIN-2022-029.	
<b>Septic Compliance Letter</b>	Flat Fee	\$85.56	<b>\$88.00</b>	\$0.00	\$88.00	2.9%	E	Fee charged is consistent for all Township departments.	
<b>Sign Permits</b>	Flat Fee	\$113.26	<b>\$116.00</b>	\$0.00	\$116.00	2.4%	E	Without building permit.	
<b>Site Alteration Permit Application *</b>	Administration Fee	\$1,800 plus \$75 per hectare (rounded to the greater whole aggregate).					E		
<b>Site Alteration Permit Application - Normal Farm Practices *</b>	Administration Fee	See Third Party Cost Recovery Fee Below	<b>\$103.00</b>	\$0.00	\$103.00	100.0%	E	See Report FIN-2023-025	
<b>Site Alteration Permit Service Fee</b>	Per m <sup>3</sup>	\$0.06	<b>\$0.06</b>	\$0.00	\$0.06	0.0%	E	Paid at time of application.	
<b>Special Events Permit</b>	Per Letter	\$85.56	<b>\$88.00</b>	\$0.00	\$88.00	2.9%	E	Report FIN-2022-029	
<b>Swimming Pool Enclosure Permit</b>	Flat Fee	\$244.11	<b>\$251.00</b>	\$0.00	\$251.00	2.8%	E		
<b>Third Party Cost Recovery</b>	Actual costs incurred + \$100.00 cumulative administration fee for all invoices							T	Material, equipment, labour/benefits, administration costs, third party consultant/specialist costs - See Report FIN-2020-034
* the fees denoted with an asterisk are also subject to the Township's disbursements and third party consultant fees incurred for the processing of the application.									

**SCHEDULE H: PARKS REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES  
EFFECTIVE 2024**

<b>TYPE OF REVENUE/USER Note 1</b>	<b>Unit/Descr</b>	<b>2023 RATE (NO TAX)</b>	<b>2024 RATE (NO TAX)</b>	<b>13% HST</b>	<b>RATE INCL HST</b>	<b>% CHANGE</b>	<b>HST STATUS</b>	<b>COMMENTS</b>
<b>Ball Diamonds - No Lights</b>	Per Hour	\$23.76	<b>\$24.50</b>	\$3.19	\$27.69	3.1%	T	
<b>75% Reduced Rate - Ball Diamonds - No Lights</b>	Per Hour	\$5.94	<b>\$6.12</b>	\$0.80	\$6.92	3.0%	T	
<b>90% Reduced Rate - Ball Diamonds - No Lights</b>	Per Hour	\$2.37	<b>\$2.44</b>	\$0.32	\$2.76	3.0%	T	Note 2
<b>Ball Diamonds - Lights</b>	Per Hour	\$35.63	<b>\$36.74</b>	\$4.78	\$41.52	3.1%	T	after 8:30 p.m.
<b>75% Reduced Rate - Ball Diamonds - Lights</b>	Per Hour	\$8.80	<b>\$9.07</b>	\$1.18	\$10.25	3.1%	T	after 8:30 p.m.
<b>90% Reduced Rate - Ball Diamonds - Lights</b>	Per Hour	\$3.56	<b>\$3.67</b>	\$0.48	\$4.15	3.1%	T	after 8:30 p.m. Note 2
<b>All Ball Diamonds</b>	Per Day	\$178.25	<b>\$183.78</b>	\$23.89	\$207.67	3.1%	T	
<b>75% Reduced Rate - All Ball Diamonds</b>	Per Day	\$44.54	<b>\$45.93</b>	\$5.97	\$51.90	3.1%	T	
<b>90% Reduced Rate - All Ball Diamonds</b>	Per Day	\$17.83	<b>\$18.39</b>	\$2.39	\$20.78	3.1%	T	Note 2
<b>Ball Diamonds - Dragging</b>	Per Occurrence	\$45.53	<b>\$46.95</b>	\$6.10	\$53.05	3.1%	T	Upon request and approval - June 15, 2016 Special Council Meeting.
<b>75% Reduced Rate - Ball Diamonds - Dragging</b>	Per Occurrence	\$11.38	<b>\$11.73</b>	\$1.52	\$13.25	3.1%	T	Upon request and approval - June 15, 2016 Special Council Meeting.
<b>90% Reduced Rate - Ball Diamonds - Dragging</b>	Per Occurrence	\$4.55	<b>\$4.69</b>	\$0.61	\$5.30	3.1%	T	Upon request and approval - June 15, 2016 Special Council Meeting. Note 2
<b>Soccer Field - No Lights</b>	Per Hour	\$30.24	<b>\$31.18</b>	\$4.05	\$35.23	3.1%	T	Development of a fee - Report FIN-2017-012
<b>75% Reduced Rate - Soccer Field - No Lights</b>	Per Hour	\$7.59	<b>\$7.82</b>	\$1.02	\$8.84	3.0%	T	Development of a fee - Report FIN-2017-012
<b>90% Reduced Rate - Soccer Field - No Lights</b>	Per Hour	\$3.02	<b>\$3.11</b>	\$0.40	\$3.51	3.0%	T	Development of a fee - Report FIN-2017-012 Note 2
<b>Soccer Field - Lights</b>	Per Hour	N/A	<b>\$38.00</b>	\$4.94	\$42.94	100.0%	T	Development of a fee - Report FIN-2023-025
<b>75% Reduced Rate - Soccer Field - Lights</b>	Per Hour	N/A	<b>\$9.50</b>	\$1.24	\$10.74	100.0%	T	Development of a fee - Report FIN-2023-025
<b>90% Reduced Rate - Soccer Field - Lights</b>	Per Hour	N/A	<b>\$3.80</b>	\$0.49	\$4.29	100.0%	T	Development of a fee - Report FIN-2023-025 Note 2
<b>Soccer Field - No Lights</b>	Per Day	\$307.67	<b>\$317.21</b>	\$41.24	\$358.45	3.1%	T	Development of a fee - Report FIN-2017-012
<b>75% Reduced Rate - Soccer Field - No Lights</b>	Per Day	\$76.87	<b>\$79.26</b>	\$10.30	\$89.56	3.1%	T	Development of a fee - Report FIN-2017-012
<b>90% Reduced Rate - Soccer Field - No Lights</b>	Per Day	\$30.77	<b>\$31.73</b>	\$4.12	\$35.85	3.1%	T	Development of a fee - Report FIN-2017-012 Note 2
<b>Soccer Field - Lights</b>	Per Day	N/A	<b>\$386.59</b>	\$50.26	\$436.85	100.0%	T	Development of a fee - Report FIN-2023-025
<b>75% Reduced Rate - Soccer Field - Lights</b>	Per Day	N/A	<b>\$96.65</b>	\$12.56	\$109.21	100.0%	T	Development of a fee - Report FIN-2023-025
<b>90% Reduced Rate - Soccer Field - Lights</b>	Per Day	N/A	<b>\$38.66</b>	\$5.03	\$43.68	100.0%	T	Development of a fee - Report FIN-2023-025 Note 2
<b>Ball Diamond Advertising</b>	Per Season	\$199.58	<b>\$205.77</b>	\$26.75	\$232.52	3.1%	T	Available from May to October

**SCHEDULE H: PARKS REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES  
EFFECTIVE 2024**

TYPE OF REVENUE/USER Note 1	Unit/Descr	2023 RATE (NO TAX)	2024 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
<b>75% Reduced Rate - Ball Diamond Advertising</b>	Per Season	\$49.82	<b>\$51.37</b>	\$6.68	\$58.05	3.1%	T	Available from May to October
<b>90% Reduced Rate - Ball Diamond Advertising</b>	Per Season	\$19.96	<b>\$20.58</b>	\$2.68	\$23.26	3.1%	T	Available from May to October Note 2
<b>Horse Paddock</b>	Per Day	\$228.06	<b>\$235.13</b>	\$30.57	\$265.70	3.1%	T	Rental restricted to horse paddock and tractor pull area.
<b>75% Reduced Rate - Horse Paddock</b>	Per Day	\$56.97	<b>\$58.74</b>	\$7.64	\$66.38	3.1%	T	Rental restricted to horse paddock and tractor pull area.
<b>90% Reduced Rate - Horse Paddock</b>	Per Day	\$22.81	<b>\$23.52</b>	\$3.06	\$26.58	3.1%	T	Rental restricted to horse paddock and tractor pull area. Note 2
<b>Picnic Shelter</b>	Per Hour	\$22.77	<b>\$23.48</b>	\$3.05	\$26.53	3.1%	T	
<b>75% Reduced Rate - Picnic Shelter</b>	Per Hour	\$5.69	<b>\$5.86</b>	\$0.76	\$6.62	3.0%	T	
<b>90% Reduced Rate - Picnic Shelter</b>	Per Hour	\$2.27	<b>\$2.34</b>	\$0.30	\$2.64	3.1%	T	Note 2
<b>Picnic Shelter</b>	Per Day	\$91.16	<b>\$93.99</b>	\$12.22	\$106.21	3.1%	T	
<b>75% Reduced Rate - Picnic Shelter</b>	Per Day	\$22.79	<b>\$23.50</b>	\$3.06	\$26.56	3.1%	T	
<b>90% Reduced Rate - Picnic Shelter</b>	Per Day	\$9.11	<b>\$9.39</b>	\$1.22	\$10.61	3.1%	T	Note 2
<b>Tennis Courts - No Lights</b>	Per Hour	\$21.56	<b>\$22.23</b>	\$2.89	\$25.12	3.1%	T	See Report FIN-2021-025
<b>75% Reduced Rate - Tennis Courts - No Lights</b>	Per Hour	\$5.39	<b>\$5.55</b>	\$0.72	\$6.27	3.0%	T	See Report FIN-2021-025
<b>90% Reduced Rate - Tennis Courts - No Lights</b>	Per Hour	\$2.15	<b>\$2.21</b>	\$0.29	\$2.50	2.8%	T	See Report FIN-2021-025 Note 2
<b>Tennis Courts - Lights</b>	Per Hour	\$32.34	<b>\$33.35</b>	\$4.34	\$37.69	3.1%	T	See Report FIN-2021-025
<b>75% Reduced Rate - Tennis Courts - Lights</b>	Per Hour	\$8.09	<b>\$8.34</b>	\$1.08	\$9.42	3.1%	T	See Report FIN-2021-025
<b>90% Reduced Rate - Tennis Courts - Lights</b>	Per Hour	\$3.23	<b>\$3.34</b>	\$0.43	\$3.77	3.1%	T	See Report FIN-2021-025 Note 2
<b>Fireworks Security Deposit</b>	Per Display	\$500.00	<b>\$500.00</b>	\$0.00	\$500.00	0.0%	E	Clean up of Township lands after fireworks display.
<b>Baseball Equipment and Lights Security Deposit</b>	Per Season	\$50.00	<b>\$50.00</b>	\$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.
<b>Picnic Shelter Washroom Key Security Deposit</b>	Per Rental	\$50.00	<b>\$50.00</b>	\$0.00	\$50.00	0.0%	E	
<b>Horse Paddock Security Deposit</b>	Per Rental	\$300.00	<b>\$300.00</b>	\$0.00	\$300.00	0.0%	E	
<b>Note 1:</b> Booking availability of Township fields are dependent on field conditions.								
<b>Note 2:</b> A 90% reduced rate shall apply to Seniors' Events or Programs, Whistle Stop Co-operative Pre-school and Guelph Community Health Centre (The Playgroup).								

**SCHEDULE I: OPTIMIST RECREATION CENTRE REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES  
EFFECTIVE 2024**

TYPE OF REVENUE/USER	Unit/Descr	2023 RATE (NO TAX)	2024 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
<b>Arena Floor</b>	Per Hour	\$76.87	<b>\$79.26</b>	\$10.30	\$89.56	3.1%	T	Includes use of change rooms
<b>75% Reduced Rate - Arena Floor</b>	Per Hour	\$19.14	<b>\$19.74</b>	\$2.57	\$22.31	3.1%	T	Includes use of change rooms
<b>90% Reduced Rate - Arena Floor</b>	Per Hour	\$7.69	<b>\$7.93</b>	\$1.03	\$8.96	3.1%	T	Includes use of change rooms Note 2
<b>Ice - Non - Prime</b>	Per Hour	\$64.11	<b>\$66.10</b>	\$8.59	\$74.69	3.1%	T	Includes use of change rooms Note 1
<b>75% Reduced Rate - Ice - Non-Prime</b>	Per Hour	\$15.95	<b>\$16.45</b>	\$2.14	\$18.59	3.1%	T	Includes use of change rooms Note 1
<b>90% Reduced Rate - Ice - Non-Prime</b>	Per Hour	\$6.41	<b>\$6.61</b>	\$0.86	\$7.47	3.1%	T	Includes use of change rooms Note 1 and Note 2
<b>Ice - Prime</b>	Per Hour	\$184.18	<b>\$234.00</b>	\$30.42	\$264.42	27.0%	T	Includes use of change rooms. Report FIN-2023-030. Note 1
<b>Gymnasium</b>	Per Hour	\$34.98	<b>\$36.07</b>	\$4.69	\$40.76	3.1%	T	
<b>75% Reduced Rate - Gymnasium</b>	Per Hour	\$8.69	<b>\$8.96</b>	\$1.16	\$10.12	3.1%	T	
<b>90% Reduced Rate - Gymnasium</b>	Per Hour	\$3.47	<b>\$3.57</b>	\$0.46	\$4.03	2.9%	T	Note 2
<b>Rink Board Advertising</b>	Per Year	\$399.15	<b>\$411.53</b>	\$53.50	\$465.03	3.1%	T	
<b>75% Reduced Rate - Rink Board Advertising</b>	Per Year	\$99.74	<b>\$102.84</b>	\$13.37	\$116.21	3.1%	T	
<b>90% Reduced Rate - Rink Board Advertising</b>	Per Year	\$39.92	<b>\$41.16</b>	\$5.35	\$46.51	3.1%	T	Note 2

**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

**Note 2:** A 90% reduced rate shall apply to Seniors' Events or Programs, Whistle Stop Co-operative Pre-school and Guelph Community Health Centre (The Playgroup).

**SCHEDULE J: PUSLINCH COMMUNITY CENTRE REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES  
EFFECTIVE 2024**

TYPE OF REVENUE/USER	Unit/Descr	2023 RATE (NO TAX)	2024 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
<b>Meeting Room - Non Resident Rental or Commercial Rental</b>	Per Hour	\$37.12	<b>\$38.28</b>	\$4.98	\$43.26	3.1%	T	Maximum 8 hour charge if renting with a full day booking of the Hall. Example of Commercial Rentals include Auctions, Sale of Merchandise - See Report FIN-2019-031
<b>Meeting Room</b>	Per Hour	\$29.69	<b>\$30.62</b>	\$3.98	\$34.60	3.1%	T	Maximum 8 hour charge if renting with a full day booking of the Hall.
<b>75% Reduced Rate - Meeting Room</b>	Per Hour	\$7.36	<b>\$7.59</b>	\$0.99	\$8.58	3.1%	T	Maximum 8 hour charge if renting with a full day booking of the Hall.
<b>90% Reduced Rate - Meeting Room</b>	Per Hour	\$2.96	<b>\$3.05</b>	\$0.40	\$3.45	3.0%	T	Maximum 8 hour charge if renting with a full day booking of the Hall. Note 3
<b>Hall - Non-Prime - Non Resident Rental or Commercial Rental</b>	Per Hour	\$79.71	<b>\$82.18</b>	\$10.68	\$92.86	3.1%	T	Minimum of a 3 hour booking required. Example of Commercial Rentals include Auctions, Sale of Merchandise - See Report FIN-2019-031 Note 1 and Note 2
<b>Hall - Non-Prime</b>	Per Hour	\$63.78	<b>\$65.76</b>	\$8.55	\$74.31	3.1%	T	Minimum of a 3 hour booking required. Note 1 and Note 2
<b>75% Reduced Rate - Hall - Non-Prime</b>	Per Hour	\$15.95	<b>\$16.45</b>	\$2.14	\$18.59	3.1%	T	Minimum of a 3 hour booking required. Note 1 and Note 2
<b>90% Reduced Rate - Hall - Non-Prime</b>	Per Hour	\$6.37	<b>\$6.57</b>	\$0.85	\$7.42	3.1%	T	Minimum of a 3 hour booking required. Note 1, Note 2, and Note 3
<b>Hall - Non-Prime - Non Resident Rental or Commercial Rental</b>	Full Day Rental	\$542.08	<b>\$558.88</b>	\$72.65	\$631.53	3.1%	T	Example of Commercial Rentals include Auctions, Sale of Merchandise - See Report FIN-2019-031 Note 1 and Note 2
<b>Hall - Non-Prime</b>	Full Day Rental	\$433.67	<b>\$447.12</b>	\$58.13	\$505.25	3.1%	T	Note 1 and Note 2
<b>75% Reduced Rate - Hall - Non-Prime</b>	Full Day Rental	\$108.43	<b>\$111.80</b>	\$14.53	\$126.33	3.1%	T	Note 1 and Note 2
<b>90% Reduced Rate - Hall - Non-Prime</b>	Full Day Rental	\$43.33	<b>\$44.68</b>	\$5.81	\$50.49	3.1%	T	Note 1, Note 2, and Note 3
<b>Hall - Prime - Non Resident Rental or Commercial Rental</b>	Full Day Rental	\$711.01	<b>\$986.16</b>	\$128.20	\$1,114.36	38.7%	T	Example of Commercial Rentals include Auctions, Sale of Merchandise - See Report FIN-2019-031 and Report FIN-2023-030. Note 1 and Note 2
<b>Hall - Prime</b>	Full Day Rental	\$568.81	<b>\$586.45</b>	\$76.24	\$662.69	3.1%	T	Note 1 and Note 2
<b>Hall - Prime - Non Resident Rental or Commercial Rental</b>	Per Hour	N/A	<b>\$82.18</b>	\$10.68	\$92.86	100.0%	T	Additional hours beyond the 12 hour full day rental maximum subject to availability.
<b>Hall - Prime</b>	Per Hour	N/A	<b>\$65.76</b>	\$8.55	\$74.31	100.0%	T	Additional hours beyond the 12 hour full day rental maximum subject to availability.

**SCHEDULE J: PUSLINCH COMMUNITY CENTRE REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES  
EFFECTIVE 2024**

TYPE OF REVENUE/USER	Unit/Descr	2023 RATE (NO TAX)	2024 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
Hall - Set-up Fee - Non Resident Rental or Commercial Rental	Per Hour	\$79.71	\$82.18	\$10.68	\$92.86	3.1%	T	Example of Commercial Rentals include Auctions, Sale of Merchandise - See Report FIN-2019-031 Note 1, Note 2 and Note 5
Hall - Set-up Fee	Per Hour	\$63.78	\$65.76	\$8.55	\$74.31	3.1%	T	Note 1, Note 2 and Note 5
Use of Kitchen Facilities - Non Prime - Non Resident Rental or Commercial Rental	Per Hour	\$38.91	\$47.00	\$6.11	\$53.11	20.8%	T	Minimum of a 3 hour booking required. Example of Commercial Rentals include Auctions, Sale of Merchandise - See Report FIN-2019-031 Note 1 and Note 2
Use of Kitchen Facilities - Non Prime	Per Hour	\$31.13	\$32.10	\$4.17	\$36.27	3.1%	T	Minimum of a 3 hour booking required. Note 1 and Note 2
75% Reduced Rate - Use of Kitchen Facilities - Non Prime	Per Hour	\$7.78	\$8.02	\$1.04	\$9.06	3.1%	T	Minimum of a 3 hour booking required. Note 1 and Note 2
90% Reduced Rate - Use of Kitchen Facilities - Non Prime	Per Hour	\$3.11	\$3.20	\$0.42	\$3.62	2.9%	T	Minimum of a 3 hour booking required. Note 1, Note 2, and Note 3
Licensed Events Using Patio - Non Resident Rental or Commercial Rental	Flat Rate	\$81.52	\$84.05	\$10.93	\$94.98	3.1%	T	Example of Commercial Rentals include Auctions, Sale of Merchandise - See Report FIN-2019-031 Note 6
Licensed Events Using Fenced Outdoor Patio	Flat Rate	\$65.21	\$67.24	\$8.74	\$75.98	3.1%	T	Note 6
75% Reduced Rate - Licensed Events Using Fenced Outdoor Patio	Flat Rate	\$16.30	\$16.80	\$2.18	\$18.98	3.1%	T	Note 6
90% Reduced Rate - Licensed Events Using Fenced Outdoor Patio	Flat Rate	\$6.52	\$6.72	\$0.87	\$7.59	3.1%	T	Note 3 and Note 6
Personnel Costs	Per Hour Per Personnel	Actual Costs Incurred					T	See Report REC-2023-004 and Report FIN-2023-030. Personnel Costs are applicable for any additional staffing requirements for events at the discretion of the Director of Public Works, Parks and Facilities subject to operational demands and staff availability
Facility Rental Security Deposit - Hall Rental Only or Hall and Meeting Room Rental	Per Booking	\$1,500.00	\$1,500.00	\$0.00	\$1,500.00	0.0%	E	See Report FIN-2022-029 and Note 4
Facility Rental Security Deposit - Meeting Room/Kitchen Facility Only	Per Booking	\$365.00	\$365.00	\$0.00	\$365.00	0.0%	E	See Report FIN-2022-029 and Note 4

**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

**Note 3:** A 90% reduced rate shall apply to Seniors' Events or Programs, Whistle Stop Co-operative Pre-school and Guelph Community Health Centre (The Playgroup).

**Note 4:** The security deposit is fully refundable after the Event, provided there are no damages to the facility, the access key is returned, and all terms of the Township's Alcohol Risk Management policy, the Special Occasion Permit or Caterer's Endorsement, any Township agreements and all applicable federal, provincial and municipal laws, policies, guidelines, regulations and by-laws, including without limitation, the Liquor Licence and Control Act, 2019 are adhered to.



**SCHEDULE J: PUSLINCH COMMUNITY CENTRE REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES  
EFFECTIVE 2024**

TYPE OF REVENUE/USER	Unit/Descr	2023 RATE (NO TAX)	2024 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
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**Note 5:** 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.

**Note 6:** If the outdoor patio has been included on the Special Occasion Permit or Caterer’s Endorsement, Township Staff will fence the outdoor patio.