



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
OCTOBER 15, 2024 RECREATION ADVISORY COMMITTEE MEETING
VIRTUAL MEETING BY ELECTRONIC PARTICIPATION &
IN-PERSON AT THE MUNICIPAL OFFICE –
7404 WELLINGTON RD 34, PUSLINCH

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AGENDA

DATE: October 15, 2024

MEETING: 7:00 P.M.

≠ Denotes resolution prepared

1. Call the Meeting to Order
2. Roll Call
3. Moment of Reflection
4. Confirmation of the Agenda ≠
5. Disclosure of Conflict of Interest
6. Delegations
7. Consent Agenda ≠
 - 7.1. September 18, 2024 Recreation Advisory Committee Minutes
 - 7.2. 2025 Proposed User Fees and Charges By-law



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Recommendation:

That the Consent Agenda items listed for the October 15, 2024 Recreation Advisory Committee meeting be received for information.

8. Reports ≠

8.1. Report – REC-2024-009 – 2022-2026 Goals and Objectives

Recommendation:

That report REC-2024-009 entitled 2022-2026 Goals and Objectives Update be received for information.

8.2. Committee Memo – MEMO-2024-002 – Letter in Support of New Horizons for Seniors Grant

Recommendation:

That Committee Memo MEMO-2024-002 entitled Letter in Support of New Horizons Seniors Grant be received for information; and,

That the letter attached as Schedule A to this Committee Memo, the survey results and the key findings be circulated and shared with local Puslinch Community Groups.

8.3. Committee Memo – MEMO-2024-003 – Community User Group Data Collection and Questionnaire

Recommendation:

That Committee Memo MEMO-2024-003 entitled Community User Group Data Collection and Questionnaire be received for information; and,

That the Community Liaison Sub-committee draft a Goals/Objectives Proposal form for Council's consideration.

8.4. Verbal Update - Director of Public Works, Roads and Facilities

9. Correspondence

10. Announcements

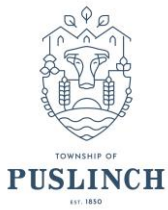
11. Notice of Motion

12. New Business



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13. Adjournment ≠



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
SEPTEMBER 18, 2024 RECREATION ADVISORY COMMITTEE MEETING
IN-PERSON AND VIRTUAL MEETING BY ELECTRONIC PARTICIPATION -
7404 WELLINGTON RD 34, PUSLINCH ON

MINUTES

DATE: September 18, 2024

MEETING: 7:00 P.M.

The September 18, 2024 Recreation Advisory Committee was held on the above date and called to order at 7:06 p.m. via in person participation at the Municipal Office at 7404 Wellington Road 34, and via electronic participation.

1. CALL THE MEETING TO ORDER

2. ROLL CALL

Attendance:

Councillor Jessica Goyda

Joanna Jefferson

Mary Christidis

Tracey McQueen

Staff in Attendance:

Laura Emery, Communications and Committee Coordinator

Sarah Huether, Interim Deputy Clerk

Absent:

Stephanie McCrone

3. MOMENT OF REFLECTION

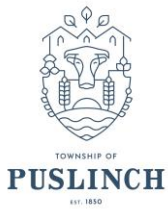
4. CONFIRMATION OF THE AGENDA

Resolution No. 2024-015:

Moved by Joanna Jefferson and
Seconded by Mary Christidis

That the Recreation Advisory Committee approves the September 18, 2024 Agenda as circulated.

CARRIED.



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5. DISCLOSURE OF CONFLICT OF INTEREST

None

6. DELEGATIONS

None

7. CONSENT AGENDA

7.1 June 18, 2024 Recreation Advisory Committee Minutes

7.2 Facility Revenues and previous year comparators for May 1, 2024 to August 31, 2024

Resolution No. 2024-016:

Moved by Joanna Jefferson and
Seconded by Mary Christidis

That Consent Agenda items for the September 18, 2024 Recreation Advisory Committee meeting be received for information.

CARRIED

8. COMMITTEE AND STAFF REPORTS

8.1 Report – REC-2024-006 – 2022-2026 Goals and Objectives

Resolution No. 2024-017:

Moved by Joanna Jefferson and
Seconded by Mary Christidis

That report REC-2024-006 entitled 2022-2026 Recreation Advisory Committee Goals and Objectives Update be received for information; and,

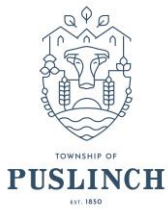
That the Community Liaison Sub-committee draft a letter to existing Puslinch Community Groups, sharing the feedback received from the public engagement survey in support of the New Horizons for Seniors Grant for their consideration in 2025, in accordance with Council's direction; and,

That the Community Liaison Sub-committee draft a Committee Memo to be presented at the next Committee meeting discussing a user group information meeting; and,

That the Recreation Facility Promotion Sub-committee develop a plan on how to engage with recreation programs that are not currently available within the Township; and,

That the Community Liaison Sub-committee develop a communication plan, including engaging with current program providers, to promote the programming that is currently running in the Township facilities.

CARRIED



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8.2 Report – REC-2024-007 – Boreham Park Green Legacy Tree Planting Update

Resolution No. 2024-018:

Moved by Joanna Jefferson and
Seconded by Mary Christidis

That report REC-2024-007 regarding the Boreham Park Green Legacy Tree Planting Update be received for information; and,

That the following comments be forwarded to Council for their consideration regarding the Boreham Park Tree Planting Engagement Survey results:

- The committee recommends:
 - To consider watering requirements
 - To consider the survey comments regarding tree variety including trees that may drop berries or pods
 - To consider an additional area to plant trees near the benches as you are approaching the playground.

CARRIED

8.3 Report – REC-2024-008 – Proposed 2025 Recreation Advisory Committee Budget

Resolution No. 2024-019:

Moved by Joanna Jefferson and
Seconded by Mary Christidis

That report REC-2024-008 regarding the proposed 2025 Recreation Advisory Committee Budget be received for information.

9. CORRESPONDENCE

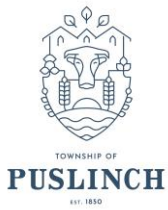
None

10. ANNOUNCEMENTS

None

11. NOTICE OF MOTION

None



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12. NEW BUSINESS

Resolution No. 2024-020:

Moved by Mary Christidis and
Seconded by Joanna Jefferson

Whereas the Recreation Advisory Committee had a discussion on the increased crime in the Township; and,

Whereas, the Committee is supportive of initiatives that would allow the community the complementary use of Township facilities to host educational information sessions;

Therefore, be it resolved that the Committee supports and advises a representative of the Fox Run Neighbourhood group to delegate to a future Council meeting.

CARRIED

13. ADJOURNMENT

Resolution No. 2024-021:

Moved by Joanna Jefferson and
Seconded by Tracey McQueen

That the Recreation Advisory Committee hereby adjourns at 8:22 p.m.

CARRIED



REPORT FIN-2024-024

TO: Mayor and Members of Council

PREPARED BY: Mary Hasan, Director of Finance/Treasurer

PRESENTED BY: Mary Hasan, Director of Finance/Treasurer

MEETING DATE: September 25, 2024

SUBJECT: 2025 Proposed User Fees and Charges
File No. C11 FIN

RECOMMENDATIONS

THAT Report FIN-2024-024 entitled 2025 Proposed User Fees and Charges be received; and

That Council directs staff to proceed with holding a Public Meeting on October 9, 2024 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-2024-024; and

That staff report back to Council with the results of the Public Meeting.

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. This report is prepared in consultation with Township staff within all Township departments.

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.

Budget Development and Control Policy

Clause 5 of the Budget Development and Control Policy includes information regarding User Fees and Charges as outlined below:

- i. User fees and charges shall be automatically adjusted annually based on the CPI for Ontario from May to May.*
- ii. When recommending a new user fee and charge or where the pressure on user fees and charges indicates an alternate rate change over and above the CPI inflation rate to ensure tax subsidization does not increase, the Township will consider changes to the user fees and charges that closely reflect the actual cost for providing the service while keeping in line with comparator municipalities.*

The CPI for Ontario from May 2023 to May 2024 is 3.00%. The proposed fees outlined in Schedule A to Report FIN-2024-024 have been established or amended to closely reflect the actual cost for providing the service including CPI increases of 3.00% while keeping in line with comparator municipalities.

Outlined below are the proposed changes to the fees by department (excluding those fees that have been automatically increased by the CPI of 3.00%.

Benchmarking Analysis

Council at its meeting held on August 16, 2023 directed staff to select approximately 10 high frequency user fees and perform a benchmarking analysis to assess whether the Township's fees are comparable to comparator municipalities.

Township staff chose 10 high frequency user fees (one from each Township department as outlined in Schedules A to J of the 2025 User Fees and Charges By-law).

These 10 high frequency user fees were compared to the following comparator and boundary municipalities:

- Cambridge
- Centre Wellington
- Erin
- Guelph
- Guelph Eramosa
- Hamilton
- Mapleton
- Milton
- Minto

- Wellington North

The results of the benchmarking analysis are further outlined in the table below:

| TYPE OF REVENUE/USER | Unit/Descr | 2024 RATE (NO TAX) | 2025 RATE WITH CPI | 2025 PROPOSED RATE (NO TAX) | 2024 Average | 2024 Median |
|---|---------------------|--------------------|--------------------|-----------------------------|--------------------------|-------------|
| Signature of Commissioner Note A | Per Document | \$23.51 | \$24 | \$26.02 | \$26.02 | \$23.77 |
| Returned Cheque Fee Note B | Per Returned Cheque | \$44.00 | \$45 | \$45.00 | \$39.98 | \$40.00 |
| Haul Route Permit Note C | Flat Fee | N/A | N/A | \$119.00 | No available comparators | |
| Information or Fire Reports Note A | Flat Fee | \$88.00 | \$90 | \$113.00 | \$113.36 | \$97.50 |
| Minimum Building Permit Fee Note D | Flat Fee | \$181.00 | \$186 | \$186.00 | \$201.79 | \$217.50 |
| Zoning By-Law Amendment - Aggregate * Note A | Administration fee | \$17,641.00 | \$18,170 | \$80,000.00 | \$76,061.67 | \$59,680.00 |
| Swimming Pool Enclosure Permit Note B | Flat Fee | \$251.00 | \$258 | \$258.00 | \$223.49 | \$236.50 |
| 75% Reduced Rate - Ball Diamonds - No Lights Note E | Per Hour | \$6.12 | \$6.30 | \$8.00 | \$13.23 | \$7.95 |
| Gymnasium Note E | Per Hour | \$36.07 | \$37.15 | \$53.48 | \$55.76 | \$53.48 |
| Hall - Prime - Non Resident Rental or Commercial Rental Note B | Per Hour | \$82.18 | \$84.65 | \$84.65 | \$72.18 | \$72.38 |

Note A – As outlined in the table above, it is recommended that the Signature of Commissioner fee, Information or Fire Reports fee, and Zoning By-law Amendment – Aggregate administration fee be increased to the average fee of the comparator and boundary municipalities. It is recommended that these fees be increased to the average fee for the cost recovery associated with these services while keeping in line with comparator and boundary municipalities.

Note B - As outlined in the table above, there are fees where the average or median benchmarking fee is lower than the Township’s fee. In these examples, a decrease to the Township fee is not recommended as the Township’s immediate neighbors are in line with or higher than the Township’s fee.

Note C - It is recommended that a new fee be established of \$119.00 for a Haul Route Permit in order to establish appropriate routes for fill to be moved in relation to site alteration work on Township roads. The fee recommended is the same as Oversize-Overweight Load Permits and is for the cost recovery associated with this service.

Note D - As outlined in the table above, there are fees where the average or median benchmarking fee is higher than the Township’s fee. In these examples, an increase to the

Township fee is not recommended as the Township's immediate neighbors are in line with or lower than the Township's fee.

Note E – As outlined in the table above, it is recommended that the Ball Diamonds - No Lights fees and Gymnasium fees including the reduced rates associated with these fees be increased to the median fee of the comparator and boundary municipalities. It is recommended that these fees be increased to the median fee for the cost recovery associated with these services while keeping in line with comparator and boundary municipalities.

Administration

Agreements – Major – Not Registered; Agreements – Minor – Not Registered; Agreements - Registered

It is recommended that all agreement fees as outlined in Schedule A of the proposed User Fees and Charges By-law be changed from administration fees (with third party costs recoverable) to flat fees. This provides applicants with an understanding of the total fees payable to the Township for the agreement fee. The fees recommended were determined based on estimates of the actual costs incurred for facilitating and preparing the agreements. Please note, the Agreements – Registered flat fee has increased due to the estimated costs associated with the registration of the agreement on title (these costs were previously invoiced separately as a third party cost recoverable).

Red Line Agreement Review

It is recommended that a new administration fee be established of \$100.00 associated with a request to review a red line agreement deviating from the Township's standard agreements. The Township has developed standard agreements which have undergone legal review and the administration fee recommended is for the cost recovery associated with an applicant initiated request to review proposed changes to the agreement.

Title Search

It is recommend that a new fee be established of \$175.00 for a Title Search. In order for an agreement to be registered on title, the name of the property owner(s) and legal description must match what is on Title for the property. In the event that the owner of the property does not provide the Title, the Township must complete a Title Search in order to prepare the agreement. The fee recommended is for the cost recovery associated with this service.

Logo Pins

The Township recently purchased pins with the Township’s logo for sale. Township staff recommend that these logo pins be offered for sale to the public at a cost of \$5.00 as requests have been received for the purchase of these pins. The fee recommended is for the cost recovery associated with this service.

Fire and Rescue Services

Setting off or Discharge of Low Hazard Fireworks Exemption Waiver

It is recommended that a new fee be established of \$119 for exemption requests under Section 7(1) of the Fireworks By-law No. 039/14. The by-law states specific days that low hazard fireworks can be set off. The purpose of this new fee is because an exemption is required to set fireworks off at any time other than the days designated in the by-law. The fee recommended is for the cost recovery associated with this service.

Building

The Building Code Act requires that the total amount of building permit fees meet 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 reserve, to be drawn upon in years of declining building activity.

The Township’s Building Surplus reserve balance from 2020 to 2023 is outlined below:

| | 2020 | 2021 | 2022 | 2023 |
|------------------|-------------|-------------|-------------|-------------|
| Building Reserve | \$529,693 | \$601,700 | \$623,909 | \$972,604 |

The Building department ended 2023 with an operating surplus of \$352K (2023 revenues of \$932K less 2023 expenditures of \$580K). The surplus of \$352K was transferred to the Building Surplus Reserve.

The Building department expenditures include an allocation of administrative overhead/indirect costs. Essentially, the Building Surplus Reserve is doing exactly what it was intended for (ie. providing funds to pay for years where the current building permit fees are not recovering the current work). Many municipalities aim for a building reserve equal to 1.5 years of operating expenditures. The building department’s budgeted 2024 operating expenditures is \$746K.

Based on the above, it is recommended that the fees in the Building department appendices be increased by the CPI inflation rate of 3.00% for cost recovery purposes similar to other departments.

Planning and Development

Additional Public Information Meeting (PIM)

It is recommended that a new fee be established of \$3,200 for applications which require Additional PIM's above the statutorily required number of meetings. The fee recommended is for the cost recovery associated with this service.

The anticipated costs include the following:

- Township staff time in preparing and circulating the PIM notification and preparing for and executing the PIM.
- Advertisement in the Wellington Advertiser, postage, and printing for notification to property owners in accordance with the legislative requirements.

Agreements – Minor – Not Registered and Agreements - Registered

It is recommended that the Agreements – Minor – Not Registered and Agreements – Registered fees as outlined in Schedule F of the proposed User Fees and Charges By-law be changed from administration fees (with third party costs recoverable) to flat fees. This provides applicants with an understanding of the total fees payable to the Township for the agreement fee. The fees recommended were determined based on estimates of the actual costs incurred for facilitating and preparing the agreements. Please note, the Agreements – Registered flat fee has increased due to the estimated costs associated with third party review and the registration of the agreement on title (these costs were previously invoiced separately as a third party cost recoverable).

Agreements - Subdivision/Condominium

It is recommended that a new administration fee be established of \$2,261.00 associated with drafting, coordination of review, and clearance of agreements related to the approval of Subdivisions and Condominiums. The administration fee recommended is for the cost recovery associated with this service.

Red Line Agreement Review

It is recommended that a new administration fee be established of \$100.00 associated with a request to review a red line agreement deviating from the Township's standard agreements.

The Township has developed standard agreements which have undergone legal review and the administration fee recommended is for the cost recovery associated with an applicant initiated request to review proposed changes to the agreement.

Title Search

It is recommend that a new fee be established of \$175.00 for a Title Search. In order for an agreement to be registered on title, the name of the property owner(s) and legal description must match what is on Title for the property. In the event that the owner of the property does not provide the Title, the Township must complete a Title Search in order to prepare the agreement. The fee recommended is for the cost recovery associated with this service.

Application Reactivation

It is recommended that a new fee be established of \$3,200 for applications which are reactivated after being dormant for a period of two (2) years. An application is considered dormant when no additional submission material has been provided in respect to an application after a period of two (2) years. The fee recommended is for the cost recovery associated with this service.

The anticipated costs include the following:

- Township staff time involved in processing the application, facilitating the review and developing comment summaries.
- Consultant costs for reviewing the application.

Minor Variance – Type 1 and Minor Variance – Type 2

Minor Variance applications are now processed in house by the Township's Junior Planner and typically do not require review by third party consultants. Township staff are recommending that the fee be increased by approximately 14.5% due to the change to a flat fee structure. The fee recommended is for the cost recovery associated with the review of these applications.

Permitted Use Letter

It is recommended that a new fee be established of \$89.00 to distinguish the Permitted Use Letter from the Compliance Letter. The Compliance Letter provides a list of permitted uses whereas a permitted use letter provides comments on a proposed use (ie. is a use permitted in a specific zone). The fee recommended is for the cost recovery associated with this service.

Preliminary Planning Consultation

It is recommended that a new Preliminary Planning Consultation fee of \$300.00 be established. This process replaces the Township's previous mandatory Pre-consultation Process. The Preliminary Planning Consultation will offer applicants a high level review of their preliminary planning proposal from a planning policy perspective. The fee recommended is for the cost recovery associated with this service. In order to encourage applicants to apply for a subsequent related Comprehensive Development Consultation, the Preliminary Planning Consultation fee will be credited towards a subsequent related Comprehensive Development Consultation application.

The anticipated costs include the following:

- Township staff time involved in processing the application and facilitating the review.
- Consultant costs for reviewing the proposal.

Comprehensive Development Consultation

It is recommended that a new Comprehensive Development Consultation fee of \$5,000 be established. This process replaces the Township's previous mandatory Pre-consultation Process. Similar to the Township's current Pre-Consultation Process, the Comprehensive Development Consultation process will provide applicants with an opportunity to have their development/planning proposal reviewed by Township staff and Township third party consultants. Additionally, the applicant will obtain feedback on requirements such as studies for a future Planning Act application. The fee recommended is for the cost recovery associated with this service. In order to encourage applicants to apply for a Comprehensive Development Consultation prior to submitting a Planning Act application, the Comprehensive Development Consultation fee will be credited towards a subsequent related Planning Act application.

The anticipated costs include the following:

- Township staff time involved in processing the application, facilitating the review, and developing comment summaries.
- Consultant costs for reviewing the proposal.

Radiocommunication Tower Pre-Consultation Fee

It is recommended that a new administration fee be established of \$1,079.00 for the review of pre-consultation applications and pre-consultation meetings for Radiocommunication Tower proposals in accordance with the Township's Radiocommunication Tower and Antenna Protocol Policy. The administration fee recommended is for the cost recovery associated with processing of the application.

Site Plan Application and Agreement - New Application and Site Plan Application and Agreement – Amendment Application

With the changes to the Planning Act as a result of Bill 185 which removed the refund requirement if decisions are not made within the legislated timelines, Township staff are recommending a return to the flat fee structure for Site Plan Applications and Agreements. The Site Plan Application and Agreement flat fee in 2022 was \$21,797. Township staff have increased the fee to \$24,952 in accordance with the 2023 CPI rate of 7.80%, 2024 CPI rate of 3.10% and the 2025 CPI rate of 3.0%. It is also recommended that a separate fee be established for Site Plan Application and Agreement – Amendment Application of \$6,106.00. As the Township staff time and review associated with a new Site Plan Application and Agreement versus an amendment to an existing Site Plan Agreement varies dramatically, it is recommended that a flat fee be established to recover the costs associated with processing each type of application.

The fees recommended were determined based on estimates of the anticipated costs associated with processing these applications. The flat fee structure was introduced in By-law No. 075/17 passed on November 1, 2017 and it provides the applicant with an understanding of the total fees payable to the Township for the processing of a Site Plan Application and Agreement.

The anticipated costs include the following:

- Consultant costs for reviewing the application and inspection costs related to the release of securities.
- Township staff time involved in processing the applications, facilitating and preparing the agreement, and releasing of securities.
- Facilitating and preparing the agreement including registering the agreement on title.

Third and Subsequent Submission

It is recommended that a new administration fee be established of \$200 for a Third and Subsequent Submission in order to address applications which require three or more submissions in order to address all comments prior to the Township making a decision on the application. This administration fee allows the Township to incorporate a flat fee structure for applications which require two or less submission reviews and to maintain appropriate cost recovery for applications which require three or more submissions. This administration fee also encourages applicants to submit fulsome submissions to reduce the number of reviews required. The administration fee recommended is for the cost recovery associated with this service.

Zoning By-Law Amendment

With the changes to the Planning Act as a result of Bill 185 which removed the refund requirement if decisions are not made within the legislated timelines, Township staff are recommending a return to the flat fee structure for Zoning By-law Amendment Applications. The Zoning By-law Amendment flat fee in 2022 was \$15,396. Township staff have increased the fee to \$17,625 in accordance with the 2023 CPI rate of 7.80%, 2024 CPI rate of 3.10% and the 2025 CPI rate of 3.0%. The fees recommended were determined based on estimates of the anticipated costs associated with processing these applications. The flat fee structure was introduced in By-law No. 64/15 passed on November 18, 2015 and it provides the applicant with an understanding of the total fees payable to the Township for the processing of a Zoning By-Law Amendment Application.

The anticipated costs include the following:

- Township staff time involved in processing the applications.
- Consultant costs for reviewing the application, preparing the final report, and meeting attendance.
- PDAC Committee – each application has one PDAC meeting.
- Council – one Public Meeting and one final report to Council for consideration.
- Advertising costs (two notices – one for complete application and one for notice of public meeting).
- Postage costs for Notice of Complete Application, Notice of Public Meeting, and Notice of Passing sent to neighbours within 120 metres and required agencies under the Planning Act.

By-law

After Hours Response for Violation

It is recommended that a new fee be established of \$350.00 for an after hours by-law enforcement call to be paid upon a verified violation. The fee recommended is for the cost recovery associated with staff site attendance after hours and only in the case of a confirmed violation.

Site Alteration Permit Fees

The Township has incorporated a number of administration fees and security deposits as outlined in the Site Alteration By-law No. 2023-057 in Schedule G of the proposed User Fees and Charges By-law. The fees recommended are for the cost recovery associated with these services.

Designated Official Meeting

It is recommended that a new fee be established of \$450 for the Designated Official Meeting. The fee recommended is for the cost recovery associated with this service including Township third party consultants attending the meeting and providing a review of the application in advance of site alteration permit application submission.

Parks

Baseball Diamonds

Council at its meeting held on March 20, 2024 passed Council Resolution No. 2024-090 as summarized below. The items below pertain to user fees and charges:

- *That Council receives the Delegation by Cameron Tuck and Kiran Johal regarding Puslinch Minor Baseball Club; and*
- *That Council direct staff to report back regarding the delegate’s concerns regarding scheduling and the Township’s practice for rental requests for leagues and to include comments and recommendations from the Recreation Committee; and*
- *That the report include how neighbouring municipalities address user fee rates for Community Groups that are offered first opportunity for field rentals.*

The Township has three baseball diamonds which are each rented separately. The total revenues in 2023 for each baseball diamond are as outlined in the table below:

| | Old Morriston | Aberfoyle | Morriston Meadows | Total |
|---------------------|----------------------|------------------|--------------------------|--------------|
| 2023 Revenue | \$2,496 | \$5,696 | \$1,776 | \$9,968 |

The Township’s fees for baseball diamond rentals are incorporated in Schedule H of the proposed User Fees and Charges By-law. The Puslinch Minor Baseball League receives the 75% reduced rental rate. All the other baseball teams/leagues currently pay the full rental rate. Attached as Schedule B to this Report is the Township’s discussion with the Puslinch Minor Baseball League.

The Township’s current rental/booking process is that all returning baseball teams/leagues are offered their established rental times from the previous year. The Township sends correspondence to its baseball teams/leagues in late Winter/early Spring and provides a timeline of approximately one month for response. A follow up courtesy email is sent to longstanding returning baseball teams/leagues who have not responded by the timeline. If after a set period of time, there is still no response or the baseball team/league declines, that time slot is offered to any of the returning baseball teams/leagues who have previously

expressed interest in additional rental times. The Township’s previous practise has been to offer the additional available rental times to the Puslinch Minor Baseball League.

The Puslinch Minor Baseball League has requested the following first right of refusal in order to ensure incremental growth in league registrants can be accommodated with the current three baseball diamonds in the Township as outlined in Schedule B to this Report:

- All existing 2024 Township renters retain their existing timeslots (grandfathered in). If a 2024 (or previous year) renter decides they no longer want their grandfathered timeslot, then the Puslinch Minor Baseball League would receive the first right to the timeslot and that renter would no longer be grandfathered in.
- Any new Township renters subsequent to 2024 are not guaranteed the same rental timeslot in subsequent years. New Township renters will only be guaranteed their timeslot if Puslinch Minor Baseball does not require that timeslot.
- Puslinch Minor Baseball will advise the Township by November 30th each year of any timeslots required or not required for the upcoming year.

Please note, there were no new baseball teams/leagues registered in the 2024 season. All of the baseball teams/leagues in 2024 were longstanding renters. Additionally, there were a number of available rental timeslots as outlined in the table below for each of the baseball diamonds:

| 2024 Availability (May to August) | Old Morrison | Aberfoyle | Morrison Meadows (No Lights) |
|--|--|---|--|
| Friday | Puslinch Minor Baseball League utilized available times. | Available All Day | Available All Day |
| Saturday | Puslinch Minor Baseball League utilized available times. | Available All Day – with the exception of 2 private one-time evening rentals (7 hours of use total for the season). | Rented periodically from 11:00 a.m. to 4:30 p.m. by another longstanding minor baseball team/league. |
| Sunday | Puslinch Minor Baseball League utilized available times. Only one other baseball team/league utilized as well (8 hours of use total for the season). | Available All Day until 8:00 p.m. | Rented periodically from 11:00 a.m. to 4:30 p.m. by another longstanding minor baseball team/league. |

Out of the 20 prime rental timeslots available for baseball diamonds (ie. Mondays to Thursdays from 6:00 p.m. to 8:00 p.m. and Mondays to Thursdays from 8:00 p.m. to 10:00 p.m.), Puslinch Minor Baseball League utilizes nine of these prime rental timeslots. There are a total of eight baseball teams/leagues (including Puslinch Minor Baseball League) that are longstanding renters.

Other comparator municipalities surveyed have very similar rental processes to the Township's current process as outlined below:

- Cambridge – does not have a specific first right of refusal policy for its minor sports organizations. The typical practice is to provide an information package to all its users that highlights policies, allocation, timelines, and the rental request form for completion. If the due date is not met, there is the possibility that the timeslot is opened to all other users. Typically, renters ask for the same rental each year. In the event that the renter is requesting a new rental, staff wait until all other renters have confirmed to see if the new request can be accommodated without compromising another renter.
- Guelph Eramosa – no specific policy or reduced rates offered for minor sports organizations. Priority bookings are provided to returning rentals.
- Milton – resident renters are able to book the same space if booked for two consecutive seasons in order to claim previous use and priority. A deadline is given for previous users at the commencement of the season. If the deadline is missed, then any rental requests received after are reviewed on a case by case basis. Courtesy emails are sent if repeat renters do not respond. Organizations who wish to expand their programs and services as well as emerging groups are included in the established schedule if it is demonstrated through their registration process that they have sufficient participants to qualify for space and that there is space available to accommodate the request. There is an allocation policy for priority sequence for offering space. Priority sequence is as follows: previous users, Town of Milton programs, affiliated youth groups, affiliated adult groups, district school boards, non-affiliated youth groups, non-affiliated adult groups, Milton based commercial groups (with at least 75% residents), non-resident groups, and non-Milton based commercial groups.

As outlined in the benchmarking analysis provided above, it is recommended that the Township's fees (ie. full rate and reduced rates) for Ball Diamonds - No Lights be increased.

It is recommended that evening rental timeslots be established (ie. rentals within the timeslots of 6:00 p.m. to 8:00 p.m. and within the timeslots of 8:00 p.m. to 10:00 p.m.) to ensure that the best utilization of each baseball diamond is implemented (ie. up to a maximum of 4 hours per evening of utilization for each baseball diamond). This will allow multiple rentals each night on each baseball diamond. Most rentals are for a duration of 1.5 hours to 2 hours. With this

change in rental practices, a recurring rental cannot be from 7:00 p.m. to 9:00 p.m. as it limits opportunities for other renters to utilize the baseball diamond.

It is recommended that the Township maintain its relationships with all of its longstanding renters to ensure that the Township is able to promote recreation for all ages in the community. Township staff do not recommend any further changes to the rental processes for baseball teams/leagues.

Tennis Courts

A Member of Council inquired regarding the Township's processes surrounding the rental of the newly renovated tennis courts as outlined below:

- A renter is able to rent two of the three tennis courts at one time. The third tennis court is available for rent by another renter or to the public for drop in use.
- Should there be a request to rent the three tennis courts for a one-time tennis event (ie. tournament, etc.), then it is recommended that all three tennis courts be rented in order to maximize facility use and revenue generating opportunities.
- Should Council desire a different approach to renting the tennis courts (ie. maintaining one tennis court for free drop in at all times that is not available for rental), please provide this direction to Township staff.

Financial Implications

The fees approved as part of the User Fees and Charges By-law will be incorporated in the 2025 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

Engagement Opportunities

The Township will incorporate a number of engagement opportunities associated with the 2025 Proposed User Fees and Charges process as outlined below:

- Recreation Advisory Committee Input

- Social Media Posts and/or Advertisements at Facebook.ca/TownshipofPuslinch and Twitter.com/TwpPuslinchON
- Community Engagement Survey at EngagePuslinch.ca from September 19, 2024 to October 18, 2024 at 12:00 p.m.
- Township Website Banner and Budget Page at puslinch.ca/government/budget/
- Wellington Advertiser Advertisement
- Public Information Meeting
- Media releases related to EngagePuslinch.ca survey.

Attachments

Schedule A: Proposed User Fees and Charges By-law

Schedule B: Puslinch Minor Baseball League Request

Respectfully submitted:

Mary Hasan
Director of Finance/Treasurer

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NO XXX-2024

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 042-2023.

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 – Subdivision/Condominium
 - b. Garden Suites and Renewals (Zoning)
 - c. Lifting of Holding Designation (Zoning)
 - d. Part Lot Control Exemption By-law
 - e. Radiocommunication Tower Pre-Consultation Fee
 - f. Radiocommunication Tower Proposals
 - g. Red Line Agreement Review
 - h. Site Alteration Normal Farm Practices Waiver
 - i. Site Alteration Permit Application Fee - Minor
 - j. Site Alteration Permit Application Fee – Intermediate
 - k. Site Alteration Permit Application Fee – Large
 - l. Site Alteration Permit Application Fee - Major
 - m. Third and Subsequent Submission
 - n. 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, 2025.

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 and the Junior Garden Club.
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 but not limited to 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. 042/23 is hereby repealed, effective January 1, 2025.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 6th DAY OF NOVEMBER 2024.

James Seeley, Mayor

Justine Brotherston, Interim Municipal Clerk

**SCHEDULE A: ADMINISTRATION REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES
EFFECTIVE 2025**

Schedule A to Report FIN-2024-024

| TYPE OF REVENUE/USER | Unit/Descr | 2024 RATE (NO TAX) | 2025 RATE (NO TAX) | 13% HST | RATE INCL HST | % CHANGE | HST STATUS | COMMENTS |
|--|---|--------------------|--------------------|---------|---------------|----------|------------|--|
| Agreements - Major - Not Registered | Flat Fee | \$586.00 | \$603.00 | \$0.00 | \$603.00 | 2.9% | E | For recovery of the costs of facilitating and preparing agreements, ie. a lease agreement on Township lands. See Report FIN-2024-024. |
| Agreements - Minor - Not Registered | Flat Fee | \$292.00 | \$300.00 | \$0.00 | \$300.00 | 2.7% | E | For recovery of the costs of facilitating and preparing agreements, ie. miscellaneous agreements. See Report FIN-2024-024. |
| Agreements - Registered | Flat Fee | \$898.00 | \$1,480.00 | \$0.00 | \$1,480.00 | 64.8% | E | For recovery of the costs of facilitating and preparing agreements, ie. an encroachment agreement or a conditional building permit. See Report FIN-2024-024. |
| Red Line Agreement Review * | Administration fee | N/A | \$100.00 | \$0.00 | \$100.00 | 100.0% | E | See Report FIN-2024-024 |
| Title Search | Flat Fee | N/A | \$175.00 | \$0.00 | \$175.00 | 100.0% | E | See Report FIN-2024-024 |
| Doors of Puslinch Poster | Per Poster | \$17.70 | \$18.00 | \$2.34 | \$20.34 | 1.7% | T | See Report FIN-2023-025. |
| Freedom of Information | Charged at the rate permitted per the legislation. | | | | | | E | Regulated by Statute - See Report FIN-2017-024. |
| Logo Pins | Per Pin | N/A | \$5.00 | \$0.65 | \$5.65 | 100.0% | T | See Report FIN-2024-024 |
| Routine Disclosure | Per Request | \$5.00 | \$5.00 | \$0.00 | \$5.00 | 0.0% | E | Note 1 |
| Signature of Commissioner | Per Document | \$23.51 | \$26.02 | \$3.38 | \$29.40 | 10.7% | T | See Report FIN-2024-024 |
| 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 |
| * 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: Routine Disclosure | | | | | | | | |
| 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 2025

Schedule A to Report FIN-2024-024

| TYPE OF REVENUE/USER | Unit/Descr | 2024 RATE (NO TAX) | 2025 RATE (NO TAX) | 13% HST | RATE INCL HST | % CHANGE | HST STATUS | COMMENTS |
|--|---|--------------------|---------------------|---------|---------------|----------|------------|--|
| Online Service Fee | Total Transaction Amount | 1.75 Percent | 1.75 Percent | | | 0.0% | E | In accordance with Visa and Mastercard merchant recommendations. See Report FIN-2022-029 |
| Photocopy | Per Page | \$0.31 | \$0.32 | \$0.04 | \$0.36 | 3.2% | T | Photocopy fees are exempt for Township Clean-up and Remembrance Day in accordance with Council Resolution No. 2017-363. |
| Returned Cheque Fee | Per Returned Cheque | \$44.00 | \$45.00 | \$0.00 | \$45.00 | 2.3% | E | For any cheques that do not clear the Township's bank account. See Report FIN-2024-024. |
| Tax Certificate | Per Certificate | \$66.00 | \$68.00 | \$0.00 | \$68.00 | 3.0% | E | |
| Tax Sale Charges | Actual costs incurred | | | | | | T | Cost recovery of fees and disbursements as charged by consultants and solicitors. |
| 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-2022-029. |
| Tile Drainage Loan Application and Inspection Fee | Flat Fee | \$234.00 | \$241.00 | \$0.00 | \$241.00 | 3.0% | E | See Report FIN-2018-028 |

**SCHEDULE C: PUBLIC WORKS REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES
EFFECTIVE 2025**

Schedule A to Report FIN-2024-024

| TYPE OF REVENUE/USER | Unit/Descr | 2024 RATE (NO TAX) | 2025 RATE (NO TAX) | 13% HST | RATE INCL HST | % CHANGE | HST STATUS | COMMENTS |
|--|--|-----------------------|-----------------------|------------|------------------|----------|------------|--|
| Entrance Permit - Commercial/Industrial | Flat Fee | \$460.00 | \$474.00 | \$0.00 | \$474.00 | 3.0% | E | See Report FIN-2019-027 and By-law No. 2020-032 |
| Entrance Permit - Farm | Flat Fee | \$248.00 | \$255.00 | \$0.00 | \$255.00 | 2.8% | E | See By-law No. 2020-032 |
| Entrance Permit - Field/Woodlot | Flat Fee | \$230.00 | \$237.00 | \$0.00 | \$237.00 | 3.0% | E | See Report FIN-2019-027 and By-law No. 2020-032 |
| Entrance Permit - Residential | Flat Fee | \$276.00 | \$284.00 | \$0.00 | \$284.00 | 2.9% | E | See Report FIN-2019-027 |
| Entrance Permit - Temporary | Flat Fee | \$170.00 | \$175.00 | \$0.00 | \$175.00 | 2.9% | E | See By-law No. 2020-032 |
| Entrance Permit Deposit | Per Application | \$1,000.00 | \$1,000.00 | \$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 |
| Haul Route Permit | Flat Fee | N/A | \$119.00 | \$0.00 | \$119.00 | 100.0% | E | See Report FIN-2024-024. |
| Municipal Street Naming: Initial Application Review | 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. |
| Municipal Street Renaming: Application Notice Requirement | Flat Fee | \$722.00 | \$744.00 | \$0.00 | \$744.00 | 3.0% | 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. |
| Municipal Street Renaming: Aid Distribution Per Residential Property (if opted in) on the Street Proposed to be Renamed | Flat Fee | \$206.00 | \$212.00 | \$0.00 | \$212.00 | 2.9% | 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

Schedule A to Report FIN-2024-024

EFFECTIVE 2025

| TYPE OF REVENUE/USER | Unit/Descr | 2024 RATE (NO TAX) | 2025 RATE (NO TAX) | 13% HST | RATE INCL HST | % CHANGE | HST STATUS | COMMENTS |
|--|-----------------|-----------------------|-----------------------|------------|------------------|----------|------------|---|
| Municipal Street Renaming: Aid Distribution Per Legal Business (if opted in) on the Street Proposed to be Renamed | Flat Fee | \$515.00 | \$530.00 | \$0.00 | \$530.00 | 2.9% | 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. |
| Municipal Street Renaming: Street Name Signage | Per Sign | \$257.00 | \$264.00 | \$34.32 | \$298.32 | 2.7% | 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. |
| Municipal Street Renaming: Street Name Signage Installation | Flat Fee | \$103.00 | \$106.00 | \$13.78 | \$119.78 | 2.9% | 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. |
| Municipal Street Renaming: Private Streets | To a Maximum of | \$515.00 | \$530.00 | \$0.00 | \$530.00 | 2.9% | 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. |
| Oversize-Overweight Load Permits | Per Trip | \$116.00 | \$119.00 | \$0.00 | \$119.00 | 2.6% | E | |

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

Schedule A to Report FIN-2024-024

EFFECTIVE 2025

| TYPE OF REVENUE/USER | Unit/Descr | 2024 RATE (NO TAX) | 2025 RATE (NO TAX) | 13% HST | RATE INCL HST | % CHANGE | HST STATUS | COMMENTS |
|----------------------------------|---|-----------------------|-----------------------|------------|------------------|----------|------------|---|
| 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 |

**SCHEDULE D: FIRE AND RESCUE SERVICES REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES
EFFECTIVE 2025**

Schedule A to Report FIN-2024-024

| TYPE OF REVENUE/USER | Unit/Descr | 2024 RATE (NO TAX) | 2025 RATE (NO TAX) | 13% HST | RATE INCL HST | % CHANGE | HST STATUS | COMMENTS |
|--|--|-----------------------|-----------------------|---------|------------------|----------|---------------|--|
| Burning Permit Violations or Unauthorized Open Air Burning | Note 1 | | | | | | E | Emergency responses to illegal burning or burning without a permit. |
| Daycare & Home Daycare Inspections | Per Inspection | \$116.00 | \$119.00 | \$15.47 | \$134.47 | 2.6% | T | As mandated in the Fire Code. |
| Emergency Responses to Incidents such as Collisions/Fires/Hazardous Material Releases on Roadways | 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. |
| Fire Alarm False Alarm Calls | Note 1 | | | | | | E | A false alarm call after the second false alarm in any calendar year. |
| Fire Department Specific Response Fees | Note 1 and Note 2 | | | | | | T | See Report FIR-2019-010 |
| Fire Extinguisher Training | Per Person | \$17.58 | \$18.11 | \$2.35 | \$20.46 | 3.0% | T | |
| Fire Safety Plan Review | Per Plan | \$140.00 | \$144.00 | \$18.72 | \$162.72 | 2.9% | T | |
| Industrial/Commercial/Institutional /Assembly/Apartment | Base Inspection | \$116.00 | \$119.00 | \$15.47 | \$134.47 | 2.6% | 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 | \$29.00 | \$30.00 | \$3.90 | \$33.90 | 3.4% | T | Any inspections completed by the fire department that are new, complaint driven, requested or mandated. |
| Information or Fire Reports | Flat Fee | \$88.00 | \$113.00 | \$0.00 | \$113.00 | 28.4% | E | Requested for emergency incidents or other fire related information. See Report FIN-2024-024. |
| Key Boxes | Per Box | \$173.00 | \$178.00 | \$23.14 | \$201.14 | 2.9% | T | For rapid entry for firefighters. See Report FIN-2020-044. |
| Occupancy Load | Flat Fee | \$116.00 | \$119.00 | \$0.00 | \$119.00 | 2.6% | E | |
| Open Air Burning Permit Inspection Fee | Per Inspection | \$47.00 | \$48.00 | \$6.24 | \$54.24 | 2.1% | 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 | \$27.00 | \$28.00 | \$0.00 | \$28.00 | 3.7% | E | Permit must be renewed annually. See Report FIN-2023-030. |
| Post Fire Watch | Note 1 | | | | | | E | |
| Replacement of Equipment and Resources Used | Actual costs incurred | | | | | | T | Materials used in emergency responses. |
| Sale of Fireworks Permit | Per Permit | \$116.00 | \$119.00 | \$0.00 | \$119.00 | 2.6% | E | |

SCHEDULE D: FIRE AND RESCUE SERVICES REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES
EFFECTIVE 2025

Schedule A to Report FIN-2024-024

| TYPE OF REVENUE/USER | Unit/Descr | 2024 RATE (NO TAX) | 2025 RATE (NO TAX) | 13% HST | RATE INCL HST | % CHANGE | HST STATUS | COMMENTS |
|---|---|-----------------------|-----------------------|---------|------------------|----------|---------------|--|
| Setting Off or Discharge of High Hazard Fireworks Permit | Per Permit | \$116.00 | \$119.00 | \$0.00 | \$119.00 | 2.6% | E | Fireworks By-law No. 039/14 |
| Setting off or Discharge of Low Hazard Fireworks Exemption Waiver | Per Waiver | N/A | \$119.00 | \$0.00 | \$119.00 | 100.0% | E | See Report FIN-2024-024. Fireworks By-law No. 039/14 |
| 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-2022-029. |
| Water Tank Locks | Per Lock | \$20.87 | \$21.50 | \$2.80 | \$24.30 | 3.0% | 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: 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, 2023: \$559.86 Per Hour Per Truck
MTO rate in effect as of January 1, 2025: 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 2025**

| TYPE OF REVENUE/USER | Unit/Descr | 2024 RATE (NO TAX) | 2025 RATE (NO TAX) | 13% HST | RATE INCL HST | % CHANGE | HST STATUS | COMMENTS |
|---|--------------------|--------------------|--------------------|---------|---------------|----------|------------|---|
| Minimum Permit Fee | Flat Fee | \$181.00 | \$186.00 | \$0.00 | \$186.00 | 2.8% | E | For all work unless otherwise noted. See Report FIN-2024-024. |
| <u>NEW BUILDING, ADDITIONS, MEZZANINES</u> | | | | | | | | |
| <u>Group A & B: Assembly & Care and Detention Buildings</u> | | | | | | | | |
| Shell | Per Sq. Foot | \$2.83 | \$2.91 | \$0.00 | \$2.91 | 2.8% | E | See Report FIN-2017-024 |
| Finished | Per Sq. Foot | \$3.16 | \$3.25 | \$0.00 | \$3.25 | 2.8% | E | See Report FIN-2017-024 |
| <u>Group C: Residential Buildings</u> | | | | | | | | |
| Houses, Townhouses, and Apartments | Per Sq. Foot | \$2.26 | \$2.32 | \$0.00 | \$2.32 | 2.7% | E | |
| Manufactured Home | Per Sq. Foot | \$1.70 | \$1.75 | \$0.00 | \$1.75 | 2.9% | E | |
| Garage/carport/shed/boathouse | Per Sq. Foot | \$0.89 | \$0.91 | \$0.00 | \$0.91 | 2.2% | E | See Report FIN-2018-028 |
| Deck, porch, dock | Flat Fee | \$181.00 | \$186.00 | \$0.00 | \$186.00 | 2.8% | E | |
| <u>Group D & E: Business and Personal Service and Mercantile Buildings</u> | | | | | | | | |
| Shell | Per Sq. Foot | \$2.14 | \$2.20 | \$0.00 | \$2.20 | 2.8% | E | See Report FIN-2017-024 |
| Finished | Per Sq. Foot | \$2.52 | \$2.59 | \$0.00 | \$2.59 | 2.8% | E | See Report FIN-2017-024 |
| <u>Group F: Industrial Buildings</u> | | | | | | | | |
| Shell | Per Sq. Foot | \$0.86 | \$0.88 | \$0.00 | \$0.88 | 2.3% | E | See Report FIN-2017-024 |
| Finished | Per Sq. Foot | \$1.10 | \$1.13 | \$0.00 | \$1.13 | 2.7% | E | See Report FIN-2017-024 |
| <u>Farm Buildings</u> | | | | | | | | |
| New Building | Per Sq. Foot | \$0.36 | \$0.37 | \$0.00 | \$0.37 | 2.8% | E | See Report FIN-2017-024 |
| <u>INTERIOR FINISHES AND ALTERATIONS - ALL CLASSIFICATIONS</u> | | | | | | | | |
| Finishes to all areas | Per Sq. Foot | \$0.60 | \$0.61 | \$0.00 | \$0.61 | 1.7% | E | |
| <u>SEWAGE SYSTEMS</u> | | | | | | | | |
| New Installation | Flat Fee | \$731.00 | \$753.00 | \$0.00 | \$753.00 | 3.0% | E | |
| Replacement or alteration | Flat Fee | \$548.00 | \$564.00 | \$0.00 | \$564.00 | 2.9% | E | |
| <u>ALTERNATIVE SOLUTIONS</u> | | | | | | | | |
| All buildings/systems within scope of Part 9 | Flat Fee | \$586.00 | \$603.00 | \$0.00 | \$603.00 | 2.9% | E | See Report FIN-2017-024 |
| All buildings/systems within scope of Part 3 | Flat Fee | \$1,174.00 | \$1,209.00 | \$0.00 | \$1,209.00 | 3.0% | E | See Report FIN-2017-024 |
| <u>SPECIAL CATEGORIES AND MISCELLANEOUS</u> | | | | | | | | |
| Change of Use Permit (No Construction) | Flat Fee | \$234.00 | \$241.00 | \$0.00 | \$241.00 | 3.0% | 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 2025**

Schedule A to Report FIN-2024-024

| TYPE OF REVENUE/USER | Unit/Descr | 2024 RATE (NO TAX) | 2025 RATE (NO TAX) | 13% HST | RATE INCL HST | % CHANGE | HST STATUS | COMMENTS |
|--|---|--------------------|--------------------|---------|---------------|----------|------------|---|
| Conditional Permits | 20% of permit fee | | | | | | E | Fee is in addition to all other required permit fees. |
| Demolition Permit | Flat Fee | \$181.00 | \$186.00 | \$0.00 | \$186.00 | 2.8% | E | |
| Designated Structure Permit | Flat Fee | \$487.00 | \$501.00 | \$0.00 | \$501.00 | 2.9% | E | Listed per Div.A, 1.3.1.1 Solar installation |
| Fireplace/Woodstove | Flat Fee | \$181.00 | \$186.00 | \$0.00 | \$186.00 | 2.8% | E | |
| Inspection of works not ready | Flat Fee | \$181.00 | \$186.00 | \$0.00 | \$186.00 | 2.8% | E | At the discretion of the Chief Building Official. Includes code violations and deficiencies. |
| Occupancy Permit | Flat Fee | \$181.00 | \$186.00 | \$0.00 | \$186.00 | 2.8% | E | |
| Occupancy without an Occupancy Permit | Flat Fee | \$292.00 | \$300.00 | \$0.00 | \$300.00 | 2.7% | 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 | \$234.00 | \$241.00 | \$0.00 | \$241.00 | 3.0% | E | |
| Reproduction of Digital Drawings | Per Page | \$5.15 | \$5.30 | \$0.69 | \$5.99 | 2.9% | T | Current rate covers the cost for the digital reproduction of (1) digital copy of drawings - See Report FIN-2022-029. |
| Revision to Approved Plans | Flat Fee | \$365.00 | \$376.00 | \$0.00 | \$376.00 | 3.0% | 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 | \$304.00 | \$313.00 | \$0.00 | \$313.00 | 3.0% | E | With building permit |
| Storefront replacement | Flat Fee | \$234.00 | \$241.00 | \$0.00 | \$241.00 | 3.0% | E | |
| Tents | Flat Fee | \$244.00 | \$251.00 | \$0.00 | \$251.00 | 2.9% | E | Tents and air-supported structures shall be in conformance with the Building Code and Section 2.9 of the Fire Code. See Report FIN-2019-031 |
| 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 |
| Transfer of Permit | Flat Fee | \$181.00 | \$186.00 | \$0.00 | \$186.00 | 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 2025**

| TYPE OF REVENUE/USER | Unit/Descr | 2024 RATE (NO TAX) | 2025 RATE (NO TAX) | 13% HST | RATE INCL HST | % CHANGE | HST STATUS | COMMENTS |
|----------------------|------------|--------------------|--------------------|---------|------------------|----------|---------------|----------|
|----------------------|------------|--------------------|--------------------|---------|------------------|----------|---------------|----------|

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 2025**

Schedule A to Report FIN-2024-024

| TYPE OF REVENUE/USER | Unit/Descr | 2024 RATE (NO TAX) | 2025 RATE (NO TAX) | 13% HST | RATE INCL HST | % CHANGE | HST STATUS | COMMENTS |
|---|--------------------|-----------------------|------------------------|---------|------------------|----------|---------------|---|
| Additional Public Information Meeting | Flat Fee | N/A | \$3,200.00 | \$0.00 | \$3,200.00 | 100.0% | E | See Report FIN-2024-024. |
| Agreements - Minor - Not Registered | Flat Fee | \$292.00 | \$300.00 | \$0.00 | \$300.00 | 2.7% | E | For recovery of the costs of facilitating and preparing agreements, ie. maintenance and operations agreement. See Report FIN-2024-024. |
| Agreements - Registered | Flat Fee | \$899.00 | \$2,261.00 | \$0.00 | \$2,261.00 | 151.5% | 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. See Report FIN-2024-024. |
| Agreements - Subdivision/Condominium * | Administration fee | N/A | \$2,261.00 | \$0.00 | \$2,261.00 | 100.0% | E | For recovery of the costs of facilitating and preparing agreements and clearing conditions for approvals of Subdivision and Condominium Agreements. See Report FIN-2024-024. |
| Red Line Agreement Review * | Administration fee | N/A | \$100.00 | \$0.00 | \$100.00 | 100.0% | E | See Report FIN-2024-024 |
| Title Search | Flat Fee | N/A | \$175.00 | \$0.00 | \$175.00 | 100.0% | E | See Report FIN-2024-024 |
| Application Reactivation | Flat Fee | N/A | \$3,200.00 | \$0.00 | \$3,200.00 | 100.0% | E | See Report FIN-2024-024. |
| Compliance Letter - Type 1 | Flat Fee | \$87.00 | \$89.00 | \$0.00 | \$89.00 | 2.3% | E | Note 3 |
| Compliance Letter - Type 2 | Flat Fee | \$132.00 | \$136.00 | \$0.00 | \$136.00 | 3.0% | E | Note 4 |
| Consent Review and Condition Clearance | Flat Fee | \$156.00 | \$160.00 | \$0.00 | \$160.00 | 2.6% | E | |
| Consent Review and Condition Clearance - Safe Access Clearance | Flat Fee | \$56.00 | \$57.00 | \$0.00 | \$57.00 | 1.8% | E | See Report FIN-2022-029 |
| Garden Suites and Renewals (Zoning) * | Administration fee | \$1,383.00 | \$1,425.00 | \$0.00 | \$1,425.00 | 3.0% | E | See Report FIN-2019-034 |
| Lifting of Holding Designation (Zoning) * | Administration fee | \$1,472.00 | \$1,516.00 | \$0.00 | \$1,516.00 | 3.0% | E | See Report FIN-2023-025 |
| Minor Variance - Type 1 | Flat Fee | \$830.00 | \$950.00 | \$0.00 | \$950.00 | 14.5% | E | Note 1 and See Report FIN-2024-024. |
| Minor Variance - Type 2 | Flat Fee | \$1,407.00 | \$1,612.00 | \$0.00 | \$1,612.00 | 14.6% | E | Note 2 and See Report FIN-2024-024. |
| Ownership List Confirmation | Flat Fee | \$79.00 | \$81.00 | \$0.00 | \$81.00 | 2.5% | E | See Report FIN-2019-027 |
| Part Lot Control Exemption By-law * | Administration fee | \$1,472.00 | \$1,516.00 | \$0.00 | \$1,516.00 | 3.0% | E | See Report FIN-2023-025 |
| Permitted Use Letter | Flat Fee | N/A | \$89.00 | \$0.00 | \$89.00 | 100.0% | E | See Report FIN-2024-024 |
| Pre-Consultation Fee * | Administration fee | \$1,052.00 | N/A - see below | | | | E | See Report FIN-2022-029, Report FIN-2023-025, and Report FIN-2024-024. |

**SCHEDULE F: PLANNING AND DEVELOPMENT REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES
EFFECTIVE 2025**

Schedule A to Report FIN-2024-024

| TYPE OF REVENUE/USER | Unit/Descr | 2024 RATE (NO TAX) | 2025 RATE (NO TAX) | 13% HST | RATE INCL HST | % CHANGE | HST STATUS | COMMENTS |
|--|---|-----------------------|------------------------|---------|------------------|----------|---------------|---|
| Preliminary Planning Consultation | Flat Fee | N/A - see above | \$300.00 | \$0.00 | \$300.00 | 100.0% | E | For recovery of the costs to review planning policy relating to preliminary planning proposals. This fee will be credited towards a subsequent related Comprehensive Development Consultation fee. See Report FIN-2024-024. |
| Comprehensive Development Consultation | Flat Fee | N/A - see above | \$5,000.00 | \$0.00 | \$5,000.00 | 100.0% | E | For recovery of the costs to review and provide comments on a comprehensive development/planning proposal or application. This fee will be credited towards a subsequent related Planning Act Application. See Report FIN-2024-024. |
| Radiocommunication Tower Pre-Consultation Fee * | Administration fee | N/A | \$1,079.00 | \$0.00 | \$1,079.00 | 100.0% | E | See Report FIN-2024-024 |
| Radiocommunication Tower Proposals * | Administration fee | \$2,890.00 | \$2,977.00 | \$0.00 | \$2,977.00 | 3.0% | E | See Report FIN-2021-25 - Township administration fee and third party fee. Radiocommunication Tower and Antenna Protocol Policy |
| Site Plan Application and Agreement * | Administration fee | \$1,546.00 | N/A - see below | | | | E | See Report FIN-2022-029, Report FIN-2023-025, and Report FIN-2024-024. |
| Site Plan Application and Agreement - New Application | Flat Fee | N/A - see above | \$24,952.00 | \$0.00 | \$24,952.00 | 100.0% | E | See Report FIN-2024-024. |
| Site Plan Application and Agreement - Amendment Application | Flat Fee | N/A - see above | \$6,106.00 | \$0.00 | \$6,106.00 | 100.0% | E | See Report FIN-2024-024. |
| Third and Subsequent Submission * | Administration fee | N/A | \$200.00 | 0 | \$200.00 | 100.0% | E | See Report FIN-2024-024. |
| 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 | \$17,641.00 | \$80,000.00 | \$0.00 | \$80,000.00 | 353.5% | E | See Report FIN-2023-025 and Report FIN-2024-024. |
| Zoning By-Law Amendment * | Administration fee | \$2,577.00 | N/A - see below | | | | E | See Report FIN-2022-029, Report FIN-2023-025, and Report FIN-2024-024. |
| Zoning By-Law Amendment | Flat Fee | N/A - see above | \$17,625.00 | \$0.00 | \$17,625.00 | 100.0% | E | See Report FIN-2022-029, Report FIN-2023-025, and Report FIN-2024-024. |

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

EFFECTIVE 2025

| TYPE OF REVENUE/USER | Unit/Descr | 2024 RATE (NO TAX) | 2025 RATE (NO TAX) | 13% HST | RATE INCL HST | % CHANGE | HST STATUS | COMMENTS |
|----------------------|------------|-----------------------|-----------------------|---------|------------------|----------|---------------|----------|
|----------------------|------------|-----------------------|-----------------------|---------|------------------|----------|---------------|----------|

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 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 2025**

Schedule A to Report FIN-2024-024

| TYPE OF REVENUE/USER | Unit/Descr | 2024 RATE (NO TAX) | 2025 RATE (NO TAX) | 13% HST | RATE INCL HST | % CHANGE | HST STATUS | COMMENTS |
|---|--|--------------------|--------------------|---------|---------------|----------|------------|--|
| After Hours Response for Violation | Per Site Attendance | N/A | \$350.00 | \$0.00 | \$350.00 | 100.0% | E | See Report FIN-2024-024 |
| Dog Tags | Per Tag | \$34.00 | \$35.00 | \$0.00 | \$35.00 | 2.9% | 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). |
| Replacement Dog Tag | Per Tag | \$11.34 | \$11.68 | \$0.00 | \$11.68 | 3.0% | E | See Report FIN-2020-044 |
| Fence Viewer's Application | Per Application | \$352.00 | \$362.00 | \$0.00 | \$362.00 | 2.8% | E | |
| Filming Permit Fee | Flat Fee | \$587.00 | \$604.00 | \$0.00 | \$604.00 | 2.9% | E | Filming of special events on Township lands/roads. |
| Filming Permit Security Deposit | Per Filming Permit - days 1 to 3 | \$5,000.00 | \$5,000.00 | \$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. |
| Filming Permit Security Deposit | Per Filming Permit - each subsequent day after day 3 | \$2,000.00 | \$2,000.00 | \$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. |
| Kennel Licence - New Application | Per Application | \$555.00 | \$571.00 | \$0.00 | \$571.00 | 2.9% | E | See By-law No. 024-2021 |
| Kennel Licence - Renewal Application | Per Application | \$222.00 | \$228.00 | \$0.00 | \$228.00 | 2.7% | E | See By-law No. 024-2021 |
| Kennel Licence - Alteration Application | Per Application | \$222.00 | \$228.00 | \$0.00 | \$228.00 | 2.7% | E | See Report FIN-2023-025 |
| Kennel Licence - Retiring Application | Per Application | \$83.00 | \$85.00 | \$0.00 | \$85.00 | 2.4% | E | See By-law No. 024-2021 |
| Liquor License Letter | Per Inspection | \$182.00 | \$187.00 | \$0.00 | \$187.00 | 2.7% | 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. |
| Lottery Licence | 3% of prize value | | | | | | E | Fee regulated by AGCO (Nevada, Raffle, Bazaar, etc.). |
| Municipal Addressing Sign | Flat Fee | \$23.82 | \$24.54 | \$3.19 | \$27.73 | 3.0% | T | |
| Municipal Addressing Post | Flat Fee | \$23.82 | \$24.54 | \$3.19 | \$27.73 | 3.0% | T | |
| Property Standards Appeal Fee | Flat Fee | \$299.00 | \$308.00 | \$0.00 | \$308.00 | 3.0% | E | See Report FIN-2019-031 |
| Publicized Displays Application Fee | Flat Fee | \$154.00 | \$158.00 | \$0.00 | \$158.00 | 2.6% | E | See Report FIN-2022-029 and Publicized Displays By-law No. 2022-008 |
| Publicized Displays Appeal Fee | Flat Fee | \$30.93 | \$31.85 | \$0.00 | \$31.85 | 3.0% | E | See Report FIN-2022-029 and Publicized Displays By-law No. 2022-008 |

**SCHEDULE G: BY-LAW REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES
EFFECTIVE 2025**

Schedule A to Report FIN-2024-024

| TYPE OF REVENUE/USER | Unit/Descr | 2024 RATE (NO TAX) | 2025 RATE (NO TAX) | 13% HST | RATE INCL HST | % CHANGE | HST STATUS | COMMENTS |
|---|---------------------------|---|------------------------|---------|---------------|----------|------------|--|
| Reinspection Fee | Flat Fee Per Reinspection | \$77.00 | \$79.00 | \$0.00 | \$79.00 | 2.6% | 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. |
| Septic Compliance Letter | Flat Fee | \$88.00 | \$90.00 | \$0.00 | \$90.00 | 2.3% | E | Fee charged is consistent for all Township departments. |
| Sign Permits | Flat Fee | \$116.00 | \$119.00 | \$0.00 | \$119.00 | 2.6% | E | Without building permit. |
| Site Alteration Permit Application * | Administration Fee | \$1,800 plus \$75 per hectare (rounded to the greater whole aggregate). | N/A - see below | | | | | |
| Site Alteration Permit Application - Normal Farm Practices * | Administration Fee | \$103.00 | N/A - see below | | | | | |
| Site Alteration Normal Farm Practices Waiver * | Administration Fee | Subject to recovery of all actual third party costs. May be required to provide a Security Deposit at the discretion of the Designated Official. | | | | | E | See Site Alteration By-law No. 2023-057. |
| Site Alteration Permit Application Fee - Minor * | Administration Fee | \$1,000.00 | \$1,030.00 | \$0.00 | \$1,030.00 | 3.0% | E | Non-refundable and due at the application submission for the coordination and administration of an application. See Site Alteration By-law No. 2023-057. |
| Site Alteration Permit Security Deposit - Minor ** | Security Deposit | \$3,000.00 | \$3,000.00 | \$0.00 | \$3,000.00 | 0.0% | E | Due prior to permit issuance. See Site Alteration By-law No. 2023-057. |
| Site Alteration Permit Application Fee - Intermediate * | Administration Fee | \$2,000.00 | \$2,060.00 | \$0.00 | \$2,060.00 | 3.0% | E | Non-refundable and due at the application submission for the coordination and administration of an application. See Site Alteration By-law No. 2023-057. |
| Site Alteration Permit Security Deposit - Intermediate ** | Security Deposit | \$5,000.00 | \$5,000.00 | \$0.00 | \$5,000.00 | 0.0% | E | Due prior to permit issuance. See Site Alteration By-law No. 2023-057. |
| Site Alteration Permit Application Fee - Large * | Administration Fee | \$3,500.00 | \$3,605.00 | \$0.00 | \$3,605.00 | 3.0% | E | Non-refundable and due at the application submission for the coordination and administration of an application. See Site Alteration By-law No. 2023-057. |

**SCHEDULE G: BY-LAW REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES
EFFECTIVE 2025**

Schedule A to Report FIN-2024-024

| TYPE OF REVENUE/USER | Unit/Descr | 2024 RATE (NO TAX) | 2025 RATE (NO TAX) | 13% HST | RATE INCL HST | % CHANGE | HST STATUS | COMMENTS |
|--|--|--|---|---------|---------------|----------|------------|--|
| Site Alteration Permit Security Deposit - Large ** | Security Deposit | \$10,000.00 | \$10,000.00 | \$0.00 | \$10,000.00 | 0.0% | E | Due prior to permit issuance. See Site Alteration By-law No. 2023-057. |
| Site Alteration Permit Application Fee - Major * | Administration Fee | \$5,000.00 | \$5,150.00 | \$0.00 | \$5,150.00 | 3.0% | E | Non-refundable and due at the application submission for the coordination and administration of an application. See Site Alteration By-law No. 2023-057. |
| Site Alteration Permit Security Deposit - Major ** | Security Deposit | To be determined by the Designated Official. | To be determined by the Designated Official. | | | 0.0% | E | Due prior to permit issuance. See Site Alteration By-law No. 2023-057. |
| Site Alteration Permit Service Fee | Per m ³ | \$0.24 | \$0.24 | \$0.00 | \$0.24 | 0.0% | E | Paid at time of application. See Site Alteration By-law No. 2023-057. |
| Violation Fees | The Township may recover its costs of remedying a violation of the Site Alteration By-law No. 2023-057 by invoicing the Owner, by instituting court proceedings or by adding the cost, including interest, to the tax roll, and the exercise of any other available remedy. | | | | | | E | Double all application fees. See Site Alteration By-law No. 2023-057. |
| Inspector Attendance at a Property Due to Verified Violation | Per Site Attendance | \$150.00 | \$154.00 | \$0.00 | \$154.00 | 2.7% | E | Per site attendance by the Inspector as a result of a verified violation. See Site Alteration By-law No. 2023-057. |
| Designated Official Meeting | Per Meeting | N/A | \$450.00 | \$0.00 | \$450.00 | 100.0% | E | Administration fee and cost recovery of third party consultant fees for attendance. See Report FIN-2024-024. |
| Site Alteration Permit Renewal Fee | Per Application | 50% of the original application administration fee. | | | | | E | See Site Alteration By-law No. 2023-057. |
| Special Events Permit | Per Letter | \$88.00 | \$90.00 | \$0.00 | \$90.00 | 2.3% | E | See Report FIN-2022-029 |
| Swimming Pool Enclosure Permit | Flat Fee | \$251.00 | \$258.00 | \$0.00 | \$258.00 | 2.8% | E | See Report FIN-2024-024. |
| 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 |
| * 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. | | | | | | | | |
| ** Security Deposit funds are held by the Township and will be returned to the applicant upon fulfilment of all Permit Conditions. This includes any costs incurred by the Township related to enforcement of the permit conditions or the Site Alteration By-law. If the funds are drawn upon, the applicant is required to top up the funds to the amount determined in Schedule "C" of the Site Alteration By-law No. 2023-057 or as determined by the Designated Official. | | | | | | | | |

**SCHEDULE H: PARKS REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES
EFFECTIVE 2025**

Schedule A to Report FIN-2024-024

| TYPE OF REVENUE/USER Note 1 | Unit/Descr | 2024 RATE (NO TAX) | 2025 RATE (NO TAX) | 13% HST | RATE INCL HST | % CHANGE | HST STATUS | COMMENTS |
|---|----------------|--------------------|--------------------|---------|---------------|----------|------------|--|
| Ball Diamonds - No Lights | Per Hour | \$24.50 | \$32.00 | \$4.16 | \$36.16 | 30.6% | T | See Report FIN-2024-024 |
| 75% Reduced Rate - Ball Diamonds - No Lights | Per Hour | \$6.12 | \$8.00 | \$1.04 | \$9.04 | 30.7% | T | See Report FIN-2024-024 |
| 90% Reduced Rate - Ball Diamonds - No Lights | Per Hour | \$2.44 | \$3.20 | \$0.42 | \$3.62 | 31.1% | T | See Report FIN-2024-024 Note 2 |
| Ball Diamonds - Lights | Per Hour | \$36.74 | \$37.85 | \$4.92 | \$42.77 | 3.0% | T | after 8:30 p.m. |
| 75% Reduced Rate - Ball Diamonds - Lights | Per Hour | \$9.07 | \$9.34 | \$1.21 | \$10.55 | 3.0% | T | after 8:30 p.m. |
| 90% Reduced Rate - Ball Diamonds - Lights | Per Hour | \$3.67 | \$3.78 | \$0.49 | \$4.27 | 3.0% | T | after 8:30 p.m. Note 2 |
| All Ball Diamonds | Per Day | \$183.78 | \$189.30 | \$24.61 | \$213.91 | 3.0% | T | |
| 75% Reduced Rate - All Ball Diamonds | Per Day | \$45.93 | \$47.31 | \$6.15 | \$53.46 | 3.0% | T | |
| 90% Reduced Rate - All Ball Diamonds | Per Day | \$18.39 | \$18.95 | \$2.46 | \$21.41 | 3.0% | T | Note 2 |
| Ball Diamonds - Dragging | Per Occurrence | \$46.95 | \$48.36 | \$6.29 | \$54.65 | 3.0% | T | Upon request and approval - June 15, 2016 Special Council Meeting. |
| 75% Reduced Rate - Ball Diamonds - Dragging | Per Occurrence | \$11.73 | \$12.08 | \$1.57 | \$13.65 | 3.0% | T | Upon request and approval - June 15, 2016 Special Council Meeting. |
| 90% Reduced Rate - Ball Diamonds - Dragging | Per Occurrence | \$4.69 | \$4.83 | \$0.63 | \$5.46 | 3.0% | T | Upon request and approval - June 15, 2016 Special Council Meeting. Note 2 |
| Soccer Field - No Lights | Per Hour | \$31.18 | \$32.12 | \$4.18 | \$36.30 | 3.0% | T | See Report FIN-2017-012 |
| 75% Reduced Rate - Soccer Field - No Lights | Per Hour | \$7.82 | \$8.05 | \$1.05 | \$9.10 | 2.9% | T | See Report FIN-2017-012 |
| 90% Reduced Rate - Soccer Field - No Lights | Per Hour | \$3.11 | \$3.20 | \$0.42 | \$3.62 | 2.9% | T | See Report FIN-2017-012 Note 2 |
| Soccer Field - Lights | Per Hour | \$38.00 | \$39.14 | \$5.09 | \$44.23 | 3.0% | T | See Report FIN-2023-025 |
| 75% Reduced Rate - Soccer Field - Lights | Per Hour | \$9.50 | \$9.79 | \$1.27 | \$11.06 | 3.0% | T | See Report FIN-2023-025 |
| 90% Reduced Rate - Soccer Field - Lights | Per Hour | \$3.80 | \$3.91 | \$0.51 | \$4.42 | 3.0% | T | See Report FIN-2023-025 Note 2 |
| Soccer Field - No Lights | Per Day | \$317.21 | \$326.73 | \$42.47 | \$369.20 | 3.0% | T | See Report FIN-2017-012 |
| 75% Reduced Rate - Soccer Field - No Lights | Per Day | \$79.26 | \$81.64 | \$10.61 | \$92.25 | 3.0% | T | See Report FIN-2017-012 |
| 90% Reduced Rate - Soccer Field - No Lights | Per Day | \$31.73 | \$32.69 | \$4.25 | \$36.94 | 3.0% | T | See Report FIN-2017-012 Note 2 |
| Soccer Field - Lights | Per Day | \$386.59 | \$398.19 | \$51.76 | \$449.95 | 3.0% | T | See Report FIN-2023-025 |
| 75% Reduced Rate - Soccer Field - Lights | Per Day | \$96.65 | \$99.55 | \$12.94 | \$112.49 | 3.0% | T | See Report FIN-2023-025 |
| 90% Reduced Rate - Soccer Field - Lights | Per Day | \$38.66 | \$39.82 | \$5.18 | \$45.00 | 3.0% | T | See Report FIN-2023-025 Note 2 |
| Ball Diamond Advertising | Per Season | \$205.77 | \$211.95 | \$27.55 | \$239.50 | 3.0% | T | Available from May to October |
| 75% Reduced Rate - Ball Diamond Advertising | Per Season | \$51.37 | \$52.92 | \$6.88 | \$59.80 | 3.0% | T | Available from May to October |

**SCHEDULE H: PARKS REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES
EFFECTIVE 2025**

Schedule A to Report FIN-2024-024

| TYPE OF REVENUE/USER Note 1 | Unit/Descr | 2024 RATE (NO TAX) | 2025 RATE (NO TAX) | 13% HST | RATE INCL HST | % CHANGE | HST STATUS | COMMENTS |
|--|-------------|--------------------|--------------------|---------|---------------|----------|------------|--|
| 90% Reduced Rate - Ball Diamond Advertising | Per Season | \$20.58 | \$21.20 | \$2.76 | \$23.96 | 3.0% | T | Available from May to October Note 2 |
| Horse Paddock | Per Day | \$235.13 | \$242.19 | \$31.48 | \$273.67 | 3.0% | T | Rental restricted to horse paddock and tractor pull area. |
| 75% Reduced Rate - Horse Paddock | Per Day | \$58.74 | \$60.51 | \$7.87 | \$68.38 | 3.0% | T | Rental restricted to horse paddock and tractor pull area. |
| 90% Reduced Rate - Horse Paddock | Per Day | \$23.52 | \$24.23 | \$3.15 | \$27.38 | 3.0% | T | Rental restricted to horse paddock and tractor pull area. Note 2 |
| Picnic Shelter | Per Hour | \$23.48 | \$24.19 | \$3.14 | \$27.33 | 3.0% | T | |
| 75% Reduced Rate - Picnic Shelter | Per Hour | \$5.86 | \$6.03 | \$0.78 | \$6.81 | 2.9% | T | |
| 90% Reduced Rate - Picnic Shelter | Per Hour | \$2.34 | \$2.41 | \$0.31 | \$2.72 | 3.0% | T | Note 2 |
| Picnic Shelter | Per Day | \$93.99 | \$96.81 | \$12.59 | \$109.40 | 3.0% | T | |
| 75% Reduced Rate - Picnic Shelter | Per Day | \$23.50 | \$24.21 | \$3.15 | \$27.36 | 3.0% | T | |
| 90% Reduced Rate - Picnic Shelter | Per Day | \$9.39 | \$9.67 | \$1.26 | \$10.93 | 3.0% | T | Note 2 |
| Tennis Courts - No Lights | Per Hour | \$22.23 | \$22.90 | \$2.98 | \$25.88 | 3.0% | T | See Report FIN-2021-025 |
| 75% Reduced Rate - Tennis Courts - No Lights | Per Hour | \$5.55 | \$5.71 | \$0.74 | \$6.45 | 2.9% | T | See Report FIN-2021-025 |
| 90% Reduced Rate - Tennis Courts - No Lights | Per Hour | \$2.21 | \$2.27 | \$0.30 | \$2.57 | 2.7% | T | See Report FIN-2021-025 Note 2 |
| Tennis Courts - Lights | Per Hour | \$33.35 | \$34.36 | \$4.47 | \$38.83 | 3.0% | T | See Report FIN-2021-025 |
| 75% Reduced Rate - Tennis Courts - Lights | Per Hour | \$8.34 | \$8.59 | \$1.12 | \$9.71 | 3.0% | T | See Report FIN-2021-025 |
| 90% Reduced Rate - Tennis Courts - Lights | Per Hour | \$3.34 | \$3.44 | \$0.45 | \$3.88 | 3.0% | T | See Report FIN-2021-025 Note 2 |
| 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. | | | | | | | | |
| 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 I: OPTIMIST RECREATION CENTRE REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES
EFFECTIVE 2025**

Schedule A to Report FIN-2024-024

| TYPE OF REVENUE/USER | Unit/Descr | 2024 RATE (NO TAX) | 2025 RATE (NO TAX) | 13% HST | RATE INCL HST | % CHANGE | HST STATUS | COMMENTS |
|--|---------------------------|-----------------------|-----------------------|---------|------------------|----------|------------|---|
| Arena Floor | Per Hour | \$79.26 | \$81.64 | \$10.61 | \$92.25 | 3.0% | T | Includes use of change rooms |
| 75% Reduced Rate - Arena Floor | Per Hour | \$19.74 | \$20.34 | \$2.64 | \$22.98 | 3.0% | T | Includes use of change rooms |
| 90% Reduced Rate - Arena Floor | Per Hour | \$7.93 | \$8.16 | \$1.06 | \$9.22 | 3.0% | T | Includes use of change rooms Note 2 |
| Ice - Non - Prime | Per Hour | \$66.10 | \$68.09 | \$8.85 | \$76.94 | 3.0% | T | Includes use of change rooms Note 1 |
| 75% Reduced Rate - Ice - Non-Prime | Per Hour | \$16.45 | \$16.95 | \$2.20 | \$19.15 | 3.0% | T | Includes use of change rooms Note 1 |
| 90% Reduced Rate - Ice - Non-Prime | Per Hour | \$6.61 | \$6.80 | \$0.88 | \$7.68 | 2.9% | T | Includes use of change rooms Note 1 and Note 2 |
| Ice - Prime | Per Hour | \$234.00 | \$241.02 | \$31.33 | \$272.35 | 3.0% | T | Includes use of change rooms. See Report FIN-2023-030. Note 1 |
| Gymnasium | Per Hour | \$36.07 | \$53.48 | \$6.95 | \$60.43 | 48.3% | T | See Report FIN-2024-024 |
| 75% Reduced Rate - Gymnasium | Per Hour | \$8.96 | \$13.37 | \$1.74 | \$15.11 | 49.2% | T | See Report FIN-2024-024 |
| 90% Reduced Rate - Gymnasium | Per Hour | \$3.57 | \$5.35 | \$0.70 | \$6.05 | 49.9% | T | See Report FIN-2024-024 and Note 2 |
| 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 |
| Rink Board Advertising | Per Year | \$411.53 | \$423.88 | \$55.10 | \$478.98 | 3.0% | T | |
| 75% Reduced Rate - Rink Board Advertising | Per Year | \$102.84 | \$105.93 | \$13.77 | \$119.70 | 3.0% | T | |
| 90% Reduced Rate - Rink Board Advertising | Per Year | \$41.16 | \$42.40 | \$5.51 | \$47.91 | 3.0% | 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 2025**

Schedule A to Report FIN-2024-024

| TYPE OF REVENUE/USER | Unit/Descr | 2024 RATE (NO TAX) | 2025 RATE (NO TAX) | 13% HST | RATE INCL HST | % CHANGE | HST STATUS | COMMENTS |
|--|-----------------|--------------------|--------------------|----------|---------------|----------|------------|---|
| Meeting Room - Non Resident Rental or Commercial Rental | Per Hour | \$38.28 | \$39.43 | \$5.13 | \$44.56 | 3.0% | T | An 8 hour booking is required if renting with a full day or 12 hour booking of the Hall. Example of Commercial Rentals include Auctions, Sale of Merchandise - See Report FIN-2019-031 |
| Meeting Room | Per Hour | \$30.62 | \$31.54 | \$4.10 | \$35.64 | 3.0% | T | An 8 hour booking is required if renting with a full day or 12 hour booking of the Hall. |
| 75% Reduced Rate - Meeting Room | Per Hour | \$7.59 | \$7.82 | \$1.02 | \$8.84 | 3.0% | T | An 8 hour booking is required if renting with a full day or 12 hour booking of the Hall. |
| 90% Reduced Rate - Meeting Room | Per Hour | \$3.05 | \$3.14 | \$0.41 | \$3.55 | 3.0% | T | An 8 hour booking is required if renting with a full day or 12 hour booking of the Hall. Note 3 |
| Hall - Non-Prime - Non Resident Rental or Commercial Rental | Per Hour | \$82.18 | \$84.64 | \$11.00 | \$95.64 | 3.0% | 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 |
| Hall - Non-Prime | Per Hour | \$65.76 | \$67.74 | \$8.81 | \$76.55 | 3.0% | T | Minimum of a 3 hour booking required. Note 1 and Note 2 |
| 75% Reduced Rate - Hall - Non-Prime | Per Hour | \$16.45 | \$16.95 | \$2.20 | \$19.15 | 3.0% | T | Minimum of a 3 hour booking required. Note 1 and Note 2 |
| 90% Reduced Rate - Hall - Non-Prime | Per Hour | \$6.57 | \$6.77 | \$0.88 | \$7.65 | 3.0% | T | Minimum of a 3 hour booking required. Note 1, Note 2, and Note 3 |
| Hall - Non-Prime - Non Resident Rental or Commercial Rental | Full Day Rental | \$558.88 | \$575.64 | \$74.83 | \$650.47 | 3.0% | T | Example of Commercial Rentals include Auctions, Sale of Merchandise - See Report FIN-2019-031 Note 1 and Note 2 |
| Hall - Non-Prime | Full Day Rental | \$447.12 | \$460.54 | \$59.87 | \$520.41 | 3.0% | T | Note 1 and Note 2 |
| 75% Reduced Rate - Hall - Non-Prime | Full Day Rental | \$111.80 | \$115.16 | \$14.97 | \$130.13 | 3.0% | T | Note 1 and Note 2 |
| 90% Reduced Rate - Hall - Non-Prime | Full Day Rental | \$44.68 | \$46.03 | \$5.98 | \$52.01 | 3.0% | T | Note 1, Note 2, and Note 3 |
| Hall - Prime - Non Resident Rental or Commercial Rental | 12 Hour Rental | \$986.16 | \$1,015.75 | \$132.05 | \$1,147.80 | 3.0% | T | Example of Commercial Rentals include Auctions, Sale of Merchandise - See Report FIN-2019-031, Report FIN-2023-030, and Report FIN-2023-032. Note 1 and Note 2 |
| Hall - Prime | 12 Hour Rental | \$586.45 | \$604.05 | \$78.53 | \$682.58 | 3.0% | T | Note 1 and Note 2. See Report FIN-2023-032. |
| Hall - Prime - Non Resident Rental or Commercial Rental | Per Hour | \$82.18 | \$84.65 | \$11.00 | \$95.65 | 3.0% | T | Additional hours beyond the 12 hour full day rental maximum subject to availability. See Report FIN-2023-032 and Report FIN-2024-024. |
| Hall - Prime | Per Hour | \$65.76 | \$67.74 | \$8.81 | \$76.55 | 3.0% | T | Additional hours beyond the 12 hour full day rental maximum subject to availability. See Report FIN-2023-032. |

**SCHEDULE J: PUSLINCH COMMUNITY CENTRE REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES
EFFECTIVE 2025**

Schedule A to Report FIN-2024-024

| TYPE OF REVENUE/USER | Unit/Descr | 2024 RATE (NO TAX) | 2025 RATE (NO TAX) | 13% HST | RATE INCL HST | % CHANGE | HST STATUS | COMMENTS | |
|---|------------------------|-----------------------|--------------------|---------|---------------|----------|------------|---|--|
| Hall - Set-up Fee - Non Resident Rental or Commercial Rental | Per Hour | \$82.18 | \$84.65 | \$11.00 | \$95.65 | 3.0% | T | Minimum of a 3 hour booking required. 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 | \$65.76 | \$67.74 | \$8.81 | \$76.55 | 3.0% | T | Minimum of a 3 hour booking required. Note 1, Note 2 and Note 5 | |
| Use of Kitchen Facilities - Non Prime - Non Resident Rental or Commercial Rental | Per Hour | \$47.00 | \$48.41 | \$6.29 | \$54.70 | 3.0% | 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 | \$32.10 | \$33.07 | \$4.30 | \$37.37 | 3.0% | T | Minimum of a 3 hour booking required. Note 1 and Note 2 | |
| 75% Reduced Rate - Use of Kitchen Facilities - Non Prime | Per Hour | \$8.02 | \$8.27 | \$1.08 | \$9.35 | 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 | \$3.20 | \$3.29 | \$0.43 | \$3.72 | 2.8% | 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 | \$84.05 | \$86.58 | \$11.26 | \$97.84 | 3.0% | 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 | \$67.24 | \$69.26 | \$9.00 | \$78.26 | 3.0% | T | Note 6 | |
| 75% Reduced Rate - Licensed Events Using Fenced Outdoor Patio | Flat Rate | \$16.80 | \$17.30 | \$2.25 | \$19.55 | 3.0% | T | Note 6 | |
| 90% Reduced Rate - Licensed Events Using Fenced Outdoor Patio | Flat Rate | \$6.72 | \$6.92 | \$0.90 | \$7.82 | 3.0% | 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 2025**

| TYPE OF REVENUE/USER | Unit/Descr | 2024 RATE (NO TAX) | 2025 RATE (NO TAX) | 13% HST | RATE INCL HST | % CHANGE | HST STATUS | COMMENTS |
|----------------------|------------|--------------------|--------------------|---------|---------------|----------|------------|----------|
|----------------------|------------|--------------------|--------------------|---------|---------------|----------|------------|----------|

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.

Mary Hasan

From: Mary Hasan
Sent: Monday, June 24, 2024 11:38 AM
To: cameronjtuck@gmail.com
Cc: Justine Brotherston
Subject: RE: Clarification of Delegation-Puslinch Minor Baseball

Hi Cameron,

Thank you very much for your responses below. I wanted to advise you that the responses will be included in an Open Council report for Council's consideration.

Thanks,

Mary

From: Cameron Tuck <cameronjtuck@gmail.com>
Sent: Sunday, June 16, 2024 11:55 AM
To: Mary Hasan <mhasan@puslinch.ca>
Subject: Re: Clarification of Delegation-Puslinch Minor Baseball

- 1.) How many registrants are typically received? 2 years in a row, 140 plus kids
- 2.) How many of the above registrants are Puslinch residents? This year it's 104 Puslinch kids, 74%, we really go after Aberfoyle School
- 3.) Do Puslinch residents get priority registration over non-residents? No, it's based on registration time, no priority for either, we accept all and make it work
- 4.) Please provide the Township with the registration fee structure in general. T-Ball is \$100, 3 Pitch is \$120, U9, U11, U13 is \$140
- 5.) Do Puslinch residents receive a discounted fee over non-residents? No we charge the same, it's kids ball, it's all equal
- 6.) The Township is scheduled to update its Parks Master Plan. Can you please provide me with your projected growth over the next 10 years. The Township's Parks Master Plan is also over a 10 year forecast period. Our goal is to get to 200 kids over the next 5 years. We will be working on a 10 year game plan this fall, sorry we are still developing our association, just entered our 3rd year, still lots of work to do.

On Mon, May 27, 2024 at 10:29 AM Mary Hasan <mhasan@puslinch.ca> wrote:

Hi Cameron,

Thank you for your email. Staff is investigating on reporting back on your request to Council. Can you please advise on Puslinch Minor Baseball's practices as follows:

- 1.) How many registrants are typically received?
- 2.) How many of the above registrants are Puslinch residents?

- 3.) Do Puslinch residents get priority registration over non-residents?
- 4.) Please provide the Township with the registration fee structure in general.
- 5.) Do Puslinch residents receive a discounted fee over non-residents?
- 6.) The Township is scheduled to update its Parks Master Plan. Can you please provide me with your projected growth over the next 10 years. The Township's Parks Master Plan is also over a 10 year forecast period.

Thanks,

Mary

From: Cameron Tuck <cameronjtuck@gmail.com>
Sent: April 22, 2024 1:58 PM
To: Beth Drinkwater <bdrinkwater@puslinch.ca>
Subject: Re: Clarification of Delegation-Puslinch Minor Baseball

Hi Beth,

Thank you for reaching out for clarification on this request. This is something we want to work with you guys on. We are looking for direction, ideas and alternatives to the situation that we currently have.

To start with, there isn't a rush on this! We are trying to plan ahead. If we would've had 3 more teams this year in our league, we wouldn't have been able to offer enough diamond space for it to work (we almost had 2 more teams). We are trying to grow our community ball to approximately 200 kids and about 12 teams. Currently we are at 8 teams and 125 kids, but we don't have any teams above U13 and expect to have 2 teams next year at that level. In 2027 we plan to add another team or 2 to U18. This is to accommodate the current players who are moving up the age levels. We are looking at years to come ahead and how we can make sure that we, PMB, will always be able to grow in a growing community. We don't want to be in a situation where we need to ask for another diamond or more lights, so please understand we are trying our best not to bring more costs onto the community. What many communities do is offer their minor ball systems first dibs on diamond rentals and then open it up to other organizations after that. We currently let existing renters always get their spot back every year. Here's our idea, let me know if it has merit?

All the teams which are current renters retain the existing conditions where they get first dibs on rental of the diamonds for all the years to come, so nothing changes for all existing teams/organizations renting, they get

godfathered into the new process. However, any new renters sign up for the first year and they are told that they are not guaranteed the same rental agreement in the years to follow. They will get the spot back as long as PMB doesn't need to fill it. PMB will let the Township know by November 30th every year of any spots we need to book or unbook for the upcoming year.

Example:

Bob's Ball Team wants to rent Thursday nights at A Diamond, it's available in 2025. They get the rental for that year and are told that the 2026 rental for the same night and time is subject to whether PMB requires the spot or not. If we don't require it, then they get it back, but if we grow and need it (growth only, not because we want to switch a Tuesday to a Thursday) then we get the spot. Now, Puslinch Oldtimers have been renting for years and want the spot in 2025, 2026 etc etc.... then it's theirs because they have been grandfathered in, but if they take a year off, then they have to adhere to the new agreement changes as well. Any new renters after 2024 would not be eligible for the grandfather exclusion.

I hope this makes sense, our focus is to be able to provide the kids in the community the ability to grow the sport for years and keep our kids here and not move into the big cities. Please discuss and if you'd like I am always available to come in and speak in person (always much easier).

Thank you,

Cameron Tuck

On Fri, Apr 19, 2024 at 3:18 PM Beth Drinkwater <bdrinkwater@puslinch.ca> wrote:

Good afternoon,

On March 20, 2024, you provided a delegation to Council on behalf of Puslinch Minor Baseball. At that time, you asked that Puslinch teams receive priority rental times and specifically that Puslinch Minor Baseball have the first opportunity to rent the baseball diamonds.

Staff is looking for clarification regarding your request. Currently, all teams are offered their established rental times from the previous year. If after a set period of time they decline, that time slot is offered to any league or team who has previously expressed interest in additional rental times. To clarify, are you requesting

that Puslinch Minor Baseball be offered first opportunity to rent these time slots after they have been declined by the previously established renter?

Once your clarification is received, staff will be preparing a final report to Council for some time in June.

Thank you,



Beth Drinkwater
Interim Supervisor Taxation and Customer Service
Township of Puslinch
7404 Wellington Rd. 34, Puslinch, ON N0B 2J0
P: 519-763-1226 ext. 209 Fax: 519-763-5846 www.puslinch.ca

TOWNSHIP OF
PUSLINCH
EST. 1850

2025 Proposed User Fees and Charges Public Meeting

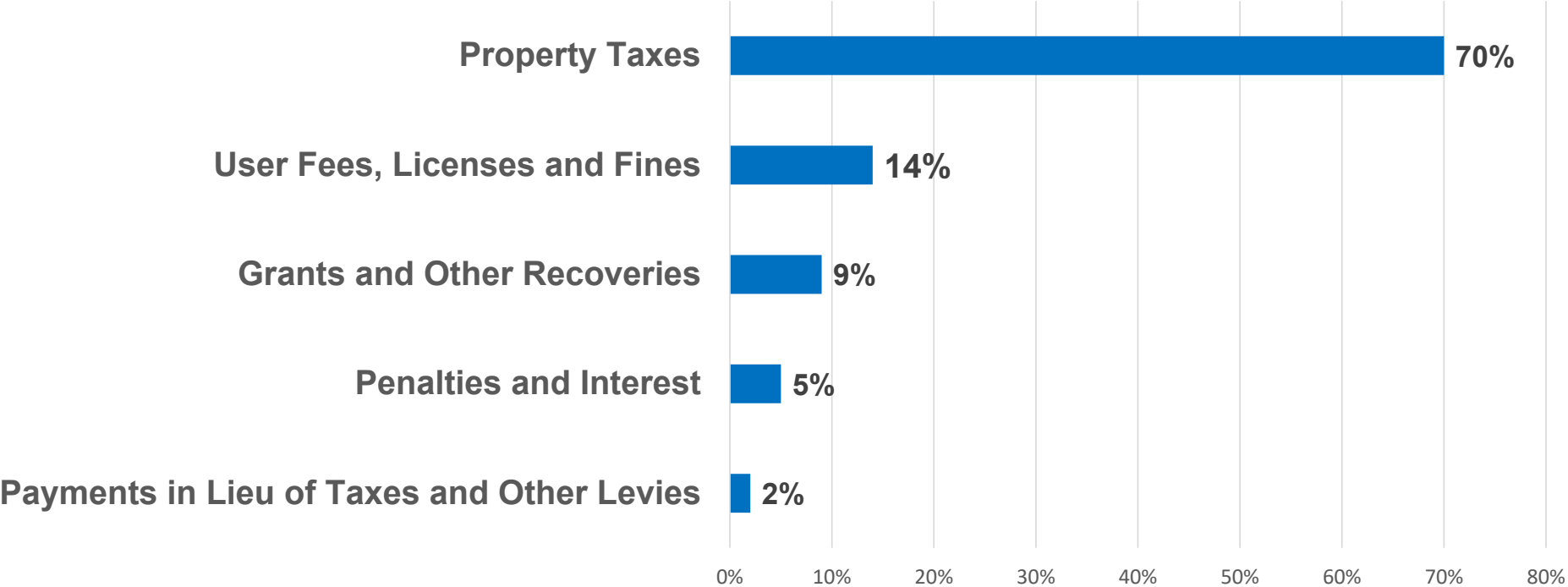
October 9, 2024



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 2025?
4. Benchmarking analysis
5. Engagement opportunities
6. Feedback from the public

Where do Township Revenues come from?



User fees are an important input into the Operating Budget

- September to November 2024 – Budget Development by the Senior Leadership Team
- October 9, 2024 – Public Information Meeting - User Fees and Charges
- September 19, 2024 to October 18, 2024 at 12:00 p.m. - EngagePuslinch.ca Survey - User Fees
- October 2024 – Present 1st Draft of Capital Budget to Council
- November 2024 - Present 1st Draft of Operating Budget to Council
- November 2024 to January 2025 - EngagePuslinch.ca Survey - Budget
- January 2025 – Present 2nd Draft of Capital/Operating Budget to Council
- January 2025 - Public Information Meeting – Budget Input
- February 2025 – Council Adoption of 2025 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 2025?

- 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 2023 to May 2024 of 3.00%.

Benchmarking Analysis

- Council at its meeting held on August 16, 2023 directed staff to select approximately 10 high frequency user fees and perform a benchmarking analysis to demonstrate that the Township's fees are comparable to similar municipalities.
- Township staff chose 10 high frequency user fees (one from each department as outlined in Schedules A to J of the proposed 2025 User Fees and Charges By-law).
- These 10 high frequency user fees were compared to the following comparator and boundary municipalities:
 - Cambridge, Centre Wellington, Erin, Guelph, Guelph Eramosa, Hamilton, Mapleton, Milton, Minto, Wellington North

Benchmarking Analysis

| TYPE OF REVENUE/USER | Unit/Descr | 2024 RATE (NO TAX) | 2025 RATE WITH CPI (NO TAX) | 2025 PROPOSED RATE (NO TAX) | 2024 Average | 2024 Median |
|--|------------------------|-----------------------|-----------------------------------|--------------------------------------|--------------------------|----------------|
| Signature of Commissioner | Per Document | \$23.51 | \$24 | \$26.02 | \$26.02 | \$23.77 |
| Returned Cheque Fee | Per Returned Cheque | \$44.00 | \$45 | \$45.00 | \$39.98 | \$40.00 |
| Haul Route Permit | Flat Fee | N/A | N/A | \$119.00 | No available comparators | |
| Information or Fire Reports | Flat Fee | \$88.00 | \$90 | \$113.00 | \$113.36 | \$97.50 |
| Minimum Building Permit Fee | Flat Fee | \$181.00 | \$186 | \$186.00 | \$201.79 | \$217.50 |
| Zoning By-Law Amendment - Aggregate * | Administration fee | \$17,641.00 | \$18,170 | \$80,000.00 | \$76,061.67 | \$59,680 |
| Swimming Pool Enclosure Permit | Flat Fee | \$251.00 | \$258 | \$258.00 | \$223.49 | \$236.50 |
| 75% Reduced Rate - Ball Diamonds - No Lights | Per Hour | \$6.12 | \$6.30 | \$8.00 | \$13.23 | \$7.95 |
| Gymnasium | Per Hour | \$36.07 | \$37.15 | \$42.00 | \$55.76 | \$53.48 |
| Hall - Prime - Non-Resident Rental or Commercial Rental | Per Hour | \$82.18 | \$84.65 | \$84.65 | \$72.18 | \$72.38 |

Benchmarking Analysis

- Recommended that the following fees be increased to the average fee of the comparator and boundary municipalities for the cost recovery associated with these services while keeping in line with comparator and boundary municipalities.
 - Signature of Commissioner
 - Information or Fire Reports
 - Zoning By-law Amendment – Aggregate
- Recommended that a new fee be established of \$119.00 for a Haul Route Permit to establish appropriate routes for fill to be moved in relation to site alteration work on Township roads.
- Recommended that a Haul Route Permit Security Deposit be established with the amount to be determined by the Designated Official on a case by case basis.

Benchmarking Analysis

- Recommended that the Ball Diamonds - No Lights fees including the reduced rates associated with this fee be increased to the median fee of the comparator and boundary municipalities for the cost recovery associated with this service while keeping in line with comparator and boundary municipalities.
- There are fees where the average or median benchmarking fee is lower than the Township's fee. In these examples, a decrease to the Township fee is not recommended as the Township's immediate neighbors are in line with or higher than the Township's fee.
- There are fees where the average or median benchmarking fee is higher than the Township's fee. In these examples, an increase to the Township fee is not recommended as the Township's immediate neighbors are in line with or lower than the Township's fee.

Administration and Planning Agreements

- Agreements – Major – Not Registered; Agreements – Minor – Not Registered; Agreements - Registered
 - Recommended that all agreement fees be changed from administration fees (with third party costs recoverable) to flat fees.
- Red Line Agreement Review
 - Recommended that a new administration fee be established of \$100.00 associated with a request to review a red line agreement deviating from the Township's standard agreements.
- Title Search
 - Recommended that new fee be established of \$175.00 for a Title Search.

Administration

- Logo Pins
 - Recommended that the Township's logo pins be offered for sale to the public at a cost of \$5.00.

Fire and Rescue Services

- Setting off or Discharge of Low Hazard Fireworks Exemption Waiver
 - Recommended that a new fee be established of \$119 for exemption requests under Section 7(1) of the Fireworks By-law No. 039/14.

Planning and Development

- Additional Public Information Meeting (PIM)
 - Recommended that a new fee be established of \$3,200 for applications which require additional PIM's above the statutorily required number of meetings.
- Agreements - Subdivision/Condominium
 - Recommended that a new administration fee be established of \$2,261.00 associated with drafting, coordination of review, and clearance of agreements related to the approval of Subdivisions and Condominiums.
- Application Reactivation
 - Recommended that a new fee be established of \$3,200 for applications which are reactivated after being dormant for a period of two (2) years.

Planning and Development

- Minor Variance – Type 1 and Minor Variance – Type 2
 - Minor Variance applications are now processed in house by the Township and typically do not require review by third party consultants. Recommended that the fee be increased by approximately 14.5% due to the change to a flat fee structure.
- Permitted Use Letter
 - Recommended that a new fee be established of \$89.00 to distinguish the Permitted Use Letter from the Compliance Letter.
- *Preliminary Planning Consultation*
 - Recommended that a new Preliminary Planning Consultation fee of \$300.00 be established. To encourage applicants to apply for a subsequent related Comprehensive Development Consultation, this fee will be credited towards a subsequent related Comprehensive Development Consultation application.

Planning and Development

- Comprehensive Development Consultation
 - Recommended that a new Comprehensive Development Consultation fee of \$5,000 be established. To encourage applicants to apply for a Comprehensive Development Consultation prior to submitting a Planning Act application, this fee will be credited towards a subsequent related Planning Act application.
- Radiocommunication Tower Pre-Consultation Fee
 - Recommended that a new administration fee be established of \$1,079.00 for the review of pre-consultation applications and pre-consultation meetings for Radiocommunication Tower proposals.

Planning and Development

- Site Plan Application and Agreement - New Application and Site Plan Application and Agreement – Amendment Application
 - Due to the changes to the Planning Act as a result of Bill 185 which removed the refund requirement if decisions are not made within the legislated timelines, it is recommended that the Township return to the flat fee structure for Site Plan Applications and Agreements. The flat fee in 2022 was \$21,797. Township staff have increased the flat fee to \$24,952 in accordance with increases to CPI.
 - Recommended that a separate fee be established for Site Plan Application and Agreement – Amendment Application of \$6,106.00.

Planning and Development

- Third and Subsequent Submission
 - Recommended that a new administration fee be established of \$200 for a Third and Subsequent Submission in order to address applications which require three or more submissions.
- Zoning By-Law Amendment
 - Due to the changes to the Planning Act as a result of Bill 185 which removed the refund requirement if decisions are not made within the legislated timelines, it is recommended that the Township return to the flat fee structure for for Zoning By-law Amendment Applications. The flat fee in 2022 was \$15,396. Township staff have increased the fee to \$17,625 in accordance with increases to CPI.

By-law

- After Hours Response for Violation
 - Recommended that a new fee be established of \$350.00 for an after hours by-law enforcement call to be paid upon a verified violation.
- Site Alteration Permit Fees
 - The Township has incorporated a number of administration fees and security deposits as outlined in the Site Alteration By-law No. 2023-057 in the proposed User Fees and Charges By-law.
- Designated Official Meeting
 - Recommended that a new fee be established of \$450 for the Designated Official Meeting

Parks

- Baseball Diamonds
 - Recommended that evening rental timeslots be established (ie. rentals within the timeslots of 6:00 p.m. to 8:00 p.m. and within the timeslots of 8:00 p.m. to 10:00 p.m.).
 - This change ensures effective utilization of each baseball diamond.
- Tennis Courts
 - Current process surrounding tennis court rentals:
 - A renter is able to rent two of the three tennis courts at one time. The third tennis court is available for rent by another renter or to the public for drop in use.
 - Should there be a request to rent the three tennis courts for a one-time tennis event (ie. tournament, etc.), all three tennis courts will be rented in order to maximize facility use and revenue generating opportunities.

Reduced Rates Reporting Requirements

- Council at its meeting held on September 25, 2024 directed staff to include a reporting obligation within the eligibility criteria of the 2025 User Fees and Charges By-law to require groups or persons who qualify for the reduced rate to provide annual reports on memberships (ie. residents vs. non-residents), fees charged to members, etc.
 - This 2025 reporting obligation will enable the Recreation Committee to review and make recommendations to Council regarding the reduced rates to be offered as part of the 2026 User Fees and Charges By-law.

Reduced Rates Reporting Requirements

- Therefore, the proposed by-law includes submitting annual financial and participant reporting as a requirement for reduced rate eligibility as outlined below:
 - In order to maintain the reduced rate eligibility status, the following information must be submitted electronically on the Township's website at www.puslinch.ca by 2:00 pm on the last business day of June or to the attention of the Corporate Services Department at the address noted below:

The Corporation of the Township of Puslinch
7404 Wellington Road 34
Puslinch, ON, N0B 2J0
Attention: Reduced Rate Eligibility Program

- a. A list of the participants including each participant's residency; and,
- b. Financial reports for membership fees and/or donations collected for the programming/services including how the funds are used to support the program/service.

Engagement Opportunities

- The Township has incorporated a number of engagement opportunities associated with the 2025 Proposed User Fees and Charges process:
 - Recreation Advisory Committee Input
 - Social Media Posts and/or Advertisements at Facebook.ca/TownshipofPuslinch and Twitter.com/TwpPuslinchON
 - Community Engagement Survey at EngagePuslinch.ca from September 19, 2024 to October 18, 2024 at 12:00 p.m.
 - Township Website Banner and Budget Page at puslinch.ca/government/budget/
 - Wellington Advertiser Advertisement
 - Public Information Meeting
 - Media releases related to EngagePuslinch.ca survey.

TOWNSHIP OF
PUSLINCH
EST. 1850

Questions or
Comments?





REPORT REC-2024-009

TO: Recreation Advisory Committee Chair and Members of Committee

PREPARED BY: Laura Emery, Communications and Committee Coordinator

PRESENTED BY: Laura Emery, Communications and Committee Coordinator

MEETING DATE: October 15, 2024

SUBJECT: 2022-2026 Committee Goals and Objectives Update

RECOMMENDATIONS

That report REC-2024-009 entitled 2022-2026 Recreation Advisory Committee Goals and Objectives Update be received for information.

Purpose

The purpose of this report is provide the Recreation Advisory Committee with an update on its goals and objectives for the 2022-2026 Term.

Background

Below is an update for each approved goal/objective:

Regular Reporting to Council

Staff will bring the 2024 Annual Progress Report of the Recreation Advisory Committee's to a future Council meeting near the end of 2024 or early 2025.

Engagement Opportunities

The Engagement Opportunities Sub-committee has completed its survey in relation to the promotion of the Seniors Active Living Centre Program Expansion Grant. The next step of this goal and objective is with the Community Liaison Sub-committee.

Recreation Facility Promotion

The Township has budgeted \$1500, in the 2024 Budget, regarding the advertising of Township facilities. This sub-committee will use the results of the Engagement Opportunities Sub-committee survey to develop recommendations for promoting the Township's facilities to

organizations, to increase programming options within the Township as indicated above. They are to develop a plan on how to engage with recreation programs that are not currently available within the Township.

Community Liaison Sub-committee

An update on this sub-committee is provided in Committee Memo MEMO-2024-002 – New Horizons for Seniors Grant and Committee Memo MEMO-2024-003 – Community Group Questionnaire.

Financial Implications

None

Applicable Legislation and Requirements

None

Attachments

Schedule A – 2022-2026 Recreation Advisory Committee Goals/Objectives Status

Schedule A – 2022-2026 Recreation Advisory Committee Goals/Objectives Status

| Goal/Objective | Sub-Committee | Budget | Person(s) Responsible | 2022-2026 Status/Timeline Update |
|---|---------------|--------|--|--|
| Regular Reporting to Council on Recreation initiatives and progress | N | N | Secretary of the Committee | Provide two annual reports to Council each year. 1) Complete - Approval of Committee Goals and Objectives 2) Progress reports of Committee Goals and Objectives |
| Recreation Facilities Promotion | Y | Y | Sub-Committee | Sub-committee is to develop a plan on how to engage with recreation programs that are not currently available within the Township. |
| Engagement Opportunities | Y | N | Sub-Committee | Sub-committee has completed a survey in relation to the promotion the Seniors Active Living Centre Program Expansion Grant. |
| Community Liaison | Y | Y | Sub-committee | Sub-committee to draft a letter to send to Puslinch community groups in 2025 regarding the New Horizons for Seniors Grant. A further update is provided in Committee Memo MEMO-2024-002. |
| Open Gym on PD days | N | Y | Secretary of the Committee | A report was brought to Council at the February 28, 2024 Council meeting and this item is now completed. |
| Parks Master Plan Update | N | N | Director of Public Works, Parks and Facilities | Provide verbal update regarding the Parks Master Plan at each Recreation Advisory Committee Meeting. |

COMMITTEE MEMO

TO: Recreation Advisory Committee

FROM: Community Liaison Sub-Committee; Mary Christidis and Jessica Goyda

MEETING DATE: October 15th, 2024

SUBJECT: Letter in Support of New Horizons for Seniors Grant

RECOMMENDATIONS

That Committee Memo MEMO-2024-002 entitled Letter in Support of New Horizons for Seniors Grant be received for information; and,

That the letter attached as Schedule A to this Committee Memo, the survey results and the key findings be circulated and shared with local Puslinch Community Groups.

Purpose

The purpose of this report is to share a draft letter with the Recreation Advisory Committee for feedback before it is shared with Puslinch Community Groups.

Background

In May 2024, members of the Recreation Advisory Committee and the Youth Advisory Committee circulated a survey in the community to gain insight from residents regarding what types of groups, activities or events they would enjoy participating in Puslinch.

The survey was aimed at getting feedback from local residents but was more specifically targeted at the Senior community to be used as a tool to support the promotion of new or additional Seniors programs in Puslinch.

The New Horizons for Seniors grant is a community-based federal grant stream that supports projects that are designed by seniors and for seniors in their communities. This program funds projects that empower seniors in their communities and contribute to improving their health and well-being.

It is the goal of the Recreation Advisory committee to share the results of the recently completed survey as well as share information about the grant funding opportunity to encourage local groups to take advantage of the information and funding to introduce new seniors programming in the Township.

At the September 18th Recreation Advisory Committee Meeting, the following resolution was passed;

Resolution No. 2024-017:

Moved by Joanna Jefferson and
Seconded by Mary Christidis

That report REC-2024-006 entitled 2022-2026 Recreation Advisory Committee Goals and Objectives Update be received for information; and,

That the Community Liaison Sub-committee draft a letter to existing Puslinch Community Groups, sharing the feedback received from the public engagement survey in support of the New Horizons for Seniors Grant for their consideration in 2025, in accordance with Council's direction; and,

That the Community Liaison Sub-committee draft a Committee Memo to be presented at the next Committee meeting discussing a user group information meeting; and,

That the Recreation Facility Promotion Sub-committee develop a plan on how to engage with recreation programs that are not currently available within the Township; and,

That the Community Liaison Sub-committee develop a communication plan, including engaging with current program providers, to promote the programming that is currently running in the Township facilities.

CARRIED

Comments

Upon approval of the draft letter by the Committee, both the letter as well as the survey results and key findings would be sent electronically to all of the user groups which the Township has contact information on file.

Financial Implications

None

Attachments

Schedule A - Draft Letter to Puslinch Community Groups



October 15, 2024

Dear Puslinch Community Groups,

On behalf of the Township of Puslinch Recreation Advisory Committee, we would like to thank you for your ongoing commitment to enhancing recreational programming in our community. Your dedication to fostering healthy and active living truly benefits all who participate in your programs.

We are excited to share a grant opportunity that could greatly assist your organization in meeting its goals while also benefiting the families you serve. The New Horizons for Seniors Program – Community-based Projects is a federal grant designed specifically for initiatives led by seniors, for seniors, in their communities. This program aims to empower seniors and improve their health and well-being through innovative projects.

If you believe that your group or activities could benefit from this grant, we encourage you to explore the application process at the following link:

[New Horizons for Seniors Program](#)

We are pleased to share the results of the Engagement Survey that the Recreation Advisory Committee conducted earlier this year. Attached to this letter, you will find the survey results and key findings. The purpose of this survey was to gather insights from residents about the types of groups, activities, and events they would like to see in Puslinch.

Again, we truly value the programming you provide and are grateful to have your organization as part of our community. Thank you for your continued efforts in enriching the lives of our residents.

Warm regards,

Recreation Advisory Committee - Community Liaison Sub-committee

COMMITTEE MEMO

TO: Recreation Advisory Committee

FROM: Community Liaison Sub-Committee; Mary Christidis and Jessica Goyda

MEETING DATE: October 15th, 2024

SUBJECT: Community User Group Data Collection and Questionnaire

RECOMMENDATIONS

That Committee Memo MEMO-2024-003 entitled Community User Group Data Collection and Questionnaire be received for information; and,

That the Community Liaison Sub-committee draft a Goals/Objectives Proposal for Council's Consideration.

Purpose

The purpose of this report is to bring forward a Community User Group Questionnaire for consideration by the Recreation Advisory Committee.

Background

At the September 18th 2024 Recreation Advisory Committee Meeting, committee members brought forward the idea of hosting an information meeting for local community user groups. Given that the Township does not offer municipally led recreational programming, the community relies on local community user groups to organize and administer recreational programming. These user groups are service providers who play a pivotal role in enhancing the quality of life to Puslinch residents.

As these groups are so vital to our community, the Recreation Advisory Committee discussed how we may be able to work together to assist in providing information to address some of the common challenges that our community groups may face such as grant applications and eligibility requirements, volunteer recruitment, promotions and advertising.

At the September 18th Recreation Advisory Committee Meeting, the following resolution was passed;

Resolution No. 2024-017:

Moved by Joanna Jefferson and
Seconded by Mary Christidis

That report REC-2024-006 entitled 2022-2026 Recreation Advisory Committee Goals and Objectives Update be received for information; and,

That the Community Liaison Sub-committee draft a letter to existing Puslinch Community Groups, sharing the feedback received from the public engagement survey in support of the New Horizons for Seniors Grant for their consideration in 2025, in accordance with Council's direction; and,

That the Community Liaison Sub-committee draft a Committee Memo to be presented at the next Committee meeting discussing a user group information meeting; and,

That the Recreation Facility Promotion Sub-committee develop a plan on how to engage with recreation programs that are not currently available within the Township; and,

That the Community Liaison Sub-committee develop a communication plan, including engaging with current program providers, to promote the programming that is currently running in the Township facilities.

CARRIED

In order to better understand who our local community groups are and also the kinds of challenges they may be facing, the Community Liaison Sub-Committee drafted a questionnaire attached as schedule A to this report.

The information obtained from the responses to the questionnaire would be used in order to assist with creating the content of an information meeting with our community groups ensuring the information meeting is relevant to the needs and challenges being faced.

Comments

If the Recreation Advisory Committee is supportive of this initiative, the attached questionnaire would be sent electronically to all of the user groups which the Township has contact information on file.

The sub-committee is looking for feedback from the Recreation Advisory Committee regarding the questionnaire and whether there are any questions that should be added or removed. In

addition, the sub-committee is requesting feedback on a timeline to receive this information from the community groups to inform next steps.

Financial Implications

No financial implications at this stage – however, the committee may want to consider the potential costs of hosting the resulting information meeting at a future date.

Attachments

Schedule A - Questionnaire

Questionnaire for Puslinch Community Groups

1. Name of organization:
2. Primary contact:
3. What is the main purpose of your group?
4. What ages does your group service?
5. Approximately how much do you currently spend on the rental of Township facilities annually?
6. How well do Township resources service your needs: scale 1-10
7. Please explain your rating above.
8. Do you anticipate your needs for township resources to
 - a) increase
 - b) stay the same
 - c) decrease
9. Can you identify five things that would be helpful in achieving your goals that the township might be able to help with.
 - 1)
 - 2)
 - 3)
 - 4)
 - 5)
10. Could you identify some obstacles you have faced that the Township might be able to help you alleviate?
11. Would you be willing to work with the township to fundraise towards any goals you set out to achieve?
12. Would you like the Community Liaison Sub-committee, (a Sub-committee of the Recreation Advisory Committee) to schedule a meeting with you to discuss your responses in more detail?
13. If the Recreation Advisory Committee were to host an information session to share information or resources to assist with common challenges faced by non-profit community groups, would you be interested in attending? And if so, what information

would your group find valuable? E.g. Grant Writing Information, Non-profit registration & compliance information, Social Media information.