

TOWNSHIP OF
PUSLINCH
EST. 1850

2025 Proposed User Fees and Charges Public Meeting

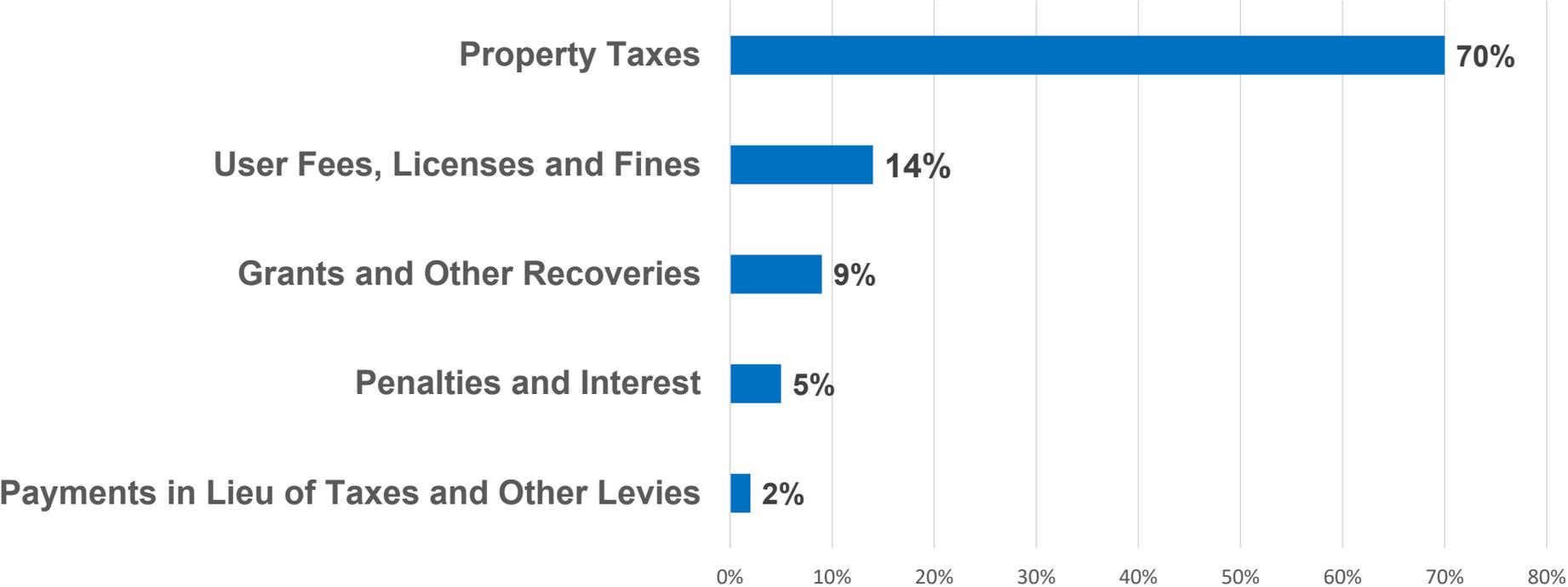
October 9, 2024



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.

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Questions or
Comments?



