



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
OCTOBER 9, 2024 PUBLIC INFORMATION MEETING
VIRTUAL MEETING BY ELECTRONIC PARTICIPATION &
IN-PERSON AT THE MUNICIPAL OFFICE –
7404 WELLINGTON RF 34, PUSLINCH

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AGENDA

DATE: Wednesday October 9, 2024

PUBLIC INFORMATION MEETING: 7:00 P.M.

Order of Business:

- 1. Call the Meeting to Order**
- 2. Roll Call**
- 3. Moment of Reflection**
- 4. Disclosure of Pecuniary Interest & the General Nature Thereof**
- 5. User Fees and Charges By-law Public Information Meeting**
Presentation by Mary Hasan, Director of Finance/Treasurer
- 6. Adjournment**

TOWNSHIP OF
PUSLINCH
EST. 1850

2025 Proposed User Fees and Charges Public Meeting

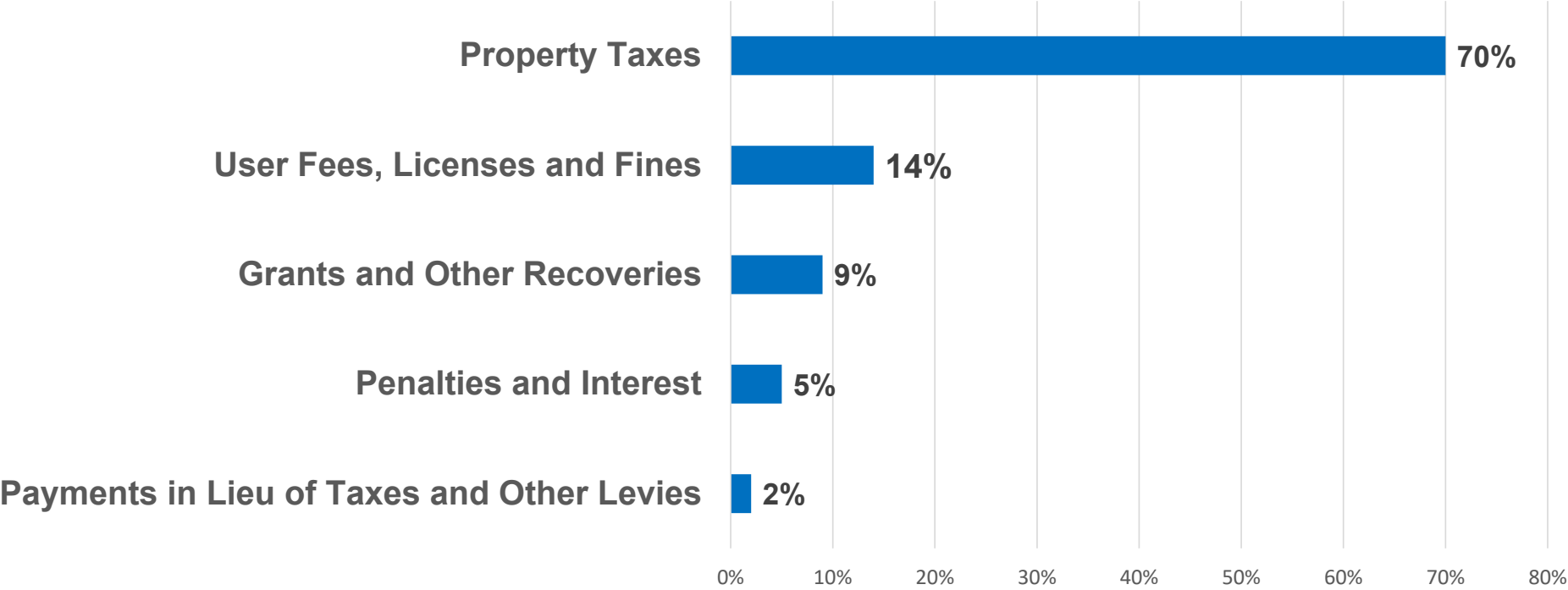
October 9, 2024



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?



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 that meet the eligibility criteria.
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; and,
 - g. Submit annual financial and participant reporting.

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. 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.

40. 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.

41. This By-law shall be known as the "User Fees and Charges By-law".

42. 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