

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NO 067-2024

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. Sign Refusal Appeal - Council Approval
 - i. Sign Variance - Council Approval
 - j. Sign Variance - Staff Approval
 - k. Site Alteration Normal Farm Practices Waiver
 - l. Site Alteration Permit Application Fee - Minor
 - m. Site Alteration Permit Application Fee – Intermediate
 - n. Site Alteration Permit Application Fee – Large
 - o. Site Alteration Permit Application Fee - Major
 - p. Third and Subsequent Submission
 - q. 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 January 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

**SCHEDULE A: ADMINISTRATION 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
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	\$10.00	\$1.30	\$11.30	-43.5%	T	See Report FIN-2024-028
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 including legal reviews 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**

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**

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.
Haul Route Permit Security Deposit	Security Deposit	N/A	To be determined by the Designated Official.			0.0%	E	See Council Resolution No. 2024-314 from the September 25, 2024 Council Meeting.
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.

**SCHEDULE C: PUBLIC WORKS 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
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.
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.

**SCHEDULE C: PUBLIC WORKS 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
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	
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**

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**

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**

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
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occupancy categories may be used.

- In the case of interior alterations or renovations, area of proposed work is the actual space receiving the work, e.g. tenant suite.
- Additional permit fees are not required for an attached deck to a residential dwelling, when the deck is shown on the approved residential building plans.
- For classes of permits not described in this Schedule, a reasonable permit fee shall be determined by the Chief Building Official.

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

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**

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
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INTERPRETATION

* the fees denoted with an asterisk are also subject to the Township's disbursements and third party consultant fees including legal reviews 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**

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**

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 Permit - Temporary	Flat Fee	\$110.00	\$113.00	\$0.00	\$113.00	2.7%	E	See Sign By-law No. 2024-062.
Sign Refusal Appeal - Council Approval *	Administration Fee	\$1,047.50	\$1,079.00	\$0.00	\$1,079.00	3.0%	E	See Sign By-law No. 2024-062.
Sign Variance - Council Approval *	Administration Fee	\$1,247.50	\$1,285.00	\$0.00	\$1,285.00	3.0%	E	See Sign By-law No. 2024-062.
Sign Variance - Staff Approval *	Administration Fee	\$200.00	\$206.00	\$0.00	\$206.00	3.0%	E	See Sign By-law No. 2024-062.
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.

**SCHEDULE G: BY-LAW 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
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.
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 including legal reviews 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**

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**

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**

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	\$42.00	\$5.46	\$47.46	16.4%	T	See Report FIN-2024-024
75% Reduced Rate - Gymnasium	Per Hour	\$8.96	\$10.50	\$1.37	\$11.87	17.2%	T	See Report FIN-2024-024
90% Reduced Rate - Gymnasium	Per Hour	\$3.57	\$4.20	\$0.55	\$4.75	17.6%	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**

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**

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
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Note 5: Set-up is after 5:00 p.m. on Friday only and must include a Saturday rental. This service is only available if the hall is not booked 7 days prior to the event date.

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