



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
SEPTEMBER 17, 2025 PUBLIC INFORMATION MEETING
VIRTUAL MEETING BY ELECTRONIC PARTICIPATION &
IN-PERSON AT THE MUNICIPAL OFFICE –
7404 WELLINGTON RD 34, PUSLINCH

Register in advance for this webinar:

https://us02web.zoom.us/webinar/register/WN_uWwrFD0dRaaJJCiZgD6vAA

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Or join by phone:

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Webinar ID: 849 5026 7977

Passcode: 863890

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A G E N D A

DATE: Wednesday September 17, 2025

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
(Circulated under separate cover)
6. **Adjournment**

2026 Proposed User Fees and Charges Public Meeting

September 17, 2025



Tonight, We Will Discuss...



Where do Township revenues come from?



Why do we collect user fees?



What changes are being proposed for 2026?



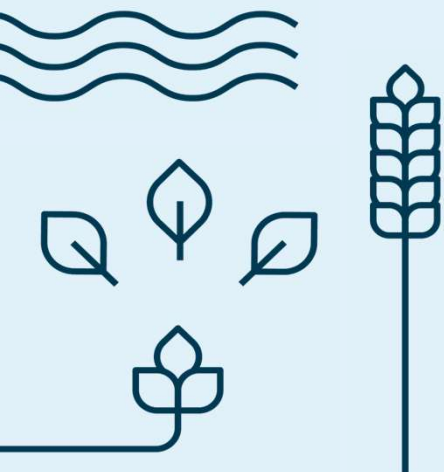
Benchmarking analysis



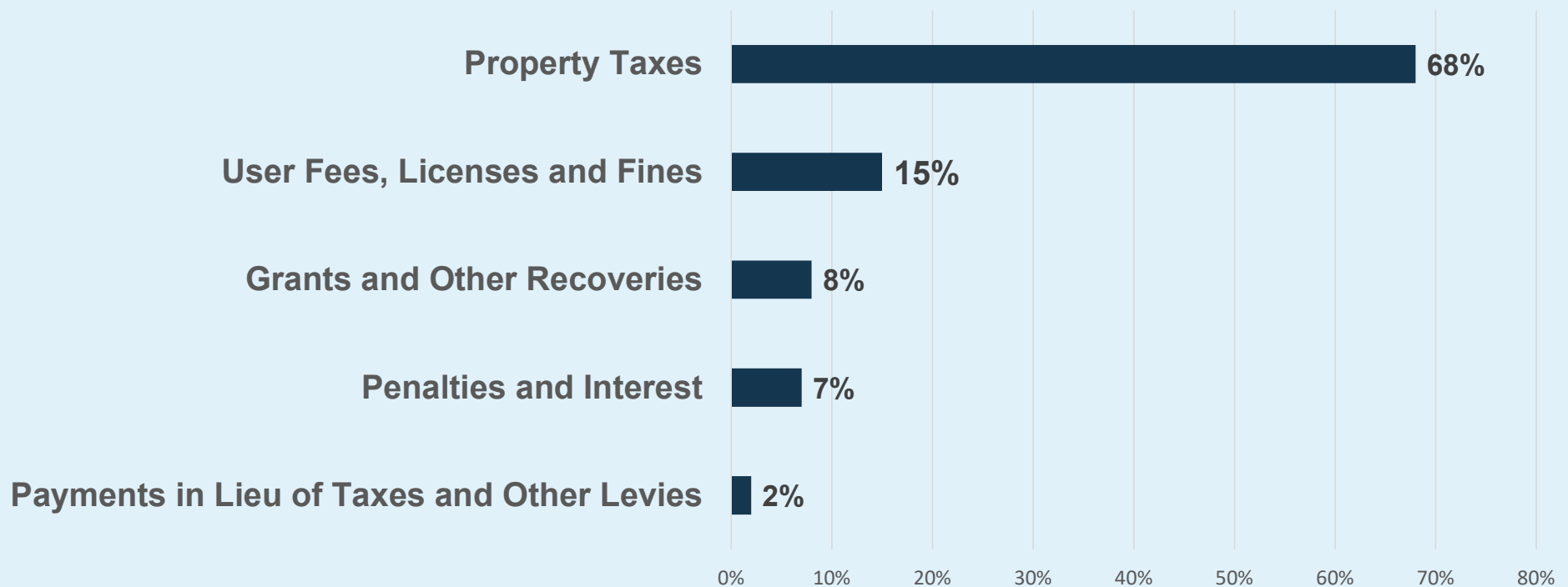
Engagement opportunities



Feedback from the public



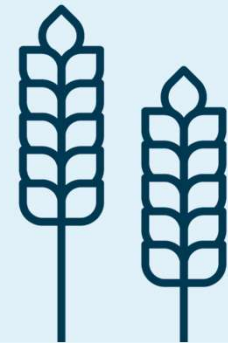
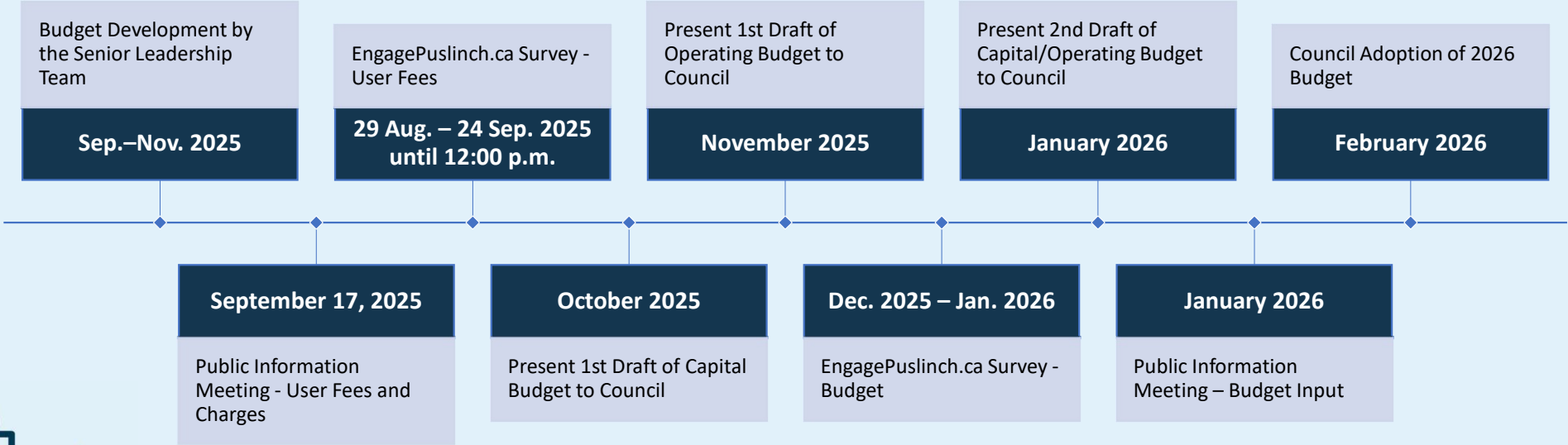
Where do Township Revenues Come From?



- In addition to property taxes, municipalities may charge fees for services (e.g., recreation, planning, building permits).
- User fees are an important input into the Operating Budget and help align costs to users.



User Fees, an Important Input for the Operating Budget



Why Do We Collect User Fees?



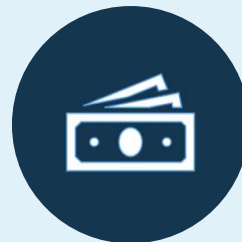
Primary reason: to allocate costs for specific services to the users of those services.



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 2026?



- 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 2024 to May 2025 of 1.7%.

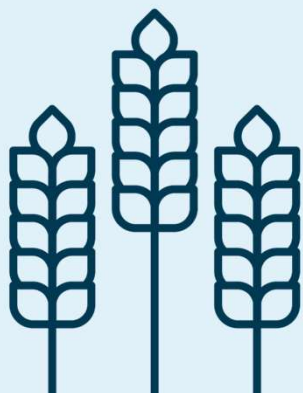
Benchmarking Analysis

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 2026 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



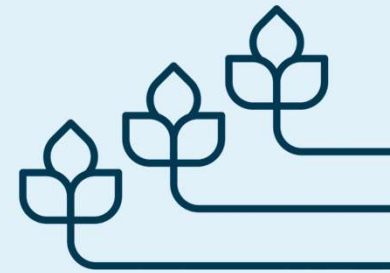
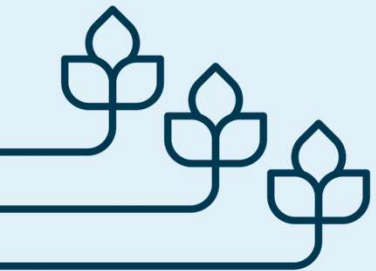
Benchmarking Analysis

TYPE OF REVENUE/USER	Schedule/Department	Unit/Descr	2025 RATE (NO TAX)	2026 RATE WITH CPI	2026 RATE (NO TAX)	2025 Average	2025 Median
Agreements - Registered	A: Administration	Flat Fee	\$1,480.00	\$1,505.00	\$1,505.00	\$1,525.83	\$1,190.50
Online Service Fee	B: Finance	Total Transaction Amount	1.75%	1.75%	1.75%	\$1.90	\$2.20
Oversize-Overweight Load Permits	C: Public Works	Per Trip	\$119.00	\$121.00	\$121.00	**	**
Open Air Burning Permit Inspection Fee	D: Fire and Rescue Services	Per Inspection	\$48.00	\$49.00	\$75.00	\$75.49	\$81.98
Sewage Systems - New Installation	E: Building	Flat Fee	\$753.00	\$766.00	\$766.00	\$731.68	\$732.50
Comprehensive Development Consultation	F: Planning and Development	Flat Fee	\$5,000.00	\$5,085.00	\$5,085.00	\$6,836.30	\$5,792.50
Septic Compliance Letter	G: By-Law	Flat Fee	\$90.00	\$91.00	\$98.00	\$98.00	\$98.00
Soccer Field - No Lights	H: Parks	Per Hour	\$32.12	\$32.67	\$38.87	\$38.87	\$33.17
Soccer Field - No Lights	H: Parks	Per Day	\$326.73	\$332.29	\$332.29	\$204.13	\$204.03
Arena Floor	I: Optimist Recreation Centre	Per Hour	\$81.64	\$83.03	\$86.93	\$86.93	\$70.80
Hall - Non-Prime	J: Puslinch Community Centre	Per Hour	\$67.74	\$68.90	\$75.27	\$75.27	\$65.62
Hall - Non-Prime	J: Puslinch Community Centre	Full Day Rental	\$460.54	\$468.37	\$510.91	\$510.91	\$458.00

Benchmarking Analysis



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.



Fire and Rescue Services



MTO highway response rate increased from \$559.86 to \$570.50 per hour per truck (effective Jan 1, 2025).



New auxiliary vehicle rate: \$285.25 (50% of full-size apparatus rate).



Pumper 32 qualifies for the auxiliary rate. Both have been incorporated into proposed by-law.

Building



Fees increased by CPI (1.70%) to support cost recovery and compliance with Building Code Act.



Building Surplus Reserve used to smooth revenue volatility (deficits/surpluses transferred as needed).



Expected growth from Employment & Residential Land Study to aid revenues.

Planning and Development



Application Reactivation: clarify as Administration fee (with third-party cost recovery).



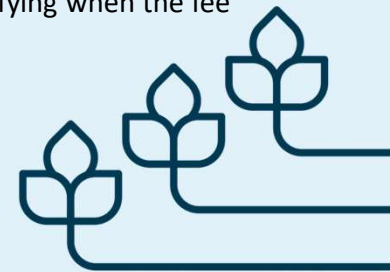
Preliminary Planning Consultation: increase to \$500; credited to subsequent Comprehensive Development Consultation (CDC).



Consultation - Subsequent Submissions (Preliminary Planning Consultation/CDC): \$100 administration fee + third-party cost recovery (not credited toward subsequent related applications).



Zoning By-law Amendment – Aggregate: add explanatory note clarifying when the fee applies.



By-law

Refund of Site Alteration Permit/Application Fees

80% if only administrative functions performed

70% if administrative + internal review functions performed

45% if administrative + internal review + circulation with comment

35% if sent for second submission and comments received

0% if approved by staff and/or Council

Parks



Commemorative Bench and Tree Program (Township Donation Policy)

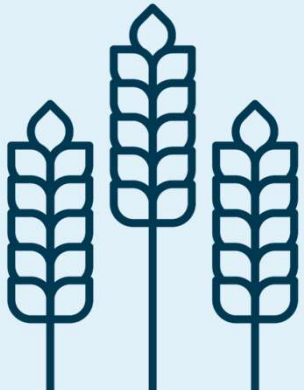
- Commemorative Bench Program: \$2,500 (bench, install, maintenance, commemorative plaque for 10 years).
- Commemorative Native Tree: \$1,350 (tree, install, maintenance, commemorative plaque for tree's lifetime).

Reduced Rates – Advisory Committee Findings

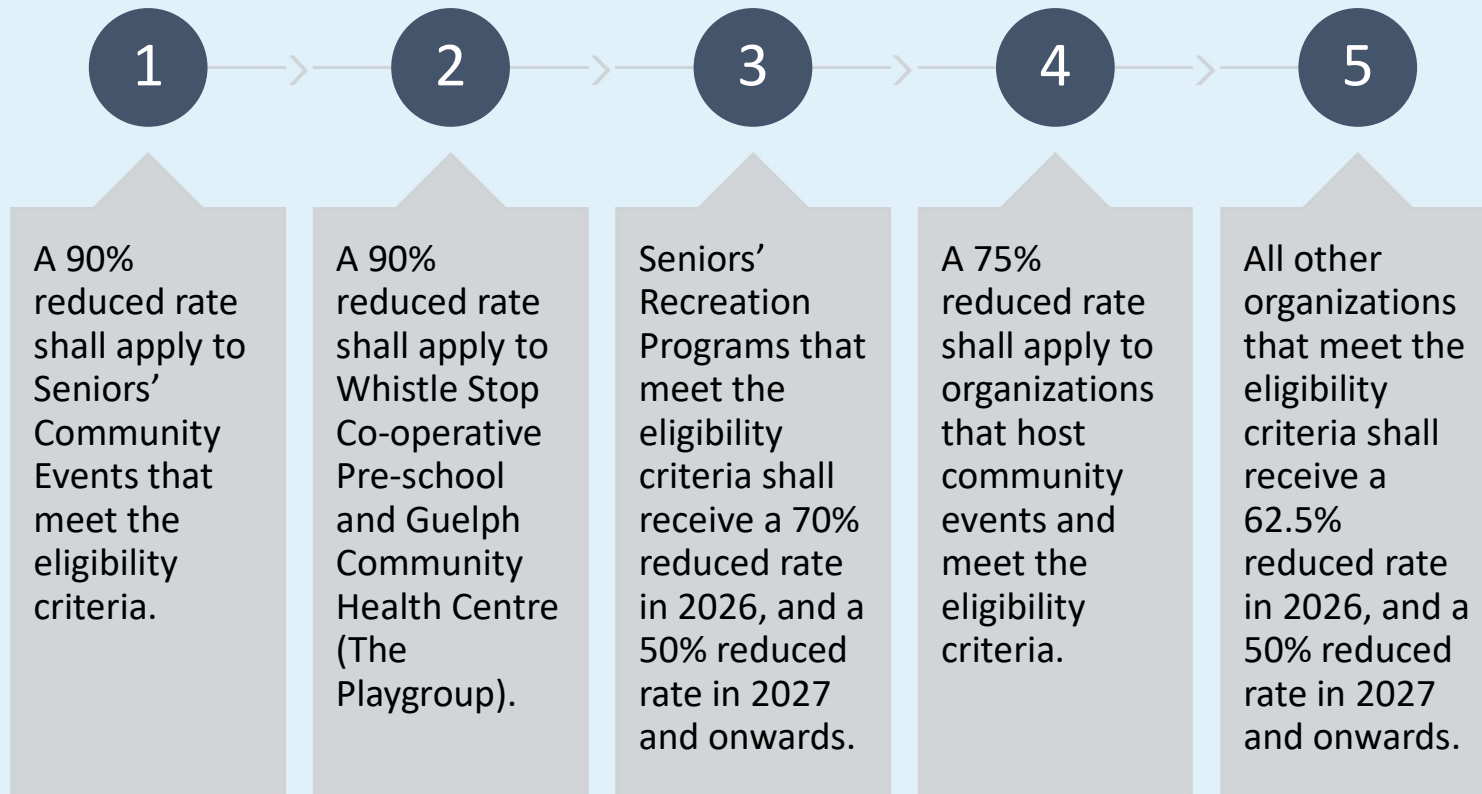
Comparators generally do not offer seniors-specific reduced rates; other organizations typically 30–50% where offered.

Council requested community feedback and labour cost analysis for facility rentals (minimum three-hour staffing scheduling impacts in accordance with legislation).

Recommendation: incorporate recommendations from Report COR-2025-029 into the Proposed 2026 User Fees and Charges By-law to align with comparators while supporting Township community groups.



Proposed Reduced Rates





Reduced Rate Eligibility



Organizations applying for a reduced rate must meet the following eligibility criteria:

Be in existence for at least one year
have its principal address in the **Township**
be a not-for-profit organization or an
unincorporated community group
offer services that benefit the **Township**
and its residents

be in good financial standing with the
Township and not in litigation with the
Township

be in compliance with any other **Township**
by-laws and policies



In order to maintain the reduced rate eligibility status,

the following information must be submitted annually 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. Number of resident and non-resident participants; 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.

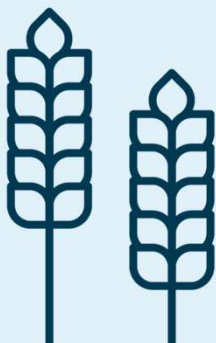


Engagement Opportunities



The Township has incorporated several engagement opportunities associated with the Proposed User Fees and Charges process as outlined below:

- Recreation and Community Wellness Advisory Committee Input
- Social Media Posts and/or Advertisements at:
 - Facebook.ca/TownshipofPuslinch
 - Twitter.com/TwpPuslinchON
 - Instagram.com/TownshipofPuslinch
- Township Website Banner and Budget Page at puslinch.ca/government/budget/
- Community Engagement Survey at EngagePuslinch.ca open from August 29, 2025 to September 24, 2025 at 12:00 p.m.
- Wellington Advertiser Advertisement
- Public Information Meeting on September 17, 2025 at 7:00 p.m.
- Media releases related to EngagePuslinch.ca survey.



Questions or Comments?

We welcome your feedback to refine the 2026 User
Fees and Charges By-law before Council adoption.

