



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
SEPTEMBER 15, 2026 RECREATION AND
COMMUNITY WELLNESS ADVISORY COMMITTEE
VIRTUAL MEETING BY ELECTRONIC PARTICIPATION &
IN-PERSON AT THE MUNICIPAL OFFICE –
7404 WELLINGTON RD 34, PUSLINCH

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A G E N D A ADDENDUM

DATE: September 15, 2026

MEETING: 7:00 P.M.

Addendum

8.4 7:05 P.M Report - FIN-2026-021 – 2027 Proposed User Fees and Charges

≠ Denotes resolution prepared

- 1. Call the Meeting to Order**
- 2. Roll Call**
- 3. Moment of Reflection**
- 4. Confirmation of the Agenda ≠**
- 5. Disclosure of Conflict of Interest**
- 6. Delegations**



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7404 WELLINGTON RD 34, PUSLINCH

7. Consent Agenda ≠

7.1. June 2, 2026, Recreation and Community Wellness Advisory Committee Minutes

Recommendation:

That the Consent Agenda items listed for the September 15, 2026 Recreation and Community Wellness Advisory Committee meeting be received for information.

8. Reports ≠

8.1. Report – REC-2026-004 – 2022 to 2026 – Committee Goals and Objectives Update

Recommendation:

That report REC-2026-004 entitled 2022-2026 Goals and Objectives Update be received for information.

8.2. Report – REC-2026-005 – Recreation and Community Wellness Advisory Committee 2022-2026 Term in Review

Recommendation:

That report REC-2026-005 – Recreation and Community Wellness Advisory Committee 2022-2026 Term in Review be received for information; and,

That this report be forwarded to the next term of the Council for consideration in establishing the Recreation and Community Wellness Advisory Committee's initial Goals and Objectives for the 2026-2030 term.

8.3. Verbal Update – Director of Community Services and Human Resources

Recommendation:

That the verbal update be received for information.

8.4 7:05 P.M. Report - FIN-2026-021 – 2027 Proposed User Fees and Charges

Recommendation:

That report FIN-2026-021 – 2027 Proposed User Fees and Charges be received for information.



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9. Correspondence

10. Announcements

11. Notice of Motion

12. New Business

13. Adjournment #



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
JUNE 2, 2026 RECREATION AND COMMUNITY
WELLNESS ADVISORY COMMITTEE MEETING,
IN-PERSON AT 7404 WELLINGTON RD 34, PUSLINCH ON
AND VIRTUALLY BY ELECTRONIC PARTICIPATION

MINUTES

DATE: June 2, 2026

MEETING: 7:00 P.M.

The June 2, 2026 Recreation and Community Wellness Advisory Committee was held on the above date and called to order at 7:03 p.m. via in person participation at the Municipal Office at 7404 Wellington Road 34, and via electronic participation.

1. CALL THE MEETING TO ORDER

2. ROLL CALL

Attendance:

Councillor Jessica Goyda - Chair

Stephanie McCrone

Beth Charles

Mary Christidis

Tracey McQueen

Margaret Hauwert

Staff in Attendance:

Laura Emery, Manager of Corporate Services/Deputy Clerk

Absent:

Joanna Jefferson

3. MOMENT OF REFLECTION

4. CONFIRMATION OF THE AGENDA

Resolution No. 2026-011:

Moved by Committee Member Margaret Hauwert
and Seconded by Committee Member Beth Charles



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
JUNE 2, 2026 RECREATION AND COMMUNITY
WELLNESS ADVISORY COMMITTEE MEETING,
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That the Recreation and Community Wellness Advisory Committee approves the June 2, 2026, Agenda as circulated.

CARRIED

5. DISCLOSURE OF CONFLICT OF INTEREST

None

6. DELEGATIONS

None

7. CONSENT AGENDA

7.1 April 21, 2026, Recreation and Community Wellness Advisory Committee Minutes

Resolution No. 2026-012: Moved by Committee Member Stephanie McCrone
and Seconded by Committee Member Tracey McQueen

That the Consent Agenda items listed for the June 2, 2026, Recreation and Community Wellness Advisory Committee meeting be received for information.

CARRIED

8. COMMITTEE AND STAFF REPORTS

8.1 Report – REC-2026-003 2022 to 2026 Goals and Objectives Update

Resolution No. 2026-013: Moved by Committee Member Stephanie McCrone and
Seconded by Committee Member Beth Charles

That report REC-2026-003 entitled 2022 to 2026 Goals and Objectives Update be received for information; and,

That staff be directed to circulate the Community Liaison Sub-committee survey to Township community and user groups on behalf of the sub-committee; and,

That the survey results be reported back to the Community Liaison Subcommittee and considered as part of the public input for the Recreation and Parks Master Plan process.

CARRIED



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
JUNE 2, 2026 RECREATION AND COMMUNITY
WELLNESS ADVISORY COMMITTEE MEETING,
IN-PERSON AT 7404 WELLINGTON RD 34, PUSLINCH ON
AND VIRTUALLY BY ELECTRONIC PARTICIPATION

8.2 Verbal Update – Director of Community Services and Human Resources

1. Council approved the request to extend the Sr. Drop-in program for an extra hour each Thursday. The program now runs from 1-3:30pm. As well, that the program will continue to have use of the hall, when it has not been rented.

2. All outdoor facilities are open. All our baseball leagues have returned, along with Puslinch Minor Soccer and a lot more tennis court rentals this summer

3. The Request for Proposal tender for Consulting Services for the Recreation and Parks Master Plan closed today. The Township is looking for a qualified and experienced multi-disciplinary consulting firm to develop a comprehensive and fiscally responsible plan for the Township. The Master Plan will address recreation services and facilities, parks, open spaces, trails, environmental areas, concession facilities, special event services, and related infrastructure and services

As part of the development process, the successful consultant will facilitate a workshop with the committee, likely in collaboration with the Youth Committee. This special meeting is expected to be scheduled for mid- to late June or early July.

Resolution No. 2026-014:

Moved by Committee Member Margaret Hauwert and
Seconded by Committee Member Beth Charles

That the verbal update be received for information.

CARRIED

9. CORRESPONDENCE

None

10. ANNOUNCEMENTS

None

11. NOTICE OF MOTION

None



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
JUNE 2, 2026 RECREATION AND COMMUNITY
WELLNESS ADVISORY COMMITTEE MEETING,
IN-PERSON AT 7404 WELLINGTON RD 34, PUSLINCH ON
AND VIRTUALLY BY ELECTRONIC PARTICIPATION

12. NEW BUSINESS

None

13. ADJOURNMENT

Resolution No. 2026-015:

Moved by Committee Member Stephaie McCrone and
Seconded by Committee Member Beth Charles

**That the Recreation and Community Wellness Advisory Committee hereby adjourns at
7:48 p.m.**

CARRIED



REPORT REC-2026-004

TO: Recreation and Community Wellness Advisory Committee Chair and Members of Committee

PREPARED BY: Sarah Huether, Director of Human Resources and Community Services

PRESENTED BY: Sarah Huether, Director of Human Resources and Community Services

MEETING DATE: September 15, 2026

SUBJECT: 2022-2026 Committee Goals and Objectives Update

RECOMMENDATIONS

That report REC-2026-004 entitled 2022-2026 Goals and Objectives Update be received for information.

Purpose

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

Background

In accordance with the Committee's Terms of Reference, Committees may have a maximum of two active goals or objectives at any given time. Goals and objectives can be added to the Committee's workplan as follows with priority given to goals and objectives referred by Council.

- A committee member or sub-committee can prepare a proposal, which is then presented to the Committee for endorsement then subsequently presented to Council for their approval; or
- Council referring a goal or objective to the Committee.

Comments

The Committee's workplan is attached as Schedule A to this report. This workplan is a living document and includes active, inactive, draft proposals and completed projects.

Below is an update for each of the approved goal and objective for the term.

Goal/Objective	Details	Status/Next Step
Active - Seniors Drop in Programming	The Senior Drop-In Programming is a pilot program from November 2025 through to November 2026, to provide local seniors with a social and welcoming space to foster friendships, mental engagement, and community connection. The program supports active aging by promoting social interaction, cognitive stimulation, and a sense of belonging among participants	Drop-In Euchre has been organized and is experiencing strong participation. Due to the program's success, the sub-committee requested that Staff prepare a mid-pilot program report for the May 27, 2026 Council Meeting, to provide Council with an update on the success of the program, request to extend the session length, and relocate the program to the Archie MacRobbie Hall permanently.
Active - Community Liaison Sub-Committee	The Community Liaison sub-committee has prepared a Goal/Objective Proposal for Council's consideration to solicit feedback from community groups and partners to better understand their needs and challenges.	Staff in collaboration with the sub-committee will bring a report to a future meeting for Council's consideration.
Review of User Fees and Charges - Reduced Rates	Staff brought a report to council in June 2025 with the Committees recommendations	Completed
Review of User Fees and Charges - Non-Residential Rates	Staff brought a report to council in June 2025 with the Committees recommendations	Completed
Training Opportunities	Conference opportunities were provided to the Committee. No members attend this year.	Complete
Drop-in Gym Programming	Continued promotion of youth drop-in programming, as approved by Council	Complete
Draft Goal - Facility Promotion and Programming Recruitment	The Recreation Facility Promotion sub-committee is working on preparing a Goal/Objective Proposal for Council's consideration on how to bring programming to Township facilities	Staff in collaboration with the sub-committee will bring a report to a future meeting for Council's consideration.

Active Goal/Objectives**1. Community Liaison Sub-Committee**

This sub-committee was formally re-established at the September 16th Recreation and Community Wellness Committee meeting with sub-committee members being Mary Christidis, Joanna Jefferson, and Stephanie McCrone. This sub-committee is to act in a general capacity to liaise with community groups on Township initiatives.

2. Senior's Drop-in Programming

At the October 8, 2025, Council meeting, Council approved the one-year Senior's Drop-in Pilot Program. The sub-committee members are Margaret Hauwert and Beth Charles.

The programme has been experiencing strong participation. Due to the program's success, the sub-committee requested that Staff prepare a mid-pilot program report for the May 27, 2026 Council Meeting, to provide Council with an update on the success of the program, request to extend the session length, and relocate the program to the Archie MacRobbie Hall permanently.

At its meeting on May 27, 2026, Council approved the extension of the weekly Senior's Drop-in Program hours to 2.5 hours, from 1:00 p.m. to 3:30 p.m. on Thursday in the Alf Hales Room and that the program be relocated to the Archie MacRobbie Hall when it is not used for scheduled rentals or Township activities.

Programming examples include cards, board games, crochet/knitting, book club, trivia, jigsaw puzzles, or any wellness activity that does not require an instructor, incur additional costs, or exceed the limitations of the facility space. Responsibilities of the Seniors Drop-in Programming sub-committee for the duration of this pilot project will include:

- Managing the program schedule
- Coordinating advertising initiatives with Township staff
- Attend the drop-in program to track participation and collect feedback
- Notifying staff when attendance levels are high

Staff are seeking an update from the sub-committee during regularly scheduled Recreation and Community Wellness Advisory Committee meetings on the status and performance of the Seniors Drop-in Program.

Recreation programming initiatives such as Zumba or line dancing will be incorporated in the Recreation and Parks Master Plan review as this type of programming requires further resources including but not limited to registration software, insurance requirements, RFP process for instructors, etc.

Financial Implications

None

Applicable Legislation and Requirements

None

Attachments

Schedule A – Recreation and Community Wellness Advisory Committee Ongoing Workplan

Goal/Objective	Sub-Committee	Active/In-Active	Source	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26
Seniors Drop in Programming	Margaret Hauwert and Beth Charles		Committee								
	Active		Recommendation	X	X	X	X	X	X	X	X
Community Liaison Sub-Committee	Stephanie McCrone, Joanna Jefferson, Mary Christifis	Active		X	X	X	X	X	X	X	X
Review of User Fees and Charges By-law Reduced Rates	Jessica Goyda, Stephanie McCrone	Completed	Council Direction								
Review of User Fees and Charges Non-Residential Rates	Tracey McQueen, Joanna Jefferson, Beth Charles	Completed	Committee Recommendation								
Facility Promotion and Programming Recruitment	Facilities Promotion Sub-committee	Draft Proposal	Committee Recommendation								
Seniors Active Living Centre program Expansion Grant Survey	Engagement Sub-committee	Completed	Committee Recommendation								
Youth Drop-in Gym Programming	Staff led (Based off previous term Committee direction)	Completed	Committee Recommendation								



REPORT REC-2026-005

TO: Recreation and Community Wellness Advisory Committee Chair and Members of Committee

PREPARED BY: Sarah Huether, Director of Community Services and Human Resources

PRESENTED BY: Sarah Huether, Director of Community Services and Human Resources

MEETING DATE: September 15, 2026

SUBJECT: Recreation and Community Wellness Advisory Committee 2022-2026 Term in Review

RECOMMENDATION

That report REC-2026-005 entitled Recreation and Community Wellness Advisory Committee 2022-2026 Term in Review be received; and,

That this report be forwarded to the next term of the Council for consideration in establishing the Recreation and Community Wellness Advisory Committee's initial Goals and Objectives for the 2026-2030 term; and,

Purpose

The purpose of this report is to provide the Recreation and Community Wellness Advisory Committee with a summary of the Committee's work during the 2022–2026 term, including its approved and completed Goals and Objectives, draft Goals and Objectives for consideration by Council for the new term of the Committee.

Background

The Recreation and Community Wellness Advisory Committee's mandate is to advise Council and make recommendations on issues affecting recreation facilities, parks, playing fields, playgrounds, and community programs. This committee will also emphasize the promotion of wellness initiatives, particularly for seniors. In addition, the Recreation and Community Wellness Advisory Committee is responsible to provide a forum for the exchange of information and engagement with the community.

At the conclusion of each Committee term, it is appropriate to review the work completed by the Committee and identify any outstanding or proposed initiatives for consideration by the next term of Council and Committee.

Comments

The following provides a summary of the Committee's completed Goals and Objectives and carry forward and draft Goals and Objectives for consideration by the next term of Council.

Completed Goals/Objectives

Goal/Objective	Work Completed (description)	Date Completed
Review of User Fees and Charges - Reduced Rates	The Committee reviewed the Township's user fees and reduced-rate allocation process and made recommendations that were subsequently approved by Council. These included separating Seniors' Recreation Programs from Seniors' Events while maintaining the 90% reduced rate for Seniors' Events and transitioning eligible sports and recreation user groups to a 50% reduced rate over a two-year period to minimize the impact on groups and participants. The Committee also recommended engaging with affected user groups prior to implementing any changes.	July 2025
Review of User Fees and Charges - Non-Residential Rates	The Committee reviewed the Township's User Fees and Charges By-law and recommended, with Council approval, the implementation of a 25% non-resident rental surcharge for all Township facilities as part of the 2026 User Fees and Charges By-law.	July 2025
Training Opportunities	Conference opportunities provided to Committee members	Completed Annually
Drop-in Gym Programming	Continued promotion of youth drop-in programming, as approved by Council	Completed 2024
Engagement Opportunities	The sub-committee completed a survey regarding the promotion of the Seniors Active Living Centre Program Expansion Grant	Completed 2024

Carry Forward and Proposed Goals and Objectives for the next term of Council

Goal/Objective	Description of Proposed Work
Active - Seniors Drop in Programming	The Senior Drop-In Programming is a pilot program from November 2025 through to November 2026, to provide local seniors with a social and welcoming space to foster friendships, mental engagement, and community connection. The program supports active aging by promoting social interaction, cognitive stimulation, and a sense of belonging among participants
Active - Community Liaison Sub-Committee	Build on the work of the Community Liaison Sub-committee by creating additional opportunities for local organizations to connect, collaborate and share ideas. This could include an annual roundtable where recreation groups, service clubs, and community organizations discuss upcoming initiatives, volunteer needs, common challenges and opportunities to work together.
Facility Promotion and Programming Recruitment	That the committee prepare a Goal/Objective Proposal for Council's consideration on how to bring programming to Township facilities
Community Recreation Challenge Passport	That the committee prepare a Goal/Objective Proposal for Council's consideration to develop a Community Recreation Challenge Passport to encourage residents to explore and participate in activities throughout the Township. Challenges could include visiting local parks, walking different trails, attending community events, or participating in volunteer activities. Residents who complete the passport could be entered into a prize draw, with prizes supported through the Committee's budget or donations from local businesses.
Community Connections Volunteer Initiative	That the committee prepare a Goal/Objective Proposal for Council's consideration to develop a Community Connections Volunteer Initiative in collaboration with the Youth Committee to connect local youth with seniors and residents who may benefit from assistance. Work with local high schools and community partners to establish a volunteer-matching

	program that connects secondary school students seeking community involvement hours with residents requiring assistance with tasks such as snow shovelling, grass cutting, gardening, technology support and meal preparation. Explore opportunities for eligible volunteer activities to count toward students required secondary school community involvement hours.
Intergenerational Connections	That the committee prepare a Goal/Objective Proposal for Council's consideration to explore opportunities, in collaboration with the Youth Committee, to bring youth and older adults together through meaningful community-based projects and activities. Initiatives could include community beautification, tree planting and gardening projects, as well as opportunities to capture and preserve local history. One potential project could involve collaborating with the Youth and Heritage Committees to create a video series featuring interviews with long-time residents, documenting their stories and experiences to help preserve the history of Puslinch for future generations.
Seniors Needs Assessment	That the committee prepare a Goal/Objective Proposal for Council's consideration to complete a Senior's Needs Assessment to better understand the needs, interests, barriers and opportunities experienced by older adults in the community. Through engagement with local seniors and community partners the committee can identify gaps in recreation, physical activity, social connection, wellness and community participation, and develop practical, achievable initiatives that can be implemented during the Committee's term

The proposed Goals and Objectives will be subject to consideration and approval by Council and should be reviewed in the context of the Township's Strategic Plan adopted in March 2026.

Financial Implications

None

Applicable Legislation and Requirements

None

Attachments

None



REPORT FIN-2026-021

TO: Mayor and Members of Council

PREPARED BY: Mary Hasan, Director of Finance/Treasurer

PRESENTED BY: Mary Hasan, Director of Finance/Treasurer

MEETING DATE: September 16, 2026

SUBJECT: 2027 Proposed User Fees and Charges

RECOMMENDATIONS

That Report FIN-2026-021 entitled 2027 Proposed User Fees and Charges be received; and

That the Alcohol Risk Management Policy be brought forward to Council for consideration based on the recommendations outlined in this Report regarding security requirements and facility capacity limits; and

That Council direct staff to proceed with holding a Public Information Meeting on September 16, 2026 at 6:30 p.m. to obtain public input on the proposed User Fees and Charges By-law as outlined in Schedule A to Report FIN-2026-021; and

That staff report back to Council with the results of the public engagement process and Council's feedback into the final proposed 2027 User Fees and Charges By-law for consideration.

Purpose

The purpose of this report is to present the proposed 2027 User Fees and Charges By-law and obtain Council direction to proceed with a Public Information Meeting (PIM) to solicit input on the proposed User Fees and Charges.

The proposed fees have been developed in consultation with Township departments and reflect the Township's Budget Development and Control Policy, cost-recovery objectives, service delivery requirements and benchmarking against comparator municipalities.

Background

Municipalities may establish fees and charges for services, activities and the use of municipal property through a by-law approved by Council.

The Township's Budget Development and Control Policy provides that user fees and charges are to be adjusted annually based on the Ontario Consumer Price Index (CPI) from May to May. Where a new fee is proposed, or where an adjustment other than CPI is warranted, fees should reasonably reflect the cost of providing the service while remaining generally aligned with comparator municipalities.

The Ontario CPI increase from May 2025 to May 2026 was 2.60%. Accordingly, most existing 2026 user fees have been increased by 2.60% for 2027. The following sections identify those fees for which staff recommend a new fee, a change other than CPI, or a substantive change to the applicable fee structure.

Benchmarking Analysis

At its August 16, 2023 meeting, Council directed staff to undertake annual benchmarking of approximately 10 high-frequency user fees.

For the 2027 review, staff selected one representative fee from each of Schedules A through J and compared the Township's rates with applicable comparator and neighbouring municipalities, including the County of Wellington (County), Cambridge, Centre Wellington, Erin, Guelph, Guelph/Eramosa, Hamilton, Mapleton, Milton, Minto and Wellington North.

Table 1 summarizes the results.

Where Township fees are materially below comparator averages and the service supports greater cost recovery, staff have generally recommended an adjustment toward the comparator average. Benchmarking has not been applied in isolation; the nature of the Township's service or facility, local operating conditions, utilization and customer experience have also been considered.

Table 1: Benchmarking Analysis

TYPE OF REVENUE/USER	Unit/Descr	2026 RATE (NO TAX)	2027 RATE WITH CPI	2027 RATE (NO TAX)	2026 Average
Agreements - Minor – Not Registered	Flat Fee	\$305	\$313	\$379	\$379
Rush Tax Certificate (NEW)	Per Rush Certificate	N/A	N/A	\$93	\$23 premium
Entrance Permit - Commercial/Industrial	Flat Fee	\$482	\$494	\$537	\$537
Fire Safety Plan Review	Per Plan	\$146	\$149	\$189	\$189
Interior Finishes and Alterations - All Classifications	Per Sq. Foot	\$0.62	\$0.63	\$0.63	\$0.61
Zoning By-Law Amendment	Note A	\$17,925	\$18,392	Note A	\$15,301
Reinspection Fee	Flat Fee	\$80	\$82	\$140	\$140
Picnic Shelter	Per Day	\$98.46	\$101.02	\$101.02	\$119
Arena Floor - Resident Rental	Per Hour	\$86.93	\$89.19	\$55	\$88
Ice - Prime - Non-Resident Rental or Commercial Rental	Per Hour	\$306.39	\$314.36	\$252	\$252

Note A – See the Planning and Development section below for further information regarding the proposed changes to planning application fees, including the Zoning By-law Amendment fee.

Rush Tax Certificate

Staff recommend introducing an optional Rush Tax Certificate service at a fee of \$93, providing a guaranteed processing time of 48 business hours following receipt of a complete request.

The service would respond to requests from lawyers and other parties requiring expedited certificates during time-sensitive transactions. Benchmarking indicates that municipalities offering an expedited service charge an average premium of approximately \$23 above the standard tax certificate fee. The Township's proposed \$23 premium is therefore generally consistent with comparator practices.

The regular five-business-day service would remain available. The proposed fee would allow customers requiring expedited service to obtain it while recovering the additional administrative costs associated with prioritizing the request.

Picnic Shelter

Staff recommend increasing the Picnic Shelter rental fee by CPI only.

Although the current fee is below the comparator average, the facility has limited amenities, including dated washrooms, no electricity, limited gravel parking and accessibility constraints. Utilization is also relatively low. Staff therefore do not recommend increasing the fee to the comparator average, as a significant increase may further discourage use of the facility.

Arena Floor and Prime Ice Rental Rates

Staff recommend reducing the Arena Floor and Prime Ice rental rates rather than applying the 2.60% CPI increase.

Although benchmarking indicates that the Township's 2026 rates are generally comparable to those of other municipalities, the Optimist Recreation Centre (ORC) is not directly comparable to fully enclosed arenas. The facility is weather dependent and exposed to environmental conditions such as dust, pollen, leaves and animal debris, which can affect operating conditions and the renter experience. In addition, the facility is not regulation-sized and its use is primarily recreational, limiting its ability to accommodate sanctioned events, competitive leagues and tournaments.

These facility limitations, together with renter feedback and utilization trends, support rates that reflect the ORC's level of service and functionality rather than relying solely on comparator averages.

Administration and Planning and Development

Land Registry Title Registrations, Releases and Corrections

Staff recommend establishing an administration fee of \$250, plus applicable third-party costs, for requests relating to Township instruments registered on title and identified on a parcel register.

These requests can require staff review and coordination as well as legal, planning, engineering or other professional services. The proposed fee would recover the Township's administrative costs and ensure that property-specific costs are borne by the requesting party rather than the general tax base.

Finance

Online Service Fee

The Township currently charges an Online Service Fee of 1.75% to partially recover payment-processing costs. Customers may avoid the fee by using other available payment methods.

An analysis of Stripe transactions over the previous 12 months determined that processing costs averaged approximately 3.35% of transaction values. The current 1.75% fee therefore does not recover the Township's average processing costs.

Staff recommend changing the online service fee to 2.9% plus \$0.37 per online transaction, consistent with the actual fee structure charged to the Township by its payment processor. The proposed fee would improve cost recovery and reduce the portion of online-payment processing costs funded through the general tax levy.

Fire and Rescue Services

Ministry of Transportation (MTO) Rate

The MTO increased the provincial highway fire-response rate effective January 1, 2026, from \$570.50 to \$583.05 per hour per full-size apparatus. The rate for qualifying auxiliary vehicles, which is set at 50% of the full-size apparatus rate, increased from \$285.25 to \$291.53 per hour per auxiliary vehicle.

The applicable rates have been incorporated into the proposed Fire and Rescue Services schedule. The Township's Pumper 32 qualifies for the auxiliary vehicle rate of \$291.53 per hour.

Building

Building permit fees are intended to recover the Township's costs of administering and enforcing the *Building Code Act* and applicable regulations, including an allocation for administrative overhead and indirect costs. Where annual building permit revenues exceed expenditures, the surplus is transferred to the Building Surplus Reserve. The reserve is used to offset operating deficits in years where permit revenues are insufficient to recover the cost of delivering building services.

Table 2 summarizes the Township's Building Surplus Reserve balance from 2022 to 2025.

Table 2: Building Surplus Reserve Balance from 2022 to 2025

Year	Building Surplus Reserve Balance
2022	\$623,909
2023	\$972,604
2024	\$662,979
2025	\$214,366

The Building Department recorded operating deficits of approximately \$281K in 2024 and \$434K in 2025. In 2025, actual revenues were approximately \$332K compared with

expenditures of approximately \$766K, resulting in the \$434K operating deficit being funded from the Building Surplus Reserve.

For additional context, annual operating surpluses and deficits transferred to or from the Building Surplus Reserve from 2019 to 2025 were as follows:

- 2019 –\$110K deficit
- 2020 – \$51K deficit
- 2021 – \$81K surplus
- 2022 – \$39K surplus
- 2023 – \$352K surplus
- 2024 – \$281K deficit
- 2025 - \$434K deficit

The reserve provides financial stability during periods when building activity and associated permit revenues are lower and current-year permit fees are insufficient to fully recover the cost of providing building services.

The Township's Employment Land Study, the proposed Aberfoyle Boundary Expansion, and the proposed reset of the rural residential severance date are intended to support future residential and non-residential growth. Increased development activity may result in additional building permit revenue and support future contributions to the Building Surplus Reserve; however, the timing and level of development activity will continue to vary from year to year.

Given the decline in the reserve balance over the past two years, staff recommend applying the standard 2.60% CPI increase to Building Department fees for 2027. Staff will continue to monitor building activity, permit revenues, operating expenditures and the adequacy of the Building Surplus Reserve as part of the annual budget and user fee review processes.

Planning and Development

Planning Application Administration Fee Model

Staff recommend returning to an administration fee plus applicable third-party cost-recovery model for *Planning Act* applications.

In recent years, changes to the *Planning Act* and related provincial requirements have affected how municipalities can structure and recover development application costs. In response, the Township has implemented and evaluated a number of different fee approaches.

Based on this experience, staff have determined that an administration fee model, combined with recovery of applicable third-party costs, would better align fees with the actual level of effort required to process individual applications.

Application complexity varies significantly. Under the current flat-fee approach, routine and complex applications may be charged similar fees even though complex applications can require substantially greater staff coordination, consultant review, meetings and technical analysis. This can result in application-processing costs being subsidized through the general tax levy.

Under the proposed model, the fixed administration fee would recover the Township's internal processing costs, while variable professional and legal costs would be recovered from the applicant based on the actual level of review required for each application or agreement, where applicable.

Applicable third-party costs would be recovered in addition to the administration fee and may include, but are not limited to, planning, engineering, environmental, hydrogeological, legal or other professional review services required to process or assess an application, permit, licence or agreement, or to review supporting technical studies.

The specific administrative activities and applicable third-party costs associated with each application type are outlined below.

Preliminary Planning Consultation and Comprehensive Development Consultations

Staff recommend establishing administration fees of \$173 for a Preliminary Planning Consultation and \$388 for a Comprehensive Development Consultation, plus applicable third-party costs. Staff further recommend that these fees no longer be credited toward a subsequent planning application.

The consultation itself requires staff resources and provides a separate service to the applicant. Removing the credit is also consistent with the proposed administration fee model, under which each stage of the development review process is intended to recover the costs associated with that service.

Applicants who completed a Preliminary Planning Consultation or Comprehensive Development Consultation in 2025 or 2026 will be advised that the existing credit may be applied to eligible applications submitted by December 31, 2026.

Zoning By-law Amendment

Staff recommend establishing an administration fee of \$2,809, plus applicable third-party costs, for Zoning By-law Amendment applications.

Applicable administration costs may include, but are not limited to:

- 1.) facilitating the application review process and preparing consolidated peer review comment summaries for the applicant;
- 2.) preparing and issuing required notices and advertisements, including Notice of Complete Application, PIM notices and Notice of Decision;
- 3.) reviewing the application and coordinating comments from Township departments;
- 4.) preparing staff reports and related materials, including reports respecting application completeness, Planning and Development Advisory Committee consideration, the PIM and final recommendation report; and
- 5.) coordinating and facilitating meetings involving Council, the Planning and Development Advisory Committee, PIM(s), Township consultants and the applicant, as required.

Applicable third-party costs may include, but are not limited to:

- 1.) planning reports prepared by the Township's planning consultant;
- 2.) peer review of technical studies by Township consultants; and
- 3.) additional consultation or technical review by Township consultants where requested or required during the application process.

Site Plan Control Application and Agreement

Staff recommend establishing an administration fee of \$1,057, plus applicable third-party costs, for Site Plan Control Applications and Agreements.

Applicable administration costs may include, but are not limited to:

- 1.) facilitating the application review process and preparing consolidated peer review comment summaries for the applicant;
- 2.) reviewing the application and coordinating comments from Township departments;
- 3.) coordinating and facilitating meetings involving Township consultants and the applicant, as required; and
- 4.) preparing and facilitating the Site Plan Control Agreement.

Applicable third-party costs may include, but are not limited to:

- 1.) peer review of technical studies by Township consultants;

- 2.) additional consultation or technical review by Township consultants where requested or required;
- 3.) preparation of the Site Plan Control Agreement by Township consultants; and
- 4.) registration of the Site Plan Control Agreement by the Township's legal counsel.

Site Plan Control Agreement Securities

Staff recommend incorporating the Site Plan Control Agreement security calculation into the User Fees and Charges By-law to improve transparency and consistency in how securities are calculated.

The calculation is:

- An amount equal to 50% of the site-servicing costs, including earthworks such as fill importation, cutting and grading, plus 50% of the landscaping costs, together with an additional 5% of the construction costs for site-servicing and landscaping to cover the Township's engineering review.

Including the calculation directly in the By-law will provide applicants with greater clarity regarding the Township's security requirements and support consistent application of the calculation to Site Plan Control Agreements.

Minor Variance

Staff recommend establishing an administration fee of \$568, plus applicable third-party costs, for Minor Variance applications.

Applicable administration costs may include, but are not limited to:

- 1.) facilitating the application review process and preparing consolidated peer review comment summaries for the applicant;
- 2.) preparing and issuing required notices, including Notice of Public Hearing and Notice of Decision;
- 3.) reviewing the application and coordinating comments from Township departments; and
- 4.) coordinating and facilitating meetings involving the Committee of Adjustment, Township consultants and the applicant, as required.

Applicable third-party costs may include, but are not limited to:

- 1.) planning reports prepared by the Township's planning consultant;
- 2.) peer review of technical studies by Township consultants, where required; and

- 3.) additional consultation or technical review by Township consultants where requested or required.

Minor Variance Deferral

Staff recommend establishing an administration fee of \$284, plus applicable third-party costs, where a Minor Variance application is deferred by the Committee of Adjustment or at the request of the applicant after notice of the public hearing has been issued.

Applicable administration costs may include, but are not limited to:

- 1.) preparing and issuing a subsequent Notice of Public Hearing; and
- 2.) coordinating and facilitating an additional Committee of Adjustment meeting.

Applicable third-party costs may include, but are not limited to:

- 1.) preparation or revision of the planning recommendation report by the Township's planning consultant;
- 2.) peer review of technical studies by Township consultants, where required; and
- 3.) additional consultation or technical review by Township consultants where requested or required.

Consent Consultation

Staff recommend establishing an administration fee of \$173, plus applicable third-party costs, for the Township's review of County Consent applications where the Township is a commenting authority.

Applicable administration costs may include, but are not limited to:

- 1.) coordinating Township staff review and technical peer review, where required;
- 2.) coordinating and facilitating consideration by the Planning and Development Advisory Committee; and
- 3.) preparing and submitting the Township's municipal commenting form to the County.

Applicable third-party costs may include, but are not limited to:

- 1.) preparation of the planning recommendation report by the Township's planning consultant;
- 2.) peer review of technical studies required to support the Township's recommendation, where required;

- 3.) peer review of technical studies required to clear conditions of consent, where required; and
- 4.) additional consultation or technical review by Township consultants where requested or required.

External Development Application Studies Review – County

Staff recommend establishing an administration fee of \$1,998, plus applicable third-party costs, where the Township is a commenting authority on a development application for which the County is the approval authority.

The fee would apply to applications including Official Plan Amendments, Plans of Subdivision and Plans of Condominium.

Applicable administration costs may include, but are not limited to:

- 1.) preparing and issuing notification of PIMs;
- 2.) coordinating and facilitating PIMs; and
- 3.) coordinating technical peer review and preparing and submitting Township comments to the County.

External Development Application Studies Review – Other

Staff recommend establishing an administration fee of \$100, plus applicable third-party costs, where the Township is requested or required to review and comment on a development application, permit or licence for which another government, agency or approval authority is responsible.

This may include requests received directly from another level of government or agency, from a proponent, or through a legislated consultation process.

Where the Township has submitted an objection to a mineral aggregate application under the *Aggregate Resources Act* or to a Permit to Take Water under the *Ontario Water Resources Act*, staff further recommend that the Township not withdraw or release its objection until all outstanding third-party costs incurred by the Township in reviewing the application have been paid in full.

By-law

Designated Official Meetings

Staff recommend reducing the Designated Official Meeting fee to an administration fee of \$250, plus applicable third-party costs.

The professional resources required for these meetings vary depending on the nature of the request and the specific technical questions raised by the applicant.

The administration fee is intended to recover the Township's internal costs associated with coordinating and facilitating the meeting.

Applicable third-party costs may include, but are not limited to:

- 1.) preparation and review of documentation by Township consultants;
- 2.) attendance by Township consultants at the meeting; and
- 3.) additional consultation or technical review by Township consultants following the meeting, where requested or required.

General Facility Rental Provisions

Township Employee Facility Rental Rate

Staff recommend that current Township employees be eligible for the applicable resident rental rate when renting a Township facility or park for personal use.

Eligibility would be limited to rentals where the employee is the named renter and is present during the rental. The benefit would not be transferable and would not apply to business, organizational or third-party bookings.

All other applicable fees, deposits, insurance requirements and rental conditions would continue to apply.

The proposed provision recognizes employee contribution and supports employee wellness, active living and engagement with Township facilities and parks while continuing to generate rental revenue. The financial impact is anticipated to be minimal.

ORC*Arena Floor and Gymnasium – Full Day Rental*

Staff have received several inquiries regarding full-day rentals of the arena floor and gymnasium.

Staff recommend establishing a maximum full-day rental fee equivalent to eight hours at the applicable 2027 hourly rate. This would provide greater cost certainty for renters requiring extended use of either space while maintaining the applicable hourly rate for shorter rentals and establishing a consistent approach to full-day rentals at the ORC.

ORC Ice Rentals

Based on Council's previous direction, staff have continued to monitor ORC ice rental activity and revenues.

Ice rental activity during the 2025–2026 season was lower than the previous season, primarily because a significant third-party rental arrangement that generated a substantial number of booked hours was not renewed. Staff have also received feedback regarding the affordability and competitiveness of the Prime Ice rental rate and have experienced cancellations or lost rentals due, in part, to the weather-dependent nature of the facility.

Table 3 summarizes Prime Ice rental revenues from 2022 to 2026 year to date.

Table 3: Prime Ice Rental Revenues – 2022 to 2026 Year to Date

2022 Actuals	2023 Actuals	2024 Actuals	2025 Budget	2025 Actuals	2026 YTD	2026 Budget
\$36,021	\$23,542	\$35,991	\$38,867	\$34,134	\$26,672	\$38,867

Based on current rental activity and historical trends, the \$26,672 noted in Table 3 is anticipated to represent approximately the final revenue figure for 2026.

Prime Ice rental hourly resident rates, net of HST, have changed as follows:

- 2022 - \$171
- 2023 Rate - \$184
- 2024 Rate - \$234

- 2025 Rate - \$241
- 2026 Rate - \$245 resident / \$306 non-resident
- 2027 Proposed Rate - \$202 resident / \$252 non-resident

The increase in the 2024 rate was recommended through Report FIN-2023-030 at the October 18, 2023, Council Meeting following benchmarking completed at that time.

A significant proportion of facility users are non-residents. With the introduction of the non-resident rate in 2026, together with previous increases to the hourly rental rate, the overall cost of using the facility has increased. Staff have observed that these combined increases may be affecting the facility's affordability, competitiveness and utilization.

As noted above, the ORC is not directly comparable to a fully enclosed, regulation-sized arena. Its weather-dependent operating conditions and functional limitations reduce the range of activities and events that can be accommodated and should therefore be considered when establishing an appropriate rental rate.

As outlined in the benchmarking section of this report, staff recommend reducing the 2027 Prime Ice resident rate to \$202 per hour and the corresponding non-resident rate to \$252 per hour. The proposed reduction is intended to better reflect the nature and functionality of the facility, improve its competitiveness and encourage increased utilization.

Puslinch Community Centre (PCC)

PCC Revenue Analysis

At its March 26, 2025 meeting, Council, through Resolution No. 2025-105, directed staff to report on PCC rental revenues and the impact of updated facility capacity limits.

This matter was subsequently addressed through Report FIN-2025-029 – *2026 Proposed Operating Budget*, presented to Council on December 17, 2025. At that time, staff recommended maintaining the 2026 PCC revenue budget at 2025 levels while monitoring whether programming enhancements and Recreation and Parks Master Plan recommendations would support increased future utilization and revenue.

Council had previously approved revised PCC capacity limits on November 8, 2023, establishing a maximum capacity of 150 persons for non-resident rentals and 250 persons for resident rentals. These limits were incorporated into the Township's Facility Rental Agreements and Alcohol Risk Management Policy and came into effect in late 2023/early 2024.

Table 4 provides a comparison of PCC rental revenues prior to the COVID-19 closures and following implementation of the revised capacity limits.

Table 4: PCC Revenue Analysis

Description	Actual Revenues						2026 Budget
	2019 (pre-COVID)	2022	2023	2024	2025	2026 Year to Date	
Hall - Commercial	\$1,547	\$ -	\$ -	\$ -	\$ -	\$1,044	\$1,016
Hall – Non-Prime	\$19,969	\$14,975	\$20,756	\$20,682	\$15,733	\$12,447	\$21,047
Hall – Prime	\$29,365	\$15,587	\$26,770	\$19,859	\$18,690	\$17,976	\$34,739
Kitchen – Non-Prime	\$3,143	\$686	\$2,357	\$3,886	\$2,147	\$1,602	\$3,809
Licensed Events Using Patio	\$285	\$181	\$126	\$317	\$152	\$0	\$346
Meeting Room	\$13,427	\$4,143	\$11,047	\$9,009	\$6,850	\$4,747	\$11,378
Total	\$67,736	\$35,572	\$61,055	\$53,754	\$43,573	\$37,816	\$72,335

Based on 2026 year-to-date revenues of approximately \$38K, staff project total 2026 PCC rental revenues of approximately \$57K. This represents a projected shortfall of approximately \$16K compared with the 2026 budget of approximately \$72K.

Staff do not recommend reducing PCC rental rates at this time. Instead, staff recommend addressing certain operational requirements that may be creating barriers to rental activity and affecting the overall customer experience.

The Township's facility staffing complement has improved and now includes three full-time facility staff. Full-time coverage for evening and weekend rentals has been in place and facility staff are scheduled to be present at large events. Some existing rental requirements were introduced, in part, during periods of staff vacancies and turnover. The improved staffing complement provides an opportunity to reassess whether those requirements remain appropriate.

Full-Day Rental Period

The current 12-hour full-day rental period must accommodate event set-up, the event itself and clean-up. For larger events, this can limit flexibility and may require renters to purchase additional hours, increasing the overall cost of the rental.

Staff recommend extending the full-day rental period to 10:00 a.m. to 1:00 a.m. This would provide additional flexibility for larger events while maintaining defined rental hours and appropriate facility oversight.

Staff recommend that the proposed full-day rental period be increased from 12 hours to 15 hours and that the applicable PCC fee schedule and rental requirements be updated

accordingly. Any additional-hour charges would apply only beyond the 15-hour full-day rental period.

Security Requirements for Licensed Events

The current Alcohol Risk Management Policy generally requires private security for licensed events. Staff have received feedback that this requirement can increase rental costs, particularly for lower-risk events where security personnel primarily provide a visible presence.

Given the improved facility staffing complement and the presence of Township staff at large events, staff recommend replacing the blanket private-security requirement with a risk-based approach.

Under this approach, trained Township facility staff could provide monitoring and initial response for lower-risk licensed events. Private security would continue to be required where warranted based on factors such as anticipated attendance, event type, event history or other identified risks.

Facility Capacity Limits

The current capacity limits must continue to reflect the operational limitations of the PCC, including the capacity of its well, septic system and aging infrastructure.

Given the improved staffing complement and increased staff presence at large events, staff recommend reviewing the existing capacity limits to determine whether a modest increase can be supported while maintaining appropriate infrastructure, operational and public-safety safeguards.

Related Policy and Rental Requirement Amendments

The proposed changes to security requirements and facility capacity limits are separate from the User Fees and Charges By-law and would require corresponding amendments to the applicable facility rental requirements and Alcohol Risk Management Policy.

Staff recommend that these amendments be brought forward for Council consideration through the appropriate amendments to the Alcohol Risk Management Policy.

Collectively, these changes are intended to reduce barriers for renters, improve the attractiveness and value of the PCC, and support increased utilization while maintaining appropriate public-safety, staffing and infrastructure safeguards.

Financial Implications

The proposed 2027 User Fees and Charges will be incorporated into the 2027 Operating Budget.

The majority of existing fees are proposed to increase by 2.60% in accordance with the Township's Budget Development and Control Policy. The exceptions outlined in this report are intended to improve cost recovery, align fees with the level of service provided, or respond to facility utilization and operating conditions.

The proposed reductions to certain ORC rental rates and the Township employee resident-rate provision may result in lower revenue on individual rentals; however, these changes are intended to encourage utilization. The PCC operational changes are similarly intended to reduce barriers to rentals without reducing the applicable PCC rental rates.

The overall financial impact will depend on utilization and will be monitored through the 2027 operating year.

Strategic Plan Alignment and Implications

Strategic Priority #4: Good Governance, Financial Stewardship, and Organizational Excellence
This report supports Strategic Priority #4 by promoting responsible financial management, transparent decision-making, and long-term municipal sustainability.

Objective 4.2: Maintain Financial Stewardship

The proposed User Fees and Charges apply the Township's established fee methodology while considering service-delivery costs, cost recovery, comparator rates, facility utilization and local operating conditions.

Regular review of user fees supports predictable budgeting, legislative compliance, appropriate allocation of service costs, and a measured approach to fee adjustments, helping to avoid significant or unexpected changes in future years.

Action 4.2(d): Continue to Provide Financial Stewardship

The annual review of User Fees and Charges supports Action 4.2(d) by ensuring anticipated revenues are appropriately reflected in the operating budget, fees remain aligned with Council-approved policies and service levels, and Council receives transparent information to support financial decision-making.

Applicable Legislation and Requirements

The following legislation provides authority relevant to the Township's User Fees and Charges By-law:

- Section 391(1) of the *Municipal Act, 2001*;
- Section 7(1) of the *Building Code Act, 1992*; and
- Section 69 of the *Planning Act*.

Engagement Opportunities

The Township will provide the following opportunities for public and stakeholder input on the proposed 2027 User Fees and Charges:

- Recreation and Community Wellness Advisory Committee input;
- social media posts and advertisements through the Township's social media channels;
- information on the Township website and Budget webpage at puslinch.ca/government/budget/;
- a community engagement survey through EngagePuslinch.ca, open from September 1, 2026 to September 28, 2026 at 12:00 p.m.;
- Wellington Advertiser advertising;
- a PIM on September 16, 2026 at 6:30 p.m.; and
- media releases promoting the EngagePuslinch.ca community engagement survey.

Staff will report back to Council on the feedback received prior to the final 2027 User Fees and Charges By-law being presented for Council consideration.

Attachments

Schedule A: Proposed User Fees and Charges By-law

Respectfully submitted:	Contributors:	Reviewed by:
Mary Hasan, Director of Finance/Treasurer	Andrew Hartholt, Chief Building Official Connie Smith, Financial Assistant Daniel Hernandez, Taxation and Revenue Coordinator Justine Brotherston, Director of Corporate Services/Municipal Clerk Kari Pond, Procurement and Agreement Coordinator Laura Emery, Manager of Corporate Services/Deputy Clerk Michael Chant, Fire Chief Michelle Cassar, Deputy Treasurer Mike Fowler, Director of Public Works and Capital Projects Management Sarah Huether, Director of Community Services and Human Resources	Courtenay Hoytfox, Chief Administrative Officer

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NO 2026-XXX

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 2025-084.

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 third-party **costs** are incurred by the **Township** in the processing or review of an application or approval by the **Township**, the applicant or requesting party is required to pay these **costs** to the **Township**. The following are the applications, permits, licences, agreements, reviews, or approvals subject to third-party **costs**:
 - a. Agreements – Subdivision/Condominium
 - b. Application Reactivation
 - c. Comprehensive Development Consultation
 - d. Consent Consultation
 - e. Consent Review and Condition Clearance - Safe Access Clearance
 - f. Consultation – Subsequent Submissions
 - g. Designated Official Meeting
 - h. External Development Application Studies Review – County of Wellington
 - i. External Development Application Studies Review – Other
 - j. Garden Suites and Renewals (Zoning)
 - k. Land Registry Title Registrations, Releases and Corrections
 - l. Lifting of Holding Designation (Zoning)
 - m. Minor Variance
 - n. Minor Variance Deferral
 - o. Part Lot Control Exemption By-law
 - p. Preliminary Planning Consultation
 - q. Radiocommunication Tower Pre-Consultation Fee
 - r. Radiocommunication Tower Proposals
 - s. Red Line Agreement Review
 - t. Sign Refusal Appeal - Council Approval
 - u. Sign Variance - Council Approval
 - v. Sign Variance - Staff Approval
 - w. Site Alteration Normal Farm Practices Waiver
 - x. Site Alteration Permit Application Fee - Minor
 - y. Site Alteration Permit Application Fee – Intermediate
 - z. Site Alteration Permit Application Fee – Large
 - aa. Site Alteration Permit Application Fee – Major
 - bb. Site Plan Control Application and Agreement
 - cc. Third and Subsequent Submission
 - dd. Third Party Cost Recovery
 - ee. Zoning By-law Amendment – Aggregate

ff. Zoning By-law Amendment

10. The **Township** is not obligated to further process or review an application, permit, licence, agreement, review or approval, or provide further comments in respect of such matter, until all outstanding third-party **costs**, fees and other disbursements have been paid by the applicant or requesting party.
11. Where the Township has submitted an objection to an application under the *Aggregate Resources Act* or to a Permit to Take Water under the *Ontario Water Resources Act*, the Township shall not withdraw or release its objection until all outstanding third-party costs incurred by the Township in reviewing the application have been paid in full.
12. 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.
13. 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.
14. The payment of any fee, **cost** or charge in this By-law shall be in Canadian currency.
15. 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

16. 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, 2027.

Fire Department Specific Response Fees

17. 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.
18. The **Township** may use **Indemnification Technology®** to assess applicable insurance coverage for **fire department specific response fees**.
19. 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

20. 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.

21. A full refund will be provided where 72 hours or 3 days' notice of cancellation is given prior to the rental date for Parks and Optimist Recreation Centre rentals.

Payment Terms – Parks, Optimist Recreation Centre, Puslinch Community Centre

22. One-Time Rentals - Payment is required within five business days of contract creation.

23. 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.

24. 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

25. Government organizations are exempt from the agreement fees imposed by this By-law.

26. 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.

27. 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
- f. Local Growers Event

28. 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 staffing **costs**.

29. 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

30. Where the Township is the applicant for a permit related to Township-owned property, the applicable permit fee shall be waived. This exemption applies only where the Township is both the property owner and the applicant.

31. Eligible organizations can obtain one complimentary two-hour room rental for one meeting during non-prime times in the Meeting Room.

32. 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.

33. A current employee of the Township shall be eligible for the applicable resident rental rate when renting a Township facility or park for personal use, provided that:

- a. the employee is the named renter on the rental agreement;
- b. the employee is present for the duration of the rental;
- c. the rental is for the employee's personal use and is not made on behalf of, or for the benefit of, a business, organization, association, group or other third party; and
- d. the benefit is not transferable.

For greater certainty, eligibility for the resident rental rate under this section does not exempt the employee from any other applicable fees, charges, deposits, insurance requirements, permits, terms and conditions, or rental requirements imposed by the Township.

34. Reduced rates are not offered during prime-time for facilities or parks that have a prime-time and non-prime time rate.

35. A 90% reduced rate shall apply to Seniors' Community Events that meet the eligibility criteria.

36. A 90% reduced rate shall apply to Whistle Stop Co-operative Pre-school and Guelph Community Health Centre (The Playgroup).

37. Seniors' Recreation Programs that meet the eligibility criteria shall receive a 50% reduced rate.

38. A 75% reduced rate shall apply to organizations that host community events and meet the eligibility criteria.

39. All other organizations that meet the eligibility criteria shall receive a 50% reduced rate.

Reduced Rate Eligibility Criteria

40. 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,

For the purposes of this By-law, Puslinch Minor Sports Organizations, Puslinch Religious Organizations, Guelph Community Health Centre (The Playgroup), YMCA/YWCA of Guelph, Hospice Wellington, and the Aberfoyle Agricultural Society are deemed to meet the eligibility criteria.

41. 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

42. 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.

43. 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.
- d. A copy of the reporting as outlined in Paragraph 44 of this By-law.

44. 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 Community 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.

45. 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.

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

47. That By-law No. 2025-084 is hereby repealed, effective January 1, 2027.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 7th DAY OF OCTOBER 2026.

James Seeley, Mayor

Justine Brotherston, Municipal Clerk

SCHEDULE A: ADMINISTRATION USER FEES AND CHARGES
EFFECTIVE 2027

TYPE OF REVENUE/USER	Unit/Descr	2026 RATE (NO TAX)	2027 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
Agreements - Major - Not Registered	Flat Fee	\$613.00	\$629.00	\$0.00	\$629.00	2.6%	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	\$305.00	\$379.00	\$0.00	\$379.00	24.3%	E	For recovery of the costs of facilitating and preparing agreements, ie. miscellaneous agreements. See Report FIN-2024-024 and Report FIN-2026-021.
Agreements - Registered	Flat Fee	\$1,505.00	\$1,544.00	\$0.00	\$1,544.00	2.6%	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	\$101.00	\$103.00	\$0.00	\$103.00	2.0%	E	See Report FIN-2024-024
Title Search	Flat Fee	\$178.00	\$182.00	\$0.00	\$182.00	2.2%	E	See Report FIN-2024-024
Land Registry Title Registrations, Releases and Corrections *	Administration fee	N/A	\$250.00	\$0.00	\$250.00	100.0%	E	See Report FIN-2026-021.
Burial Permit/Death Registration	Flat Fee	\$45.00	\$46.00	\$0.00	\$46.00	2.2%	E	See Report FIN-2025-028
Doors of Puslinch Poster	Per Poster	\$10.17	\$10.43	\$1.36	\$11.79	2.6%	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	\$5.09	\$5.22	\$0.68	\$5.90	2.6%	T	See Report FIN-2024-024
Routine Disclosure	Per Request	\$5.09	\$5.22	\$0.00	\$5.22	2.6%	E	Note 1
Signature of Commissioner	Per Document	\$26.46	\$27.15	\$3.53	\$30.68	2.6%	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 applicable third-party costs in accordance with this By-law.								

SCHEDULE A: ADMINISTRATION USER FEES AND CHARGES
EFFECTIVE 2027

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 Planning and Development Advisory Committee 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.							

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SCHEDULE B: FINANCE USER FEES AND CHARGES
EFFECTIVE 2027

Schedule A to Report FIN-2026-021

TYPE OF REVENUE/USER	Unit/Descr	2026 RATE (NO TAX)	2027 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
Online Service Fee	Total Transaction Amount	1.75 Percent	2.9% + \$0.37 per online transaction				E	See Report FIN-2026-021
Photocopying/Printing	Per Page	\$0.33	\$0.34	\$0.04	\$0.38	3.0%	T	This fee is exempt for Township Clean-up and Remembrance Day in accordance with Council Resolution No. 2017-363. This fee applies when more than ten (10) single-sided pages are requested. Any pages exceeding this allowance will be charged at the established per-page rate for black and white photocopying/printing.
Returned Cheque Fee	Per Returned Cheque	\$46.00	\$47.00	\$0.00	\$47.00	2.2%	E	For any cheques that do not clear the Township's bank account. See Report FIN-2024-024.
Tax Arrears Mailed Notice	Per Notice	\$5.00	\$5.13	\$0.00	\$5.13	2.6%	E	See Report FIN-2025-028
Tax Certificate	Per Certificate	\$69.00	\$70.00	\$0.00	\$70.00	1.4%	E	
Rush Tax Certificate	Per Rush Certificate	N/A	\$93.00	\$0.00	\$93.00	100.0%	E	See Report FIN-2026-021
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	\$245.00	\$251.00	\$0.00	\$251.00	2.4%	E	See Report FIN-2018-028

SCHEDULE C: PUBLIC WORKS USER FEES AND CHARGES
EFFECTIVE 2027

TYPE OF REVENUE/USER	Unit/Descr	2026 RATE (NO TAX)	2027 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
Entrance Permit - Commercial/Industrial	Flat Fee	\$482.00	\$537.00	\$0.00	\$537.00	11.4%	E	See Report FIN-2019-027, By-law No. 2020-032, and Report FIN-2026-021
Entrance Permit - Farm	Flat Fee	\$259.00	\$265.00	\$0.00	\$265.00	2.3%	E	See By-law No. 2020-032
Entrance Permit - Field/Woodlot	Flat Fee	\$241.00	\$247.00	\$0.00	\$247.00	2.5%	E	See Report FIN-2019-027 and By-law No. 2020-032
Entrance Permit - Residential	Flat Fee	\$288.00	\$295.00	\$0.00	\$295.00	2.4%	E	See Report FIN-2019-027
Entrance Permit - Temporary	Flat Fee	\$178.00	\$182.00	\$0.00	\$182.00	2.2%	E	See By-law No. 2020-032
Entrance Permit Security Deposit	Security Deposit	\$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	\$121.00	\$124.00	\$0.00	\$124.00	2.5%	E	See Report FIN-2024-024.
Haul Route Permit Security Deposit	Security Deposit	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	\$757.00	\$777.00	\$0.00	\$777.00	2.6%	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 USER FEES AND CHARGES
EFFECTIVE 2027

Schedule A to Report FIN-2026-021

TYPE OF REVENUE/USER	Unit/Descr	2026 RATE (NO TAX)	2027 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	\$215.00	\$220.00	\$0.00	\$220.00	2.3%	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	\$539.00	\$553.00	\$0.00	\$553.00	2.6%	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	\$268.00	\$275.00	\$35.75	\$310.75	2.6%	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	\$107.00	\$109.00	\$14.17	\$123.17	1.9%	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 USER FEES AND CHARGES
EFFECTIVE 2027

TYPE OF REVENUE/USER	Unit/Descr	2026 RATE (NO TAX)	2027 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
Municipal Street Renaming: Private Streets	To a Maximum of	\$539.00	\$553.00	\$0.00	\$553.00	2.6%	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	\$121.00	\$124.00	\$0.00	\$124.00	2.5%	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 USER FEES AND CHARGES
EFFECTIVE 2027

Schedule A to Report FIN-2026-021

TYPE OF REVENUE/USER	Unit/Descr	2026 RATE (NO TAX)	2027 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	\$121.00	\$124.00	\$16.12	\$140.12	2.5%	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	\$18.42	\$18.90	\$2.46	\$21.36	2.6%	T	
Fire Safety Plan Review	Per Plan	\$146.00	\$189.00	\$24.57	\$213.57	29.5%	T	See Report FIN-2026-021
Industrial/Commercial/Institutional/Assembly/Apartment	Base Inspection	\$121.00	\$124.00	\$16.12	\$140.12	2.5%	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	\$31.00	\$31.80	\$4.13	\$35.93	2.6%	T	Any inspections completed by the fire department that are new, complaint driven, requested or mandated.
Information or Fire Reports	Flat Fee	\$114.00	\$117.00	\$0.00	\$117.00	2.6%	E	Requested for emergency incidents or other fire related information. See Report FIN-2024-024.
Key Boxes	Per Box	\$181.00	\$185.00	\$24.05	\$209.05	2.2%	T	For rapid entry for firefighters. See Report FIN-2020-044.
Occupancy Load	Flat Fee	\$121.00	\$124.00	\$0.00	\$124.00	2.5%	E	
Open Air Burning Permit Inspection Fee	Per Inspection	\$75.00	\$76.00	\$9.88	\$85.88	1.3%	T	As a result of a request to modify the terms and conditions of the Open Air Burning Permit. See Report FIN-2025-024.
Open Air Burning Permit	Per Permit	\$29.00	\$30.00	\$0.00	\$30.00	3.4%	E	Permit must be renewed annually. See Report FIN-2023-030.
Post Fire Watch	Note 1						E	

SCHEDULE D: FIRE AND RESCUE SERVICES USER FEES AND CHARGES
EFFECTIVE 2027

Schedule A to Report FIN-2026-021

TYPE OF REVENUE/USER	Unit/Descr	2026 RATE (NO TAX)	2027 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
Replacement of Equipment and Resources Used	Actual costs incurred						T	Materials used in emergency responses.
Sale of Fireworks Permit	Per Permit	\$121.00	\$124.00	\$0.00	\$124.00	2.5%	E	
Setting Off or Discharge of High Hazard Fireworks Permit	Per Permit	\$121.00	\$124.00	\$0.00	\$124.00	2.5%	E	Fireworks By-law No. 039/14
Setting off or Discharge of Low Hazard Fireworks Exemption Waiver	Per Waiver	\$121.00	\$124.00	\$0.00	\$124.00	2.5%	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	\$21.87	\$22.44	\$2.92	\$25.36	2.6%	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 January 1, 2026: \$583.05 per hour per truck and an Auxiliary Vehicle Rate of \$291.53 per hour per truck. The Auxiliary Vehicle Rate applies to Pumper 32.
MTO rate in effect as of January 1, 2027: 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 USER FEES AND CHARGES
EFFECTIVE 2027

Schedule A to Report FIN-2026-021

TYPE OF REVENUE/USER	Unit/Descr	2026 RATE (NO TAX)	2027 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
Minimum Permit Fee	Flat Fee	\$189.00	\$194.00	\$0.00	\$194.00	2.6%	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	\$2.96	\$3.03	\$0.00	\$3.03	2.4%	E	See Report FIN-2017-024
Finished	Per Sq. Foot	\$3.30	\$3.38	\$0.00	\$3.38	2.4%	E	See Report FIN-2017-024
<u>Group C: Residential Buildings</u>								
Houses, Townhouses, and Apartments	Per Sq. Foot	\$2.36	\$2.42	\$0.00	\$2.42	2.5%	E	
Manufactured Home	Per Sq. Foot	\$1.78	\$1.82	\$0.00	\$1.82	2.2%	E	
Garage/carport/shed/boathouse	Per Sq. Foot	\$0.92	\$0.94	\$0.00	\$0.94	2.2%	E	See Report FIN-2018-028
Deck, porch, dock	Flat Fee	\$189.00	\$194.00	\$0.00	\$194.00	2.6%	E	
<u>Group D & E: Business and Personal Service and Mercantile Buildings</u>								
Shell	Per Sq. Foot	\$2.23	\$2.28	\$0.00	\$2.28	2.2%	E	See Report FIN-2017-024
Finished	Per Sq. Foot	\$2.63	\$2.69	\$0.00	\$2.69	2.3%	E	See Report FIN-2017-024
<u>Group F: Industrial Buildings</u>								
Shell	Per Sq. Foot	\$0.89	\$0.91	\$0.00	\$0.91	2.2%	E	See Report FIN-2017-024
Finished	Per Sq. Foot	\$1.14	\$1.17	\$0.00	\$1.17	2.6%	E	See Report FIN-2017-024
<u>Farm Buildings</u>								
New Building	Per Sq. Foot	\$0.38	\$0.39	\$0.00	\$0.39	2.6%	E	See Report FIN-2017-024
<u>INTERIOR FINISHES AND ALTERATIONS - ALL CLASSIFICATIONS</u>								
Finishes to all areas	Per Sq. Foot	\$0.62	\$0.63	\$0.00	\$0.63	1.6%	E	
<u>SEWAGE SYSTEMS</u>								
New Installation	Flat Fee	\$766.00	\$786.00	\$0.00	\$786.00	2.6%	E	
Replacement or alteration	Flat Fee	\$573.00	\$588.00	\$0.00	\$588.00	2.6%	E	
<u>ALTERNATIVE SOLUTIONS</u>								
All buildings/systems within scope of Part 9	Flat Fee	\$613.00	\$629.00	\$0.00	\$629.00	2.6%	E	See Report FIN-2017-024
All buildings/systems within scope of Part 3	Flat Fee	\$1,229.00	\$1,261.00	\$0.00	\$1,261.00	2.6%	E	See Report FIN-2017-024
<u>SPECIAL CATEGORIES AND MISCELLANEOUS</u>								
Change of Use Permit (No Construction)	Flat Fee	\$245.00	\$251.00	\$0.00	\$251.00	2.4%	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.
Conditional Permits	20% of permit fee						E	Fee is in addition to all other required permit fees.

SCHEDULE E: BUILDING USER FEES AND CHARGES
EFFECTIVE 2027

Schedule A to Report FIN-2026-021

TYPE OF REVENUE/USER	Unit/Descr	2026 RATE (NO TAX)	2027 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
Demolition Permit	Flat Fee	\$189.00	\$194.00	\$0.00	\$194.00	2.6%	E	
Designated Structure Permit	Flat Fee	\$509.00	\$522.00	\$0.00	\$522.00	2.6%	E	Listed per Div.A, 1.3.1.1 Solar installation
Fireplace/Woodstove	Flat Fee	\$189.00	\$194.00	\$0.00	\$194.00	2.6%	E	
Inspection of works not ready	Flat Fee	\$189.00	\$194.00	\$0.00	\$194.00	2.6%	E	At the discretion of the Chief Building Official. Includes code violations and deficiencies.
Occupancy Permit	Flat Fee	\$189.00	\$194.00	\$0.00	\$194.00	2.6%	E	
Occupancy without an Occupancy Permit	Flat Fee	\$305.00	\$313.00	\$0.00	\$313.00	2.6%	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	\$245.00	\$251.00	\$0.00	\$251.00	2.4%	E	
Reproduction of Digital Drawings	Per Page	\$5.39	\$5.53	\$0.72	\$6.25	2.6%	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	\$382.00	\$392.00	\$0.00	\$392.00	2.6%	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	\$318.00	\$326.00	\$0.00	\$326.00	2.5%	E	With building permit
Storefront replacement	Flat Fee	\$245.00	\$251.00	\$0.00	\$251.00	2.4%	E	
Tents	Flat Fee	\$255.00	\$261.00	\$0.00	\$261.00	2.4%	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	\$189.00	\$194.00	\$0.00	\$194.00	2.6%	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 occupancy categories may be used.

SCHEDULE E: BUILDING USER FEES AND CHARGES
EFFECTIVE 2027

Schedule A to Report FIN-2026-021

TYPE OF REVENUE/USER	Unit/Descr	2026 RATE (NO TAX)	2027 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
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- In the case of interior alterations or renovations, area of proposed work is the actual space receiving the work, e.g. tenant suite.
- For classes of permits not described in this Schedule, a reasonable permit fee shall be determined by the Chief Building Official.

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SCHEDULE F: PLANNING AND DEVELOPMENT USER FEES AND CHARGES
EFFECTIVE 2027

Schedule A to Report FIN-2026-021

TYPE OF REVENUE/USER	Unit/Descr	2026 RATE (NO TAX)	2027 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
Additional Public Information Meeting	Flat Fee	\$3,254.00	\$3,338.00	\$0.00	\$3,338.00	2.6%	E	See Report FIN-2024-024.
Agreements - Minor - Not Registered	Flat Fee	\$305.00	\$379.00	\$0.00	\$379.00	24.3%	E	For recovery of the costs of facilitating and preparing agreements, ie. maintenance and operations agreement. See Report FIN-2024-024 and Report FIN-2026-021.
Agreements - Registered	Flat Fee	\$2,299.00	\$2,358.00	\$0.00	\$2,358.00	2.6%	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	\$2,299.00	\$2,358.00	\$0.00	\$2,358.00	2.6%	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	\$101.00	\$103.00	\$0.00	\$103.00	2.0%	E	See Report FIN-2024-024
Title Search	Flat Fee	\$178.00	\$182.00	\$0.00	\$182.00	2.2%	E	See Report FIN-2024-024
Land Registry Title Registrations, Releases and Corrections *	Administration fee	N/A	\$250.00	\$0.00	\$250.00	100.0%	E	See Report FIN-2026-021.
Application Reactivation *	Administration Fee	\$3,254.00	\$3,338.00	\$0.00	\$3,338.00	2.6%	E	See Report FIN-2024-024.
Compliance Letter - Type 1	Flat Fee	\$90.00	\$92.00	\$0.00	\$92.00	2.2%	E	Note 1
Compliance Letter - Type 2	Flat Fee	\$138.00	\$141.00	\$0.00	\$141.00	2.2%	E	Note 2
Consent Consultation *	Administration fee	N/A	\$173.00	\$0.00	\$173.00	100.0%	E	See Report FIN-2026-021.
Consent Review and Condition Clearance	Flat Fee	\$162.00	\$166.00	\$0.00	\$166.00	2.5%	E	
Consent Review and Condition Clearance - Safe Access Clearance *	Administration fee	\$58.00	\$59.00	\$0.00	\$59.00	1.7%	E	See Report FIN-2022-029
External Development Application Studies Review - County of Wellington *	Administration fee	N/A	\$1,998.00	\$0.00	\$1,998.00	100.0%	E	See Report FIN-2026-021.
External Development Application Studies Review - Other *	Administration fee	N/A	\$100.00	\$0.00	\$100.00	100.0%	E	See Report FIN-2026-021.
Garden Suites and Renewals (Zoning) *	Administration fee	\$1,449.00	\$1,486.00	\$0.00	\$1,486.00	2.6%	E	See Report FIN-2019-034

Schedule A to Report FIN-2026-021

TYPE OF REVENUE/USER	Unit/Descr	2026 RATE (NO TAX)	2027 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
Lifting of Holding Designation (Zoning) *	Administration fee	\$1,542.00	\$1,582.00	\$0.00	\$1,582.00	2.6%	E	See Report FIN-2023-025
Minor Variance - Type 1	Flat Fee	\$966.00	N/A - see below				E	See Report FIN-2024-024.
Minor Variance - Type 2	Flat Fee	\$1,639.00	N/A - see below				E	See Report FIN-2024-024.
Minor Variance *	Administration fee	N/A	\$568.00	\$0.00	\$568.00	100.0%	E	See Report FIN-2026-021.
Minor Variance Deferral *	Administration fee	N/A	\$284.00	\$0.00	\$284.00	100.0%	E	See Report FIN-2026-021.
Ownership List Confirmation	Flat Fee	\$82.00	\$84.00	\$0.00	\$84.00	2.4%	E	See Report FIN-2019-027
Part Lot Control Exemption By-law *	Administration fee	\$1,542.00	\$1,582.00	\$0.00	\$1,582.00	2.6%	E	See Report FIN-2023-025
Permitted Use Letter	Flat Fee	\$90.00	\$92.00	\$0.00	\$92.00	2.2%	E	See Report FIN-2024-024
Preliminary Planning Consultation	Flat Fee	\$500.00	N/A - see below				E	For recovery of the costs to review planning policy relating to preliminary planning proposals.
Preliminary Planning Consultation *	Administration fee	N/A	\$173.00	\$0.00	\$173.00	100.0%	E	See Report FIN-2026-021.
Comprehensive Development Consultation	Flat Fee	\$5,085.00	N/A - see below				E	For recovery of the costs to review and provide comments on a comprehensive development/planning proposal or application.
Comprehensive Development Consultation *	Administration fee	N/A	\$388.00	\$0.00	\$388.00	100.0%	E	See Report FIN-2026-021.
Consultation - Subsequent Submissions*	Administration fee	\$100.00	\$102.00	\$0.00	\$102.00	2.0%	E	See Report FIN-2025-024 - request for further consultation prior to application submission.
Radiocommunication Tower Pre-Consultation Fee *	Administration fee	\$1,097.00	\$1,125.00	\$0.00	\$1,125.00	2.6%	E	See Report FIN-2024-024
Radiocommunication Tower Proposals *	Administration fee	\$3,028.00	\$3,107.00	\$0.00	\$3,107.00	2.6%	E	See Report FIN-2021-25 - Township administration fee and third party costs. Radiocommunication Tower and Antenna Protocol Policy
Site Plan Application and Agreement - New Application	Flat Fee	\$25,377.00	N/A - see below				E	See Report FIN-2024-024.
Site Plan Application and Agreement - Amendment Application	Flat Fee	\$6,210.00	N/A - see below				E	See Report FIN-2024-024.
Site Plan Control Application and Agreement *	Administration fee	N/A	\$1,057.00	\$0.00	\$1,057.00	100.0%	E	See Report FIN-2026-021.
Site Plan Control Agreement Securities	Security Deposit	An amount equal to 50% of the site-servicing costs, including earthworks such as fill importation, cutting and grading, plus 50% of the landscaping costs, together with an additional 5% of the construction costs for site-servicing and landscaping to cover the Township's engineering review.						See Report FIN-2026-021.

SCHEDULE F: PLANNING AND DEVELOPMENT USER FEES AND CHARGES
EFFECTIVE 2027

TYPE OF REVENUE/USER	Unit/Descr	2026 RATE (NO TAX)	2027 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
Third and Subsequent Submission *	Administration fee	\$203.00	\$208.00	\$0.00	\$208.00	2.5%	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	\$81,360.00	\$83,476.00	\$0.00	\$83,476.00	2.6%	E	Note 3 and see Report FIN-2023-025 and Report FIN-2024-024.
Zoning By-Law Amendment	Flat Fee	\$17,925.00	N/A - see below				E	See Report FIN-2022-029, Report FIN-2023-025, and Report FIN-2024-024.
Zoning By-Law Amendment *	Administration fee	N/A	\$2,809.00	\$0.00	\$2,809.00	100.0%	E	See Report FIN-2026-021.

INTERPRETATION

* the fees denoted with an asterisk are also subject to applicable third-party costs in accordance with this By-law.

Note 1: Compliance Letter - Type 1

Includes known building permit history and status as well as applicable zoning designation and permitted uses.

Note 2: 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.

Note 3: Zoning By-law Amendment Aggregate

The Zoning By-law Amendment – Aggregate fee is applicable in the following circumstances:

- a.) When a property is being proposed to be re-zoned to an extractive or seeking to amend or expand its existing extractive zoning.
- b.) When a property is zoned extractive and is being proposed to be rezoned either on a temporary (including requests for renewals) or permanent basis (including applications to rezone to a non-extractive after-use) .

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 USER FEES AND CHARGES
EFFECTIVE 2027

Schedule A to Report FIN-2026-021

TYPE OF REVENUE/USER	Unit/Descr	2026 RATE (NO TAX)	2027 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
After Hours Response for Violation	Per Site Attendance	\$356.00	\$365.00	\$0.00	\$365.00	2.5%	E	See Report FIN-2024-024
Dog Tags	Per Tag	\$36.00	\$37.00	\$0.00	\$37.00	2.8%	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	\$11.88	\$12.19	\$0.00	\$12.19	2.6%	E	See Report FIN-2020-044
Fence Viewer's Application	Per Application	\$368.00	\$377.00	\$0.00	\$377.00	2.4%	E	
Filming Permit Fee	Flat Fee	\$614.00	\$630.00	\$0.00	\$630.00	2.6%	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	\$580.00	\$595.00	\$0.00	\$595.00	2.6%	E	See By-law No. 024-2021
Kennel Licence - Renewal Application	Per Application	\$231.00	\$237.00	\$0.00	\$237.00	2.6%	E	See By-law No. 024-2021
Kennel Licence - Alteration Application	Per Application	\$231.00	\$237.00	\$0.00	\$237.00	2.6%	E	See Report FIN-2023-025
Kennel Licence - Retiring Application	Per Application	\$86.00	\$88.00	\$0.00	\$88.00	2.3%	E	See By-law No. 024-2021
Liquor License Letter	Per Inspection	\$190.00	\$195.00	\$0.00	\$195.00	2.6%	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	\$24.96	\$25.61	\$3.33	\$28.94	2.6%	T	
Municipal Addressing Post	Flat Fee	\$24.96	\$25.61	\$3.33	\$28.94	2.6%	T	
Property Standards Appeal Fee	Flat Fee	\$313.00	\$321.00	\$0.00	\$321.00	2.6%	E	See Report FIN-2019-031
Publicized Displays Application Fee	Flat Fee	\$160.00	\$164.00	\$0.00	\$164.00	2.5%	E	See Report FIN-2022-029 and Publicized Displays By-law No. 2022-008
Publicized Displays Appeal Fee	Flat Fee	\$32.39	\$33.23	\$0.00	\$33.23	2.6%	E	See Report FIN-2022-029 and Publicized Displays By-law No. 2022-008

SCHEDULE G: BY-LAW USER FEES AND CHARGES
EFFECTIVE 2027

Schedule A to Report FIN-2026-021

TYPE OF REVENUE/USER	Unit/Descr	2026 RATE (NO TAX)	2027 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
Reinspection Fee	Flat Fee Per Reinspection	\$80.00	\$140.00	\$0.00	\$140.00	75.0%	E	Not charged on first inspections (ie. the inspection to determine if a violation is occurring). Reinspection will be charged each subsequent time by-law 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 and Report FIN-2026-021.
Septic Compliance Letter	Flat Fee	\$98.00	\$100.00	\$0.00	\$100.00	2.0%	E	Fee charged is consistent for all Township departments. See Report FIN-2025-024.
Sign Permit - Temporary	Flat Fee	\$114.00	\$117.00	\$0.00	\$117.00	2.6%	E	See Sign By-law No. 2024-062.
Sign Refusal Appeal - Council Approval *	Administration Fee	\$1,097.00	\$1,125.00	\$0.00	\$1,125.00	2.6%	E	See Sign By-law No. 2024-062.
Sign Variance - Council Approval *	Administration Fee	\$1,307.00	\$1,341.00	\$0.00	\$1,341.00	2.6%	E	See Sign By-law No. 2024-062.
Sign Variance - Staff Approval *	Administration Fee	\$209.00	\$214.00	\$0.00	\$214.00	2.4%	E	See Sign By-law No. 2024-062.
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	\$1,047.00	\$1,074.00	\$0.00	\$1,074.00	2.6%	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	\$2,095.00	\$2,149.00	\$0.00	\$2,149.00	2.6%	E	Non-refundable and due at the application submission for the coordination and administration of an application. See Site Alteration By-law No. 2023-057.
Site Alteration Permit Security Deposit - Intermediate **	Security Deposit	\$5,000.00	\$5,000.00	\$0.00	\$5,000.00	0.0%	E	Due prior to permit issuance. See Site Alteration By-law No. 2023-057.
Site Alteration Permit Application Fee - Large *	Administration Fee	\$3,666.00	\$3,761.00	\$0.00	\$3,761.00	2.6%	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.

SCHEDULE G: BY-LAW USER FEES AND CHARGES
EFFECTIVE 2027

Schedule A to Report FIN-2026-021

TYPE OF REVENUE/USER	Unit/Descr	2026 RATE (NO TAX)	2027 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
Site Alteration Permit Application Fee - Major *	Administration Fee	\$5,237.00	\$5,373.00	\$0.00	\$5,373.00	2.6%	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.				0.0%	E	Due prior to permit issuance. See Site Alteration By-law No. 2023-057.
Site Alteration Permit Service Fee	Per m³	\$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	\$156.00	\$160.00	\$0.00	\$160.00	2.6%	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 Flat Fee	\$457.00	N/A - see below				E	Administration fee and cost recovery of third party consultant costs for attendance. See Report FIN-2024-024.
Designated Official Meeting *	Administration Fee	N/A	\$250.00	\$0.00	\$250.00	100.0%	E	See Report FIN-2026-021.
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	\$91.00	\$93.00	\$0.00	\$93.00	2.2%	E	See Report FIN-2022-029
Swimming Pool Enclosure Permit	Flat Fee	\$262.00	\$268.00	\$0.00	\$268.00	2.3%	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
INTERPRETATION								
* the fees denoted with an asterisk are also subject to applicable third-party costs in accordance with this By-law.								
** 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.								
Refund of Permit/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 internal review functions have only been performed;								
c.) 45 percent (45%) if administrative, internal review, 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;								

SCHEDULE G: BY-LAW USER FEES AND CHARGES
EFFECTIVE 2027

Schedule A to Report FIN-2026-021

TYPE OF REVENUE/USER	Unit/Descr	2026 RATE (NO TAX)	2027 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
e.) no refund shall be made if the application has been approved by staff and/or Council								

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SCHEDULE H: PARKS USER FEES AND CHARGES
EFFECTIVE 2027

Schedule A to Report FIN-2026-021

TYPE OF REVENUE/USER	Unit/Descr	2026 RATE (NO TAX)	2027 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
Ball Diamonds - No Lights - Non Resident Rental or Commercial Rental	Per Hour	\$40.69	\$41.75	\$5.43	\$47.18	2.6%	T	See Report COR-2025-029
Ball Diamonds - No Lights	Per Hour	\$32.55	\$33.40	\$4.34	\$37.74	2.6%	T	See Report FIN-2024-024
50% Reduced Rate - Ball Diamonds - No Lights	Per Hour	N/A	\$16.70	\$2.17	\$18.87	100.0%	T	See Report COR-2025-029
75% Reduced Rate - Ball Diamonds - No Lights	Per Hour	\$8.14	\$8.35	\$1.09	\$9.44	2.6%	T	See Report COR-2025-029
90% Reduced Rate - Ball Diamonds - No Lights	Per Hour	\$3.26	\$3.34	\$0.43	\$3.77	2.6%	T	See Report COR-2025-029
Ball Diamonds - Lights - Non Resident Rental or Commercial Rental	Per Hour	\$48.13	\$49.39	\$6.42	\$55.81	2.6%	T	See Report COR-2025-029
Ball Diamonds - Lights	Per Hour	\$38.50	\$39.51	\$5.14	\$44.65	2.6%	T	
50% Reduced Rate - Ball Diamonds - Lights	Per Hour	N/A	\$19.76	\$2.57	\$22.32	100.0%	T	See Report COR-2025-029
75% Reduced Rate - Ball Diamonds - Lights	Per Hour	\$9.63	\$9.88	\$1.28	\$11.16	2.6%	T	See Report COR-2025-029
90% Reduced Rate - Ball Diamonds - Lights	Per Hour	\$3.85	\$3.95	\$0.51	\$4.46	2.6%	T	See Report COR-2025-029
All Ball Diamonds - Non Resident Rental or Commercial Rental	Per Day	\$240.65	\$246.91	\$32.10	\$279.01	2.6%	T	See Report COR-2025-029
All Ball Diamonds	Per Day	\$192.52	\$197.53	\$25.68	\$223.21	2.6%	T	
50% Reduced Rate - All Ball Diamonds	Per Day	N/A	\$98.77	\$12.84	\$111.60	100.0%	T	See Report COR-2025-029
75% Reduced Rate - All Ball Diamonds	Per Day	\$48.13	\$49.38	\$6.42	\$55.80	2.6%	T	See Report COR-2025-029
90% Reduced Rate - All Ball Diamonds	Per Day	\$19.25	\$19.75	\$2.57	\$22.32	2.6%	T	See Report COR-2025-029
Ball Diamonds - Dragging - Non Resident Rental or Commercial Rental	Per Occurrence	\$61.49	\$63.09	\$8.20	\$71.29	2.6%	T	See Report COR-2025-029
Ball Diamonds - Dragging	Per Occurrence	\$49.19	\$50.47	\$6.56	\$57.03	2.6%	T	
50% Reduced Rate - Ball Diamonds - Dragging	Per Occurrence	N/A	\$25.24	\$3.28	\$28.52	100.0%	T	See Report COR-2025-029
75% Reduced Rate - Ball Diamonds - Dragging	Per Occurrence	\$12.30	\$12.62	\$1.64	\$14.26	2.6%	T	See Report COR-2025-029
90% Reduced Rate - Ball Diamonds - Dragging	Per Occurrence	\$4.92	\$5.05	\$0.66	\$5.70	2.6%	T	See Report COR-2025-029
Soccer Field - No Lights - Non Resident Rental or Commercial Rental	Per Hour	\$48.59	\$49.86	\$6.48	\$56.34	2.6%	T	See Report COR-2025-029 and Report FIN-2025-024
Soccer Field - No Lights	Per Hour	\$38.87	\$39.89	\$5.19	\$45.08	2.6%	T	See Report FIN-2017-012 and Report FIN-2025-024
50% Reduced Rate - Soccer Field - No Lights	Per Hour	N/A	\$19.95	\$2.59	\$22.54	100.0%	T	See Report COR-2025-029 and Report FIN-2025-024
75% Reduced Rate - Soccer Field - No Lights	Per Hour	\$9.72	\$9.97	\$1.30	\$11.27	2.6%	T	See Report COR-2025-029 and Report FIN-2025-024
90% Reduced Rate - Soccer Field - No Lights	Per Hour	\$3.89	\$3.99	\$0.52	\$4.51	2.6%	T	See Report COR-2025-029 and Report FIN-2025-024
Soccer Field - Lights - Non Resident Rental or Commercial Rental	Per Hour	\$49.75	\$51.04	\$6.63	\$57.67	2.6%	T	See Report COR-2025-029
Soccer Field - Lights	Per Hour	\$39.80	\$40.83	\$5.31	\$46.14	2.6%	T	See Report FIN-2023-025
50% Reduced Rate - Soccer Field - Lights	Per Hour	N/A	\$20.42	\$2.65	\$23.07	100.0%	T	See Report COR-2025-029

SCHEDULE H: PARKS USER FEES AND CHARGES
EFFECTIVE 2027

Schedule A to Report FIN-2026-021

TYPE OF REVENUE/USER	Unit/Descr	2026 RATE (NO TAX)	2027 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
75% Reduced Rate - Soccer Field - Lights	Per Hour	\$9.95	\$10.21	\$1.33	\$11.53	2.6%	T	See Report COR-2025-029
90% Reduced Rate - Soccer Field - Lights	Per Hour	\$3.98	\$4.08	\$0.53	\$4.61	2.6%	T	See Report COR-2025-029
Soccer Field - No Lights - Non Resident Rental or Commercial Rental	Per Day	\$415.36	\$426.16	\$55.40	\$481.56	2.6%	T	See Report COR-2025-029
Soccer Field - No Lights	Per Day	\$332.29	\$340.93	\$44.32	\$385.25	2.6%	T	See Report FIN-2017-012
50% Reduced Rate - Soccer Field - No Lights	Per Day	N/A	\$170.47	\$22.16	\$192.63	100.0%	T	See Report COR-2025-029
75% Reduced Rate - Soccer Field - No Lights	Per Day	\$83.07	\$85.23	\$11.08	\$96.31	2.6%	T	See Report COR-2025-029
90% Reduced Rate - Soccer Field - No Lights	Per Day	\$33.23	\$34.09	\$4.43	\$38.53	2.6%	T	See Report COR-2025-029
Soccer Field - Lights - Non Resident Rental or Commercial Rental	Per Day	\$506.20	\$519.36	\$67.52	\$586.88	2.6%	T	See Report COR-2025-029
Soccer Field - Lights	Per Day	\$404.96	\$415.49	\$54.01	\$469.50	2.6%	T	See Report FIN-2023-025
50% Reduced Rate - Soccer Field - Lights	Per Day	N/A	\$207.75	\$27.01	\$234.75	100.0%	T	See Report COR-2025-029
75% Reduced Rate - Soccer Field - Lights	Per Day	\$101.24	\$103.87	\$13.50	\$117.38	2.6%	T	See Report COR-2025-029
90% Reduced Rate - Soccer Field - Lights	Per Day	\$40.50	\$41.55	\$5.40	\$46.95	2.6%	T	See Report COR-2025-029
Ball Diamond Advertising	Per Season	\$215.56	\$221.17	\$28.75	\$249.92	2.6%	T	
50% Reduced Rate - Ball Diamond Advertising	Per Season	N/A	\$110.59	\$14.38	\$124.96	100.0%	T	See Report COR-2025-029
75% Reduced Rate - Ball Diamond Advertising	Per Season	\$53.89	\$55.29	\$7.19	\$62.48	2.6%	T	See Report COR-2025-029
90% Reduced Rate - Ball Diamond Advertising	Per Season	\$21.56	\$22.12	\$2.88	\$24.99	2.6%	T	See Report COR-2025-029
Horse Paddock - Non Resident Rental or Commercial Rental	Per Day	\$307.89	\$315.90	\$41.07	\$356.97	2.6%	T	See Report COR-2025-029
Horse Paddock	Per Day	\$246.31	\$252.72	\$32.85	\$285.57	2.6%	T	
50% Reduced Rate - Horse Paddock	Per Day	N/A	\$126.36	\$16.43	\$142.79	100.0%	T	See Report COR-2025-029
75% Reduced Rate - Horse Paddock	Per Day	\$61.58	\$63.18	\$8.21	\$71.39	2.6%	T	See Report COR-2025-029
90% Reduced Rate - Horse Paddock	Per Day	\$24.63	\$25.27	\$3.29	\$28.56	2.6%	T	See Report COR-2025-029
Picnic Shelter - Non Resident Rental or Commercial Rental	Per Hour	\$30.76	\$31.56	\$4.10	\$35.67	2.6%	T	See Report COR-2025-029
Picnic Shelter	Per Hour	\$24.61	\$25.25	\$3.28	\$28.53	2.6%	T	
50% Reduced Rate - Picnic Shelter	Per Hour	N/A	\$12.63	\$1.64	\$14.27	100.0%	T	See Report COR-2025-029
75% Reduced Rate - Picnic Shelter	Per Hour	\$6.13	\$6.31	\$0.82	\$7.13	3.0%	T	See Report COR-2025-029
90% Reduced Rate - Picnic Shelter	Per Hour	\$2.45	\$2.53	\$0.33	\$2.85	3.1%	T	See Report COR-2025-029

SCHEDULE H: PARKS USER FEES AND CHARGES
EFFECTIVE 2027

TYPE OF REVENUE/USER	Unit/Descr	2026 RATE (NO TAX)	2027 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
Picnic Shelter - Non Resident Rental or Commercial Rental	Per Day	\$123.08	\$126.28	\$16.42	\$142.69	2.6%	T	See Report COR-2025-029
Picnic Shelter	Per Day	\$98.46	\$101.02	\$13.13	\$114.15	2.6%	T	
50% Reduced Rate - Picnic Shelter	Per Day	N/A	\$50.51	\$6.57	\$57.08	100.0%	T	See Report COR-2025-029
75% Reduced Rate - Picnic Shelter	Per Day	\$24.62	\$25.26	\$3.28	\$28.54	2.6%	T	See Report COR-2025-029
90% Reduced Rate - Picnic Shelter	Per Day	\$9.85	\$10.10	\$1.31	\$11.42	2.6%	T	See Report COR-2025-029
Tennis Courts - No Lights - Non Resident Rental or Commercial Rental	Per Hour	\$29.11	\$29.88	\$3.88	\$33.76	2.6%	T	See Report COR-2025-029
Tennis Courts - No Lights	Per Hour	\$23.29	\$23.90	\$3.11	\$27.01	2.6%	T	See Report FIN-2021-025
50% Reduced Rate - Tennis Courts - No Lights	Per Hour	N/A	\$11.95	\$1.55	\$13.50	100.0%	T	See Report COR-2025-029
75% Reduced Rate - Tennis Courts - No Lights	Per Hour	\$5.82	\$5.98	\$0.78	\$6.75	2.6%	T	See Report COR-2025-029
90% Reduced Rate - Tennis Courts - No Lights	Per Hour	\$2.33	\$2.39	\$0.31	\$2.70	2.6%	T	See Report COR-2025-029
Tennis Courts - Lights - Non Resident Rental or Commercial Rental	Per Hour	\$43.69	\$44.83	\$5.83	\$50.65	2.6%	T	See Report COR-2025-029
Tennis Courts - Lights	Per Hour	\$34.95	\$35.86	\$4.66	\$40.52	2.6%	T	See Report FIN-2021-025
50% Reduced Rate - Tennis Courts - Lights	Per Hour	N/A	\$17.93	\$2.33	\$20.26	100.0%	T	See Report COR-2025-029
75% Reduced Rate - Tennis Courts - Lights	Per Hour	\$8.74	\$8.97	\$1.17	\$10.13	2.6%	T	See Report COR-2025-029
90% Reduced Rate - Tennis Courts - Lights	Per Hour	\$3.50	\$3.59	\$0.47	\$4.05	2.5%	T	See Report COR-2025-029
Bench	Per Bench	\$2,500.00	\$2,565.00	\$333.45	\$2,898.45	2.6%	T	See Donation Policy No. 2025-001
Native Tree	Per Native Tree	\$1,350.00	\$1,385.10	\$180.06	\$1,565.16	2.6%	T	See Donation Policy No. 2025-001
Personnel Costs	Per Hour Per Personnel	Actual Costs Incurred					T	
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	
INTERPRETATION								
· Booking availability of Township fields are dependent on field conditions.								
· Lights fees are effective after 8:30 p.m.								
· Ball Diamond dragging is upon request and approval - June 15, 2016 Special Council Meeting.								
· Ball Diamond Advertising is available from May to October								
· Horse Paddock rental is restricted to horse paddock and tractor pull area.								

EFFECTIVE 2027

Schedule A to Report FIN-2026-021

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SCHEDULE I: OPTIMIST RECREATION CENTRE USER FEES AND CHARGES
EFFECTIVE 2027

Schedule A to Report FIN-2026-021

TYPE OF REVENUE/USER	Unit/Descr	2026 RATE (NO TAX)	2027 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
Arena Floor - Non Resident Rental or Commercial Rental	Per Hour	\$108.66	\$68.75	\$8.94	\$77.69	-36.7%	T	See Report COR-2025-029, Report FIN-2025-024, and Report FIN-2026-021.
Arena Floor	Per Hour	\$86.93	\$55.00	\$7.15	\$62.15	-36.7%	T	See Report FIN-2025-024 and Report FIN-2026-021.
50% Reduced Rate - Arena Floor	Per Hour	N/A	\$27.50	\$3.58	\$31.08	100.0%	T	See Report COR-2025-029, Report FIN-2025-024, and Report FIN-2026-021.
75% Reduced Rate - Arena Floor	Per Hour	\$21.73	\$13.75	\$1.79	\$15.54	-36.7%	T	See Report COR-2025-029, Report FIN-2025-024, and Report FIN-2026-021.
90% Reduced Rate - Arena Floor	Per Hour	\$8.69	\$5.50	\$0.72	\$6.22	-36.7%	T	See Report COR-2025-029, Report FIN-2025-024, and Report FIN-2026-021.
Arena Floor - Non Resident Rental or Commercial Rental	Per Day	N/A	\$550.00	\$71.50	\$621.50	100.0%	T	See Report FIN-2026-021.
Arena Floor	Per Day	N/A	\$440.00	\$57.20	\$497.20	100.0%	T	See Report FIN-2026-021.
50% Reduced Rate - Arena Floor	Per Day	N/A	\$220.00	\$28.60	\$248.60	100.0%	T	See Report FIN-2026-021.
75% Reduced Rate - Arena Floor	Per Day	N/A	\$110.00	\$14.30	\$124.30	100.0%	T	See Report FIN-2026-021.
90% Reduced Rate - Arena Floor	Per Day	N/A	\$44.00	\$5.72	\$49.72	100.0%	T	See Report FIN-2026-021.
Ice - Non - Prime - Non Resident Rental or Commercial Rental	Per Hour	\$86.56	\$88.83	\$11.55	\$100.37	2.6%	T	See Report COR-2025-029
Ice - Non - Prime	Per Hour	\$69.25	\$71.06	\$9.24	\$80.30	2.6%	T	
50% Reduced Rate - Ice - Non-Prime	Per Hour	N/A	\$35.53	\$4.62	\$40.15	100.0%	T	See Report COR-2025-029
75% Reduced Rate - Ice - Non-Prime	Per Hour	\$17.31	\$17.77	\$2.31	\$20.07	2.6%	T	See Report COR-2025-029
90% Reduced Rate - Ice - Non-Prime	Per Hour	\$6.93	\$7.11	\$0.92	\$8.03	2.6%	T	See Report COR-2025-029
Ice - Prime - Non Resident Rental or Commercial Rental	Per Hour	\$306.39	\$252.00	\$32.76	\$284.76	-17.8%	T	See Report COR-2025-029 and Report FIN-2026-021.
Ice - Prime	Per Hour	\$245.11	\$201.60	\$26.21	\$227.81	-17.8%	T	See Report FIN-2023-030 and Report FIN-2026-021.

SCHEDULE I: OPTIMIST RECREATION CENTRE USER FEES AND CHARGES
EFFECTIVE 2027

Schedule A to Report FIN-2026-021

TYPE OF REVENUE/USER	Unit/Descr	2026 RATE (NO TAX)	2027 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
Gymnasium - Non Resident Rental or Commercial Rental	Per Hour	\$53.39	\$54.78	\$7.12	\$61.90	2.6%	T	See Report COR-2025-029
Gymnasium	Per Hour	\$42.71	\$43.82	\$5.70	\$49.52	2.6%	T	See Report FIN-2024-024
50% Reduced Rate - Gymnasium	Per Hour	N/A	\$21.91	\$2.85	\$24.76	100.0%	T	See Report COR-2025-029
75% Reduced Rate - Gymnasium	Per Hour	\$10.68	\$10.96	\$1.42	\$12.38	2.6%	T	See Report COR-2025-029
90% Reduced Rate - Gymnasium	Per Hour	\$4.27	\$4.38	\$0.57	\$4.95	2.6%	T	See Report COR-2025-029
Gymnasium - Non Resident Rental or Commercial Rental	Per Day	N/A	\$438.20	\$56.97	\$495.17	100.0%	T	See Report FIN-2026-021.
Gymnasium	Per Day	N/A	\$350.56	\$45.57	\$396.13	100.0%	T	See Report FIN-2026-021.
50% Reduced Rate - Gymnasium	Per Day	N/A	\$175.28	\$22.79	\$198.07	100.0%	T	See Report FIN-2026-021.
75% Reduced Rate - Gymnasium	Per Day	N/A	\$87.64	\$11.39	\$99.03	100.0%	T	See Report FIN-2026-021.
90% Reduced Rate - Gymnasium	Per Day	N/A	\$35.06	\$4.56	\$39.61	100.0%	T	See Report FIN-2026-021.
Personnel Costs	Per Hour Per Personnel	Actual Costs Incurred					T	
Rink Board Advertising	Per Year	\$431.09	\$442.30	\$57.50	\$499.80	2.6%	T	
50% Reduced Rate - Rink Board Advertising	Per Year	N/A	\$221.15	\$28.75	\$249.90	100.0%	T	See Report COR-2025-029
75% Reduced Rate - Rink Board Advertising	Per Year	\$107.77	\$110.58	\$14.37	\$124.95	2.6%	T	See Report COR-2025-029
90% Reduced Rate - Rink Board Advertising	Per Year	\$43.11	\$44.23	\$5.75	\$49.98	2.6%	T	See Report COR-2025-029

INTERPRETATION

- 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
- Arena and Ice rentals include the use of the change rooms
- 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. See Report REC-2023-004 and Report FIN-2023-030.
- Example of Commercial Rentals include Auctions, Sale of Merchandise - See Report FIN-2019-031

Fee Reductions

- A 90% reduced rate shall apply to Seniors' Community Events that meet the eligibility criteria.
- A 90% reduced rate shall apply to Whistle Stop Co-operative Pre-school and Guelph Community Health Centre (The Playgroup).

SCHEDULE I: OPTIMIST RECREATION CENTRE USER FEES AND CHARGES
EFFECTIVE 2027

TYPE OF REVENUE/USER	Unit/Descr	2026 RATE (NO TAX)	2027 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
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- Seniors’ Recreation Programs that meet the eligibility criteria shall receive a 50% reduced rate.
- A 75% reduced rate shall apply to organizations that host community events and meet the eligibility criteria.
- All other organizations that meet the eligibility criteria shall receive a 50% reduced rate.

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SCHEDULE J: PUSLINCH COMMUNITY CENTRE USER FEES AND CHARGES
EFFECTIVE 2027

Schedule A to Report FIN-2026-021

TYPE OF REVENUE/USER	Unit/Descr	2026 RATE (NO TAX)	2027 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
Meeting Room - Non Resident Rental or Commercial Rental	Per Hour	\$40.10	\$41.15	\$5.35	\$46.50	2.6%	T	
Meeting Room	Per Hour	\$32.08	\$32.92	\$4.28	\$37.20	2.6%	T	
50% Reduced Rate - Meeting Room	Per Hour	N/A	\$16.46	\$2.14	\$18.60	100.0%	T	See Report COR-2025-029
75% Reduced Rate - Meeting Room	Per Hour	\$8.02	\$8.23	\$1.07	\$9.30	2.6%	T	See Report COR-2025-029
90% Reduced Rate - Meeting Room	Per Hour	\$3.21	\$3.29	\$0.43	\$3.72	2.6%	T	See Report COR-2025-029
Hall - Non-Prime - Non Resident Rental or Commercial Rental	Per Hour	\$94.09	\$96.54	\$12.55	\$109.09	2.6%	T	See Report FIN-2025-024
Hall - Non-Prime	Per Hour	\$75.27	\$77.23	\$10.04	\$87.27	2.6%	T	See Report FIN-2025-024
50% Reduced Rate - Hall - Non-Prime	Per Hour	N/A	\$38.62	\$5.02	\$43.63	100.0%	T	See Report COR-2025-029 and Report FIN-2025-024
75% Reduced Rate - Hall - Non-Prime	Per Hour	\$18.82	\$19.31	\$2.51	\$21.82	2.6%	T	See Report COR-2025-029 and Report FIN-2025-024
90% Reduced Rate - Hall - Non-Prime	Per Hour	\$7.53	\$7.72	\$1.00	\$8.73	2.6%	T	See Report COR-2025-029 and Report FIN-2025-024
Hall - Non-Prime - Non Resident Rental or Commercial Rental	Full Day Rental	\$638.64	\$655.25	\$85.18	\$740.43	2.6%	T	See Report FIN-2025-024
Hall - Non-Prime	Full Day Rental	\$510.91	\$524.20	\$68.15	\$592.35	2.6%	T	See Report FIN-2025-024
50% Reduced Rate - Hall - Non-Prime	Full Day Rental	N/A	\$262.10	\$34.07	\$296.17	100.0%	T	See Report COR-2025-029 and Report FIN-2025-024
75% Reduced Rate - Hall - Non-Prime	Full Day Rental	\$127.73	\$131.05	\$17.04	\$148.09	2.6%	T	See Report COR-2025-029 and Report FIN-2025-024
90% Reduced Rate - Hall - Non-Prime	Full Day Rental	\$51.09	\$52.42	\$6.81	\$59.23	2.6%	T	See Report COR-2025-029 and Report FIN-2025-024
Hall - Prime - Non Resident Rental or Commercial Rental	15 Hour Rental	\$1,033.02	\$1,059.88	\$137.78	\$1,197.66	2.6%	T	See Report FIN-2023-030 and Report FIN-2023-032.
Hall - Prime	15 Hour Rental	\$614.32	\$630.30	\$81.94	\$712.24	2.6%	T	See Report FIN-2023-032.
Hall - Prime - Non Resident Rental or Commercial Rental	Per Hour	\$86.13	\$88.38	\$11.49	\$99.86	2.6%	T	See Report FIN-2023-032 and Report FIN-2024-024.
Hall - Prime	Per Hour	\$68.90	\$70.70	\$9.19	\$79.89	2.6%	T	See Report FIN-2023-032.
Hall - Set-up Fee - Non Resident Rental or Commercial Rental	Per Hour	\$86.13	\$88.38	\$11.49	\$99.86	2.6%	T	

TYPE OF REVENUE/USER	Unit/Descr	2026 RATE (NO TAX)	2027 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
Hall - Set-up Fee	Per Hour	\$68.90	\$70.70	\$9.19	\$79.89	2.6%	T	
Use of Kitchen Facilities - Non Prime - Non Resident Rental or Commercial Rental	Per Hour	\$49.24	\$50.53	\$6.57	\$57.10	2.6%	T	
Use of Kitchen Facilities - Non Prime	Per Hour	\$33.64	\$34.52	\$4.49	\$39.01	2.6%	T	
50% Reduced Rate - Use of Kitchen Facilities - Non Prime	Per Hour	N/A	\$17.26	\$2.24	\$19.50	100.0%	T	See Report COR-2025-029
75% Reduced Rate - Use of Kitchen Facilities - Non Prime	Per Hour	\$8.41	\$8.63	\$1.12	\$9.75	2.6%	T	See Report COR-2025-029
90% Reduced Rate - Use of Kitchen Facilities - Non Prime	Per Hour	\$3.36	\$3.45	\$0.45	\$3.90	2.7%	T	See Report COR-2025-029
Licensed Events - Fenced Outdoor Patio - Non Resident Rental or Commercial Rental	Flat Rate	\$88.05	\$90.35	\$11.75	\$102.10	2.6%	T	
Licensed Events - Fenced Outdoor Patio	Flat Rate	\$70.44	\$72.28	\$9.40	\$81.68	2.6%	T	
50% Reduced Rate - Licensed Events - Fenced Outdoor Patio	Flat Rate	N/A	\$36.14	\$4.70	\$40.84	100.0%	T	See Report COR-2025-029
75% Reduced Rate - Licensed Events - Fenced Outdoor Patio	Flat Rate	\$17.61	\$18.07	\$2.35	\$20.42	2.6%	T	See Report COR-2025-029
90% Reduced Rate - Licensed Events - Fenced Outdoor Patio	Flat Rate	\$7.04	\$7.23	\$0.94	\$8.17	2.6%	T	See Report COR-2025-029
Personnel Costs	Per Hour Per Personnel	Actual Costs Incurred					T	
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
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

INTERPRETATION

- An eight-hour Meeting Room booking is required when the Meeting Room is rented in conjunction with a 15-hour Hall rental between the hours of 10:00 a.m. to 1:00 a.m..
- A minimum of a 3 hour booking required for all hourly Hall and Kitchen Facility rentals.
- Additional hours beyond the 15-hour rental period are subject to availability and will be charged at the applicable hourly Hall rental rate.
- Hall rentals include the use of the kitchen facility (dishes, silverware, cooking utensils, dishwasher, coffee maker, etc. included).
- Hall - Non-Prime: Monday to Thursday and Sunday Rentals; Hall - Prime: Friday and Saturday
- If the outdoor patio has been included on the Special Occasion Permit or Caterer's Endorsement, Township Staff will fence the outdoor patio.
- 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.
- The Hall - Set-up Fee - 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.
- 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. See Report REC-2023-004 and Report FIN-2023-030.
- Example of Commercial Rentals include Auctions, Sale of Merchandise - See Report FIN-2019-031.

Fee Reductions

- A 90% reduced rate shall apply to Seniors' Community Events that meet the eligibility criteria.

SCHEDULE J: PUSLINCH COMMUNITY CENTRE USER FEES AND CHARGES
EFFECTIVE 2027

TYPE OF REVENUE/USER	Unit/Descr	2026 RATE (NO TAX)	2027 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
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- A 90% reduced rate shall apply to Whistle Stop Co-operative Pre-school and Guelph Community Health Centre (The Playgroup).
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