



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
SEPTEMBER 16, 2026 PUBLIC INFORMATION MEETING
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

DATE: Wednesday September 16, 2026

PUBLIC INFORMATION MEETING: 6:30 P.M.

Order of Business:

1. **Call the Meeting to Order**
2. **Disclosure of Pecuniary Interest & the General Nature Thereof**
3. **Purpose of the Public Meeting**
4. **User Fees and Charges By-law Presentation**
Presentation by Michelle Cassar, Deputy Treasurer
(Circulated under separate cover)
5. **Adjournment**

2027 Proposed User Fees and Charges Public Information Meeting

September 16, 2026



Tonight, We Will Discuss...



Where do Township revenues come from?



Why do we collect user fees?



What changes are being proposed for 2027?



Benchmarking analysis



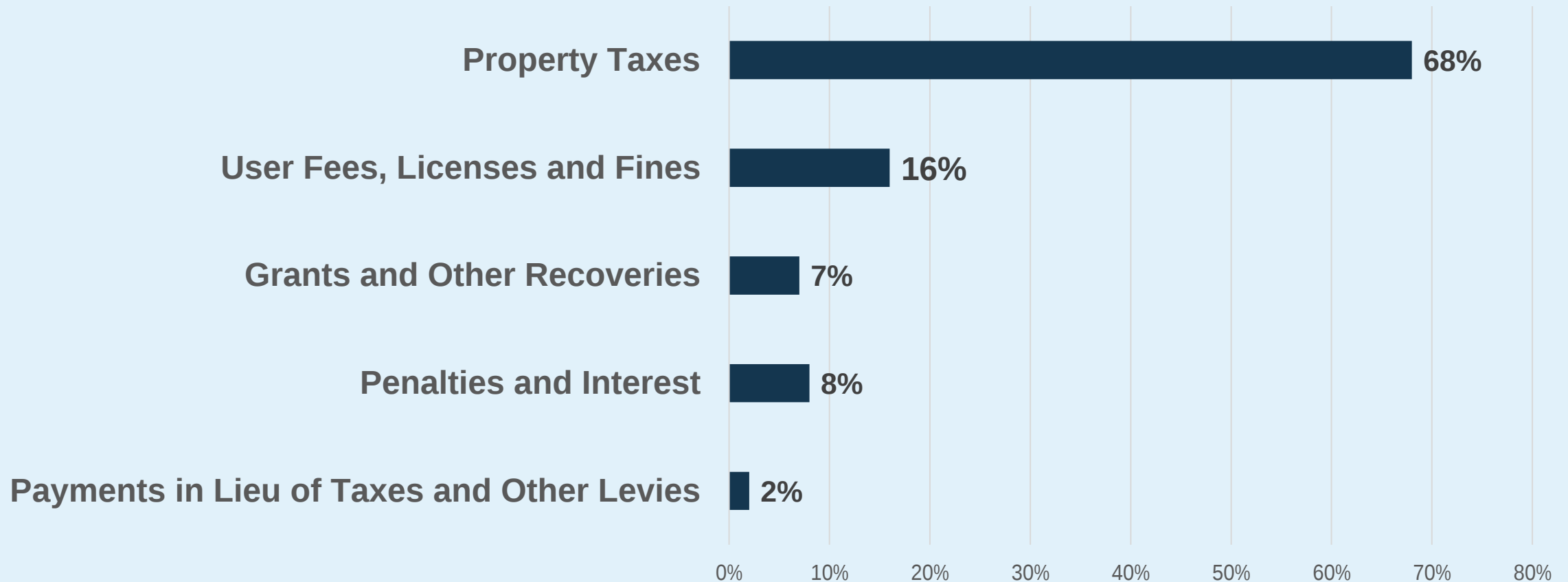
Engagement opportunities



Feedback from the public



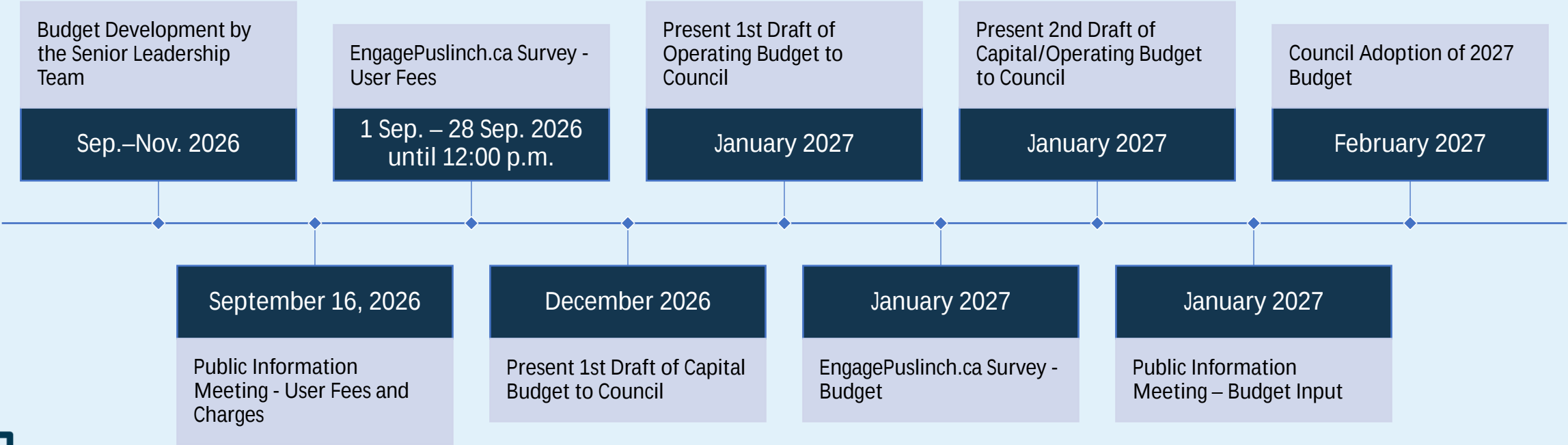
Where Do Township Revenues Come From?



- Municipalities may establish fees and charges for services, activities and the use of municipal property through a by-law approved by Council
- User fees are an important input into the Operating Budget and help align costs to users.



User Fees, an Important Input for the Operating Budget



Why Do We Collect User Fees?



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



Most services are not full cost recovery; the share of the recovery depends on fair market costs and the service levels set by Council.



The Building Department is legislatively mandated to be fully funded from building permit fees.



The Planning Act stipulates that planning application fees be designed to meet only the anticipated costs to the Township.

What Changes are Being Proposed for 2027?



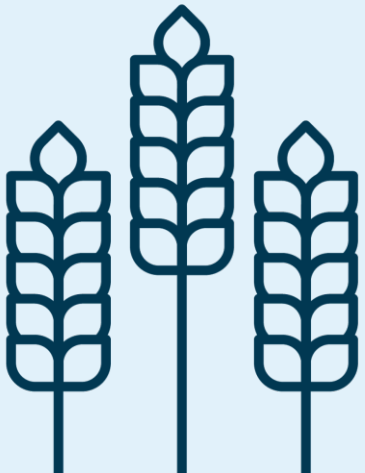
- The changes have been proposed to:
 - Reasonably reflect the cost of providing the service while remaining generally aligned with comparator municipalities
 - Adjust based on the Consumer Price Index (CPI) for Ontario from May 2025 to May 2026 of 2.6%.

Benchmarking Analysis

At its August 16, 2023 meeting, Council directed staff to undertake annual benchmarking of approximately 10 high-frequency user fees for comparison to applicable comparator and neighboring municipalities.

Township staff chose 10 high frequency user fees (one from each department as outlined in Schedules A through J of the proposed 2027 User Fees and Charges By law).

These user fees were compared 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.



Benchmarking Analysis

TYPE OF REVENUE/USER	Unit/Descr	2026 RATE (NO TAX)	2027 RATE WITH CPI	2027 RATE (NO TAX)	Comparator 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

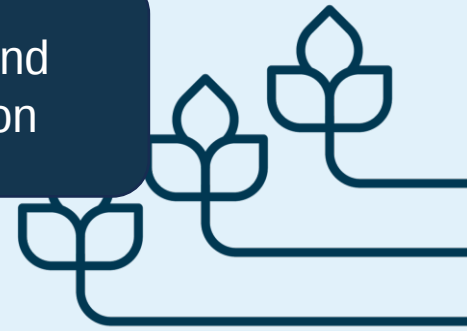
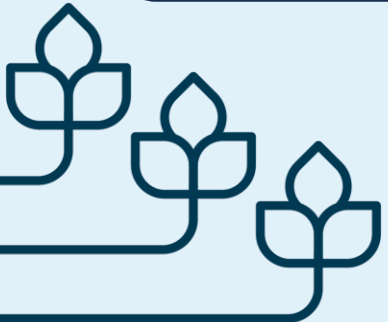
Benchmarking Analysis

See Planning and Development section below for proposed fee changes, including Zoning By-law Amendment fees.

Introduce optional 48-business-hour Rush Tax Certificate – \$93. Includes a \$23 premium, consistent with comparator municipalities. Standard 5-business-day service remains available.

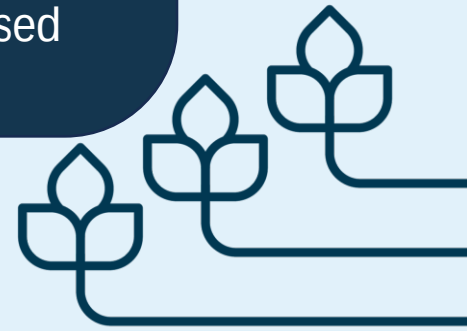
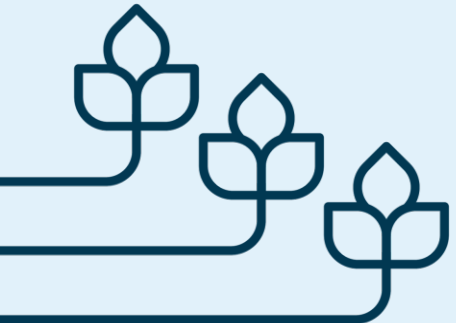
Increase Picnic Shelter rental fee by CPI only. Fee remains below comparator average due to limited amenities, accessibility constraints and low utilization. Avoid significant increase that could further discourage use.

Reduce Arena Floor & Prime Ice rates rather than apply the 2.60% CPI increase. The Optimist Recreation Centre is not directly comparable to fully enclosed arenas due to weather exposure and limited non-ice use. Reduced rates better reflect facility conditions, renter feedback and utilization trends.



Optimist Recreation Centre (ORC) Ice Rentals – Utilization and Rate Review

- 2025–2026 ice rental activity declined, including the loss of a significant third-party rental arrangement.
- Staff have received feedback regarding affordability and competitiveness, with some lost rentals due to the ORC's weather-dependent conditions.
- 2026 Prime Ice revenue is projected at approximately \$26,672, below the \$38,867 budget.
- Prime Ice resident rate increased from \$171/hour in 2022 to \$245/hour in 2026.
- Proposed 2027 rate: \$202 resident / \$252 non-resident.
- 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 fee has increased.
- The proposed reduction is intended to better reflect the facility's functionality and support increased utilization.



Administration and Planning and Development - Land Registry

Title Registrations, Releases & Corrections



Introduce a \$250 administration fee, plus applicable third-party costs. Ensures property-specific costs are paid by the requesting party, not the general tax base.



Applies to requests involving Township instruments registered on title.



Supports recovery of staff, legal, planning, engineering and other professional costs.

Finance – Online Service Fee



Increase fee from 1.75% to 2.9% + \$0.37 per online transaction.



Aligns with the Township's actual payment-processing costs.



Improves cost recovery and reduces costs funded by the general tax levy. Customers may avoid the fee by using other payment methods.



Fire and Rescue Services – Ministry of Transportation (MTO) Fire-Response Rates



Updated to reflect 2026 provincial MTO rates.



Full-size apparatus: \$583.05/hour

Auxiliary vehicles: \$291.53/hour



Pumper 32 qualifies for the auxiliary vehicle rate.

Building



Fees increased by CPI (2.60%) to support cost recovery and compliance with *Building Code Act*.



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



The Employment Land Study, the proposed Aberfoyle Boundary Expansion, and the proposed reset of the rural residential severance date may support additional building permit revenue; however, timing and revenue levels will continue to vary.



Planning Application Fee Model



Return to an administration fee + applicable third-party cost recovery model.



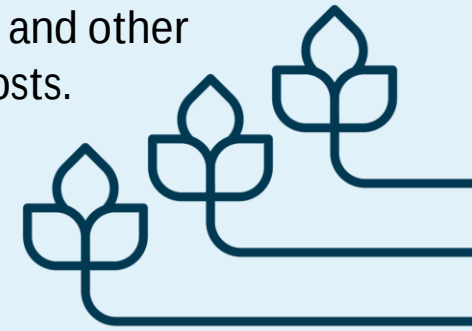
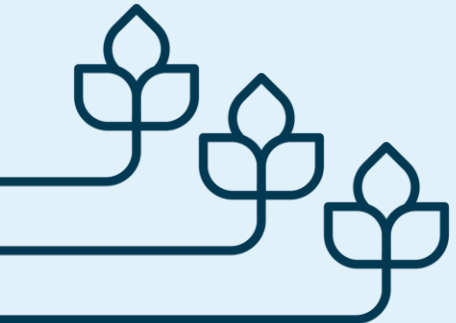
Better aligns fees with the actual level of effort and complexity of each application.



Reduces application-processing costs being subsidized by the general tax levy.



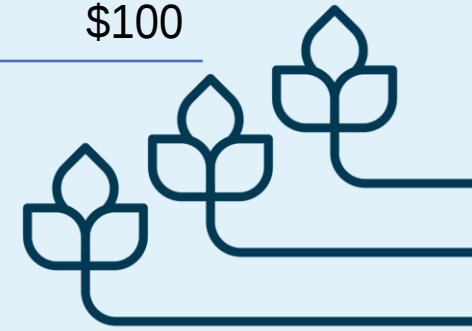
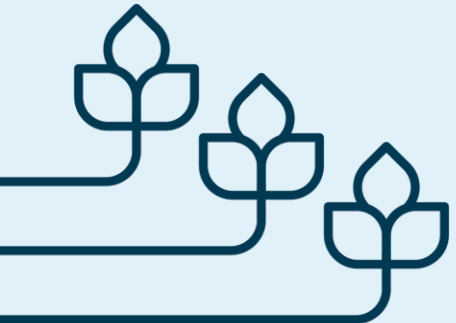
Applicants pay applicable planning, engineering, environmental, hydrogeological, legal and other professional review costs.



Planning and Development – Proposed Administration Fees

Application / Service	Proposed Administration Fee*
Preliminary Planning Consultation	\$173
Comprehensive Development Consultation	\$388
Zoning By-law Amendment	\$2,809
Site Plan Control Application and Agreement	\$1,057
Minor Variance	\$568
Minor Variance Deferral	\$284
Consent Consultation	\$173
External Development Application Studies Review – County	\$1,998
External Development Application Studies Review – Other	\$100

*Plus applicable third-party costs.

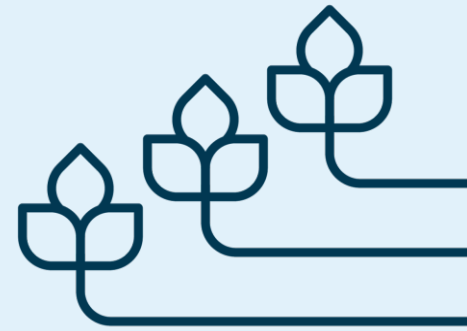
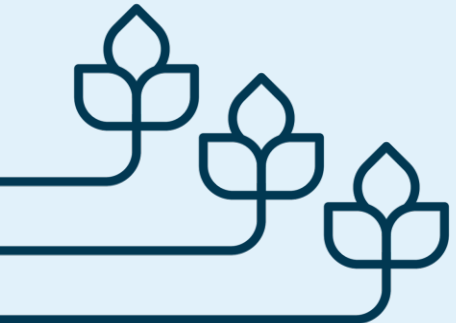


Planning and Development – Site Plan Control Agreement Securities

Add the existing security calculation directly to the User Fees and Charges By-law to improve transparency and consistency.

The calculation is:

- 50% of site-servicing costs + 50% of landscaping costs, plus 5% for site-servicing and landscaping for Township engineering review.



By-law - Designated Official Meeting Fee

Reduce fee to \$250 administration fee + applicable third-party costs.

Administration fee covers Township coordination and meeting facilitation.

Consultant costs are charged separately based on the nature and complexity of the request.

Rationale: Aligns the fee with the actual level of professional review required for each request.

General Facility Rental Provisions – Township

Employee Facility Rental Rate



Allow current Township employees to access the resident rental rate for personal facility and park rentals.

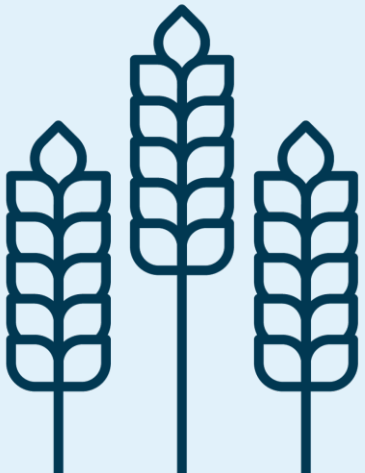
- Employee must be the named renter and present during the rental.
- Does not apply to business, organizational or third-party bookings.
- All other fees, deposits, insurance and rental requirements continue to apply.
- Supports employee recognition and wellness; financial impact is anticipated to be minimal.

Optimist Recreation Centre – Arena Floor & Gymnasium Full-Day Rental

Introduce a maximum full-day rental fee equal to 8 hours at the applicable 2027 hourly rate.

Provides cost certainty for extended rentals. Creates a consistent full-day rental approach for both spaces.

Hourly rates continue to apply for shorter bookings.



Puslinch Community Centre (PCC) Revenue Analysis

1

Council directed staff to monitor PCC rental revenues and capacity limits (150 non-resident / 250 resident).

2

2026 PCC rental revenue is projected at approx. \$57K, compared with a \$72K budget. Projected shortfall: approx. \$16K.

3

Staff do not recommend reducing rental rates, rather, addressing operational barriers that may be affecting utilization and customer experience.

4

Extend full-day rental period from 12 to 15 hours (10:00 a.m. – 1:00 a.m.).

Replace private-security requirement with a risk-based approach for licensed events.

5

Review existing facility capacity limits to determine whether a modest increase can be supported.

Bring forward Alcohol Risk Management Policy amendments for Council consideration.

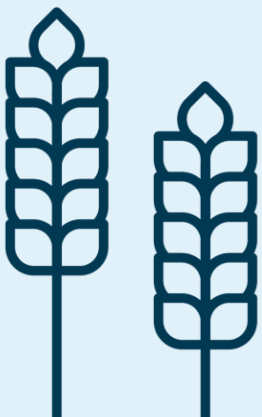


Engagement Opportunities



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.



Questions or Comments?

We welcome your feedback to refine the 2027 User
Fees and Charges By-law before Council adoption.

