

# THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

## BY-LAW NO 056-2018

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 075-2017.

**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.) **"Property Owner(s)"** include the registered owner(s) of property or any person, firm or corporation having control over or possession of the property or any portion thereof, including a property manager, mortgagee in possession, receiver and manager, trustee and trustee in bankruptcy;
  - c.) **"Township"** means the Corporation of the Township of Puslinch.
2. 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.
3. 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.
4. 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.
5. A refund of 80 percent will be provided where 30 days' notice of cancellation is given for Puslinch Community Centre rentals.
6. All Township accounts and invoices are due and payable when rendered.
7. All unpaid fees, **costs** or charges imposed by this By-law on a person constitute a debt of the person to the **Township**.

8. The Treasurer shall add the fees, **costs** and charges imposed pursuant to this By-law to the tax roll for any property in the Township for which all of the **property owners** are responsible for paying the fees, **costs** and charges under this By-law and collect them in the same manner as municipal taxes in accordance with Section 398 of the Municipal Act, 2001, S.O. 2001, c. 25 as amended.
9. If peer or legal review **costs** are incurred by the Township in the processing of an application or approval by the Township, the applicant is required to pay these **costs** to the Township.
10. The Township is not obligated to further process an application or approval until all outstanding third party **costs**, fees and other disbursements have been paid by the applicant.
11. The fees, **costs** and charges listed in the schedules to this By-law shall, where applicable, be subject to any applicable provincial and federal taxes.
12. Any fee, **cost** or charge:
  - a. authorized by a by-law that comes into effect on the same or a later date than this By-law; or
  - b. included in a valid agreement entered into by the Township and one or more other parties,

shall be the approved and imposed fee, **cost** or charge for the service, activity or use of property specified.
13. The payment of any fee, **cost** or charge in this By-law shall be in Canadian currency.
14. The following Schedules form part of this By-law:

<b>Schedule</b>	<b>Department</b>
A	Administration
B	Finance
C	Corporate
D	Public Works
E	Fire and Rescue Services
F	Building
G	Planning and Development
H	By-law
I	Parks
J	Optimist Recreation Centre
K	Puslinch Community Centre

15. The fees, **costs** and charges, as outlined in the schedules attached hereto and forming part of this By-law, shall be implemented and take effect on January 1, 2019.

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

16. One-Time Rentals - Payment is required within seven days of contract creation.
17. Recurring Rentals Throughout the Year - Payment is required on a quarterly basis. The first payment is required within seven days of contract creation. Future payments are required quarterly.
18. Recurring Seasonal Bookings - Payment is required in two instalments. The first payment is required within seven days of contract creation. The second payment is required halfway through the season.

**Exemptions, Fee Waivers, Fee Reductions**

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

20. The Optimist Club of Puslinch is exempt from the photocopy fees imposed by this By-law for Township Clean-up and Remembrance Day.
21. 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
22. The Winter Classic Tournament held during the Family Day Long Weekend is exempt from the payment of rental fees with the exception of part-time staffing **costs** including bartenders.
23. The following requests are not eligible for a fee reduction or waiver:
- a. Religious services
  - b. Licences, development charges, building permits, inspections, insurance
24. Eligible organizations can obtain one complimentary two-hour room rental for one meeting during non-prime times in the Meeting Room.
25. Usage of Township property must comply with the Township's requirements including necessary insurance, permits and approvals within the required timelines.
26. Reduced rates are not offered during prime-time for facilities or parks that have a prime-time and non-prime time rate.
27. A 75% reduced rate shall apply to organizations that meet the eligibility criteria.
28. A 90% reduced rate shall apply to Seniors' Events or Programs.
29. A 90% reduced rate shall apply to Whistle Stop Co-operative Pre-school and Guelph Community Health Centre (Playgroup).

#### **Reduced Rate Eligibility Criteria**

30. 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.

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

31. 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

32. 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.

33. 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.

34. 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.

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

36. That By-law No. 075/17 is hereby repealed, effective January 1, 2019.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 7<sup>th</sup> DAY OF NOVEMBER 2018.**

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Dennis Lever, Mayor

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Karen Landry, CAO/Clerk

**SCHEDULE A: ADMINISTRATION REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES  
EFFECTIVE 2019**

<b>TYPE OF REVENUE/USER</b>	<b>Unit/Descr</b>	<b>2018 RATE (NO TAX)</b>	<b>2019 RATE (NO TAX)</b>	<b>13% HST</b>	<b>RATE INCL HST</b>	<b>% CHANGE</b>	<b>HST STATUS</b>	<b>COMMENTS</b>
<b>Agreements - Major - Not Registered</b>	Flat Fee	\$500.00	<b>\$500.00</b>	\$0.00	\$500.00	0%	E	For recovery of the costs of facilitating and preparing agreements, ie. a lease agreement on Township lands.
<b>Agreements - Minor - Not Registered</b>	Flat Fee	\$250.00	<b>\$250.00</b>	\$0.00	\$250.00	0%	E	For recovery of the costs of facilitating and preparing agreements, ie. miscellaneous agreements.
<b>Agreements - Registered</b>	Flat Fee	\$765.00	<b>\$765.00</b>	\$0.00	\$765.00	0%	E	For recovery of the costs of facilitating and preparing agreements, ie. an encroachment agreement or a conditional building permit.
<b>Freedom of Information</b>	Charged at the rate permitted per the legislation.						E	Regulated by Statute - See Report FIN-2017-024.
<b>Signature of Commissioner</b>	Per Document	\$10.00	<b>\$20.00</b>	\$2.60	\$22.60	100%	T	

**SCHEDULE B: FINANCE REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES  
EFFECTIVE 2019**

<b>TYPE OF REVENUE/USER</b>	<b>Unit/Descr</b>	<b>2018 RATE (NO TAX)</b>	<b>2019 RATE (NO TAX)</b>	<b>13% HST</b>	<b>RATE INCL HST</b>	<b>% CHANGE</b>	<b>HST STATUS</b>	<b>COMMENTS</b>
<b>NSF Cheque</b>	Per NSF	\$40.00	<b>\$40.00</b>	\$0.00	\$40.00	0%	E	
<b>Tax Certificate</b>	Per Certificate	\$60.00	<b>\$60.00</b>	\$0.00	\$60.00	0%	E	
<b>Tax Sale Charges</b>		Actual costs incurred	<b>Actual costs incurred</b>			0%	T	Cost recovery of fees and disbursements as charged by consultants and solicitors.
<b>Tender Fees</b>	Per Package	\$40.00	<b>\$40.00</b>	\$0.00	\$40.00	0%	E	Tender fees applicable for projects administered by the Township's engineering consultant.
<b>Service Fee - Debit Card Transactions - Online</b>	Total Transaction Amount	0.75 Percent	<b>0.75 Percent</b>			0%	E	In accordance with Visa and Mastercard merchant rules.
<b>Service Fee - Credit Card Transactions - Online</b>	Total Transaction Amount	1.75 Percent	<b>1.75 Percent</b>			0%	E	In accordance with Visa and Mastercard merchant rules.
<b>Tile Drainage Loan Application and Inspection Fee</b>	Flat Fee	\$0.00	<b>\$200.00</b>	\$0.00	\$200.00	100%	E	See Report FIN-2018-028

**SCHEDULE C: CORPORATE REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES  
EFFECTIVE 2019**

<b>TYPE OF REVENUE/USER</b>	<b>Unit/Descr</b>	<b>2018 RATE (NO TAX)</b>	<b>2019 RATE (NO TAX)</b>	<b>13% HST</b>	<b>RATE INCL HST</b>	<b>% CHANGE</b>	<b>HST STATUS</b>	<b>COMMENTS</b>
<b>Canadian Flag</b>	Per Flag	\$22.12	<b>\$22.12</b>	\$2.88	\$25.00	0%	T	
<b>Photocopy</b>	Per Page	\$0.25	<b>\$0.25</b>	\$0.03	\$0.28	0%	T	Photocopy fees are exempt for Township Clean-up and Remembrance Day in accordance with Council Resolution No. 2017-363.
<b>Township Flag</b>	Per Flag	\$44.25	<b>\$44.25</b>	\$5.75	\$50.00	0%	T	

**SCHEDULE D: PUBLIC WORKS REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES  
EFFECTIVE 2019**

<b>TYPE OF REVENUE/USER</b>	<b>Unit/Descr</b>	<b>2018 RATE (NO TAX)</b>	<b>2019 RATE (NO TAX)</b>	<b>13% HST</b>	<b>RATE INCL HST</b>	<b>% CHANGE</b>	<b>HST STATUS</b>	<b>COMMENTS</b>
<b>Entrance Permit</b>	Flat Fee	\$230.00	<b>\$235.00</b>	\$0.00	\$235.00	2%	E	
<b>Oversize-Overweight Load Permits</b>	Per Trip	\$100.00	<b>\$100.00</b>	\$0.00	\$100.00	0%	E	
<b>Third Party Cost Recovery</b>	Actual costs incurred + \$100.00 administration fee						T	Material, equipment, labour/benefits, and administration costs.



**SCHEDULE E: FIRE AND RESCUE SERVICES REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES  
EFFECTIVE 2019**

TYPE OF REVENUE/USER	Unit/Descr	2018 RATE (NO TAX)	2019 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
<b>Boarding or Barricading Plus Materials</b>	Per Hour Per Truck	\$450.00	<b>\$465.42</b>	\$0.00	\$465.42	3%	E	Fee is in accordance with the Standard MTO Rate.
<b>Burning Permit Violations or Unauthorized Open Air Burning</b>	Per Hour Per Truck	\$450.00	<b>\$465.42</b>	\$0.00	\$465.42	3%	E	Emergency responses to illegal burning or burning without a permit. Fee is in accordance with the Standard MTO Rate.
<b>Daycare &amp; Homeday Care Inspections</b>	Per Inspection	\$100.00	<b>\$100.00</b>	\$13.00	\$113.00	0%	T	As mandated in the Fire Code.
<b>Emergency Responses to Motor Vehicle Occurrence/Incident/Collision</b>	Per Hour Per Truck	\$450.00	<b>\$465.42</b>	\$0.00	\$465.42	3%	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. Fee is in accordance with the Standard MTO Rate.
<b>Fire Alarm False Alarm Calls</b>	Per Hour Per Truck	\$450.00	<b>\$465.42</b>	\$0.00	\$465.42	3%	E	A false alarm call after the second false alarm in any calendar year. Fee is in accordance with the Standard MTO Rate.
<b>Fire Extinguisher Training</b>	Per Person	\$15.00	<b>\$15.00</b>	\$1.95	\$16.95	0%	T	
<b>Fire Safety Plan Review</b>	Per Plan	\$120.00	<b>\$120.00</b>	\$15.60	\$135.60	0%	T	
<b>Industrial/Commercial/Institutional/Assembly/Apartment</b>	Base Inspection	\$100.00	<b>\$100.00</b>	\$13.00	\$113.00	0%	T	Any inspections completed by the fire department that are new, complaint driven, requested or mandated.
<b>Industrial/Commercial/Institutional/Assembly/Apartment</b>	Plus each tenant/occupant/apartment unit	\$25.00	<b>\$25.00</b>	\$3.25	\$28.25	0%	T	Any inspections completed by the fire department that are new, complaint driven, requested or mandated.
<b>Information or Fire Reports</b>	Per Report	\$75.00	<b>\$75.00</b>	\$0.00	\$75.00	0%	E	Requested for emergency incidents.
<b>Key Boxes</b>	Per Box	\$100.00	<b>\$100.00</b>	\$13.00	\$113.00	0%	T	For rapid entry for firefighters.
<b>Occupancy Load</b>	Flat Fee	\$100.00	<b>\$100.00</b>	\$0.00	\$100.00	0%	E	
<b>Open Air Burning Permit Inspection Fee</b>	Per Inspection	\$40.00	<b>\$40.00</b>	\$5.20	\$45.20	0%	T	As a result of a request to modify the terms and conditions of the Open Air Burning Permit.
<b>Open Air Burning Permit</b>	Per Permit	\$20.00	<b>\$20.00</b>	\$0.00	\$20.00	0%	E	Permit must be renewed annually.
<b>Post Fire Watch</b>	Per Hour per Truck	\$450.00	<b>\$465.42</b>	\$0.00	\$465.42	3%	E	Fee is in accordance with the Standard MTO Rate.
<b>Replacement of Equipment and Resources Used</b>	Actual costs incurred	Actual costs incurred	<b>Actual costs incurred</b>			0%	T	Materials used in emergency responses.

**SCHEDULE E: FIRE AND RESCUE SERVICES REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES  
EFFECTIVE 2019**

<b>TYPE OF REVENUE/USER</b>	<b>Unit/Descr</b>	<b>2018 RATE (NO TAX)</b>	<b>2019 RATE (NO TAX)</b>	<b>13% HST</b>	<b>RATE INCL HST</b>	<b>% CHANGE</b>	<b>HST STATUS</b>	<b>COMMENTS</b>
<b>Sale of Fireworks Permit</b>	Per Permit	\$100.00	<b>\$100.00</b>	\$0.00	\$100.00	0%	E	
<b>Setting Off or Discharge of High Hazard Fireworks Permit</b>	Per Permit	\$100.00	<b>\$100.00</b>	\$0.00	\$100.00	0%	E	
<b>Water Tank Locks</b>	Per Lock	\$17.80	<b>\$17.80</b>	\$2.31	\$20.11	0%	T	For locking water tank lids closed.
<b>Smoke Alarm</b>		No fee at this time						
<b>Special Events</b>		No fee at this time						Requests for Attendance.
<b>Authorized Requester Agreement - Search Fee</b>		No fee at this time						Standard information product per record search fee - See Report FIN-2017-024.

**SCHEDULE F: BUILDING REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES  
EFFECTIVE 2019**

TYPE OF REVENUE/USER	Unit/Descr	2018 RATE (NO TAX)	2019 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
Minimum Permit Fee	Flat Fee	\$156.00	<b>\$156.00</b>	\$0.00	\$156.00	0%	E	For all work unless otherwise noted
<b><u>NEW BUILDING, ADDITIONS, MEZZANINES</u></b>								
<b><u>Group A &amp; B: Assembly &amp; Care and Detention Buildings</u></b>								
Shell	Per Sq. Foot	\$2.40	<b>\$2.40</b>	\$0.00	\$2.40	0%	E	See Report FIN-2017-024
Finished	Per Sq. Foot	\$2.71	<b>\$2.71</b>	\$0.00	\$2.71	0%	E	See Report FIN-2017-024
<b><u>Group C: Residential Buildings</u></b>								
Houses, Townhouses, and Apartments	Per Sq. Foot	\$1.92	<b>\$1.92</b>	\$0.00	\$1.92	0%	E	
Manufactured Home	Per Sq. Foot	\$1.46	<b>\$1.46</b>	\$0.00	\$1.46	0%	E	
Garage/carport	Per Sq. Foot	See below	<b>\$0.78</b>	\$0.00	\$0.78	100%	E	See Report FIN-2018-028
Shed, deck, porch, dock, boathouse	Flat Fee	\$156.00	<b>\$156.00</b>	\$0.00	\$156.00	0%	E	
<b><u>Group D &amp; E: Business and Personal Service and Mercantile Buildings</u></b>								
Shell	Per Sq. Foot	\$1.85	<b>\$1.85</b>	\$0.00	\$1.85	0%	E	See Report FIN-2017-024
Finished	Per Sq. Foot	\$2.15	<b>\$2.15</b>	\$0.00	\$2.15	0%	E	See Report FIN-2017-024
<b><u>Group F: Industrial Buildings</u></b>								
Shell	Per Sq. Foot	\$0.75	<b>\$0.75</b>	\$0.00	\$0.75	0%	E	See Report FIN-2017-024
Finished	Per Sq. Foot	\$0.95	<b>\$0.95</b>	\$0.00	\$0.95	0%	E	See Report FIN-2017-024
<b><u>Farm Buildings</u></b>								
New Building	Per Sq. Foot	\$0.30	<b>\$0.30</b>	\$0.00	\$0.30	0%	E	See Report FIN-2017-024
<b><u>INTERIOR FINISHES AND ALTERATIONS - ALL CLASSIFICATIONS</u></b>								
Finishes to all areas	Per Sq. Foot	\$0.52	<b>\$0.52</b>	\$0.00	\$0.52	0%	E	
<b><u>SEWAGE SYSTEMS</u></b>								
New Installation	Flat Fee	\$624.00	<b>\$624.00</b>	\$0.00	\$624.00	0%	E	
Replacement or alteration	Flat Fee	\$468.00	<b>\$468.00</b>	\$0.00	\$468.00	0%	E	
<b><u>ALTERNATIVE SOLUTIONS</u></b>								
All buildings/systems within scope of Part 9	Flat Fee	\$500.00	<b>\$500.00</b>	\$0.00	\$500.00	0%	E	See Report FIN-2017-024
All buildings/systems within scope of Part 3	Flat Fee	\$1,000.00	<b>\$1,000.00</b>	\$0.00	\$1,000.00	0%	E	See Report FIN-2017-024
<b><u>SPECIAL CATEGORIES AND MISCELLANEOUS</u></b>								
Change of Use Permit (No Construction)	Flat Fee	\$200.00	<b>\$200.00</b>	\$0.00	\$200.00	0%	E	See Report FIN-2017-024
Construction prior to issuance of a permit	100% of permit fee	100% of permit fee	<b>100% of permit fee</b>			0%	E	Fee is in addition to all other required permit fees.
Conditional Permits	20% of permit fee	20% of permit fee	<b>20% of permit fee</b>			0%	E	Fee is in addition to all other required permit fees.
Demolition Permit	Flat Fee	\$156.00	<b>\$156.00</b>	\$0.00	\$156.00	0%	E	
Designated Structure Permit	Flat Fee	\$416.00	<b>\$416.00</b>	\$0.00	\$416.00	0%	E	Listed per Div.A, 1.3.1.1 Solar installation
Fireplace/Woodstove	Flat Fee	\$156.00	<b>\$156.00</b>	\$0.00	\$156.00	0%	E	

**SCHEDULE F: BUILDING REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES  
EFFECTIVE 2019**

TYPE OF REVENUE/USER	Unit/Descr	2018 RATE (NO TAX)	2019 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
Inspection of works not ready	Flat Fee	\$156.00	<b>\$156.00</b>	\$0.00	\$156.00	0%	E	At the discretion of the Chief Building Official. Includes code violations and deficiencies.
Occupancy Permit	Flat Fee	\$156.00	<b>\$156.00</b>	\$0.00	\$156.00	0%	E	
Occupancy without an Occupancy Permit	Flat Fee	\$0.00	<b>\$250.00</b>	\$0.00	\$250.00	100%	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	\$200.00	<b>\$200.00</b>	\$0.00	\$200.00	0%	E	
Reproduction of Drawings	Flat Fee	\$50.00	<b>\$50.00</b>	\$6.50	\$56.50	0%	T	Current rate covers costs for the reproduction of black and white drawings.
Revision to Approved Plans	Flat Fee	\$312.00	<b>\$312.00</b>	\$0.00	\$312.00	0%	E	Before or after a permit is issued - significant changes to approved plans requiring further review. Minor revisions which result in no fee include eliminating a closet, finishing a three-piece bathroom, cosmetic changes, layout changes, removing non-load bearing walls, etc.
Sign Permits	Flat Fee	\$260.00	<b>\$260.00</b>	\$0.00	\$260.00	0%	E	With building permit
Storefront replacement	Flat Fee	\$200.00	<b>\$200.00</b>	\$0.00	\$200.00	0%	E	
Tents	Flat Fee	\$260.00	<b>\$260.00</b>	\$0.00	\$260.00	0%	E	Tents and air-supported structures shall be in conformance with the Building Code and Section 2.9 of the Fire Code.
Transfer of Permit	Flat Fee	\$156.00	<b>\$156.00</b>	\$0.00	\$156.00	0%	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.
- In the case of interior alterations or renovations, area of proposed work is the actual space receiving the work, e.g. tenant suite.
- Additional permit fees are not required for an attached deck to a residential dwelling, when the deck is shown on the approved residential building plans.
- For classes of permits not described in this Schedule, a reasonable permit fee shall be determined by the Chief Building Official.

**SCHEDULE G: PLANNING AND DEVELOPMENT REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES  
EFFECTIVE 2019**

TYPE OF REVENUE/USER	Unit/Descr	2018 RATE (NO TAX)	2019 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
<b>Agreements - Minor - Not Registered</b>	Flat Fee	\$250.00	<b>\$250.00</b>	\$0.00	\$250.00	0%	E	For recovery of the costs of facilitating and preparing agreements, ie. permission to have a second dwelling while another is being built.
<b>Agreements - Registered</b>	Flat Fee	\$765.00	<b>\$765.00</b>	\$0.00	\$765.00	0%	E	For recovery of the costs of facilitating and preparing agreements, ie. garden suite agreements, maintenance and operations agreement, an amendment to a site plan or subdivision or condominium agreement. Excludes new site plan, subdivision or condominium agreements.
<b>Compliance Letter</b>	Flat Fee	\$75.00	<b>\$75.00</b>	\$0.00	\$75.00	0%	E	Fee charged is consistent for all Township departments.
<b>Consent Review and Condition Clearance *</b>	Flat Fee	\$131.00	<b>\$134.00</b>	\$0.00	\$134.00	2%	E	
<b>Lifting of Holding Designation (Zoning)</b>	Flat Fee	\$573.00	<b>\$586.00</b>	\$0.00	\$586.00	2%	E	
<b>Minor Variance</b>	Flat Fee	\$690.00	<b>\$706.00</b>	\$0.00	\$706.00	2%	E	
<b>Part Lot Control Exemption By-law</b>	Flat Fee	\$573.00	<b>\$585.00</b>	\$0.00	\$585.00	2%	E	
<b>Plan of Subdivision or Condominium Agreement or Pre-Servicing Agreement *</b>	Administration fee	\$765.00	<b>\$765.00</b>	\$0.00	\$765.00	0%	E	For recovery of the costs of facilitating and preparing agreements.
<b>Site Plan Application and Agreement - Minor</b>	Flat Fee	\$10,850.00	<b>\$10,850.00</b>	\$0.00	\$10,850.00	0%	E	Note 1
<b>Site Plan Application and Agreement - Standard</b>	Flat Fee	\$20,600.00	<b>\$20,600.00</b>	\$0.00	\$20,600.00	0%	E	Note 2
<b>Telecommunication Tower Proposals</b>	Flat Fee	\$521.00	<b>\$532.00</b>	\$0.00	\$532.00	2%	E	
<b>Zoning By-law - Copy</b>	Flat Fee	\$40.00	<b>\$40.00</b>	\$5.20	\$45.20	0%	T	
<b>Zoning By-Law Amendment - Aggregate *</b>	Administration fee	\$15,000.00	<b>\$15,000.00</b>	\$0.00	\$15,000.00	0%	E	
<b>Zoning By-Law Amendment - Minor</b>	Flat Fee	\$5,000.00	<b>\$5,000.00</b>	\$0.00	\$5,000.00	0%	E	Note 3
<b>Zoning By-Law Amendment - Standard</b>	Flat Fee	\$11,200.00	<b>\$11,200.00</b>	\$0.00	\$11,200.00	0%	E	Note 4

**INTERPRETATION**

\* the fees denoted with an asterisk are also subject to the Township's disbursements and third party consultant fees incurred for the processing of the application.

**Note 1: Minor Site Plan**

A Minor Site Plan may include, but is not limited, to the following:

- Site works associated with the change of use of an existing building;

**SCHEDULE G: PLANNING AND DEVELOPMENT REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES  
EFFECTIVE 2019**

- Parking lot modifications, outdoor patios, landscape works and the placement of accessory buildings and structures;
- Minor revisions or building additions to existing commercial, industrial or residential developments

Township staff have the discretion to determine whether a site plan application is classified as minor.

**Note 2: Standard Site Plan**

A Standard Site Plan may include, but is not limited, to the following:

- Requirement of technical studies (ie. storm water management, geotechnical, hydrological, environmental impact assessment, etc.)
- Relates to a new development or major additions/alterations to an existing development or site design

**Note 3: Minor Zoning By-law Amendment**

A Minor Zoning By-law Amendment may include, but is not limited, to the following:

- The change in use is compatible with the current zoning designation and does not require the submission of any technical studies;
- Adding a low impact use to an existing zone;
- Temporary use;
- Low impact zone changes involving single or semi-detached dwellings;
- No change in zoning category

Township staff have the discretion to determine whether a zoning by-law amendment application is classified as minor.

**Note 4: Standard Zoning By-law Amendment**

A Standard Zoning By-law Amendment may include, but is not limited, to the following:

- Change in zoning category;
- Larger commercial/industrial/residential applications;
- A major change of use to an existing building or structure;
- Requirement of technical studies (ie. storm water management, geotechnical, hydrological, environmental impact assessment, etc.)

**SCHEDULE H: BY-LAW REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES  
EFFECTIVE 2019**

TYPE OF REVENUE/USER	Unit/Descr	2018 RATE (NO TAX)	2019 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
<b>Dog Tags</b>	Per Tag	\$25.00	<b>\$25.00</b>	\$0.00	\$25.00	0%	E	Maximum of 3 dogs
<b>Fence Viewer's Application</b>	Per Application	\$300.00	<b>\$300.00</b>	\$0.00	\$300.00	0%	E	
<b>Filming Permit Fee</b>	Flat Fee	\$0.00	<b>\$500.00</b>	\$0.00	\$500.00	100%	E	Filming of special events on Township lands/roads.
<b>Kennel Licence</b>	Per Licence	\$183.00	<b>\$187.00</b>	\$0.00	\$187.00	2%	E	More than 3 dogs
<b>Liquor License Letter</b>	Per Inspection	\$156.00	<b>\$156.00</b>	\$0.00	\$156.00	0%	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.
<b>Lottery Licence</b>	3% of prize value	3% of prize value	<b>3% of prize value</b>	\$0.00	3% of prize value	0%	E	Fee regulated by AGCO (Nevada, Raffle, Bazaar, etc.).
<b>Municipal Addressing Signs</b>	Flat Fee	\$40.00	<b>N/A - see fee below</b>			-100%	T	To cover the costs of the sign and post.
<b>Municipal Addressing Sign</b>	Flat Fee	N/A	<b>\$20.00</b>	\$2.60	\$22.60	100%	T	
<b>Municipal Addressing Post</b>	Flat Fee	N/A	<b>\$20.00</b>	\$2.60	\$22.60	100%	T	
<b>Septic Compliance Letter</b>	Flat Fee	\$75.00	<b>\$75.00</b>	\$0.00	\$75.00	0%	E	Fee charged is consistent for all Township departments.
<b>Sign Permits</b>	Flat Fee	\$100.00	<b>\$100.00</b>	\$0.00	\$100.00	0%	E	Without building permit.
<b>Site Alteration Permit Application *</b>	Administration fee	\$1,800 plus \$75 per hectare (rounded to the greater whole aggregate).	<b>\$1,800 plus \$75 per hectare (rounded to the greater whole aggregate).</b>	\$0.00	\$1,800 plus \$75 per hectare (rounded to the greater whole aggregate).	0%	E	
<b>Site Alteration Permit Service Fee</b>	Per m <sup>3</sup>	\$0.06	<b>\$0.06</b>	\$0.00	\$0.06	0%	E	Paid at time of application.
<b>Special Occasion Permit</b>	Per Letter	\$75.00	<b>\$75.00</b>	\$0.00	\$75.00	0%	E	
<b>Swimming Pool Enclosure Permit</b>	Flat Fee	\$210.00	<b>\$215.00</b>	\$0.00	\$215.00	2%	E	

\* the fees denoted with an asterisk are also subject to the Township's disbursements and third party consultant fees incurred for the processing of the application.

**SCHEDULE I: PARKS REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES  
EFFECTIVE 2019**

TYPE OF REVENUE/USER	Unit/Descr	2018 RATE (NO TAX)	2019 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
<b>Ball Diamonds - No Lights</b>	Per Hour	\$20.40	<b>\$20.85</b>	\$2.71	\$23.56	2%	T	
<b>75% Reduced Rate - Ball Diamonds - No Lights</b>	Per Hour	\$5.10	<b>\$5.20</b>	\$0.68	\$5.88	2%	T	
<b>Ball Diamonds - Lights</b>	Per Hour	\$30.60	<b>\$31.25</b>	\$4.06	\$35.32	2%	T	after 8:30 p.m.
<b>75% Reduced Rate - Ball Diamonds - Lights</b>	Per Hour	\$7.65	<b>\$7.80</b>	\$1.01	\$8.82	2%	T	after 8:30 p.m.
<b>All Ball Diamonds</b>	Per Day	\$153.00	<b>\$156.35</b>	\$20.32	\$176.67	2%	T	
<b>75% Reduced Rate - All Ball Diamonds</b>	Per Day	\$38.25	<b>\$39.10</b>	\$5.08	\$44.18	2%	T	
<b>Ball Diamonds - Dragging</b>	Per Occurrence	\$40.00	<b>\$40.00</b>	\$5.20	\$45.20	0%	T	Upon request and approval - June 15, 2016 Special Council Meeting.
<b>Soccer Field</b>	Per Hour	\$26.00	<b>\$26.55</b>	\$3.45	\$30.00	2%	T	Development of a fee - Report FIN-2017-012
<b>75% Reduced Rate - Soccer Field</b>	Per Hour	\$6.50	<b>\$6.65</b>	\$0.86	\$7.51	2%		
<b>Soccer Field</b>	Per Day	\$264.00	<b>\$269.80</b>	\$35.07	\$304.87	2%	T	Development of a fee - Report FIN-2017-012
<b>75% Reduced Rate - Soccer Field</b>	Per Day	\$66.00	<b>\$67.45</b>	\$8.77	\$76.22	2%		
<b>Ball Diamond Advertising</b>	Per Season	\$175.00	<b>\$175.00</b>	\$22.75	\$197.75	0%	T	Available from May to October
<b>75% Reduced Rate - Ball Diamond Advertising</b>	Per Season	\$43.75	<b>\$43.75</b>	\$5.69	\$49.44	0%	T	
<b>Horse Paddock</b>	Per Day	\$200.00	<b>\$200.00</b>	\$26.00	\$226.00	0%	T	Rental restricted to horse paddock and tractor pull area.
<b>75% Reduced Rate - Horse Paddock</b>	Per Day	\$50.00	<b>\$50.00</b>	\$6.50	\$56.50	0%	T	
<b>Picnic Shelter</b>	Per Hour	\$20.00	<b>\$20.00</b>	\$2.60	\$22.60	0%	T	
<b>Picnic Shelter</b>	Per Day	\$80.00	<b>\$80.00</b>	\$10.40	\$90.40	0%	T	
<b>Sports Facility User Fees - Tennis</b>	Per Resident	\$10.00	<b>\$10.00</b>	\$0.00	\$10.00	0%	E	Staff to bring forward a use/cost sharing agreement with the Puslinch Tennis Club in 2019.
<b>Sports Facility User Fees - Tennis</b>	Per Non-Resident	\$25.00	<b>\$25.00</b>	\$0.00	\$25.00	0%	E	Staff to bring forward a use/cost sharing agreement with the Puslinch Tennis Club in 2019.
<b>Fireworks Security Deposit</b>	Per Display	\$500.00	<b>\$500.00</b>	\$0.00	\$500.00	0%	E	Clean up of Township lands after fireworks display.
<b>Baseball Equipment and Lights Security Deposit</b>	Per Season	\$50.00	<b>\$50.00</b>	\$0.00	\$50.00	0%	E	Lights key provided to ball diamond rentals with light use. Equipment key provided to leagues with a minimum of an eight week rental commitment.
<b>Picnic Shelter Washroom Key Security Deposit</b>	Per Rental	\$50.00	<b>\$50.00</b>	\$0.00	\$50.00	0%	E	
<b>Horse Paddock Security Deposit</b>	Per Rental	\$300.00	<b>\$300.00</b>	\$0.00	\$300.00	0%	E	
<b>Note 1:</b> Booking availability of Township fields are dependent on field conditions.								



**SCHEDULE J: OPTIMIST RECREATION CENTRE REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES  
EFFECTIVE 2019**

TYPE OF REVENUE/USER	Unit/Descr	2018 RATE (NO TAX)	2019 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
<b>Arena Floor</b>	Per Hour	\$66.00	<b>\$67.45</b>	\$8.77	\$76.22	2%	T	Includes use of change rooms
<b>75% Reduced Rate - Arena Floor</b>	Per Hour	\$16.50	<b>\$16.85</b>	\$2.19	\$19.04	2%	T	
<b>Ice - Non - Prime</b>	Per Hour	\$55.00	<b>\$56.20</b>	\$7.31	\$63.51	2%	T	
<b>75% Reduced Rate - Ice - Non-Prime</b>	Per Hour	\$13.75	<b>\$14.05</b>	\$1.83	\$15.88	2%	T	
<b>Ice - Prime</b>	Per Hour	\$158.00	<b>\$161.50</b>	\$20.99	\$182.49	2%	T	
<b>Gymnasium</b>	Per Hour	\$30.00	<b>\$30.65</b>	\$3.98	\$34.63	2%	T	
<b>75% Reduced Rate - Gymnasium</b>	Per Hour	\$7.50	<b>\$7.65</b>	\$0.99	\$8.65	2%	T	
<b>90% Reduced Rate - Gymnasium</b>	Per Hour	\$3.00	<b>\$3.05</b>	\$0.40	\$3.44	2%	T	Applicable for Seniors' Events/Programs, Whistle Stop Co-operative Pre-school and Guelph Community Health Centre (Playgroup).
<b>Rink Board Advertising</b>	Per Year	\$350.00	<b>\$350.00</b>	\$45.50	\$395.50	0%	T	
<b>75% Reduced Rate - Rink Board Advertising</b>	Per Year	\$87.50	<b>\$87.50</b>	\$11.38	\$98.88	0%	T	

**Note 1:**

- Ice - Non-Prime: Weekdays from 9:00 am to 5:00 pm
- Ice - Prime: Weekdays from 5:00 pm to 10:00 pm, Saturdays, Sundays

**SCHEDULE K: PUSLINCH COMMUNITY CENTRE REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES  
EFFECTIVE 2019**

TYPE OF REVENUE/USER	Unit/Descr	2018 RATE (NO TAX)	2019 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
<b>Meeting Room</b>	Per Hour	\$25.50	<b>\$26.05</b>	\$3.39	\$29.44	2%	T	
<b>75% Reduced Rate - Meeting Room</b>	Per Hour	\$6.38	<b>\$6.50</b>	\$0.85	\$7.35	2%	T	
<b>90% Reduced Rate - Meeting Room</b>	Per Hour	\$2.55	<b>\$2.60</b>	\$0.34	\$2.93	2%	T	Applicable for Seniors' Events/Programs, Whistle Stop Co-operative Pre-school and Guelph Community Health Centre (Playgroup).
<b>Hall - Non-Prime</b>	Per Hour	\$54.75	<b>\$55.95</b>	\$7.27	\$63.23	2%	T	Minimum of a 3 hour booking required.
<b>75% Reduced Rate - Hall - Non-Prime</b>	Per Hour	\$13.69	<b>\$14.00</b>	\$1.82	\$15.82	2%	T	Minimum of a 3 hour booking required.
<b>90% Reduced Rate - Hall - Non-Prime</b>	Per Hour	\$5.48	<b>\$5.60</b>	\$0.73	\$6.32	2%	T	Minimum of a 3 hour booking required. Applicable for Seniors' Events/Programs, Whistle Stop Co-operative Pre-school and Guelph Community Health Centre (Playgroup).
<b>Hall - Non-Prime</b>	Full Day Rental	\$372.00	<b>\$380.20</b>	\$49.43	\$429.63	2%	T	
<b>75% Reduced Rate - Hall - Non-Prime</b>	Full Day Rental	\$93.00	<b>\$95.05</b>	\$12.36	\$107.41	2%	T	
<b>90% Reduced Rate - Hall - Non-Prime</b>	Full Day Rental	\$37.20	<b>\$38.00</b>	\$4.94	\$42.94	2%	T	Applicable for Seniors' Events/Programs, Whistle Stop Co-operative Pre-school and Guelph Community Health Centre (Playgroup).
<b>Hall - Prime</b>	Full Day Rental	\$488.00	<b>\$498.75</b>	\$64.84	\$563.58	2%	T	
<b>Hall - Commercial Rentals</b>	Full Day Rental	\$765.00	<b>\$781.85</b>	\$101.64	\$883.49	2%	T	Example - Auctions, Sale of Merchandise, Includes Meeting Room.
<b>Hall - Set-up Fee</b>	Per Hour	\$54.75	<b>\$55.95</b>	\$7.27	\$63.23	2%	T	Set-up is after 5:00 p.m. on Friday only and must include a Saturday rental. This service is only available if the hall is not booked 7 days prior to the event date.
<b>Use of Kitchen Facilities - Non Prime</b>	Per Hour	\$26.75	<b>\$27.35</b>	\$3.56	\$30.90	2%	T	Minimum of a 3 hour booking required.
<b>Licensed Events Using Patio</b>	Flat Rate	\$56.00	<b>\$57.25</b>	\$7.44	\$64.69	2%	T	Patio Fencing
<b>Microphone</b>	Flat Rate	\$0.00	<b>\$25.00</b>	\$3.25	\$28.25	100%	T	See Report FIN-2018-030
<b>Projector</b>	Flat Rate	\$25.00	<b>\$25.00</b>	\$3.25	\$28.25	0%	T	See Report FIN-2016-029
<b>Facility Rental Security Deposit</b>	Per Booking	\$365.00	<b>\$365.00</b>	\$0.00	\$365.00	0%	E	Deposit is fully refundable after function if there are no damages and key is returned.
<b>Bartenders</b>	Per Bartender	\$127.20	<b>\$130.00</b>	\$16.90	\$146.90	2%	T	Smart Serve Certified
<b>Electronic Sign Advertising</b>	Per Week	\$32.64	<b>\$33.35</b>	\$4.34	\$37.68	2%	T	No charge for Puslinch Community Centre rentals.
<b>75% Reduced Rate - Electronic Sign Advertising</b>	Per Week	\$8.16	<b>\$8.35</b>	\$1.09	\$9.43	2%	T	
<b>90% Reduced Rate - Electronic Sign Advertising</b>	Per Week	\$3.26	<b>\$3.33</b>	\$0.43	\$3.77	2%	T	Applicable for Seniors' Events/Programs, Whistle Stop Co-operative Pre-school and Guelph Community Health Centre (Playgroup).

**Note 1:** Hall rentals include the use of the kitchen facility (dishes, silverware, cooking utensils, dishwasher, coffee maker, etc. included)

**Note 2:** Hall - Non-Prime: Monday to Thursday and Sunday Rentals; Hall - Prime: Friday and Saturday