



The Corporation of the Township Of Puslinch
Recreation Committee Meeting
Virtual Meeting by Electronic Participation
Tuesday, August 18, 2020
7:00pm

Register in advance for this webinar:

https://us02web.zoom.us/webinar/register/WN_1jC84UdISgqKEbBJo_NFpw

After registering, you will receive a confirmation email containing information about joining the webinar.

Or join by phone:

+1 778 907 2071

or +1 438 809 7799

or +1 587 328 1099

or +1 613 209 3054

or +1 647 374 4685

or +1 647 558 0588

Webinar ID: 816 0995 9149

Passcode: 559584

International numbers available: <https://us02web.zoom.us/j/kdlrKr11Vw>

Agenda

≠ Denotes resolution prepared

1. Call the Meeting to Order
2. Roll Call
3. Opening Remarks
 1. Committee Secretary Claire Collinson will provide an overview of the electronic meeting protocol.
 2. Committee Secretary Claire Collinson will provide an explanation of procedural updates to the agenda format.
4. Disclosure of Pecuniary Interest
5. Approval of Minutes ≠
 1. February 11, 2020
6. Business Arising out of the Minutes



The Corporation of the Township Of Puslinch
Recreation Committee Meeting
Virtual Meeting by Electronic Participation
Tuesday, August 18, 2020
7:00pm

1. Quarterly staff report to Council ≠
2. Items for inclusion on next staff report to Council ≠

7. Consent Agenda

1. 2021 proposed user fees
2. Revenue and expense information

8. Correspondence

1. Tennis Club
 - i. Tennis Club Proposed Cost Sharing Agreement
 - ii. Letter prepared by the Bill Sims, Puslinch Tennis Club Treasurer
 - iii. Correspondence prepared on behalf of Township Council
 - iv. Puslinch Recreation & Parks Master Plan (Section 7.10 Hard Surface Courts (Tennis, Basketball) pg. 71-72 (full document available at https://www.puslinch.ca/en/our-government/resources/Recreation_and_Parks_Master_Plan_-_Final_May_2015.pdf)
 - v. Discussion regarding the Community needs relating to the Tennis Court - Bill Sims, Marianne Kirk, and Teresa Adams on behalf of the Tennis Club ≠

9. Committee Reports

1. Update and discussion on the soccer fields – Bruce Joy
2. Google reviews and responses for Township facilities – Daina Makinson

10. Adjournment

11. Next meeting: November 17, 2020



Township of Puslinch Remote Meeting Protocol

1. The zoom webinar will be open 15 minutes prior to the start time listed in the agenda. This will allow members the ability to establish their connection in advance and to sort out any connectivity issues. **Please be aware that the public can view the meeting during this time even though it is not recorded.**
2. Committee members will participate via video and audio (where connectivity permits). The host will participate via audio only.
3. The recording will not start until the time set out in the agenda or until members are all present. Conversation should be limited until the meeting is called to order.
4. All participants are asked to keep their microphones muted unless they are speaking.
5. If internet connectivity is not working for a participant, the participant is asked to turn off the video and remain on audio call only.
6. The Chair will take Roll Call immediately after the meeting has been called to order. Each member's name is called and they will respond by saying 'here' if they are in attendance. This will be recorded as normal in the meeting minutes.
7. Each motion will be read and after it is read the Chair will ask for a mover and then for a seconder. This will not be established prior to the meeting to ensure transparency.
8. The Secretary will record the mover and seconder for each motion and capture this in the meeting minutes.
9. The Chair will establish an order of speaking for the meeting. The established order will be consistent with the order in which members will vote.
10. Votes will be by verbal consent only and will be taken in the established order by the Chair.
11. Pecuniary Interest Declarations should be submitted in writing prior to the meeting wherever possible.
12. When the meeting is adjourned, the recording will be stopped and participants will disconnect and refrain from conversation.



Puslinch Recreation Committee
February 11, 2020
7:00pm
Fire Hall Training Room, Puslinch

MINUTES

MEMBERS PRESENT

Vince Klimkosz (Chair)

Bruce Joy (Vice Chair)

Jessica Goyda

Daina Makinson

June Williams

TOWNSHIP STAFF PRESENT

Claire Collinson, Legislative Assistant

Sara Bailey, Councillor

1. CALL TO ORDER

Vince Klimkosz (Chair) called the meeting to order at 6:59pm

2. DISCLOSURE OF PECUNIARY INTEREST

None

3. APPROVAL OF MINUTES

September 24, 2019 and November 19 Recreation Committee Minutes

Approved by June Williams, seconded by Bruce Joy.

4. DELEGATION/PRESENTATIONS

None

5. REGULAR BUSINESS

1. Update on the volunteer recognition wall – June/Claire

- Champion's Choice can make leaves for us, \$25 for the design and \$15 per leaf. Janice MacDonald is going to paint the mural as a donation to the Township. Township will provide supplies. Fleet Image can comment on the canvas that would work best. A staff report to Council will be required. Staff to write report in time for the April Council Meeting.



6. Update on the drinking water source at the ORC – June
 - Recommend that Council direct staff to report on the feasibility of installing a source of drinking water for the rink, the gymnasium, and the sports field in the form of a water fountain and bottle filling station.
 - i. June Williams motioning the recommendation
 - ii. Bruce Joy seconded the motion
 - iii. All in favour
7. Securing the freezer room at the PCC – June
 - Possibility of having a lock on one of the rooms at the PCC so that certain kitchen items can be accessible only by key to certain renters. Staff are implementing a new checklist for renters at the PCC that will hopefully solve theft concerns and therefore eliminate the need for a locked storage area.
8. Advertising opportunities for the PCC – June
 - Wellington Weddings – can we add Puslinch to the list for 2021? Claire to work with the Advertiser on the details.
9. Update on the soccer fields – Bruce
 - Two phases, phase one to break ground by May 2020. For more details see Staff Report REC-2019-003.
10. Public access to Puslinch Lake – Bruce
 - Committee generally in favour of public access to the lake. Bruce would like to propose that we do something to grant access. Not fair that the Township is contributing money for dredging when it's not public. Staff to comment on feasibility at next Committee meeting.
11. Update on PD Day Open Gym – Jessica/Claire
 - Rec Committee would like to offer open gym on PD Days for all time slots not currently booked by a renter. Staff to take a report to Council for approval.
12. Mandate and role of the Committee – Jessica
 - Reviewed Terms of Reference and Mission Statement.
13. Item for next meeting
 - Can we send out an automatic response for renters asking them to leave a Google review? Can the Township claim ownership of our properties on Google so that we can respond to reviews?

14. CLOSED MEETING

None



Puslinch Recreation Committee
February 11, 2020
7:00pm
Fire Hall Training Room, Puslinch

15.ADJOURNMENT

Motioned by Bruce Joy, seconded by June Williams. Meeting adjourned at 8:47pm

Next meeting May 19, 2020



REPORT FIN-2020-034

TO: Mayor and Members of Council

FROM: Mary Hasan, Director of Finance/Treasurer

MEETING DATE: August 12, 2020

SUBJECT: 2021 Proposed User Fees and Charges
File No. C01 FEE

RECOMMENDATIONS

THAT Report FIN-2020-034 regarding the 2021 Proposed User Fees and Charges be received; and

That staff report back on the non-resident rental surcharge applicable for Puslinch Community Centre rentals and its impact on revenues as part of the 2022 User Fees and Charges review; and

That Council directs staff to proceed with holding an Electronic Public Meeting on September 16, 2020 at 7:00 p.m. to obtain public input on the proposed User Fees and Charges By-law as outlined in Schedule A to Report FIN-2020-034; and

That staff report back to Council with the results of the public meeting.

DISCUSSION

Purpose

The purpose of this report is to provide Council with the proposed changes to the User Fees and Charges By-law and to obtain direction from Council to proceed with holding a public meeting to solicit input on the proposed User Fees and Charges.

Staff will publish notice in the Puslinch Pioneer, Wellington Advertiser and Township website to advise of the Public Meeting.

Background

In addition to property tax revenues, municipalities may charge for goods and services, such as recreational rentals, development applications, building permits, etc. through authority which is set and approved by a By-law adopted by Council.

Changes to Fee Structure

The proposed fees outlined in Schedule A to Report FIN-2020-034 have been established or amended to better reflect cost recovery for the services provided taking into consideration the following:

- Costs for providing the service;
- fees charged by comparator municipalities; and
- 2021 projected Consumer Price Index (CPI) inflation rate of 1.7%¹

Outlined below are the proposed changes to the fees by department (excluding those fees that have been automatically increased by the CPI inflation rate of 1.7%).

Administration

Routine Disclosure

It is recommended that a fee be established in the amount of \$7.50 per routine disclosure request. The \$7.50 fee includes the first 15 minutes of search time and an additional \$7.50 charged for each additional 15 minutes spent by Township staff to search for such records (ie. building drawings, septic drawings, surveys, occupancy permits, Committee of Adjustment or PDAC records, environmental records, site plan records, and Council records that are not available in a digital format, etc.). The purpose of the proposed fee is to recover the costs associated with this service in lieu of addressing routine disclosures through a Freedom of Information (FOI) process.

Outlined below are the comparator municipality fees:

- Cambridge, Guelph Eramosa, Hamilton, Mapleton, Milton - \$5.00 per request plus \$7.50 per 15 minutes of search time and other costs as permitted in the FOI legislation.
- Centre Wellington and Erin - \$5.00 per request processed through an FOI request.
- Guelph - \$25.00 plus additional fees depending on search time.

¹ <http://budget.ontario.ca/2019/brief.html#section-1>

Third Party Cost Recovery - Administration

It is recommended that a fee be established as “actual costs incurred + \$100.00 administration fee” to enable the Township to retain specialists (ie. engineers, hydrogeological, environmental, etc.) to review the necessary materials and then invoice the actual costs incurred plus an administration fee of \$100.00. The purpose of the proposed fee is to recover the costs associated with this service. The fee recommended is similar to the fee in place in the Public Works department for similar matters.

Public Works

It is recommended that the Township incorporate the following two additional categories for entrance permit application fees for cost recovery purposes and based on the varying requirements for the various types of entrance permits (in accordance with By-law No. 2020-032):

- Entrance Permit – Farm - \$220
- Entrance Permit – Temporary - \$150

Outlined below are the comparator municipality fees for entrance permits:

- Centre Wellington - \$276.85
- Erin - \$100 + \$900 deposit
- Guelph Eramosa – Residential - \$150 + \$850 deposit; Commercial/Industrial - \$250 + \$1,750 deposit
- Mapleton - \$325 + \$1,000 deposit
- Milton - \$816
- Minto - \$150 + \$2,000 deposit
- Wellington North - \$100 + damage deposit that varies based on entrance type

Fire and Rescue Services*Standard Ministry of Transportation (MTO) Rate*

The Standard MTO rate has increased from \$477 to \$485 in 2020. It is recommended that the Fire & Rescue Services fees in Schedule A to this Report which are based on a per hour per truck rate be increased from \$477 per hour per truck to \$485 per hour per truck. The projected MTO rate for Fire and Rescue Services is not currently published for 2021. In the past, the Township has utilized the previous year's rate.

Building

The Building Code Act requires that the total amount of building permit fees meets the total costs for the municipality to administer and enforce the Building Code Act and Regulations. Building permit fees were established to fully recover the Township's cost of providing building permit services, including an allocation of administrative overhead/indirect costs. Any surplus revenue from building permit fees is transferred to a restricted reserve, to be drawn upon in years of declining building activity.

The Township's Building Surplus reserve balance from 2016 to 2019 is outlined below:

| | 2016 | 2017 | 2018 | 2019 |
|------------------|-----------|-----------|-----------|-----------|
| Building Reserve | \$573,096 | \$793,502 | \$727,299 | \$593,667 |

In 2019, Building expenses were higher than revenues (including overhead allocation), therefore, funds from the Building Surplus reserve were utilized to fund this deficit. Based on the above, it is recommended that the fees in the Building department appendices be increased by the CPI inflation rate of 1.7% for cost recovery purposes.

Third Party Cost Recovery - Building

It is recommended that a fee be established as "actual costs incurred + \$100.00 administration fee" to enable the Township to retain specialists (ie. engineers, hydrogeological, environmental, etc.) to review the necessary materials and then invoice the actual costs incurred plus an administration fee of \$100.00. The purpose of the proposed fee is to recover the costs associated with this service. The fee recommended is similar to the fee in place in the Public Works department for similar matters.

Planning and Development

Compliance Letter

Township staff recommend that a two tier fee structure be established for compliance letter requests in order to recover the costs associated with the service. The purpose of a two tier fee structure is to differentiate between the types of compliance letter requests as outlined below:

Compliance Letter – Type 1 - \$77.80

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

Compliance Letter – Type 2 (Type 1 fee plus 50%) - \$116.70

- 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.

Outlined below are the comparator municipality fees for compliance letters:

- Cambridge - \$200
- Centre Wellington - \$250
- Erin - \$75
- Guelph - \$100 (permitted use letter) and \$50 (zoning, building and/or general reports)
- Guelph Eramosa - \$100
- Mapleton - \$100 (building/zoning), \$75 (septic), \$220 (subdivision or site plan)
- Milton - \$61 (licensing/enforcement), \$379 (engineering)
- Wellington North - \$100

Third Party Cost Recovery – Planning and Development

It is recommended that a fee be established as “actual costs incurred + \$100.00 administration fee” to enable the Township to retain specialists (ie. engineers, hydrogeological, environmental, etc.) to review the necessary materials and then invoice the actual costs incurred plus an administration fee of \$100.00. The purpose of the proposed fee is to recover the costs associated with this service. The fee recommended is similar to the fee in place in the Public Works department for similar matters.

By-law

Municipal Addressing Sign/Post

The Township recently received notice from Wellington County that the sign posts are no longer available at the Wellington County roads yard. Each member municipality is now required to order their own posts from a supplier.

It is recommended that the Township increase each of its Municipal Addressing Sign and Municipal Addressing Post costs from \$20.40 (net of HST) to \$21 (net of HST) in order to recover the costs associated with the service.

Outlined below are the comparator municipality fees for Municipal Addressing Sign/Posts:

- Guelph Eramosa - \$35 (Sign); \$15 (Post)
- Mapleton - \$25 (Sign); \$25 (Post)
- Wellington North - \$25 (Sign); \$20 (Post)

Third Party Cost Recovery – By-law

It is recommended that a fee be established as “actual costs incurred + \$100.00 administration fee” to enable the Township to retain specialists (ie. engineers, hydrogeological, environmental, etc.) to review the necessary materials and then invoice the actual costs incurred plus an administration fee of \$100.00. The purpose of the proposed fee is to recover the costs associated with this service. The fee recommended is similar to the fee in place in the Public Works department for similar matters.

Puslinch Community Centre – Non-Resident Rentals

Council at its meeting held on October 16, 2019 through Council Resolution No. 2019-355 adopted the non-resident surcharge for Puslinch Community Centre rentals for a period of 12 months with staff being required to report back on the impacts of the new fee structure on revenues.

Due to the COVID-19 pandemic, the Township has had to issue several facility rental refunds/rebooking's due to the closure of the Township's facilities. It is recommended that staff report back on the impacts of the non-resident surcharge for the Puslinch Community Centre rentals as part of its 2022 User Fees and Charges By-law review.

FINANCIAL IMPLICATIONS

The fees approved as part of the User Fees and Charges By-law will be incorporated in the 2021 Operating Budget.

APPLICABLE LEGISLATION AND REQUIREMENTS

Section 391(1) of the Municipal Act

Section 7(1) of the Building Code Act

Section 69 of the Planning Act

ATTACHMENTS

Schedule A: Proposed User Fees and Charges By-law

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NO XXX-2020

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 069-2019.

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 inflation rate as outlined in the Ontario Budget in accordance with Council Resolution No. 2019-298.
3. Any person requesting, applying or utilizing the services, applications or approvals listed in the attached schedules and forming part of this By-law shall pay the fees listed for that service, application or approval as set out in the attached schedules.
4. These fees, **costs**, and charges are applicable to residents and non-residents at the rates noted unless there is a specified exemption in the attached schedules.
5. No request by any person for a service, application or approval listed in the attached schedules shall be acknowledged or performed by the **Township** unless and until the person requesting the service, application or approval has paid the fees, **costs** or charges as set out in the attached schedules, unless noted otherwise.
6. All **Township** accounts and invoices are due and payable when rendered.
7. All unpaid fees, **costs** or charges imposed by this By-law on a person constitute a debt of the person to the **Township**.
8. The Treasurer shall add the fees, **costs** and charges imposed pursuant to this By-law to the tax roll for any **property** in the **Township** for which all of the **property owners** are responsible for paying the fees, **costs** and charges under this By-law and collect them in the same manner as municipal taxes in accordance with Section 398 of the Municipal Act, 2001, S.O. 2001, c. 25 as amended.
9. If peer or legal review **costs** are incurred by the **Township** in the processing of an application or approval by the **Township**, the applicant is required to pay these **costs** to the **Township**. The following are the applications or approvals subject to peer or legal review **costs**:
 - a. Agreements – Major, Minor, Registered
 - b. Lifting of Holding Designation (Zoning)
 - c. Plan of Subdivision or Condominium Agreement or Pre-Servicing Agreement
 - d. Site Alteration
 - e. Zoning By-Law Amendment - Aggregate
10. The **Township** is not obligated to further process an application or approval until all outstanding third party **costs**, fees and other disbursements have been paid by the applicant.
11. The fees, **costs** and charges listed in the schedules to this By-law shall, where applicable, be subject to any applicable provincial and federal taxes.
12. Any fee, **cost** or charge:
 - a. authorized by a by-law that comes into effect on the same or a later date than this By-law; or
 - b. included in a valid agreement entered into by the **Township** and one or more other parties,

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

| Schedule | Department |
|----------|----------------|
| A | Administration |

| | |
|---|----------------------------|
| B | Finance |
| C | Public Works |
| D | Fire and Rescue Services |
| E | Building |
| F | Planning and Development |
| G | By-law |
| H | Parks |
| I | Optimist Recreation Centre |
| J | Puslinch Community Centre |

15. The fees, **costs** and charges, as outlined in the schedules attached hereto and forming part of this By-law, shall be implemented and take effect on January 1, 2021.

Fire Department Specific Response Fees

16. The **property owner** shall be responsible for the payment of **fire department specific response fees** imposed by this By-law in accordance with Schedule D attached to this By-law.
17. The **Township** may use **Indemnification Technology®** to assess applicable insurance coverage for **fire department specific response fees**.
18. Where the **Township** believes and/or **Indemnification Technology®** indicates **fire department specific response fees** are applicable but the **property owner** does not have, in part or in full, insurance coverage for **fire department** charges for the **property**, the **Township** may adjust the **fire department specific response fees** to the extent of insurance coverage upon provision by the **property owner** of evidence, to the satisfaction of the **Township**, that no such insurance coverage exists or to demonstrate the limits of such coverage.

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

19. A refund of 80 percent will be provided where 30 days’ notice of cancellation is given for Puslinch Community Centre rentals.
20. A full refund will be provided where 72 hours or 3 days’ notice of cancellation is given for Parks and Optimist Recreation Centre rentals.

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

21. One-Time Rentals - Payment is required within seven days of contract creation.
22. 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.
23. 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

24. Government organizations are exempt from the agreement fees imposed by this By-law.
25. The Optimist Club of Puslinch is exempt from the photocopy fees imposed by this By-law for **Township** Clean-up and Remembrance Day.
26. The following events are exempt from the rental fees imposed by this By-law:
- a. Fall Fair
 - b. Santa Claus Parade
 - c. Canada Day

- d. Family Day
- e. Remembrance Day

27. The Winter Classic Tournament held during the Family Day Long Weekend is exempt from the payment of rental fees with the exception of part-time staffing **costs** including bartenders.

28. The following requests are not eligible for a fee reduction or waiver:

- a. Religious services
- b. Licences, development charges, cash in lieu of parkland, building permits, inspections, insurance, personnel costs

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

30. Usage of **Township** property must comply with the **Township's** requirements including necessary insurance, permits and approvals within the required timelines.

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

32. A 75% reduced rate shall apply to organizations that meet the eligibility criteria.

33. A 90% reduced rate shall apply to Seniors' Events or Programs.

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

Reduced Rate Eligibility Criteria

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

- a. Be in existence for at least one year; and
- b. have its principal address in the **Township**; and
- c. be a not-for-profit organization or an unincorporated community group; and
- d. offer services that benefit the **Township** and its residents; and
- e. be in good financial standing with the **Township** and not in litigation with the **Township**; and
- f. be in compliance with any other **Township** by-laws and policies.

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

36. For the purposes of this By-law, services that benefit the **Township** and its residents include:

- a. Charitable community services
- b. Artistic endeavours, including literature, dance, music, theatre, painting, sculpture, movies, photography and live performances
- c. Specific cultural and heritage activities
- d. Programs that improve the health and well-being of the community
- e. Programs that encourage participation in organized athletic activities
- f. Services or events directed for youth and older adults
- g. Public safety enhancement services

37. The following organizations are not eligible for a reduced rate:

- a. Adult sports organizations ie. Old Timers, Puslinch Kodiak's, Morriston Men's League, The Aberfoyle Dukes.

- b. County, Provincial and Federal organizations.
- c. Groups or organizations affiliated with any political party or event.
- d. Individuals, commercial organizations, and coalitions such as ratepayer associations.
- e. Hospitals, hospital foundations and hospital auxiliary groups or agencies.
- f. Educational institutions including universities, colleges, schools and associated auxiliary groups.

38. The following information will be required to review an organization's eligibility:

- a. A copy of the letters patent or articles of incorporation, if applicable.
- b. A copy of its Notification of Charitable Registration letter from the Canada Revenue Agency with any supporting documentation indicating the organization's status and terms of registration, if applicable.
- c. A copy of mandate, constitution and by-laws, as applicable.

39. 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.

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

41. That By-law No. 069/19 is hereby repealed, effective January 1, 2021.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 7th DAY OF OCTOBER 2020.

James Seeley, Mayor

Glenn Schwendinger, CAO/Clerk

**SCHEDULE A: ADMINISTRATION REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES
EFFECTIVE 2021**

Schedule A to Report FIN-2020-034

[illegible]

SCHEDULE B: FINANCE REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES
EFFECTIVE 2021

Schedule A to Report FIN-2020-034

| TYPE OF REVENUE/USER | Unit/Descr | 2020 RATE (NO TAX) | 2021 RATE (NO TAX) | 13% HST | RATE INCL HST | % CHANGE | HST STATUS | COMMENTS |
|---|--------------------------|-----------------------|-----------------------|---------|------------------|----------|------------|---|
| NSF Cheque | Per NSF | \$40.00 | \$40.00 | \$0.00 | \$40.00 | 0.0% | E | |
| Photocopy | Per Page | \$0.26 | \$0.27 | \$0.04 | \$0.31 | 3.8% | T | Photocopy fees are exempt for Township Clean-up and Remembrance Day in accordance with Council Resolution No. 2017-363. |
| Tax Certificate | Per Certificate | \$60.00 | \$60.00 | \$0.00 | \$60.00 | 0.0% | E | |
| Tax Sale Charges | Actual costs incurred | | Actual costs incurred | | | 0.0% | T | Cost recovery of fees and disbursements as charged by consultants and solicitors. |
| Tender Fees | Per Package | \$40.80 | \$41.50 | \$0.00 | \$41.50 | 1.7% | E | Tender fees applicable for projects administered by the Township's consultants. |
| Service Fee - Debit Card Transactions - Online | Total Transaction Amount | 0.75 Percent | 0.75 Percent | | | 0.0% | E | In accordance with Visa and Mastercard merchant rules. |
| Service Fee - Credit Card Transactions - Online | Total Transaction Amount | 1.75 Percent | 1.75 Percent | | | 0.0% | E | In accordance with Visa and Mastercard merchant rules. |
| Tile Drainage Loan Application and Inspection Fee | Flat Fee | \$204.00 | \$207.00 | \$0.00 | \$207.00 | 1.5% | E | See Report FIN-2018-028 |

SCHEDULE C: PUBLIC WORKS REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES
EFFECTIVE 2021

| TYPE OF REVENUE/USER | Unit/Descr | 2020 RATE (NO TAX) | 2021 RATE (NO TAX) | 13% HST | RATE INCL HST | % CHANGE | HST STATUS | COMMENTS |
|---|---|-----------------------|-----------------------|------------|------------------|----------|------------|---|
| Entrance Permit - Commercial/Industrial | Flat Fee | \$400.00 | \$406.00 | \$0.00 | \$406.00 | 1.5% | E | See Report FIN-2019-027 and By-law No. 2020-032 |
| Entrance Permit - Farm | Flat Fee | See below | \$220.00 | \$0.00 | \$220.00 | 10.0% | E | See By-law No. 2020-032 |
| Entrance Permit - Field/Woodlot | Flat Fee | \$200.00 | \$203.00 | \$0.00 | \$203.00 | 1.5% | E | See Report FIN-2019-027 and By-law No. 2020-032 |
| Entrance Permit - Residential | Flat Fee | \$240.00 | \$244.00 | \$0.00 | \$244.00 | 1.7% | E | See Report FIN-2019-027 |
| Entrance Permit - Temporary | Flat Fee | N/A | \$150.00 | \$0.00 | \$150.00 | 100.0% | E | See By-law No. 2020-032 |
| Oversize-Overweight Load Permits | Per Trip | \$102.00 | \$103.00 | \$0.00 | \$103.00 | 1.0% | E | |
| Third Party Cost Recovery | Actual costs incurred + \$100.00 administration fee | | | | | | T | Material, equipment, labour/benefits, administration costs, third party consultant/specialist costs |

**SCHEDULE D: FIRE AND RESCUE SERVICES REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES
EFFECTIVE 2021**

Schedule A to Report FIN-2020-034

| TYPE OF REVENUE/USER | Unit/Descr | 2020 RATE (NO TAX) | 2021 RATE (NO TAX) | 13% HST | RATE INCL HST | % CHANGE | HST STATUS | COMMENTS |
|--|--|-----------------------|-----------------------|---------|------------------|----------|---------------|--|
| Boarding or Barricading Plus Materials | Per Hour Per Truck | \$477.00 | \$485.00 | \$0.00 | \$485.00 | 1.7% | E | Fee is in accordance with the Standard MTO Rate. |
| Burning Permit Violations or Unauthorized Open Air Burning | Per Hour Per Truck | \$477.00 | \$485.00 | \$0.00 | \$485.00 | 1.7% | E | Emergency responses to illegal burning or burning without a permit. Fee is in accordance with the Standard MTO Rate. |
| Carbon Monoxide Alarms | Per Alarm | \$19.75 | \$20.00 | \$2.60 | \$22.60 | 1.3% | T | See Report FIN-2019-027 |
| Daycare & Home Daycare Inspections | Per Inspection | \$102.00 | \$103.00 | \$13.39 | \$116.39 | 1.0% | T | As mandated in the Fire Code. |
| Emergency Responses to Incidents such as Collisions/Fires/Hazardous Material Releases on Roadways | Per Hour Per Truck | \$477.00 | \$485.00 | \$0.00 | \$485.00 | 1.7% | 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. |
| Fire Alarm False Alarm Calls | Per Hour Per Truck | \$477.00 | \$485.00 | \$0.00 | \$485.00 | 1.7% | E | A false alarm call after the second false alarm in any calendar year. Fee is in accordance with the Standard MTO Rate. |
| Fire Extinguisher Training | Per Person | \$15.30 | \$15.50 | \$2.02 | \$17.52 | 1.3% | T | |
| Fire Safety Plan Review | Per Plan | \$122.00 | \$124.00 | \$16.12 | \$140.12 | 1.6% | T | |
| Industrial/Commercial/Institutional /Assembly/Apartment | Base Inspection | \$102.00 | \$103.00 | \$13.39 | \$116.39 | 1.0% | 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 | \$25.50 | \$25.90 | \$3.37 | \$29.27 | 1.6% | T | Any inspections completed by the fire department that are new, complaint driven, requested or mandated. |
| Information or Fire Reports | Per Report | \$76.50 | \$77.80 | \$0.00 | \$77.80 | 1.7% | E | Requested for emergency incidents. |
| Key Boxes | Per Box | \$102.00 | \$103.00 | \$13.39 | \$116.39 | 1.0% | T | For rapid entry for firefighters. |
| Occupancy Load | Flat Fee | \$102.00 | \$103.00 | \$0.00 | \$103.00 | 1.0% | E | |
| Open Air Burning Permit Inspection Fee | Per Inspection | \$40.80 | \$41.50 | \$5.40 | \$46.90 | 1.7% | T | As a result of a request to modify the terms and conditions of the Open Air Burning Permit. |
| Open Air Burning Permit | Per Permit | \$20.40 | \$20.70 | \$0.00 | \$20.70 | 1.5% | E | Permit must be renewed annually. |
| Post Fire Watch | Per Hour per Truck | \$477.00 | \$485.00 | \$0.00 | \$485.00 | 1.7% | E | Fee is in accordance with the Standard MTO Rate. |

SCHEDULE D: FIRE AND RESCUE SERVICES REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES
EFFECTIVE 2021

Schedule A to Report FIN-2020-034

| TYPE OF REVENUE/USER | Unit/Descr | 2020 RATE (NO TAX) | 2021 RATE (NO TAX) | 13% HST | RATE INCL HST | % CHANGE | HST STATUS | COMMENTS |
|--|-----------------------|-----------------------|-----------------------|---------|------------------|----------|---------------|---|
| Replacement of Equipment and Resources Used | Actual costs incurred | Actual costs incurred | Actual costs incurred | | | 0.0% | T | Materials used in emergency responses. |
| Fire Department Specific Response Fees | | Note 1 | Note 1 | | | 0.0% | T | FIR-2019-010 |
| Sale of Fireworks Permit | Per Permit | \$102.00 | \$103.00 | \$0.00 | \$103.00 | 1.0% | E | |
| Setting Off or Discharge of High Hazard Fireworks Permit | Per Permit | \$102.00 | \$103.00 | \$0.00 | \$103.00 | 1.0% | E | |
| Smoke Alarms | Per Alarm | \$7.30 | \$7.40 | \$0.96 | \$8.36 | 1.4% | T | See Report FIN-2019-027 |
| Water Tank Locks | Per Lock | \$18.16 | \$18.40 | \$2.39 | \$20.79 | 1.3% | 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: Fire Department Specific Response Fees

Fire department specific response fees shall be the total of:

- a. Current MTO* rate per unit per hour or portion thereof for each unit
- b. rate per person per hour or portion thereof for each firefighter
- c. other costs including but not limited to: foam, metered water, and any other consumable supplies. Air tank re-filling, cleaning equipment, DSPA or similar type units, cost to replace damaged or destroyed equipment, specialized response costs from automatic/mutual aid agreements, fire protection agreements, water bomber drops, etc

* The MTO rate per unit per hour is set by the Ministry of Transportation. This rate is adjusted periodically in accordance with the consumer price index

Such fees shall be charged and calculated on the basis of each **fire department** vehicle attending, resources consumed in attendance to the **property** incident. The time shall be measured from the time of departure of each unit from the **fire department**'s facilities to the time the unit is cleared for the next call out.

SCHEDULE E: BUILDING REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES
EFFECTIVE 2021

Schedule A to Report FIN-2020-034

| TYPE OF REVENUE/USER | Unit/Descr | 2020 RATE (NO TAX) | 2021 RATE (NO TAX) | 13% HST | RATE INCL HST | % CHANGE | HST STATUS | COMMENTS |
|--|--------------------|--------------------|--------------------|---------|---------------|----------|------------|---|
| Minimum Permit Fee | Flat Fee | \$159.00 | \$161.00 | \$0.00 | \$161.00 | 1.3% | E | For all work unless otherwise noted |
| | | | | | | | | |
| <u>NEW BUILDING, ADDITIONS, MEZZANINES</u> | | | | | | | | |
| <u>Group A & B: Assembly & Care and Detention Buildings</u> | | | | | | | | |
| Shell | Per Sq. Foot | \$2.45 | \$2.50 | \$0.00 | \$2.50 | 2.0% | E | See Report FIN-2017-024 |
| Finished | Per Sq. Foot | \$2.77 | \$2.80 | \$0.00 | \$2.80 | 1.1% | E | See Report FIN-2017-024 |
| <u>Group C: Residential Buildings</u> | | | | | | | | |
| Houses, Townhouses, and Apartments | Per Sq. Foot | \$1.97 | \$2.00 | \$0.00 | \$2.00 | 1.5% | E | |
| Manufactured Home | Per Sq. Foot | \$1.49 | \$1.50 | \$0.00 | \$1.50 | 0.7% | E | |
| Garage/carport/shed/boathouse | Per Sq. Foot | \$0.79 | \$0.80 | \$0.00 | \$0.80 | 1.3% | E | See Report FIN-2018-028 |
| Deck, porch, dock | Flat Fee | \$159.00 | \$161.00 | \$0.00 | \$161.00 | 1.3% | E | |
| <u>Group D & E: Business and Personal Service and Mercantile Buildings</u> | | | | | | | | |
| Shell | Per Sq. Foot | \$1.89 | \$1.90 | \$0.00 | \$1.90 | 0.5% | E | See Report FIN-2017-024 |
| Finished | Per Sq. Foot | \$2.20 | \$2.24 | \$0.00 | \$2.24 | 1.8% | E | See Report FIN-2017-024 |
| <u>Group F: Industrial Buildings</u> | | | | | | | | |
| Shell | Per Sq. Foot | \$0.76 | \$0.77 | \$0.00 | \$0.77 | 1.3% | E | See Report FIN-2017-024 |
| Finished | Per Sq. Foot | \$0.97 | \$0.98 | \$0.00 | \$0.98 | 1.0% | E | See Report FIN-2017-024 |
| <u>Farm Buildings</u> | | | | | | | | |
| New Building | Per Sq. Foot | \$0.31 | \$0.32 | \$0.00 | \$0.32 | 3.2% | E | See Report FIN-2017-024 |
| | | | | | | | | |
| <u>INTERIOR FINISHES AND ALTERATIONS - ALL CLASSIFICATIONS</u> | | | | | | | | |
| Finishes to all areas | Per Sq. Foot | \$0.53 | \$0.54 | \$0.00 | \$0.54 | 1.9% | E | |
| | | | | | | | | |
| <u>SEWAGE SYSTEMS</u> | | | | | | | | |
| New Installation | Flat Fee | \$636.00 | \$646.00 | \$0.00 | \$646.00 | 1.6% | E | |
| Replacement or alteration | Flat Fee | \$477.00 | \$485.00 | \$0.00 | \$485.00 | 1.7% | E | |
| | | | | | | | | |
| <u>ALTERNATIVE SOLUTIONS</u> | | | | | | | | |
| All buildings/systems within scope of Part 9 | Flat Fee | \$510.00 | \$518.00 | \$0.00 | \$518.00 | 1.6% | E | See Report FIN-2017-024 |
| All buildings/systems within scope of Part 3 | Flat Fee | \$1,020.00 | \$1,037.00 | \$0.00 | \$1,037.00 | 1.7% | E | See Report FIN-2017-024 |
| | | | | | | | | |
| <u>SPECIAL CATEGORIES AND MISCELLANEOUS</u> | | | | | | | | |
| Change of Use Permit (No Construction) | Flat Fee | \$204.00 | \$207.00 | \$0.00 | \$207.00 | 1.5% | E | See Report FIN-2017-024 |
| Construction prior to issuance of a permit | 100% of permit fee | 100% of permit fee | 100% of permit fee | | | 0.0% | E | Fee is in addition to all other required permit fees. |
| Conditional Permits | 20% of permit fee | 20% of permit fee | 20% of permit fee | | | 0.0% | E | Fee is in addition to all other required permit fees. |
| Demolition Permit | Flat Fee | \$159.00 | \$161.00 | \$0.00 | \$161.00 | 1.3% | E | |
| Designated Structure Permit | Flat Fee | \$424.00 | \$431.00 | \$0.00 | \$431.00 | 1.7% | E | Listed per Div.A, 1.3.1.1 Solar installation |

**SCHEDULE E: BUILDING REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES
EFFECTIVE 2021**

Schedule A to Report FIN-2020-034

| TYPE OF REVENUE/USER | Unit/Descr | 2020 RATE (NO TAX) | 2021 RATE (NO TAX) | 13% HST | RATE INCL HST | % CHANGE | HST STATUS | COMMENTS |
|---------------------------------------|------------|--------------------|---|---------|---------------|----------|------------|---|
| Fireplace/Woodstove | Flat Fee | \$159.00 | \$161.00 | \$0.00 | \$161.00 | 1.3% | E | |
| Inspection of works not ready | Flat Fee | \$159.00 | \$161.00 | \$0.00 | \$161.00 | 1.3% | E | At the discretion of the Chief Building Official. Includes code violations and deficiencies. |
| Occupancy Permit | Flat Fee | \$159.00 | \$161.00 | \$0.00 | \$161.00 | 1.3% | E | |
| Occupancy without an Occupancy Permit | Flat Fee | \$255.00 | \$259.00 | \$0.00 | \$259.00 | 1.6% | 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 | \$204.00 | \$207.00 | \$0.00 | \$207.00 | 1.5% | E | |
| Reproduction of Drawings | Flat Fee | \$51.00 | \$52.00 | \$6.76 | \$58.76 | 2.0% | T | Current rate covers costs for the reproduction of black and white drawings. |
| Revision to Approved Plans | Flat Fee | \$318.00 | \$323.00 | \$0.00 | \$323.00 | 1.6% | 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 | \$265.00 | \$269.00 | \$0.00 | \$269.00 | 1.5% | E | With building permit |
| Storefront replacement | Flat Fee | \$204.00 | \$207.00 | \$0.00 | \$207.00 | 1.5% | E | |
| Tents | Flat Fee | \$213.00 | \$216.00 | \$0.00 | \$216.00 | 1.4% | E | Tents and air-supported structures shall be in conformance with the Building Code and Section 2.9 of the Fire Code. Report FIN-2019-031 |
| Third Party Cost Recovery | | N/A | Actual costs incurred + \$100.00 administration fee | | | 100.0% | T | Third party consultant/specialist costs - See Report FIN-2020-034 |
| Transfer of Permit | Flat Fee | \$159.00 | \$161.00 | \$0.00 | \$161.00 | 1.3% | 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 F: PLANNING AND DEVELOPMENT REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES
EFFECTIVE 2021**

Schedule A to Report FIN-2020-034

| TYPE OF REVENUE/USER | Unit/Dscr | 2020 RATE (NO TAX) | 2021 RATE (NO TAX) | 13% HST | RATE INCL HST | % CHANGE | HST STATUS | COMMENTS |
|--|--------------------|-----------------------|---|---------|------------------|----------|---------------|--|
| Agreements - Minor - Not Registered * | Administration fee | \$255.00 | \$259.00 | \$0.00 | \$259.00 | 1.6% | E | For recovery of the costs of facilitating and preparing agreements, ie. maintenance and operations agreement |
| Agreements - Registered * | Administration fee | \$780.00 | \$793.00 | \$0.00 | \$793.00 | 1.7% | E | For recovery of the costs of facilitating and preparing agreements, ie. permission to have a second dwelling while another is being built, an amendment to a site plan or subdivision or condominium agreement. Excludes new site plan, subdivision or condominium agreements. |
| Compliance Letter - Type 1 | Flat Fee | \$76.50 | \$77.80 | \$0.00 | \$77.80 | 1.7% | E | Note 5 |
| Compliance Letter - Type 2 | Flat Fee | See above | \$116.70 | \$0.00 | \$116.70 | 52.5% | E | Note 6 |
| Consent Review and Condition Clearance | Flat Fee | \$137.00 | \$139.00 | \$0.00 | \$139.00 | 1.5% | E | |
| Garden Suites and Renewals (Zoning) | Flat Fee | \$1,200.00 | \$1,220.00 | \$0.00 | \$1,220.00 | 1.7% | E | Report FIN-2019-034 |
| Lifting of Holding Designation (Zoning) * | Administration fee | \$598.00 | \$608.00 | \$0.00 | \$608.00 | 1.7% | E | |
| Minor Variance - Type 1 | Flat Fee | \$721.00 | \$733.00 | \$0.00 | \$733.00 | 1.7% | E | Note 3 |
| Minor Variance - Type 2 | Flat Fee | \$1,221.00 | \$1,241.00 | \$0.00 | \$1,241.00 | 1.6% | E | Note 4 |
| Ownership List Confirmation | Flat Fee | \$70.00 | \$71.00 | \$0.00 | \$71.00 | 1.4% | E | See Report FIN-2019-027 |
| Part Lot Control Exemption By-law | Flat Fee | \$597.00 | \$607.00 | \$0.00 | \$607.00 | 1.7% | E | |
| Plan of Subdivision or Condominium Agreement or Pre-Servicing Agreement * | Administration fee | \$780.00 | \$793.00 | \$0.00 | \$793.00 | 1.7% | E | For recovery of the costs of facilitating and preparing agreements. |
| Pre-Consultation Fee | Flat Fee | \$615.00 | \$625.00 | \$0.00 | \$625.00 | 1.6% | E | This fee will be credited from the future application fee (ie. when a formal complete application is submitted) for a Zoning By-law Amendment, Site Plan, or Plan of Subdivision or Condominium. |
| Site Plan Application and Agreement - Minor | Flat Fee | \$11,067.00 | \$11,255.00 | \$0.00 | \$11,255.00 | 1.7% | E | Note 1 |
| Site Plan Application and Agreement - Standard | Flat Fee | \$21,012.00 | \$21,369.00 | \$0.00 | \$21,369.00 | 1.7% | E | Note 2 |
| Telecommunication Tower Proposals | Flat Fee | \$2,293.00 | \$2,331.00 | \$0.00 | \$2,331.00 | 1.7% | E | Report FIN-2019-031 Township Administration Fee Canadian Radiocommunications Information and Notification Services Fee |
| Third Party Cost Recovery | | N/A | Actual costs incurred + \$100.00 administration fee | | | 100.0% | T | Third party consultant/specialist costs - See Report FIN-2020-034 |

SCHEDULE F: PLANNING AND DEVELOPMENT REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES
EFFECTIVE 2021

Schedule A to Report FIN-2020-034

| TYPE OF REVENUE/USER | Unit/Descr | 2020 RATE (NO TAX) | 2021 RATE (NO TAX) | 13% HST | RATE INCL HST | % CHANGE | HST STATUS | COMMENTS |
|---------------------------------------|--------------------|-----------------------|-----------------------|---------|------------------|----------|---------------|---------------------|
| Zoning By-law - Copy | Flat Fee | \$40.80 | \$41.00 | \$5.33 | \$46.33 | 0.5% | T | |
| Zoning By-Law Amendment - Aggregate * | Administration fee | \$15,300.00 | \$15,560.00 | \$0.00 | \$15,560.00 | 1.7% | E | |
| Zoning By-Law Amendment | Flat Fee | \$14,842.00 | \$15,094.00 | \$0.00 | \$15,094.00 | 1.7% | E | Report FIN-2019-034 |

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;
- 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 Variance - Type 1

Any minor variance application to permit any of the following on residential properties:

- Lot line setbacks for single family dwellings and accessory structures
- Height variances for single family dwellings and accessory structures
- Maximum size of accessory structure variances
- Maximum size of accessory unit variances

Note 4: Minor Variance - Type 2

All other minor variance applications not listed under Type 1.

Note 5: Compliance Letter - Type 1

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

Note 6: 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.

SCHEDULE F: PLANNING AND DEVELOPMENT REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES
EFFECTIVE 2021

| TYPE OF REVENUE/USER | Unit/Descr | 2020 RATE (NO TAX) | 2021 RATE (NO TAX) | 13% HST | RATE INCL HST | % CHANGE | HST STATUS | COMMENTS |
|----------------------|------------|-----------------------|-----------------------|---------|------------------|----------|---------------|----------|
|----------------------|------------|-----------------------|-----------------------|---------|------------------|----------|---------------|----------|

Refund of Application Fees

In the case of a withdrawal or abandonment of an application, staff shall determine the amount of paid fees that may be refunded to the applicant, if any, in accordance with the following:

- a.) 80 percent (80%) if administrative functions have only been performed;
- b.) 70 percent (70%) if administrative and zoning functions have only been performed;
- c.) 45 percent (45%) if administrative, zoning, and a completed application has been circulated with comments;
- d.) 35 percent (35%) if application has been sent for second submission and comments have been received;
- e.) no refund shall be made if the application has been approved by Committee and/or Council

SCHEDULE G: BY-LAW REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES
EFFECTIVE 2021

Schedule A to Report FIN-2020-034

| TYPE OF REVENUE/USER | Unit/Descr | 2020 RATE (NO TAX) | 2021 RATE (NO TAX) | 13% HST | RATE INCL HST | % CHANGE | HST STATUS | COMMENTS |
|---|--------------------|---|--|---------|---|----------|------------|--|
| Dog Tags | Per Tag | \$25.50 | \$26.00 | \$0.00 | \$26.00 | 2.0% | E | Maximum of 3 dogs |
| Fence Viewer's Application | Per Application | \$306.00 | \$311.00 | \$0.00 | \$311.00 | 1.6% | E | |
| Filming Permit Fee | Flat Fee | \$510.00 | \$518.00 | \$0.00 | \$518.00 | 1.6% | E | Filming of special events on Township lands/roads. |
| Kennel Licence | Per Licence | \$190.00 | \$193.00 | \$0.00 | \$193.00 | 1.6% | E | More than 3 dogs |
| Liquor License Letter | Per Inspection | \$159.00 | \$161.00 | \$0.00 | \$161.00 | 1.3% | 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 | 3% of prize value | 3% of prize value | \$0.00 | 3% of prize value | 0.0% | E | Fee regulated by AGCO (Nevada, Raffle, Bazaar, etc.). |
| Municipal Addressing Sign | Flat Fee | \$20.40 | \$21.00 | \$2.73 | \$23.73 | 2.9% | T | |
| Municipal Addressing Post | Flat Fee | \$20.40 | \$21.00 | \$2.73 | \$23.73 | 2.9% | T | |
| Property Standards Appeal Fee | Flat Fee | \$260.00 | \$264.00 | \$0.00 | \$264.00 | 1.5% | E | Report FIN-2019-031 |
| Septic Compliance Letter | Flat Fee | \$76.50 | \$77.80 | \$0.00 | \$77.80 | 1.7% | E | Fee charged is consistent for all Township departments. |
| Sign Permits | Flat Fee | \$102.00 | \$103.00 | \$0.00 | \$103.00 | 1.0% | E | Without building permit. |
| Site Alteration Permit Application * | Administration fee | \$1,800 plus \$75 per hectare (rounded to the greater whole aggregate). | \$1,800 plus \$75 per hectare (rounded to the greater whole aggregate). | \$0.00 | \$1,800 plus \$75 per hectare (rounded to the greater whole aggregate). | 0.0% | E | |
| Site Alteration Permit Service Fee | Per m ³ | \$0.06 | \$0.06 | \$0.00 | \$0.06 | 0.0% | E | Paid at time of application. |
| Special Occasion Permit | Per Letter | \$76.50 | \$77.80 | \$0.00 | \$77.80 | 1.7% | E | |
| Swimming Pool Enclosure Permit | Flat Fee | \$219.00 | \$222.00 | \$0.00 | \$222.00 | 1.4% | E | |
| Third Party Cost Recovery | | N/A | Actual costs incurred + \$100.00 administration fee | | | 100.0% | T | Third party consultant/specialist costs - See Report FIN-2020-034 |

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

**SCHEDULE H: PARKS REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES
EFFECTIVE 2021**

Schedule A to Report FIN-2020-034

| TYPE OF REVENUE/USER | Unit/Descr | 2020 RATE (NO TAX) | 2021 RATE (NO TAX) | 13% HST | RATE INCL HST | % CHANGE | HST STATUS | COMMENTS |
|---|------------------|--------------------|--------------------|---------|---------------|----------|------------|--|
| Ball Diamonds - No Lights | Per Hour | \$21.27 | \$21.60 | \$2.81 | \$24.41 | 1.6% | T | |
| 75% Reduced Rate - Ball Diamonds - No Lights | Per Hour | \$5.31 | \$5.40 | \$0.70 | \$6.10 | 1.7% | T | |
| Ball Diamonds - Lights | Per Hour | \$31.88 | \$32.40 | \$4.21 | \$36.61 | 1.6% | T | after 8:30 p.m. |
| 75% Reduced Rate - Ball Diamonds - Lights | Per Hour | \$7.96 | \$8.00 | \$1.04 | \$9.04 | 0.5% | T | after 8:30 p.m. |
| All Ball Diamonds | Per Day | \$159.48 | \$162.10 | \$21.07 | \$183.17 | 1.6% | T | |
| 75% Reduced Rate - All Ball Diamonds | Per Day | \$39.88 | \$40.50 | \$5.27 | \$45.77 | 1.6% | T | |
| Ball Diamonds - Dragging | Per Occurrence | \$40.80 | \$41.40 | \$5.38 | \$46.78 | 1.5% | T | Upon request and approval - June 15, 2016 Special Council Meeting. |
| Soccer Field | Per Hour | \$27.09 | \$27.50 | \$3.58 | \$31.08 | 1.5% | T | Development of a fee - Report FIN-2017-012 |
| 75% Reduced Rate - Soccer Field | Per Hour | \$6.79 | \$6.90 | \$0.90 | \$7.80 | 1.6% | | |
| Soccer Field | Per Day | \$275.20 | \$279.80 | \$36.37 | \$316.17 | 1.7% | T | Development of a fee - Report FIN-2017-012 |
| 75% Reduced Rate - Soccer Field | Per Day | \$68.80 | \$69.90 | \$9.09 | \$78.99 | 1.6% | | |
| Ball Diamond Advertising | Per Season | \$178.50 | \$181.50 | \$23.60 | \$205.10 | 1.7% | T | Available from May to October |
| 75% Reduced Rate - Ball Diamond Advertising | Per Season | \$44.63 | \$45.30 | \$5.89 | \$51.19 | 1.5% | T | |
| Horse Paddock | Per Day | \$204.00 | \$207.40 | \$26.96 | \$234.36 | 1.7% | T | Rental restricted to horse paddock and tractor pull area. |
| 75% Reduced Rate - Horse Paddock | Per Day | \$51.00 | \$51.80 | \$6.73 | \$58.53 | 1.6% | T | |
| Picnic Shelter | Per Hour | \$20.40 | \$20.70 | \$2.69 | \$23.39 | 1.5% | T | |
| Picnic Shelter | Per Day | \$81.60 | \$82.90 | \$10.78 | \$93.68 | 1.6% | T | |
| Sports Facility User Fees - Tennis | Per Resident | \$10.00 | \$10.00 | \$0.00 | \$10.00 | 0.0% | E | Staff to bring forward a use/cost sharing agreement with the Puslinch Tennis Club. |
| Sports Facility User Fees - Tennis | Per Non-Resident | \$25.00 | \$25.00 | \$0.00 | \$25.00 | 0.0% | E | Staff to bring forward a use/cost sharing agreement with the Puslinch Tennis Club. |
| 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 leagues with a minimum of an eight week rental commitment. |
| Picnic Shelter Washroom Key Security Deposit | Per Rental | \$50.00 | \$50.00 | \$0.00 | \$50.00 | 0.0% | E | |
| Horse Paddock Security Deposit | Per Rental | \$300.00 | \$300.00 | \$0.00 | \$300.00 | 0.0% | E | |
| | | | | | | | | |
| Note 1: Booking availability of Township fields are dependent on field conditions. | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

**SCHEDULE I: OPTIMIST RECREATION CENTRE REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES
EFFECTIVE 2021**

Schedule A to Report FIN-2020-034

| TYPE OF REVENUE/USER | Unit/Descr | 2020 RATE (NO TAX) | 2021 RATE (NO TAX) | 13% HST | RATE INCL HST | % CHANGE | HST STATUS | COMMENTS |
|--|------------|-----------------------|-----------------------|---------|------------------|----------|------------|---|
| Arena Floor | Per Hour | \$68.81 | \$69.90 | \$9.09 | \$78.99 | 1.6% | T | Includes use of change rooms |
| 75% Reduced Rate - Arena Floor | Per Hour | \$17.20 | \$17.40 | \$2.26 | \$19.66 | 1.2% | T | Includes use of change rooms |
| Ice - Non - Prime | Per Hour | \$57.33 | \$58.30 | \$7.58 | \$65.88 | 1.7% | T | Includes use of change rooms |
| 75% Reduced Rate - Ice - Non-Prime | Per Hour | \$14.34 | \$14.50 | \$1.89 | \$16.39 | 1.1% | T | Includes use of change rooms |
| Ice - Prime | Per Hour | \$164.73 | \$167.50 | \$21.78 | \$189.28 | 1.7% | T | Includes use of change rooms |
| Gymnasium | Per Hour | \$31.27 | \$31.80 | \$4.13 | \$35.93 | 1.7% | T | |
| 75% Reduced Rate - Gymnasium | Per Hour | \$7.81 | \$7.90 | \$1.03 | \$8.93 | 1.2% | T | |
| 90% Reduced Rate - Gymnasium | Per Hour | \$3.11 | \$3.16 | \$0.41 | \$3.57 | 1.6% | T | Applicable for Seniors' Events/Programs, Whistle Stop Co-operative Pre-school and Guelph Community Health Centre (Playgroup). |
| Rink Board Advertising | Per Year | \$357.00 | \$363.00 | \$47.19 | \$410.19 | 1.7% | T | |
| 75% Reduced Rate - Rink Board Advertising | Per Year | \$89.25 | \$90.70 | \$11.79 | \$102.49 | 1.6% | 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 J: PUSLINCH COMMUNITY CENTRE REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES
EFFECTIVE 2021**

Schedule A to Report FIN-2020-034

| TYPE OF REVENUE/USER | Unit/Descr | 2020 RATE (NO TAX) | 2021 RATE (NO TAX) | 13% HST | RATE INCL HST | % CHANGE | HST STATUS | COMMENTS |
|---------------------------------------|-----------------|--------------------|--------------------|---------|---------------|----------|------------|--|
| Meeting Room | Per Hour | \$26.58 | \$27.00 | \$3.51 | \$30.51 | 1.6% | T | Maximum 8 hour charge if renting with a full day booking of the Hall. |
| 75% Reduced Rate - Meeting Room | Per Hour | \$6.64 | \$6.70 | \$0.87 | \$7.57 | 0.9% | T | Maximum 8 hour charge if renting with a full day booking of the Hall. |
| 90% Reduced Rate - Meeting Room | Per Hour | \$2.65 | \$2.70 | \$0.35 | \$3.05 | 1.9% | T | Maximum 8 hour charge if renting with a full day booking of the Hall. Applicable for Seniors' Events/Programs, Whistle Stop Co-operative Pre-school and Guelph Community Health Centre (Playgroup). |
| Hall - Non-Prime | Per Hour | \$57.08 | \$58.00 | \$7.54 | \$65.54 | 1.6% | T | Minimum of a 3 hour booking required. |
| 75% Reduced Rate - Hall - Non-Prime | Per Hour | \$14.28 | \$14.50 | \$1.89 | \$16.39 | 1.5% | T | Minimum of a 3 hour booking required. |
| 90% Reduced Rate - Hall - Non-Prime | Per Hour | \$5.71 | \$5.80 | \$0.75 | \$6.55 | 1.6% | 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). |
| Hall - Non-Prime | Full Day Rental | \$387.81 | \$394.40 | \$51.27 | \$445.67 | 1.7% | T | |
| 75% Reduced Rate - Hall - Non-Prime | Full Day Rental | \$96.96 | \$98.60 | \$12.82 | \$111.42 | 1.7% | T | |
| 90% Reduced Rate - Hall - Non-Prime | Full Day Rental | \$38.77 | \$39.40 | \$5.12 | \$44.52 | 1.6% | T | Applicable for Seniors' Events/Programs, Whistle Stop Co-operative Pre-school and Guelph Community Health Centre (Playgroup). |
| Hall - Prime | Full Day Rental | \$508.73 | \$517.30 | \$67.25 | \$584.55 | 1.7% | T | |
| Commercial Rental | Surcharge | 25% Surcharge | 25% Surcharge | | | 0.0% | T | Example - Auctions, Sale of Merchandise See Report FIN-2019-031 |
| Non Resident Rental | Surcharge | 25% Surcharge | 25% Surcharge | | | 0.0% | T | See Report FIN-2019-031 |
| Hall - Set-up Fee | Per Hour | \$57.08 | \$58.00 | \$7.54 | \$65.54 | 1.6% | 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. |
| Use of Kitchen Facilities - Non Prime | Per Hour | \$27.90 | \$28.30 | \$3.68 | \$31.98 | 1.4% | T | Minimum of a 3 hour booking required. |
| Licenced Events Using Patio | Flat Rate | \$58.40 | \$59.30 | \$7.71 | \$67.01 | 1.5% | T | Patio Fencing |
| Microphone | Flat Rate | \$25.50 | \$25.90 | \$3.37 | \$29.27 | 1.6% | T | See Report FIN-2018-030 |
| Projector | Flat Rate | \$25.50 | \$25.90 | \$3.37 | \$29.27 | 1.6% | T | See Report FIN-2016-029 |
| Facility Rental Security Deposit | Per Booking | \$365.00 | \$365.00 | \$0.00 | \$365.00 | 0.0% | E | Deposit is fully refundable after function if there are no damages and key is returned. |
| Bartenders | Per Bartender | \$132.60 | \$134.80 | \$17.52 | \$152.32 | 1.7% | T | Smart Serve Certified |
| Electronic Sign Advertising | Per Week | \$34.02 | \$34.50 | \$4.49 | \$38.99 | 1.4% | T | No charge for Puslinch Community Centre rentals. |

SCHEDULE J: PUSLINCH COMMUNITY CENTRE REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES
EFFECTIVE 2021

| TYPE OF REVENUE/USER | Unit/Descr | 2020 RATE (NO TAX) | 2021 RATE (NO TAX) | 13% HST | RATE INCL HST | % CHANGE | HST STATUS | COMMENTS |
|--|------------|--------------------|--------------------|---------|---------------|----------|------------|---|
| 75% Reduced Rate - Electronic Sign Advertising | Per Week | \$8.52 | \$8.60 | \$1.12 | \$9.72 | 0.9% | T | |
| 90% Reduced Rate - Electronic Sign Advertising | Per Week | \$3.41 | \$3.50 | \$0.46 | \$3.96 | 2.6% | 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

Report FIN-2019-037 - Second Quarter Financial Report - 2019
Schedule A - Departmental Detail

| Description | Current Qtr Actuals | Quarterly Budget | YTD Actuals | YTD Budget | \$ Budget Remaining | 2019 Budget | % Remaining |
|-------------------------------------|------------------------|---------------------|-------------|----------------|------------------------|----------------|----------------|
| Recreation Committee | | | | | | | |
| Expenditures | | | | | | | |
| Salaries, Wages and Benefits | | | | | | | |
| Per Diems | \$0 | \$637 | \$0 | \$1,256 | \$2,546 | \$2,546 | 100% |
| Expenditures Total | \$0 | \$637 | \$0 | \$1,256 | \$2,546 | \$2,546 | 100% |
| | | | | | | | |

Report FIN-2019-037 - Second Quarter Financial Report - 2019
Schedule A - Departmental Detail

| Description | | Current Qtr Actuals | Quarterly Budget | YTD Actuals | YTD Budget | \$ Budget Remaining | 2019 Budget | % Remaining |
|--|---|------------------------|---------------------|-------------|------------|------------------------|----------------|----------------|
| ORC | | | | | | | | |
| Expenditures | | | | | | | | |
| Building Maintenance | | | | | | | | |
| | Bldg-Cleaning, Maint,Supplies Exterior | \$96 | \$2,000 | \$188 | \$3,945 | \$7,812 | \$8,000 | 98% |
| | Bldg-Cleaning, Maint,Supplies Interior | \$715 | \$1,500 | \$1,686 | \$2,959 | \$4,314 | \$6,000 | 72% |
| Contract Services/Professional Fees | | | | | | | | |
| | Contract Services | \$0 | \$370 | \$0 | \$730 | \$1,480 | \$1,480 | 100% |
| | Water Protection | \$210 | \$175 | \$210 | \$345 | \$490 | \$700 | 70% |
| Materials and Supplies | | | | | | | | |
| | Advertising | \$0 | \$125 | \$0 | \$247 | \$500 | \$500 | 100% |
| | Clothing Safety Allowance | \$0 | \$129 | \$0 | \$254 | \$515 | \$515 | 100% |
| | Drink Machine Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | N/A |
| | Signage | \$0 | \$25 | \$0 | \$49 | \$100 | \$100 | 100% |
| Office Equipment and Supplies | | | | | | | | |
| | Office Supplies | \$170 | \$75 | \$210 | \$148 | \$90 | \$300 | 30% |
| Professional Development | | | | | | | | |
| | Employee Travel - Meals | \$0 | \$25 | \$0 | \$49 | \$100 | \$100 | 100% |
| | Membership and Subscription Fees | \$0 | \$55 | \$158 | \$108 | \$62 | \$220 | 28% |
| | Professional Development | \$0 | \$250 | \$0 | \$493 | \$1,000 | \$1,000 | 100% |
| Salaries, Wages and Benefits | | | | | | | | |
| | FT Benefits - ORC | \$2,941 | \$2,718 | \$6,741 | \$5,362 | \$4,132 | \$10,873 | 38% |
| | FT Wages - ORC | \$16,184 | \$15,027 | \$30,056 | \$29,642 | \$30,052 | \$60,108 | 50% |
| | Manulife Benefits | \$2,069 | \$2,070 | \$4,138 | \$4,083 | \$4,142 | \$8,280 | 50% |
| | OT Wages - ORC | \$0 | \$500 | \$368 | \$986 | \$1,632 | \$2,000 | 82% |
| | PT Benefits - ORC | \$424 | \$689 | \$646 | \$1,358 | \$2,109 | \$2,754 | 77% |
| | PT Wages - ORC | \$7,358 | \$7,390 | \$12,176 | \$14,578 | \$17,384 | \$29,560 | 59% |
| | WSIB | \$748 | \$722 | \$1,474 | \$1,424 | \$1,414 | \$2,888 | 49% |
| Utilities | | | | | | | | |
| | Communication(phone, fax, intern) | \$505 | \$715 | \$1,454 | \$1,410 | \$1,406 | \$2,860 | 49% |
| | Heat | \$894 | \$1,375 | \$3,396 | \$2,712 | \$2,104 | \$5,500 | 38% |
| | Hydro | \$9,781 | \$7,500 | \$17,264 | \$14,795 | \$12,736 | \$30,000 | 42% |

Report FIN-2019-037 - Second Quarter Financial Report - 2019
Schedule A - Departmental Detail

| | Description | Current Qtr Actuals | Quarterly Budget | YTD Actuals | YTD Budget | \$ Budget Remaining | 2019 Budget | % Remaining |
|--------------------------------------|---|------------------------|---------------------|------------------|------------------|------------------------|------------------|----------------|
| | Insurance | \$8,611 | \$2,161 | \$8,611 | \$4,262 | \$31 | \$8,642 | 0% |
| | Waste Removal | \$202 | \$200 | \$328 | \$395 | \$472 | \$800 | 59% |
| Vehicles and Equipment | | | | | | | | |
| | Equipment Maintenance & Supplies | \$537 | \$1,718 | \$1,984 | \$3,388 | \$4,886 | \$6,870 | 71% |
| | Mileage | \$0 | \$25 | \$0 | \$49 | \$100 | \$100 | 100% |
| Expenditures Total | | \$51,445 | \$47,537 | \$91,087 | \$93,773 | \$99,062 | \$190,150 | 52% |
| Revenues | | | | | | | | |
| Recoveries | | | | | | | | |
| | Other Recoveries | \$0 | -\$125 | -\$386 | -\$247 | -\$115 | -\$500 | 23% |
| User Fees, Licenses and Fines | | | | | | | | |
| | Arena Summer Rentals | -\$1,349 | -\$3,750 | -\$1,349 | -\$7,397 | -\$13,651 | -\$15,000 | 91% |
| | Gymnasium Rental | -\$5,139 | -\$4,250 | -\$13,087 | -\$8,384 | -\$3,913 | -\$17,000 | 23% |
| | Ice Rental - Non-Prime | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | N/A |
| | Ice Rental - Prime | \$0 | -\$4,500 | -\$20,772 | -\$8,877 | \$2,772 | -\$18,000 | -15% |
| | ORC Drink Machine | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | N/A |
| | Rink Board and Ball Diamond Advertising | \$0 | -\$88 | \$0 | -\$173 | -\$350 | -\$350 | 100% |
| Revenues Total | | -\$6,488 | -\$12,713 | -\$35,593 | -\$25,077 | -\$15,257 | -\$50,850 | 30% |
| | | | | | | | | |

Report FIN-2019-037 - Second Quarter Financial Report - 2019
Schedule A - Departmental Detail

| Description | | Current Qtr Actuals | Quarterly Budget | YTD Actuals | YTD Budget | \$ Budget Remaining | 2019 Budget | % Remaining |
|--|---|------------------------|---------------------|-----------------|-----------------|------------------------|------------------|----------------|
| Parks | | | | | | | | |
| Expenditures | | | | | | | | |
| Contract Services/Professional Fees | | | | | | | | |
| | Contract Services | \$2,672 | \$3,915 | \$2,672 | \$7,723 | \$12,988 | \$15,660 | 83% |
| | Water Protection | \$17 | \$250 | \$17 | \$493 | \$983 | \$1,000 | 98% |
| Materials and Supplies | | | | | | | | |
| | Advertising | \$1,134 | \$125 | \$1,134 | \$247 | -\$634 | \$500 | -127% |
| | Maintenance Grounds | \$1,347 | \$2,500 | \$1,447 | \$4,932 | \$8,553 | \$10,000 | 86% |
| Salaries, Wages and Benefits | | | | | | | | |
| | FT Benefits - Parks | \$2,213 | \$2,053 | \$4,410 | \$4,049 | \$3,801 | \$8,210 | 46% |
| | FT Wages - Parks | \$11,794 | \$10,951 | \$22,065 | \$21,602 | \$21,739 | \$43,804 | 50% |
| | Manulife Benefits | \$1,898 | \$1,903 | \$3,797 | \$3,755 | \$3,817 | \$7,614 | 50% |
| | OT Wages - Parks | \$859 | \$500 | \$4,636 | \$986 | -\$2,636 | \$2,000 | -132% |
| | PT Benefits - Parks | \$417 | \$222 | \$417 | \$438 | \$472 | \$889 | 53% |
| | PT Wages - Parks | \$4,769 | \$2,384 | \$4,769 | \$4,702 | \$4,766 | \$9,536 | 50% |
| | WSIB | \$553 | \$436 | \$1,072 | \$860 | \$671 | \$1,743 | 39% |
| Utilities | | | | | | | | |
| | Fuel | \$0 | \$550 | \$0 | \$1,085 | \$2,200 | \$2,200 | 100% |
| | Hydro | \$485 | \$850 | \$757 | \$1,677 | \$2,643 | \$3,400 | 78% |
| | Insurance | \$7,190 | \$1,747 | \$7,190 | \$3,445 | -\$204 | \$6,986 | -3% |
| Vehicles and Equipment | | | | | | | | |
| | Equipment Maintenance and Supplies | \$667 | \$370 | \$667 | \$730 | \$813 | \$1,480 | 55% |
| | Mileage | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | N/A |
| | Vehicle Maintenance | \$31 | \$125 | \$31 | \$247 | \$469 | \$500 | 94% |
| Expenditures Total | | \$36,047 | \$28,880 | \$55,080 | \$56,970 | \$60,442 | \$115,522 | 52% |
| Revenues | | | | | | | | |
| User Fees, Licenses and Fines | | | | | | | | |
| | Aberfoyle/Morrison Ball Park/ Morrison Meadows | -\$354 | -\$1,000 | -\$354 | -\$1,973 | -\$3,646 | -\$4,000 | 91% |
| | Horse Paddock Rental | -\$50 | -\$50 | -\$50 | -\$99 | -\$150 | -\$200 | 75% |
| | Picnic Shelter | \$0 | -\$75 | \$0 | -\$148 | -\$300 | -\$300 | 100% |
| | Sports Facility User Fees | \$0 | -\$200 | \$0 | -\$395 | -\$800 | -\$800 | 100% |
| | Soccer Field Rentals | -\$605 | -\$750 | -\$605 | -\$1,479 | -\$2,395 | -\$3,000 | 80% |

Report FIN-2019-037 - Second Quarter Financial Report - 2019
Schedule A - Departmental Detail

| Description | | Current Qtr Actuals | Quarterly Budget | YTD Actuals | YTD Budget | \$ Budget Remaining | 2019 Budget | % Remaining |
|--|--|------------------------|---------------------|-----------------|-----------------|------------------------|-----------------|----------------|
| Revenues Total | | -\$1,009 | -\$2,075 | -\$1,009 | -\$4,093 | -\$7,291 | -\$8,300 | 88% |
| PCC | | | | | | | | |
| Expenditures | | | | | | | | |
| Building Maintenance | | | | | | | | |
| | Bldg-Cleaning, Maint,Supplies Interior | \$2,880 | \$3,468 | \$4,527 | \$6,840 | \$9,343 | \$13,870 | 67% |
| | Outdoor Maintenance of Building | \$425 | \$300 | \$425 | \$592 | \$775 | \$1,200 | 65% |
| Contract Services/Professional Fees | | | | | | | | |
| | Contract Services | \$426 | \$915 | \$573 | \$1,805 | \$3,087 | \$3,660 | 84% |
| | Water Protection | \$1,358 | \$1,275 | \$2,142 | \$2,515 | \$2,958 | \$5,100 | 58% |
| Materials and Supplies | | | | | | | | |
| | Advertising | \$0 | \$500 | \$914 | \$986 | \$1,086 | \$2,000 | 54% |
| Office Equipment and Supplies | | | | | | | | |
| | Kitchen Supplies and Equipment | \$0 | \$375 | \$0 | \$740 | \$1,500 | \$1,500 | 100% |
| | Office Supplies | \$195 | \$38 | \$195 | \$74 | -\$45 | \$150 | -30% |
| Professional Development | | | | | | | | |
| | Employee Travel - Accomodations | \$0 | \$113 | \$0 | \$222 | \$450 | \$450 | 100% |
| | Employee Travel - Meals | \$0 | \$38 | \$0 | \$74 | \$150 | \$150 | 100% |
| | Membership and Subscription Fees | \$0 | \$125 | \$0 | \$247 | \$500 | \$500 | 100% |
| | Professional Development | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | N/A |
| Salaries, Wages and Benefits | | | | | | | | |
| | FT Benefits - Recreation | \$3 | \$0 | \$3 | \$0 | -\$3 | \$0 | N/A |
| | FT Wages - Recreation | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | N/A |
| | Manulife Benefits - Recreation | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | N/A |
| | OT Wages - Recreation | \$158 | \$125 | \$195 | \$247 | \$305 | \$500 | 61% |
| | PT Benefits - Recreation | \$519 | \$1,740 | \$915 | \$3,433 | \$6,046 | \$6,960 | 87% |
| | PT Wages - Recreation | \$11,155 | \$10,300 | \$19,708 | \$20,317 | \$21,490 | \$41,198 | 52% |
| | WSIB | \$356 | \$328 | \$663 | \$648 | \$650 | \$1,313 | 50% |
| Utilities | | | | | | | | |

Report FIN-2019-037 - Second Quarter Financial Report - 2019
Schedule A - Departmental Detail

| | Description | Current Qtr Actuals | Quarterly Budget | YTD Actuals | YTD Budget | \$ Budget Remaining | 2019 Budget | % Remaining |
|--------------------------------------|---------------------------------------|------------------------|---------------------|------------------|------------------|------------------------|------------------|----------------|
| | Communication(phone, fax, intern) | \$910 | \$700 | \$1,676 | \$1,381 | \$1,124 | \$2,800 | 40% |
| | Fuel | \$0 | \$125 | \$0 | \$247 | \$500 | \$500 | 100% |
| | Heat | \$809 | \$1,075 | \$2,664 | \$2,121 | \$1,636 | \$4,300 | 38% |
| | Hydro | \$2,678 | \$4,125 | \$4,513 | \$8,137 | \$11,987 | \$16,500 | 73% |
| | Insurance | \$7,996 | \$2,002 | \$7,996 | \$3,949 | \$12 | \$8,008 | 0% |
| | Waste Removal | \$808 | \$625 | \$1,310 | \$1,233 | \$1,190 | \$2,500 | 48% |
| | Vehicles and Equipment | | | | | | | |
| | Mileage | \$0 | \$25 | \$0 | \$49 | \$100 | \$100 | 100% |
| Expenditures Total | | \$30,677 | \$28,315 | \$48,419 | \$55,854 | \$64,841 | \$113,260 | 57% |
| Revenues | | | | | | | | |
| Grants | | | | | | | | |
| | Recreation Conditional Grants | \$0 | -\$1,292 | \$0 | -\$2,548 | -\$5,167 | -\$5,167 | 100% |
| Recoveries | | | | | | | | |
| | Other Recoveries | -\$250 | -\$100 | -\$329 | -\$197 | -\$71 | -\$400 | 18% |
| User Fees, Licenses and Fines | | | | | | | | |
| | Advertising Sign | -\$33 | -\$81 | -\$33 | -\$160 | -\$290 | -\$324 | 90% |
| | Alf Hales Room | -\$4,196 | -\$2,000 | -\$7,808 | -\$3,945 | -\$192 | -\$8,000 | 2% |
| | Archie MacRobbie Hall - Non- Prime | -\$2,620 | -\$4,000 | -\$5,431 | -\$7,890 | -\$10,569 | -\$16,000 | 66% |
| | Archie MacRobbie Hall - Prime | -\$4,489 | -\$5,700 | -\$8,892 | -\$11,244 | -\$13,909 | -\$22,800 | 61% |
| | Bartenders | -\$1,687 | -\$2,125 | -\$3,471 | -\$4,192 | -\$5,029 | -\$8,500 | 59% |
| | Commercial Rentals | -\$782 | -\$195 | -\$782 | -\$386 | \$0 | -\$782 | 0% |
| | Kitchen Facilities | -\$274 | -\$795 | -\$1,830 | -\$1,568 | -\$1,350 | -\$3,180 | 42% |
| | Licensed Events Using Patio | -\$57 | -\$57 | -\$57 | -\$113 | -\$172 | -\$229 | 75% |
| | Projector Rental Fee | -\$50 | -\$25 | -\$50 | -\$49 | -\$50 | -\$100 | 50% |
| Revenues Total | | -\$14,439 | -\$16,370 | -\$28,684 | -\$32,292 | -\$36,798 | -\$65,481 | 56% |

Report FIN-2020-002 - Third Quarter Financial Report - 2019
Schedule A - Departmental Detail

| Description | Current Qtr Actuals | Quarterly Budget | YTD Actuals | YTD Budget | \$ Budget Remaining | 2019 Budget | % Remaining |
|-------------------------------------|------------------------|---------------------|-------------|----------------|------------------------|----------------|----------------|
| Recreation Committee | | | | | | | |
| Expenditures | | | | | | | |
| Salaries, Wages and Benefits | | | | | | | |
| Per Diems | \$0 | \$637 | \$0 | \$1,897 | \$2,546 | \$2,546 | 100% |
| Expenditures Total | \$0 | \$637 | \$0 | \$1,897 | \$2,546 | \$2,546 | 100% |
| | | | | | | | |

Report FIN-2020-002 - Third Quarter Financial Report - 2019
Schedule A - Departmental Detail

| | | Current Qtr | Quarterly | | | \$ Budget | 2019 | % |
|--|--|-------------|-----------|-------------|------------|-----------|----------|-----------|
| Description | | Actuals | Budget | YTD Actuals | YTD Budget | Remaining | Budget | Remaining |
| ORC | | | | | | | | |
| Expenditures | | | | | | | | |
| Building Maintenance | | | | | | | | |
| | Bldg-Cleaning, Maint,Supplies Exterior | \$87 | \$2,000 | \$275 | \$5,962 | \$7,725 | \$8,000 | 97% |
| | Bldg-Cleaning, Maint,Supplies Interior | \$327 | \$1,500 | \$2,013 | \$4,471 | \$3,987 | \$6,000 | 66% |
| Contract Services/Professional Fees | | | | | | | | |
| | Contract Services | \$563 | \$370 | \$563 | \$1,103 | \$917 | \$1,480 | 62% |
| | Water Protection | \$220 | \$175 | \$430 | \$522 | \$270 | \$700 | 39% |
| Materials and Supplies | | | | | | | | |
| | Advertising | \$0 | \$125 | \$0 | \$373 | \$500 | \$500 | 100% |
| | Clothing Safety Allowance | \$0 | \$129 | \$0 | \$384 | \$515 | \$515 | 100% |
| | Drink Machine Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | N/A |
| | Signage | \$0 | \$25 | \$0 | \$75 | \$100 | \$100 | 100% |
| Office Equipment and Supplies | | | | | | | | |
| | Office Supplies | \$311 | \$75 | \$521 | \$224 | -\$221 | \$300 | -74% |
| Professional Development | | | | | | | | |
| | Employee Travel - Meals | \$0 | \$25 | \$0 | \$75 | \$100 | \$100 | 100% |
| | Membership and Subscription Fees | \$0 | \$55 | \$158 | \$164 | \$62 | \$220 | 28% |
| | Professional Development | \$0 | \$250 | \$0 | \$745 | \$1,000 | \$1,000 | 100% |
| Salaries, Wages and Benefits | | | | | | | | |
| | FT Benefits - ORC | \$2,574 | \$2,718 | \$9,315 | \$8,103 | \$1,558 | \$10,873 | 14% |
| | FT Wages - ORC | \$13,872 | \$15,027 | \$43,928 | \$44,793 | \$16,180 | \$60,108 | 27% |
| | Manulife Benefits | \$2,069 | \$2,070 | \$6,207 | \$6,170 | \$2,073 | \$8,280 | 25% |
| | OT Wages - ORC | \$585 | \$500 | \$954 | \$1,490 | \$1,046 | \$2,000 | 52% |
| | PT Benefits - ORC | \$339 | \$689 | \$984 | \$2,053 | \$1,770 | \$2,754 | 64% |
| | PT Wages - ORC | \$6,453 | \$7,390 | \$18,629 | \$22,028 | \$10,931 | \$29,560 | 37% |
| | WSIB | \$664 | \$722 | \$2,138 | \$2,152 | \$750 | \$2,888 | 26% |
| Utilities | | | | | | | | |
| | Communication(phone, fax, intern) | \$778 | \$715 | \$2,232 | \$2,131 | \$628 | \$2,860 | 22% |
| | Heat | \$307 | \$1,375 | \$3,703 | \$4,099 | \$1,797 | \$5,500 | 33% |
| | Hydro | \$5,144 | \$7,500 | \$22,409 | \$22,356 | \$7,591 | \$30,000 | 25% |

Report FIN-2020-002 - Third Quarter Financial Report - 2019
Schedule A - Departmental Detail

| | Description | Current Qtr Actuals | Quarterly Budget | YTD Actuals | YTD Budget | \$ Budget Remaining | 2019 Budget | % Remaining |
|--------------------------------------|---|------------------------|---------------------|------------------|------------------|------------------------|------------------|----------------|
| | Insurance | \$0 | \$2,161 | \$8,611 | \$6,440 | \$31 | \$8,642 | 0% |
| | Waste Removal | \$273 | \$200 | \$601 | \$596 | \$199 | \$800 | 25% |
| Vehicles and Equipment | | | | | | | | |
| | Equipment Maintenance & Supplies | \$0 | \$1,718 | \$1,984 | \$5,120 | \$4,886 | \$6,870 | 71% |
| | Mileage | \$0 | \$25 | \$0 | \$75 | \$100 | \$100 | 100% |
| Expenditures Total | | \$34,567 | \$47,537 | \$125,654 | \$141,701 | \$64,496 | \$190,150 | 34% |
| Revenues | | | | | | | | |
| Recoveries | | | | | | | | |
| | Other Recoveries | \$0 | -\$125 | -\$386 | -\$373 | -\$115 | -\$500 | 23% |
| User Fees, Licenses and Fines | | | | | | | | |
| | Arena Summer Rentals | -\$9,596 | -\$3,750 | -\$10,945 | -\$11,178 | -\$4,055 | -\$15,000 | 27% |
| | Gymnasium Rental | -\$6,531 | -\$4,250 | -\$19,618 | -\$12,668 | \$2,618 | -\$17,000 | -15% |
| | Ice Rental - Non-Prime | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | N/A |
| | Ice Rental - Prime | \$0 | -\$4,500 | -\$20,772 | -\$13,414 | \$2,772 | -\$18,000 | -15% |
| | ORC Drink Machine | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | N/A |
| | Rink Board and Ball Diamond Advertising | \$0 | -\$88 | \$0 | -\$261 | -\$350 | -\$350 | 100% |
| Revenues Total | | -\$16,127 | -\$12,713 | -\$51,720 | -\$37,894 | \$870 | -\$50,850 | -2% |
| | | | | | | | | |

Report FIN-2020-002 - Third Quarter Financial Report - 2019
Schedule A - Departmental Detail

| Description | | Current Qtr Actuals | Quarterly Budget | YTD Actuals | YTD Budget | \$ Budget Remaining | 2019 Budget | % Remaining |
|--|---|------------------------|---------------------|-----------------|-----------------|------------------------|------------------|----------------|
| Parks | | | | | | | | |
| Expenditures | | | | | | | | |
| Contract Services/Professional Fees | | | | | | | | |
| | Contract Services | \$2,688 | \$3,915 | \$5,359 | \$11,670 | \$10,301 | \$15,660 | 66% |
| | Water Protection | \$17 | \$250 | \$35 | \$745 | \$965 | \$1,000 | 97% |
| Materials and Supplies | | | | | | | | |
| | Advertising | \$0 | \$125 | \$1,134 | \$373 | -\$634 | \$500 | -127% |
| | Maintenance Grounds | \$766 | \$2,500 | \$2,213 | \$7,452 | \$7,787 | \$10,000 | 78% |
| Salaries, Wages and Benefits | | | | | | | | |
| | FT Benefits - Parks | \$1,852 | \$2,053 | \$6,262 | \$6,118 | \$1,948 | \$8,210 | 24% |
| | FT Wages - Parks | \$10,109 | \$10,951 | \$32,174 | \$32,643 | \$11,630 | \$43,804 | 27% |
| | Manulife Benefits | \$1,898 | \$1,903 | \$5,695 | \$5,674 | \$1,919 | \$7,614 | 25% |
| | OT Wages - Parks | \$320 | \$500 | \$4,956 | \$1,490 | -\$2,956 | \$2,000 | -148% |
| | PT Benefits - Parks | \$466 | \$222 | \$882 | \$662 | \$6 | \$889 | 1% |
| | PT Wages - Parks | \$5,365 | \$2,384 | \$10,134 | \$7,106 | -\$599 | \$9,536 | -6% |
| | WSIB | \$501 | \$436 | \$1,573 | \$1,299 | \$170 | \$1,743 | 10% |
| Utilities | | | | | | | | |
| | Fuel | \$0 | \$550 | \$0 | \$1,639 | \$2,200 | \$2,200 | 100% |
| | Hydro | \$1,047 | \$850 | \$1,803 | \$2,534 | \$1,597 | \$3,400 | 47% |
| | Insurance | \$0 | \$1,747 | \$7,190 | \$5,206 | -\$204 | \$6,986 | -3% |
| Vehicles and Equipment | | | | | | | | |
| | Equipment Maintenance and Supplies | \$444 | \$370 | \$1,111 | \$1,103 | \$369 | \$1,480 | 25% |
| | Mileage | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | N/A |
| | Vehicle Maintenance | \$0 | \$125 | \$31 | \$373 | \$469 | \$500 | 94% |
| Expenditures Total | | \$25,473 | \$28,880 | \$80,553 | \$86,087 | \$34,969 | \$115,522 | 30% |
| Revenues | | | | | | | | |
| User Fees, Licenses and Fines | | | | | | | | |
| | Aberfoyle/Morrison Ball Park/ Morrison Meadows | -\$4,871 | -\$1,000 | -\$5,226 | -\$2,981 | \$1,226 | -\$4,000 | -31% |
| | Horse Paddock Rental | -\$200 | -\$50 | -\$250 | -\$149 | \$50 | -\$200 | -25% |
| | Picnic Shelter | -\$400 | -\$75 | -\$400 | -\$224 | \$100 | -\$300 | -33% |
| | Sports Facility User Fees | -\$730 | -\$200 | -\$730 | -\$596 | -\$70 | -\$800 | 9% |
| | Soccer Field Rentals | -\$1,726 | -\$750 | -\$2,331 | -\$2,236 | -\$669 | -\$3,000 | 22% |

Report FIN-2020-002 - Third Quarter Financial Report - 2019
Schedule A - Departmental Detail

| Description | | Current Qtr Actuals | Quarterly Budget | YTD Actuals | YTD Budget | \$ Budget Remaining | 2019 Budget | % Remaining |
|--|--|------------------------|---------------------|-----------------|-----------------|------------------------|-----------------|----------------|
| Revenues Total | | -\$7,927 | -\$2,075 | -\$8,936 | -\$6,185 | \$636 | -\$8,300 | -8% |
| PCC | | | | | | | | |
| Expenditures | | | | | | | | |
| Building Maintenance | | | | | | | | |
| | Bldg-Cleaning, Maint,Supplies Interior | \$2,284 | \$3,468 | \$6,811 | \$10,336 | \$7,059 | \$13,870 | 51% |
| | Outdoor Maintenance of Building | \$185 | \$300 | \$611 | \$894 | \$590 | \$1,200 | 49% |
| Contract Services/Professional Fees | | | | | | | | |
| | Contract Services | \$878 | \$915 | \$1,450 | \$2,727 | \$2,209 | \$3,660 | 60% |
| | Water Protection | \$706 | \$1,275 | \$2,848 | \$3,801 | \$2,252 | \$5,100 | 44% |
| Materials and Supplies | | | | | | | | |
| | Advertising | \$0 | \$500 | \$914 | \$1,490 | \$1,086 | \$2,000 | 54% |
| Office Equipment and Supplies | | | | | | | | |
| | Kitchen Supplies and Equipment | \$280 | \$375 | \$280 | \$1,118 | \$1,220 | \$1,500 | 81% |
| | Office Supplies | \$14 | \$38 | \$209 | \$112 | -\$59 | \$150 | -39% |
| Professional Development | | | | | | | | |
| | Employee Travel - Accomodations | \$0 | \$113 | \$0 | \$335 | \$450 | \$450 | 100% |
| | Employee Travel - Meals | \$0 | \$38 | \$0 | \$112 | \$150 | \$150 | 100% |
| | Membership and Subscription Fees | \$500 | \$125 | \$500 | \$373 | \$0 | \$500 | 0% |
| | Professional Development | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | N/A |
| Salaries, Wages and Benefits | | | | | | | | |
| | FT Benefits - Recreation | \$4 | \$0 | \$7 | \$0 | -\$7 | \$0 | N/A |
| | FT Wages - Recreation | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | N/A |
| | Manulife Benefits - Recreation | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | N/A |
| | OT Wages - Recreation | \$85 | \$125 | \$279 | \$373 | \$221 | \$500 | 44% |
| | PT Benefits - Recreation | \$551 | \$1,740 | \$1,466 | \$5,187 | \$5,495 | \$6,960 | 79% |
| | PT Wages - Recreation | \$12,218 | \$10,300 | \$31,926 | \$30,701 | \$9,272 | \$41,198 | 23% |
| | WSIB | \$375 | \$328 | \$1,038 | \$979 | \$275 | \$1,313 | 21% |
| Utilities | | | | | | | | |

Report FIN-2020-002 - Third Quarter Financial Report - 2019
Schedule A - Departmental Detail

| | Description | Current Qtr Actuals | Quarterly Budget | YTD Actuals | YTD Budget | \$ Budget Remaining | 2019 Budget | % Remaining |
|--------------------------------------|---------------------------------------|------------------------|---------------------|------------------|------------------|------------------------|------------------|----------------|
| | Communication(phone, fax, intern) | \$756 | \$700 | \$2,432 | \$2,087 | \$368 | \$2,800 | 13% |
| | Fuel | \$0 | \$125 | \$0 | \$373 | \$500 | \$500 | 100% |
| | Heat | \$211 | \$1,075 | \$2,875 | \$3,204 | \$1,425 | \$4,300 | 33% |
| | Hydro | \$2,893 | \$4,125 | \$7,405 | \$12,296 | \$9,095 | \$16,500 | 55% |
| | Insurance | \$0 | \$2,002 | \$7,996 | \$5,967 | \$12 | \$8,008 | 0% |
| | Waste Removal | \$1,093 | \$625 | \$2,403 | \$1,863 | \$97 | \$2,500 | 4% |
| | Vehicles and Equipment | | | | | | | |
| | Mileage | \$0 | \$25 | \$0 | \$75 | \$100 | \$100 | 100% |
| Expenditures Total | | \$23,033 | \$28,315 | \$71,452 | \$84,402 | \$41,808 | \$113,260 | 37% |
| Revenues | | | | | | | | |
| Grants | | | | | | | | |
| | Recreation Conditional Grants | \$0 | -\$1,292 | \$0 | -\$3,850 | -\$5,167 | -\$5,167 | 100% |
| Recoveries | | | | | | | | |
| | Other Recoveries | -\$548 | -\$100 | -\$877 | -\$298 | \$477 | -\$400 | -119% |
| User Fees, Licenses and Fines | | | | | | | | |
| | Advertising Sign | \$0 | -\$81 | -\$33 | -\$241 | -\$290 | -\$324 | 90% |
| | Alf Hales Room | -\$3,344 | -\$2,000 | -\$11,152 | -\$5,962 | \$3,152 | -\$8,000 | -39% |
| | Archie MacRobbie Hall - Non- Prime | -\$7,677 | -\$4,000 | -\$13,109 | -\$11,923 | -\$2,891 | -\$16,000 | 18% |
| | Archie MacRobbie Hall - Prime | -\$11,769 | -\$5,700 | -\$20,660 | -\$16,991 | -\$2,140 | -\$22,800 | 9% |
| | Bartenders | -\$2,204 | -\$2,125 | -\$5,675 | -\$6,334 | -\$2,825 | -\$8,500 | 33% |
| | Commercial Rentals | \$0 | -\$195 | -\$782 | -\$583 | \$0 | -\$782 | 0% |
| | Kitchen Facilities | -\$438 | -\$795 | -\$2,267 | -\$2,370 | -\$912 | -\$3,180 | 29% |
| | Licensed Events Using Patio | -\$228 | -\$57 | -\$285 | -\$171 | \$56 | -\$229 | -24% |
| | Projector Rental Fee | \$0 | -\$25 | -\$50 | -\$75 | -\$50 | -\$100 | 50% |
| Revenues Total | | -\$26,208 | -\$16,370 | -\$54,892 | -\$48,797 | -\$10,590 | -\$65,481 | 16% |

Report FIN-2020-018 - Fourth Quarter Financial Report - 2019
Schedule A - Departmental Detail

| Description | | Current Qtr Actuals | Quarterly Budget | YTD Actuals | YTD Budget | \$ Budget Remaining | 2019 Budget | % Remaining |
|-------------------------------------|--|------------------------|---------------------|----------------|----------------|------------------------|----------------|----------------|
| Recreation Committee | | | | | | | | |
| Expenditures | | | | | | | | |
| Salaries, Wages and Benefits | | | | | | | | |
| Per Diems | | \$2,565 | \$637 | \$2,565 | \$2,546 | -\$19 | \$2,546 | -1% |
| Expenditures Total | | \$2,565 | \$637 | \$2,565 | \$2,546 | -\$19 | \$2,546 | -1% |
| | | | | | | | | |

Report FIN-2020-018 - Fourth Quarter Financial Report - 2019
Schedule A - Departmental Detail

| | | Current Qtr | Quarterly | | | \$ Budget | | % |
|--|--|-------------|-----------|-------------|------------|-----------|-------------|-----------|
| Description | | Actuals | Budget | YTD Actuals | YTD Budget | Remaining | 2019 Budget | Remaining |
| ORC | | | | | | | | |
| Expenditures | | | | | | | | |
| Building Maintenance | | | | | | | | |
| | Bldg-Cleaning, Maint,Supplies Exterior | \$6,668 | \$2,000 | \$6,944 | \$8,000 | \$1,056 | \$8,000 | 13% |
| | Bldg-Cleaning, Maint,Supplies Interior | \$2,101 | \$1,500 | \$4,113 | \$6,000 | \$1,887 | \$6,000 | 31% |
| Contract Services/Professional Fees | | | | | | | | |
| | Contract Services | \$66 | \$370 | \$630 | \$1,480 | \$850 | \$1,480 | 57% |
| | Water Protection | \$213 | \$175 | \$643 | \$700 | \$57 | \$700 | 8% |
| Materials and Supplies | | | | | | | | |
| | Advertising | \$0 | \$125 | \$0 | \$500 | \$500 | \$500 | 100% |
| | Clothing Safety Allowance | \$0 | \$129 | \$0 | \$515 | \$515 | \$515 | 100% |
| | Drink Machine Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | N/A |
| | Signage | \$0 | \$25 | \$0 | \$100 | \$100 | \$100 | 100% |
| Office Equipment and Supplies | | | | | | | | |
| | Office Supplies | \$80 | \$75 | \$601 | \$300 | -\$301 | \$300 | -100% |
| Professional Development | | | | | | | | |
| | Employee Travel - Meals | \$0 | \$25 | \$0 | \$100 | \$100 | \$100 | 100% |
| | Membership and Subscription Fees | \$0 | \$55 | \$158 | \$220 | \$62 | \$220 | 28% |
| | Professional Development | \$0 | \$250 | \$0 | \$1,000 | \$1,000 | \$1,000 | 100% |
| Salaries, Wages and Benefits | | | | | | | | |
| | FT Benefits - ORC | \$2,602 | \$2,718 | \$11,917 | \$10,873 | -\$1,044 | \$10,873 | -10% |
| | FT Wages - ORC | \$16,184 | \$15,027 | \$60,112 | \$60,108 | -\$4 | \$60,108 | 0% |
| | Manulife Benefits | \$1,717 | \$2,070 | \$7,924 | \$8,280 | \$356 | \$8,280 | 4% |
| | OT Wages - ORC | \$600 | \$500 | \$1,553 | \$2,000 | \$447 | \$2,000 | 22% |
| | PT Benefits - ORC | \$313 | \$689 | \$1,297 | \$2,754 | \$1,457 | \$2,754 | 53% |
| | PT Wages - ORC | \$7,930 | \$7,390 | \$26,559 | \$29,560 | \$3,001 | \$29,560 | 10% |
| | WSIB | \$658 | \$722 | \$2,796 | \$2,888 | \$92 | \$2,888 | 3% |
| Utilities | | | | | | | | |
| | Communication(phone, fax, intern) | \$735 | \$715 | \$2,967 | \$2,860 | -\$107 | \$2,860 | -4% |
| | Heat | \$1,218 | \$1,375 | \$4,921 | \$5,500 | \$579 | \$5,500 | 11% |
| | Hydro | \$3,385 | \$7,500 | \$25,794 | \$30,000 | \$4,206 | \$30,000 | 14% |
| | Insurance | \$0 | \$2,161 | \$8,611 | \$8,642 | \$31 | \$8,642 | 0% |
| | Waste Removal | \$535 | \$200 | \$1,136 | \$800 | -\$336 | \$800 | -42% |

Report FIN-2020-018 - Fourth Quarter Financial Report - 2019
Schedule A - Departmental Detail

| | Description | Current Qtr Actuals | Quarterly Budget | YTD Actuals | YTD Budget | \$ Budget Remaining | 2019 Budget | % Remaining |
|--------------------------------------|---|------------------------|---------------------|------------------|------------------|------------------------|------------------|----------------|
| Vehicles and Equipment | | | | | | | | |
| | Equipment Maintenance & Supplies | \$2,330 | \$1,718 | \$4,314 | \$6,870 | \$2,556 | \$6,870 | 37% |
| | Mileage | \$0 | \$25 | \$0 | \$100 | \$100 | \$100 | 100% |
| Expenditures Total | | \$47,335 | \$47,537 | \$172,989 | \$190,150 | \$17,161 | \$190,150 | 9% |
| Revenues | | | | | | | | |
| Recoveries | | | | | | | | |
| | Other Recoveries | \$0 | -\$125 | -\$386 | -\$500 | -\$115 | -\$500 | 23% |
| User Fees, Licenses and Fines | | | | | | | | |
| | Arena Summer Rentals | -\$2,495 | -\$3,750 | -\$13,440 | -\$15,000 | -\$1,560 | -\$15,000 | 10% |
| | Gymnasium Rental | -\$6,851 | -\$4,250 | -\$26,469 | -\$17,000 | \$9,469 | -\$17,000 | -56% |
| | Ice Rental - Non-Prime | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | N/A |
| | Ice Rental - Prime | \$0 | -\$4,500 | -\$20,772 | -\$18,000 | \$2,772 | -\$18,000 | -15% |
| | ORC Drink Machine | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | N/A |
| | Rink Board and Ball Diamond Advertising | \$0 | -\$88 | \$0 | -\$350 | -\$350 | -\$350 | 100% |
| Revenues Total | | -\$9,347 | -\$12,713 | -\$61,066 | -\$50,850 | \$10,216 | -\$50,850 | -20% |

Report FIN-2020-018 - Fourth Quarter Financial Report - 2019
Schedule A - Departmental Detail

| | | Current Qtr | Quarterly | | | \$ Budget | % | |
|--|---|-----------------|-----------------|------------------|------------------|----------------|------------------|-------------|
| Description | | Actuals | Budget | YTD Actuals | YTD Budget | Remaining | 2019 Budget | Remaining |
| Parks | | | | | | | | |
| Expenditures | | | | | | | | |
| Contract Services/Professional Fees | | | | | | | | |
| | Contract Services | \$1,913 | \$3,915 | \$7,272 | \$15,660 | \$8,388 | \$15,660 | 54% |
| | Water Protection | \$0 | \$250 | \$35 | \$1,000 | \$965 | \$1,000 | 97% |
| Materials and Supplies | | | | | | | | |
| | Advertising | \$0 | \$125 | \$1,134 | \$500 | -\$634 | \$500 | -127% |
| | Maintenance Grounds | \$1,919 | \$2,500 | \$4,132 | \$10,000 | \$5,868 | \$10,000 | 59% |
| Salaries, Wages and Benefits | | | | | | | | |
| | FT Benefits - Parks | \$2,943 | \$2,053 | \$9,205 | \$8,210 | -\$994 | \$8,210 | -12% |
| | FT Wages - Parks | \$14,602 | \$10,951 | \$46,775 | \$43,804 | -\$2,971 | \$43,804 | -7% |
| | Manulife Benefits | \$1,898 | \$1,903 | \$7,593 | \$7,614 | \$21 | \$7,614 | 0% |
| | OT Wages - Parks | \$2,493 | \$500 | \$7,448 | \$2,000 | -\$5,448 | \$2,000 | -272% |
| | PT Benefits - Parks | \$0 | \$222 | \$882 | \$889 | \$6 | \$889 | 1% |
| | PT Wages - Parks | \$0 | \$2,384 | \$10,134 | \$9,536 | -\$599 | \$9,536 | -6% |
| | WSIB | \$476 | \$436 | \$2,049 | \$1,743 | -\$306 | \$1,743 | -18% |
| Utilities | | | | | | | | |
| | Fuel | \$2,598 | \$550 | \$2,598 | \$2,200 | -\$398 | \$2,200 | -18% |
| | Hydro | \$900 | \$850 | \$2,703 | \$3,400 | \$697 | \$3,400 | 21% |
| | Insurance | \$0 | \$1,747 | \$7,190 | \$6,986 | -\$204 | \$6,986 | -3% |
| Vehicles and Equipment | | | | | | | | |
| | Equipment Maintenance and Supplies | \$195 | \$370 | \$1,306 | \$1,480 | \$174 | \$1,480 | 12% |
| | Mileage | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | N/A |
| | Vehicle Maintenance | \$167 | \$125 | \$197 | \$500 | \$303 | \$500 | 61% |
| Expenditures Total | | \$30,101 | \$28,880 | \$110,654 | \$115,522 | \$4,868 | \$115,522 | 4% |
| Revenues | | | | | | | | |
| User Fees, Licenses and Fines | | | | | | | | |
| | Aberfoyle/Morrison Ball Park/ Morrison Meadows | -\$401 | -\$1,000 | -\$5,627 | -\$4,000 | \$1,627 | -\$4,000 | -41% |
| | Horse Paddock Rental | \$0 | -\$50 | -\$250 | -\$200 | \$50 | -\$200 | -25% |
| | Picnic Shelter | \$0 | -\$75 | -\$400 | -\$300 | \$100 | -\$300 | -33% |
| | Sports Facility User Fees | \$0 | -\$200 | -\$730 | -\$800 | -\$70 | -\$800 | 9% |
| | Soccer Field Rentals | \$0 | -\$750 | -\$2,331 | -\$3,000 | -\$669 | -\$3,000 | 22% |
| Revenues Total | | -\$401 | -\$2,075 | -\$9,338 | -\$8,300 | \$1,038 | -\$8,300 | -13% |

Report FIN-2020-018 - Fourth Quarter Financial Report - 2019
Schedule A - Departmental Detail

| | | Current Qtr | Quarterly | | | \$ Budget | % | |
|--|--|-------------|-----------|-------------|------------|-----------|-------------|-----------|
| Description | | Actuals | Budget | YTD Actuals | YTD Budget | Remaining | 2019 Budget | Remaining |
| PCC | | | | | | | | |
| Expenditures | | | | | | | | |
| Building Maintenance | | | | | | | | |
| | Bldg-Cleaning, Maint,Supplies Interior | \$2,191 | \$3,468 | \$9,003 | \$13,870 | \$4,867 | \$13,870 | 35% |
| | Outdoor Maintenance of Building | \$1,724 | \$300 | \$2,335 | \$1,200 | -\$1,135 | \$1,200 | -95% |
| Contract Services/Professional Fees | | | | | | | | |
| | Contract Services | \$1,486 | \$915 | \$2,937 | \$3,660 | \$723 | \$3,660 | 20% |
| | Water Protection | \$1,709 | \$1,275 | \$4,558 | \$5,100 | \$542 | \$5,100 | 11% |
| Materials and Supplies | | | | | | | | |
| | Advertising | \$0 | \$500 | \$914 | \$2,000 | \$1,086 | \$2,000 | 54% |
| Office Equipment and Supplies | | | | | | | | |
| | Kitchen Supplies and Equipment | \$277 | \$375 | \$557 | \$1,500 | \$943 | \$1,500 | 63% |
| | Office Supplies | -\$127 | \$38 | \$82 | \$150 | \$68 | \$150 | 45% |
| Professional Development | | | | | | | | |
| | Employee Travel - Accomodations | \$0 | \$113 | \$0 | \$450 | \$450 | \$450 | 100% |
| | Employee Travel - Meals | \$0 | \$38 | \$0 | \$150 | \$150 | \$150 | 100% |
| | Membership and Subscription Fees | \$0 | \$125 | \$500 | \$500 | \$0 | \$500 | 0% |
| | Professional Development | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | N/A |
| Salaries, Wages and Benefits | | | | | | | | |
| | FT Benefits - Recreation | \$0 | \$0 | \$7 | \$0 | -\$7 | \$0 | N/A |
| | FT Wages - Recreation | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | N/A |
| | Manulife Benefits - Recreation | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | N/A |
| | OT Wages - Recreation | \$388 | \$125 | \$667 | \$500 | -\$167 | \$500 | -33% |
| | PT Benefits - Recreation | \$447 | \$1,740 | \$1,912 | \$6,960 | \$5,048 | \$6,960 | 73% |
| | PT Wages - Recreation | \$9,255 | \$10,300 | \$41,182 | \$41,198 | \$17 | \$41,198 | 0% |
| | WSIB | \$285 | \$328 | \$1,323 | \$1,313 | -\$10 | \$1,313 | -1% |
| Utilities | | | | | | | | |
| | Communication(phone, fax, intern) | \$715 | \$700 | \$3,147 | \$2,800 | -\$347 | \$2,800 | -12% |
| | Fuel | \$0 | \$125 | \$0 | \$500 | \$500 | \$500 | 100% |
| | Heat | \$1,164 | \$1,075 | \$4,040 | \$4,300 | \$260 | \$4,300 | 6% |
| | Hydro | \$3,754 | \$4,125 | \$11,159 | \$16,500 | \$5,341 | \$16,500 | 32% |
| | Insurance | \$0 | \$2,002 | \$7,996 | \$8,008 | \$12 | \$8,008 | 0% |

Report FIN-2020-018 - Fourth Quarter Financial Report - 2019
Schedule A - Departmental Detail

| | Description | Current Qtr Actuals | Quarterly Budget | YTD Actuals | YTD Budget | \$ Budget Remaining | 2019 Budget | % Remaining |
|--------------------------------------|-----------------------------------|------------------------|---------------------|------------------|------------------|------------------------|------------------|----------------|
| | Waste Removal | \$2,140 | \$625 | \$4,544 | \$2,500 | -\$2,044 | \$2,500 | -82% |
| Vehicles and Equipment | | | | | | | | |
| | Mileage | \$0 | \$25 | \$0 | \$100 | \$100 | \$100 | 100% |
| Expenditures Total | | \$25,409 | \$28,315 | \$96,861 | \$113,260 | \$16,399 | \$113,260 | 14% |
| Revenues | | | | | | | | |
| Grants | | | | | | | | |
| | Recreation Conditional Grants | -\$5,609 | -\$1,292 | -\$5,609 | -\$5,167 | \$442 | -\$5,167 | -9% |
| Recoveries | | | | | | | | |
| | Other Recoveries | -\$79 | -\$100 | -\$956 | -\$400 | \$556 | -\$400 | -139% |
| User Fees, Licenses and Fines | | | | | | | | |
| | Advertising Sign | \$0 | -\$81 | -\$33 | -\$324 | -\$290 | -\$324 | 90% |
| | Alf Hales Room | -\$2,274 | -\$2,000 | -\$13,427 | -\$8,000 | \$5,427 | -\$8,000 | -68% |
| | Archie MacRobbie Hall - Non-Prime | -\$6,860 | -\$4,000 | -\$19,969 | -\$16,000 | \$3,969 | -\$16,000 | -25% |
| | Archie MacRobbie Hall - Prime | -\$8,705 | -\$5,700 | -\$29,365 | -\$22,800 | \$6,565 | -\$22,800 | -29% |
| | Bartenders | -\$1,552 | -\$2,125 | -\$7,227 | -\$8,500 | -\$1,273 | -\$8,500 | 15% |
| | Commercial Rentals | -\$765 | -\$195 | -\$1,547 | -\$782 | \$765 | -\$782 | -98% |
| | Kitchen Facilities | -\$875 | -\$795 | -\$3,143 | -\$3,180 | -\$37 | -\$3,180 | 1% |
| | Licensed Events Using Patio | \$0 | -\$57 | -\$285 | -\$229 | \$56 | -\$229 | -24% |
| | Projector Rental Fee | -\$25 | -\$25 | -\$75 | -\$100 | -\$25 | -\$100 | 25% |
| Revenues Total | | -\$26,744 | -\$16,370 | -\$81,636 | -\$65,481 | \$16,154 | -\$65,481 | -25% |

Report FIN-2020-019 - First Quarter Financial Report - 2020
Schedule A - Departmental Detail

| | Current Quarter Actuals | YTD Actuals | \$ Budget Remaining | 2020 Budget | % Remaining |
|-------------------------------------|-------------------------------|----------------|------------------------|----------------|----------------|
| Recreation Committee | | | | | |
| Expenditures | | | | | |
| Salaries, Wages and Benefits | | | | | |
| Per Diems | \$0 | \$0 | \$2,605 | \$2,605 | 100% |
| Expenditures Total | \$0 | \$0 | \$2,605 | \$2,605 | 100% |

Report FIN-2020-019 - First Quarter Financial Report - 2020
Schedule A - Departmental Detail

| | Current Quarter Actuals | YTD Actuals | \$ Budget Remaining | 2020 Budget | % Remaining |
|--|-------------------------------|----------------|------------------------|----------------|----------------|
| ORC | | | | | |
| Expenditures | | | | | |
| Building Maintenance | | | | | |
| Bldg-Cleaning, Maint,Supplies Exterior | \$197 | \$197 | \$7,803 | \$8,000 | 98% |
| Bldg-Cleaning, Maint,Supplies Interior | \$1,361 | \$1,361 | \$4,639 | \$6,000 | 77% |
| Contract Services/Professional Fees | | | | | |
| Contract Services | \$563 | \$563 | \$917 | \$1,480 | 62% |
| Water Protection | \$17 | \$17 | \$683 | \$700 | 98% |
| Materials and Supplies | | | | | |
| Advertising | \$0 | \$0 | \$500 | \$500 | 100% |
| Clothing Safety Allowance | \$0 | \$0 | \$775 | \$775 | 100% |
| Signage | \$0 | \$0 | \$100 | \$100 | 100% |
| Office Equipment and Supplies | | | | | |
| Office Supplies | \$33 | \$33 | \$267 | \$300 | 89% |
| Professional Development | | | | | |
| Employee Travel - Meals | \$0 | \$0 | \$100 | \$100 | 100% |
| Membership and Subscription Fees | \$0 | \$0 | \$220 | \$220 | 100% |
| Professional Development | \$0 | \$0 | \$1,000 | \$1,000 | 100% |
| Salaries, Wages and Benefits | | | | | |
| FT Benefits - ORC | \$2,661 | \$2,661 | \$8,475 | \$11,136 | 76% |
| FT Wages - ORC | \$14,127 | \$14,127 | \$47,129 | \$61,256 | 77% |
| Manulife Benefits | \$696 | \$696 | \$6,350 | \$7,045 | 90% |
| OT Wages - ORC | \$0 | \$0 | \$2,000 | \$2,000 | 100% |
| PT Benefits - ORC | \$192 | \$192 | \$2,690 | \$2,881 | 93% |
| PT Wages - ORC | \$4,100 | \$4,100 | \$26,513 | \$30,613 | 87% |
| WSIB | \$672 | \$672 | \$2,144 | \$2,816 | 76% |
| Utilities | | | | | |
| Communication(phone, fax, intern) | \$954 | \$954 | \$2,166 | \$3,120 | 69% |
| Heat | \$2,368 | \$2,368 | \$3,132 | \$5,500 | 57% |
| Hydro | \$14,329 | \$14,329 | \$15,671 | \$30,000 | 52% |
| Insurance | \$2,376 | \$2,376 | \$6,698 | \$9,074 | 74% |
| Waste Removal | \$297 | \$297 | \$1,263 | \$1,560 | 81% |

Report FIN-2020-019 - First Quarter Financial Report - 2020
Schedule A - Departmental Detail

| | Current Quarter Actuals | YTD Actuals | \$ Budget Remaining | 2020 Budget | % Remaining |
|---|-------------------------------|------------------|------------------------|------------------|----------------|
| Vehicles and Equipment | | | | | |
| Equipment Maintenance & Supplies | \$923 | \$923 | \$5,947 | \$6,870 | 87% |
| Mileage | \$0 | \$0 | \$100 | \$100 | 100% |
| Expenditures Total | \$45,868 | \$45,868 | \$147,279 | \$193,147 | 76% |
| Revenues | | | | | |
| Recoveries | | | | | |
| Other Recoveries | -\$412 | -\$412 | -\$88 | -\$500 | 18% |
| User Fees, Licenses and Fines | | | | | |
| Arena Summer Rentals | \$0 | \$0 | -\$13,750 | -\$13,750 | 100% |
| Gymnasium Rental | -\$5,906 | -\$5,906 | -\$14,094 | -\$20,000 | 70% |
| Ice Rental - Non-Prime | -\$506 | -\$506 | \$506 | \$0 | N/A |
| Ice Rental - Prime | -\$23,537 | -\$23,537 | \$5,177 | -\$18,360 | -28% |
| Rink Board and Ball Diamond Advertising | -\$357 | -\$357 | \$0 | -\$357 | 0% |
| Revenues Total | -\$30,718 | -\$30,718 | -\$22,249 | -\$52,967 | 42% |

Report FIN-2020-019 - First Quarter Financial Report - 2020
Schedule A - Departmental Detail

| | Current Quarter Actuals | YTD Actuals | \$ Budget Remaining | 2020 Budget | % Remaining |
|--|-------------------------------|----------------|------------------------|-----------------|----------------|
| Parks | | | | | |
| Expenditures | | | | | |
| Contract Services/Professional Fees | | | | | |
| Contract Services | \$0 | \$0 | \$5,160 | \$5,160 | 100% |
| Water Protection | \$0 | \$0 | \$1,000 | \$1,000 | 100% |
| Materials and Supplies | | | | | |
| Advertising | \$0 | \$0 | \$500 | \$500 | 100% |
| Maintenance Grounds | \$0 | \$0 | \$10,000 | \$10,000 | 100% |
| Salaries, Wages and Benefits | | | | | |
| FT Benefits - Parks | \$0 | \$0 | \$0 | \$0 | N/A |
| FT Wages - Parks | \$0 | \$0 | \$0 | \$0 | N/A |
| Manulife Benefits | \$0 | \$0 | \$0 | \$0 | N/A |
| OT Wages - Parks | \$0 | \$0 | \$0 | \$0 | N/A |
| PT Benefits - Parks | \$0 | \$0 | \$915 | \$915 | 100% |
| PT Wages - Parks | \$0 | \$0 | \$9,719 | \$9,719 | 100% |
| WSIB | \$0 | \$0 | \$292 | \$292 | 100% |
| Utilities | | | | | |
| Fuel | \$0 | \$0 | \$2,200 | \$2,200 | 100% |
| Hydro | \$335 | \$335 | \$3,065 | \$3,400 | 90% |
| Insurance | \$1,999 | \$1,999 | \$5,337 | \$7,335 | 73% |
| Vehicles and Equipment | | | | | |
| Equipment Maintenance and Supplies | \$41 | \$41 | \$1,439 | \$1,480 | 97% |
| Mileage | \$0 | \$0 | \$0 | \$0 | N/A |
| Vehicle Maintenance | \$0 | \$0 | \$500 | \$500 | 100% |
| Expenditures Total | \$2,374 | \$2,374 | \$40,127 | \$42,501 | 94% |
| Revenues | | | | | |
| User Fees, Licenses and Fines | | | | | |
| Aberfoyle/Morrison Ball Park/ Morrison Meadows | -\$538 | -\$538 | -\$4,962 | -\$5,500 | 90% |
| Horse Paddock Rental | \$0 | \$0 | -\$204 | -\$204 | 100% |
| Picnic Shelter | \$0 | \$0 | -\$306 | -\$306 | 100% |
| Soccer Field Rentals | \$0 | \$0 | -\$3,000 | -\$3,000 | 100% |
| Sports Facility User Fees | \$0 | \$0 | -\$800 | -\$800 | 100% |

Report FIN-2020-019 - First Quarter Financial Report - 2020
Schedule A - Departmental Detail

| | Current Quarter Actuals | YTD Actuals | \$ Budget Remaining | 2020 Budget | % Remaining |
|--|-------------------------------|----------------|------------------------|-----------------|----------------|
| Revenues Total | -\$538 | -\$538 | -\$9,272 | -\$9,810 | 95% |
| PCC | | | | | |
| Expenditures | | | | | |
| Building Maintenance | | | | | |
| Bldg-Cleaning, Maint,Supplies Interior | \$2,289 | \$2,289 | \$11,581 | \$13,870 | 83% |
| Outdoor Maintenance of Building | \$0 | \$0 | \$1,200 | \$1,200 | 100% |
| Contract Services/Professional Fees | | | | | |
| Contract Services | \$830 | \$830 | \$2,830 | \$3,660 | 77% |
| Water Protection | \$162 | \$162 | \$4,938 | \$5,100 | 97% |
| Materials and Supplies | | | | | |
| Advertising | \$0 | \$0 | \$2,000 | \$2,000 | 100% |
| Office Equipment and Supplies | | | | | |
| Kitchen Supplies and Equipment | \$0 | \$0 | \$1,500 | \$1,500 | 100% |
| Office Supplies | \$71 | \$71 | \$79 | \$150 | 53% |
| Professional Development | | | | | |
| Employee Travel - Accomodations | \$0 | \$0 | \$450 | \$450 | 100% |
| Employee Travel - Meals | \$0 | \$0 | \$150 | \$150 | 100% |
| Membership and Subscription Fees | \$0 | \$0 | \$500 | \$500 | 100% |
| Professional Development | \$0 | \$0 | \$0 | \$0 | N/A |
| Salaries, Wages and Benefits | | | | | |
| FT Benefits - Recreation | \$2,321 | \$2,321 | \$7,978 | \$10,299 | 77% |
| FT Wages - Recreation | \$13,085 | \$13,085 | \$43,554 | \$56,638 | 77% |
| Manulife Benefits - Recreation | \$1,947 | \$1,947 | \$5,844 | \$7,791 | 75% |
| OT Wages - Recreation | \$19 | \$19 | \$1,981 | \$2,000 | 99% |
| PT Benefits - Recreation | \$350 | \$350 | \$3,722 | \$4,072 | 91% |
| PT Wages - Recreation | \$8,136 | \$8,136 | \$33,130 | \$41,266 | 80% |
| WSIB | \$741 | \$741 | \$2,256 | \$2,997 | 75% |
| Utilities | | | | | |
| Communication(phone, fax, intern) | \$777 | \$777 | \$2,223 | \$3,000 | 74% |
| Fuel | \$0 | \$0 | \$500 | \$500 | 100% |
| Heat | \$1,806 | \$1,806 | \$2,494 | \$4,300 | 58% |
| Hydro | \$1,708 | \$1,708 | \$14,792 | \$16,500 | 90% |

Report FIN-2020-019 - First Quarter Financial Report - 2020
Schedule A - Departmental Detail

| | Current Quarter Actuals | YTD Actuals | \$ Budget Remaining | 2020 Budget | % Remaining |
|--------------------------------------|-------------------------------|-----------------|------------------------|------------------|----------------|
| Insurance | \$2,205 | \$2,205 | \$6,204 | \$8,408 | 74% |
| Waste Removal | \$1,188 | \$1,188 | \$5,052 | \$6,240 | 81% |
| Vehicles and Equipment | | | | | |
| Mileage | \$0 | \$0 | \$100 | \$100 | 100% |
| Expenditures Total | \$37,635 | \$37,635 | \$155,056 | \$192,691 | 80% |
| Revenues | | | | | |
| Grants | | | | | |
| Recreation Conditional Grants | \$0 | \$0 | -\$5,167 | -\$5,167 | 100% |
| Recoveries | | | | | |
| Other Recoveries | -\$283 | -\$283 | -\$717 | -\$1,000 | 72% |
| User Fees, Licenses and Fines | | | | | |
| Advertising Sign | \$0 | \$0 | -\$102 | -\$102 | 100% |
| Alf Hales Room | -\$1,271 | -\$1,271 | -\$10,679 | -\$11,950 | 89% |
| Archie MacRobbie Hall - Non-Prime | -\$2,052 | -\$2,052 | -\$17,068 | -\$19,120 | 89% |
| Archie MacRobbie Hall - Prime | -\$3,892 | -\$3,892 | -\$23,354 | -\$27,246 | 86% |
| Bartenders | -\$1,430 | -\$1,430 | -\$6,924 | -\$8,354 | 83% |
| Commercial Rentals | \$0 | \$0 | -\$636 | -\$636 | 100% |
| Kitchen Facilities | -\$799 | -\$799 | -\$3,001 | -\$3,800 | 79% |
| Licensed Events Using Patio | \$0 | \$0 | -\$234 | -\$234 | 100% |
| Projector Rental Fee | \$0 | \$0 | -\$102 | -\$102 | 100% |
| Revenues Total | -\$9,726 | -\$9,726 | -\$67,984 | -\$77,710 | 87% |



REPORT REC-2020-004

TO: Mayor and Members of Council

FROM: Lynne Banks, Development and Legislative Coordinator

MEETING DATE: April 22, 2020

SUBJECT: License and Cost Sharing Agreement between the Township of Puslinch
and the Puslinch Tennis Club
LOO/TEN

RECOMMENDATION

1. That Report REC-2020-004 regarding a License and Cost Sharing Agreement (the "Agreement") between the Township of Puslinch (the "Township") and the Puslinch Tennis Club (the "Club") on a portion of the lands known as the Puslinch Community Centre (the "Lands"), be received; and
2. That Council authorize entering into an agreement with the Puslinch Tennis Club (see draft By-law attached to this Report) for a period of ten years.

Background:

In 2019, Council passed Resolution No. 2019-062 authorizing staff "to work with the Recreation Committee to negotiate a use/cost sharing agreement with the Puslinch Tennis Club that outlines responsibilities for court care and maintenance, as well as cost sharing".

The draft License and Cost Sharing Agreement has been prepared and allows for the following provisions, in part:

1. To use the Lands in an "as is" conditions subject to approval of alterations at the Club's sole cost and expense.
2. The term of the Agreement will be for a period of ten years and can be terminated or extended by either party in accordance with the provisions of the Agreement.

3. The Club shall pay the Township the Agreement Administration Fee of \$780.00 in accordance with the Township's User Fee By-law at the time of execution of the Agreement.
4. The Club shall have inclusive use of the lands between the hours of 8:00 a.m. and 2:00 p.m., Monday through Friday inclusive and 7:00 a.m. to 12:00 p.m. Saturday and Sunday.
5. The public shall have use of the Lands during designated hours as posted on the Lands being 2:00 p.m. to 8:00 p.m. Monday through Friday inclusive and 12:00 p.m. to 8:00 p.m. Saturday and Sunday.
6. The Township and the Tennis Club shall each be responsible for 50% of the costs of the maintenance, replacement and repair of the nets and fencing.
7. The Club shall obtain general liability insurance in the amount of Five Million Canadian Dollars (\$5,000,000.00CAD) with a copy of the current insurance policy provided to the Township annually from the date of signing of the agreement.

Purpose:

The Agreement will ensure that the public continues to have access to a publicly owned Township facility and that the Club will have specific responsibilities with regards to maintenance of the Lands.

Financial Implications

Sports facility user fees are currently collected from the Puslinch Tennis Club at a rate of \$10 per resident and \$25 per non-resident in accordance with the Township's User Fees and Charges By-law. Fees collected are not based on usage. In 2019, the Township collected \$730 of fees allocated as follows:

- \$480 for residents
- \$250 for non-residents.

The Capital Budget and Forecast includes costs of \$10,000 in 2026 to complete improvements to the tennis courts in accordance with recommendation number 28 in the Recreation and Parks Master Plan which indicates:

“improving existing tennis courts (ie. installation of wind and noise screening) and to convert the third court (furthest from the road) into a public court without controlled access in order to promote use for non-members.”

These improvements are subject to an agreement being formalized with the Tennis Club regarding responsibilities for upgrades/improvements to the tennis courts.

Please note, the Asset Management Plan includes the following assets as it relates to the tennis courts:

| Asset No. | Description | Acquisition Date | Life Expectancy | Replacement Year | Replacement Cost |
|-----------|----------------------|------------------|-----------------|------------------|------------------|
| 14003 | Tennis Court Fencing | 1988 | 40 | 2028 | \$21,615 |
| 14005 | Tennis Court Paving | 2009 | 40 | 2049 | \$44,625 |

Applicable Legislation and Requirements

Municipal Act, 2001, S.O. 2001, c. 25, as amended

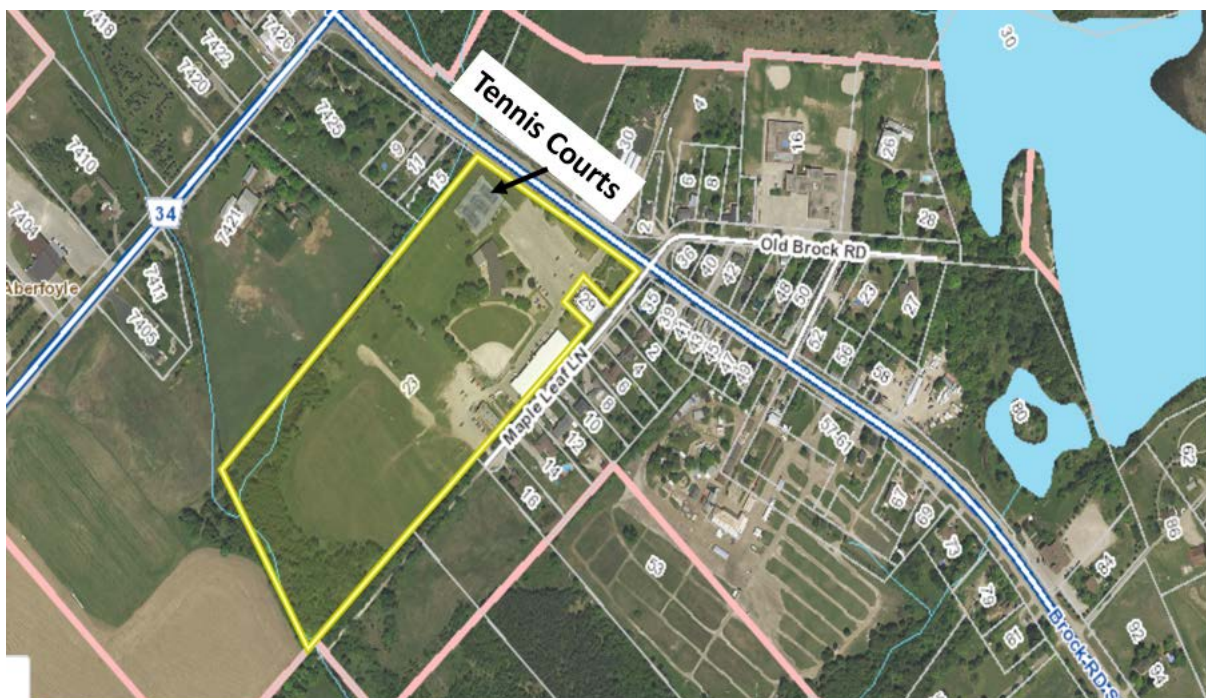
Attachment “A” – License and Cost Sharing Agreement

Attachment “B” – Aerial Map of Lands

Attachment “C” – Draft By-law

SCHEDULE "A"

SCHEDULE "B"



SCHEDULE "C"**THE CORPORATION OF THE TOWNSHIP OF PUSLINCH****BY-LAW NUMBER XXX-2020**

Being a by-law to authorize the entering into a License and Cost Sharing Agreement with the Puslinch Tennis Club for the use and maintenance of the tennis courts located at the Puslinch Community Centre.

WHEREAS the *Municipal Act*, S.O. 2001, c.25 authorizes a municipality to enter into Agreements;

AND WHEREAS the Council for the Corporation of the Township of Puslinch deems it appropriate to enter into a License and Cost Sharing Agreement with the Puslinch Tennis Club for the use and maintenance of the tennis courts located at the Puslinch Community Centre;

NOW THEREFORE the Corporation of the Township of Puslinch hereby enacts as follows:

1. That the Corporation of the Township of Puslinch enter into a License and Cost Sharing Agreement with the Puslinch Tennis Club for the use and maintenance of the tennis courts located at the Puslinch Community Centre.
2. That the Mayor and Clerk are hereby authorized to execute the License and Cost Sharing Agreement once the authorized representative for the Puslinch Tennis Club has executed the agreement.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 22nd DAY OF APRIL, 2020.

James Seeley, Mayor

Glenn Schwendinger, CAO/Clerk

LICENCE AND COST SHARING AGREEMENT

THIS AGREEMENT made this day of , 2020.

B E T W E E N:

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

hereinafter called the “Township”

OF THE FIRST PART

- and –

THE PUSLINCH TENNIS CLUB

hereinafter called the “Club”

OF THE SECOND PART

WHEREAS:

- A.** The Township is the registered owner of certain lands in the Township of Puslinch described in Schedule “A” to this agreement and known municipally as 23 Brock Road South, being the Puslinch Community Centre, (the “Lands”);
- B.** The Lands contain tennis courts as shown on the aerial map in Schedule “B” (the “Permitted Lands”);
- C.** The Club has requested to use and maintain the Permitted Lands for the purpose of carrying on its activities as a tennis club (“Permitted Use”);
- D.** The Club acknowledges that the Permitted Lands are available for use by non-Club members at the designated times as listed in Schedule “C” to this Agreement;
- E.** The Township agrees to licence the Permitted Lands to the Club on a non-exclusive and non-transferable basis for the Permitted Use, subject to certain terms and conditions herein;
- F.** Both the Township and the Club wish to formalize an agreement concerning the use and maintenance responsibilities of each of them with respect to the Permitted Lands;
- G.** In 2018, the Township entered into a separate Agreement with the Club to permit a storage shed to be erected on one of the pads abutting the Permitted Lands which is a separate arrangement from what is contemplated with respect to the Permitted Lands herein.

NOW, THEREFORE, in consideration of the matters agreed to herein and in consideration of Two Dollars (\$2.00) of lawful money of Canada now paid by each party to the other, the receipt and sufficiency of which is hereby acknowledged, the Club and the Township agree as follows:

1.0 Term and Non-Exclusive License

1.1 To occupy and use the Permitted Lands in an as is condition subject to approval of alterations and renovations and the terms and conditions referred to below at the Club’s sole cost and expense.

1.2 This Agreement shall become effective on April 22, 2020, and shall expire on April 22, 2030 (the “Term”), unless it is terminated early or extended in accordance with the

provisions of this Agreement. The Term of this Agreement or any extension thereof is subject to any and all rights of either party to terminate this Agreement pursuant to the terms hereof, or otherwise available to either party at law or in equity.

2.0 Licence Fee

2.1 The Club shall pay the Township a fee of two (\$2.00) dollars, plus applicable HST and all other applicable taxes (the "License Fee") of lawful money of Canada, to be paid on the first day of each year of the Term.

2.2 The Club shall pay the Township the Agreement Administration Fee of \$765.00 in accordance with the Township's User Fee By-law at the time of execution of this Agreement.

3.0 Operating Costs

The Club shall be responsible for its own operating costs and expenses, including but not limited to public liability insurance.

4.0 REPAIRS AND RENOVATIONS

4.1 The Club shall be responsible for Fifty Percent (50%) of all costs and expenses relating to all repairs and maintenance of the Permitted Lands, including but not limited to the netting, fencing and maintenance of the tennis courts.

4.2 The Club agrees that it will leave the Permitted Lands in a good state of repair, fair wear and tear excluded at the end of the Term.

4.4 The Club agrees to be responsible and pay for its portion for all renovations and repairs to the Permitted Lands, such works to be carried out with the prior written consent of the Township in its absolute discretion.

5.0 Grant of Permission

The specific terms of this Licence are specified in Schedule "C" attached.

6.0 Hours of Operation

The Club shall only carry on its activities on the Permitted lands during the days and hours specified in Schedule "C". The Club may request a change to these hours and/or days for special events by submitting a written request to the Township's Director of Public Works, Parks and Facilities at least four (4) weeks prior to the event.

7.0 Noise

The Club shall at all times ensure that its members and participants are in compliance with the Township's Noise Control By-law, and that noise from its activities are not interfering with the enjoyment of other users in or adjacent to the Permitted Lands.

8.0 Fences, Structures, Signage, Locks and Obstructions

8.1 Fence or Structure

8.1.1 The Club shall not erect any fences or structures in the Permitted Lands.

8.2 Signage

8.2.1 The Club shall not erect any signage in the Permitted Lands.

8.3 Locks

8.3.1 The Club shall not put any of its own locks on the gates to the Permitted Lands or inhibit entrance to the Permitted Lands at any time.

8.4 Obstructions

8.4.1 The Club shall not place any equipment or vehicles in such a way as to obstruct public access within the Permitted Lands.

9.0 Damages to Township Property

The Club shall be responsible for any damage to or excess maintenance required for the Permitted Lands caused by its use and equipment or vehicles during its permitted hours of use and shall pay to the Township any excess maintenance or repair costs incurred by the Township.

10.0 Condition of the Permitted Lands

The Club accepts the Permitted Lands in their condition as of the date of execution of this agreement, and will not call upon the Township to do or pay for any work or supply any equipment to make the Permitted lands more suitable for the Club's activities. The Club shall ensure that the Permitted lands are clean and free from its equipment during its permitted hours of use.

11.0 Club's Equipment

The Club shall ensure that at all times its equipment meets applicable standards, regulatory and legislative requirements.

12.0 Indemnity

The Club agrees to indemnify and save harmless in full the Township, its elects, appointees, officials and employees from all liabilities, fines, damages, suits, claims, demands, actions, including reasonable legal fees, in connection with loss of life, personal injury, damage to property or any other loss or injury whatsoever arising from or out of any occurrence in, upon or at the Permitted Lands or the occupancy or use by the Club, or occasioned wholly or in part by any act or omission of the Club, or occasioned wholly or in part by any act or omission of the Club or by anyone permitted to be on the Permitted Lands or Lands by the Club.

13.0 Insurance

13.1 The Club shall obtain and maintain at its own expense general liability insurance on an occurrence basis covering the Club, its members, officers, directors, employees, agents, volunteers, and participants for legal liability arising out of bodily injury, including death, or property damage cover all of its operations on or related to the use of the Permitted Lands or Lands in an amount not less than Five Million Dollars (\$5,000,000.00) to be provided to the Township upon signing of the Agreement.

13.2 Throughout the Term and any subsequent renewal, the Club shall include the Township, its elects, appointees, officials and employees as an additional insured with respect to loss, claims, and demands arising out of the use and occupancy of the Permitted Lands and any other lands or property affected by the activities of the Club, and to provide thirty (30) days advance written notice of cancellation or material change in risk.

13.3 The Club shall provide a certificate evidencing the requirements in 13.1 and 13.2 above upon execution of this Agreement, and thereafter annually from

the date of signing of this Agreement and prior to any subsequent renewal, during its operations on the Permitted Lands.

13.4 The Club shall give the Township immediate written notice of any accident on the Permitted Lands.

14.0 Termination

14.1 Termination by Township

14.1.1 If the Club defaults in performing any of its obligations pursuant to this Agreement in such a way that the Township perceives to be a threat to public safety, the Township may demand that the Club immediately cease its operations. The Club shall have until its next operating day to correct the problem and if it is not corrected, the Township may prohibit the Club from continuing its activities and may terminate this agreement. In all other instances of the Club's default in performing its obligation pursuant to this Agreement, the Township shall provide written notice to the Club of such default, and shall give the Club until its next operating day to remedy the default. If the Club fails to remedy the default by its next operating day, the Township may terminate this Agreement. In the event of termination by the Township for any reason, the Club shall not be entitled to reimbursement of any portion of the fee paid to the Township.

14.1.2 Notwithstanding anything elsewhere herein contained, either party may terminate this Agreement by giving 30 days notice in writing to the other party.

14.1.3 Upon termination of this Agreement for any reason, all leasehold improvements installed on the Permitted Lands shall become the property of the Township provided, however, the Township shall be entitled, at its option, to require the Club to remove any leasehold improvement installed therein, making good all damage occasioned by any such removal.

15.0 Notices

Any demand, notice or communication to be provided hereunder shall be in writing and may be given by personal delivery, by prepaid first class mail or by email, addressed to the respective parties as follows:

(a) in the case of the Club, to:

Puslinch Tennis Club
c/o Teresa Adams, President
4159 Sideroad 20 South, RR #2
Puslinch, ON N0N 2J0
Phone: (519) 822-9924

(b) in the case of the Township to:

The Corporation of the Township of Puslinch
7404 Wellington Road 34
Puslinch, ON N0B 2J0
Attention: Clerks Department
Tel: (519) 763-1226
Email: admin@puslinch.ca

Or to such other address as any party may from time to time notify the other. Any demand, notice or other communication given by personal delivery shall be

conclusively deemed to have been received by the party to which it is addressed on the day of actual delivery thereof. If given by email, on the same day as the date of emailing provided that a delivery receipt is generated and retained. In the case of a demand, notice or communication addressed to more than one party, on the day upon which actual delivery thereof has been completed to all such parties. Any notice sent by prepaid first class mail as aforesaid shall be deemed to have been delivered on the fifth (5th) business day (excluding Saturdays, Sundays and Statutory Holidays) following the date of mailing thereof provided that postal services have not been interrupted, in which case notice shall only be given by personal delivery or email as aforesaid.

16.0 Schedules

Attached hereto and forming part of this agreement are the following Schedules:

- "A" Description of the Lands
- "B" Aerial Map of the Lands
- "C" Terms of Permission

17.0 Waiver

It is expressly understood and agreed that the remedies of the Township under this Agreement are cumulative and the exercise by the Township of any right or remedy for the default or breach of any term, covenant, condition or agreement herein contained shall not be deemed to be a waiver or alter, affect or prejudice any other right or remedy or other rights or remedies, to which the Township may be lawfully entitled for the same default or breach; and any waiver by the Township of the strict observance, performance or compliance by the Club or with any term, covenant, condition or agreement herein contained, or any indulgence granted by the Township to the Club shall not be deemed to be a waiver of any subsequent default or breach by the Club, nor entitle the Club to any similar indulgence heretofore granted.

18.0 No assignment without consent

The Club shall not assign this Agreement without the prior written consent of the Township, which consent will not be unreasonably withheld.

19.0 Clubs acceptance of Agreement

The Club agrees not to make any claims, demands, and/or commence any actions, suits, proceedings or maintain the same for any and all costs, damages, losses, compensations, injurious affection arising either directly or indirectly from this Agreement, or as a result of the termination of this Agreement.

20.0 Time of the Essence

Time shall be of the essence of this Agreement and every party thereof.

21.0 Severability

If any term of this Agreement shall be found to be *ultra vires* of the Township, or otherwise unlawful, such term shall conclusively be deemed severable and the remainder of this Agreement *mutandis* shall be and remain in full force and effect.

22.0 Headings

All headings and subheadings within this Agreement are incorporated for ease of reference purposes only and do not form an integral part of the Agreement.

23.0 No Landlord and Tenant Relationship

This Licence is non-exclusive, non-transferable and does not create the relationship of Landlord and Tenant between the parties.

24.0 Entire Agreement

This Agreement constitutes the entire agreement and understanding of the parties and supersedes any and all prior understandings, discussions, negotiations, commitments, representations, warranties, and agreements, written or oral, express or implied between the Parties with respect to the subject matter of this Agreement.

25.0 Enurement

This Agreement shall enure to the benefit of and shall be binding upon the Parties and their respective successors and assigns, subject only to any limitations explicit in this Agreement.

26.0 Applicable Laws

This Agreement shall be governed by and construed in accordance with the laws of the Province of Ontario and the laws of Canada applicable therein.

27.0 Counterparts

This Agreement may be executed in counterparts, each of which shall be deemed to be an original and all of which taken together shall be deemed to constitute one and the same instrument. Counterparts may be executed either in original or faxed form and the parties adopt any signatures received by receiving fax machine as original signatures of the parties.

IN WITNESS WHEREOF the Parties have hereunto set their hands and seals or caused to be affixed their corporate seals under the hands of their duly authorized officers, or signed in their personal capacity as the case may be.

SIGNED AT Puslinch, this day of , 2020.

Witness:

Name: Teresa Adams
Title: President, Puslinch Tennis Club

**THE CORPORATION OF THE
TOWNSHIP OF PUSLINCH**

Name: James Seeley
Title: Mayor

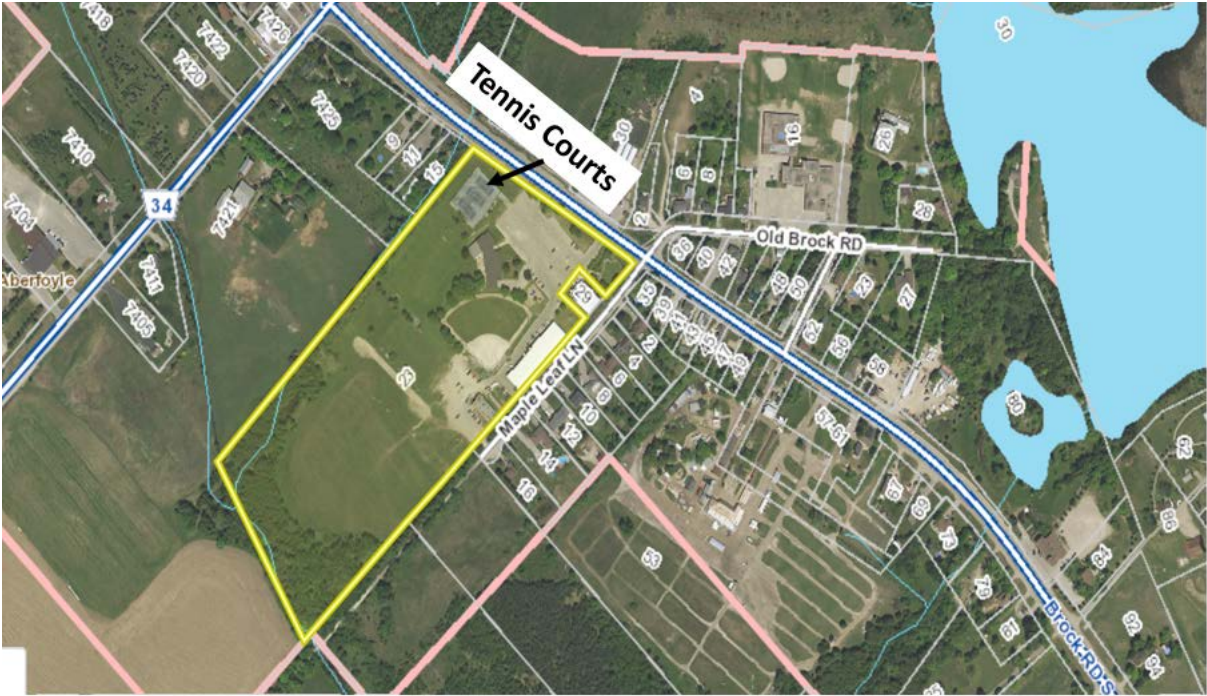
Name: Glenn Schwendinger
Title: CAO/Clerk

I/We have the authority to bind the Corporation

SCHEDULE "A"
Description of Lands

Part Lot 21, Concession 7 designated as Parts 1 and 2 on 61R-1394, save and except Part 1 on 61R-11408; and Part Lot 21 concession 7 as in ROS522658, Township of Puslinch. Being all of PIN 71196-0234(LT)

**SCHEDULE “B”
Aerial Map of the Lands**



SCHEDULE "C"

Terms of Permission

Hours of Permission

1. The tennis courts will be open to the Club and the public from April 1st through November 1st of each year, weather permitting.
2. The Township hereby permits the Club to use the Permitted Lands (weather permitting) Sunday through Saturday, inclusive from 8:00 a.m. to 2:00 p.m.
3. The public shall have access to the Permitted Lands (weather permitting) during designated hours as posted on the Permitted Lands. Public access hours and tennis court rules shall be clearly posted by the Township.

Club Roles & Responsibilities

1. The Club shall not carry out any works and improvements within the Permitted Lands without the express permission of the Township.
2. The Township shall be responsible for the installation, removal and storage of the nets.
3. The Township and the Club shall each be responsible for maintenance, repair and replacement of the nets and fencing and each shall be responsible for Fifty Percent (50%) of the cost of maintenance, repair and replacement of the nets and fencing.
4. The Township shall be responsible for the maintenance of the tennis courts to include, but not limited to, spraying weeds, blowing leaves and debris from the court, and fence enclosure maintenance.
5. The Club shall maintain the Permitted Lands in a good state repair and in clean condition to the full satisfaction of the Township during its permitted use, acting reasonably during its designated hours as referenced in Schedule "C" to this agreement.
6. The Club shall not do or permit anything to be done in, at or on the Permitted Lands which may cause or contribute, in the Township's opinion, to the destabilization, contamination or erosion of the Township's Lands, or any part thereof, or which is or may be a health hazard, nuisance or which causes disturbance, damage or interference with the users or occupants of any lands or premises adjoining or in the vicinity of the Licensed Premises.
7. Prior to or upon the expiration or early termination of the Agreement, to expeditiously restore the Permitted Lands to the condition they were in at the Commencement Date, to the full satisfaction of the Township, acting reasonably. In the event the Club fails to comply with this provision, the Township may undertake to restore the Licensed Premises and upon completion, the Club shall reimburse the Township for all costs and expenses incurred by the Township in restoring the Licensed Premises.

Township Roles & Responsibilities

The Township shall be responsible for maintenance of the Permitted Lands.

William A. Sims, CPA, CA
CHARTERED PROFESSIONAL ACCOUNTANT (Retired)

4238 CONCESSION 7
MORRISTON, ON, CANADA, N0B 2C0
TELEPHONE: (519) 822-3369
EMAIL: sims@sentex.net

June 10, 2020

Township of Puslinch
7404 Wellington Road 34
Puslinch, ON N0B 2J0

Dear Puslinch Council Members:

Re: Proposed Agreement with Puslinch Tennis Club

I have been asked to make comments on the proposed agreement between the Puslinch Tennis Club and the Township of Puslinch.

I have been a member and the Treasurer of the Puslinch Tennis Club since 1998, and as such have the following understanding of how the Puslinch Tennis Club operates.

The Tennis Club has always acted as an agency of the Puslinch Township Recreation Commission, and as such operated under its jurisdiction. We were advised that any actions of the Tennis Club had to be approved by the Recreation Commission and that body was the link between the Tennis Club and Puslinch Council.

There was never any formal agreement in place to my knowledge. It was simply a matter of the Tennis Club providing a service for the Recreation Commission. The Tennis Club was allowed to charge a reasonable (and modest) fee to its members so that all the expenses of the club could be met – tennis balls, nets, court repairs, etc.

When it came time to repair and repaint the tennis courts (approximately 10 years ago), the Township applied for federal and provincial action grants in the name of the Township; however, the net cost of the painting and repairs was reimbursed to the Township by the funds held by the Tennis Club. This process saved the cost of GST/HST as the Township was exempt.

A few years ago, the Township started charging the various sporting clubs in the Township a user fee, which amounted to \$10.00 per local resident and \$25.00 per non-township resident. This was added to the annual fee charged by the tennis club and in turn paid to the Township.

The Tennis Club controlled the locks on the court gate and issued a key to each member upon their paying the annual fee. This method also controlled access to the courts, so that the equipment inside the court would not be damaged or stolen. In some cases, some young people climbed over the fence so they could skateboard on the courts, so it was important to protect the court surface as well. A key was always provided to the Township office so its maintenance crew had access.

It has come as a great surprise to me and to the other Executive members of the Club that the Township has drawn up an extremely legal formal agreement requiring the Tennis Club to agree to various conditions, where in fact, the Tennis Club has been operating with the understanding that we are part of the Township of Puslinch recreation activities. We see no need for any agreement, as all activities of the Tennis Club should be considered part of the recreational activities of the Township. These activities were included in the past and should be included currently under any liability insurance which the Township has. It was our understanding that the user fee initiated a few years ago, was to help defray some of the costs being incurred by the Township for operating its sporting and recreational activities.

There are a number of other clauses in the agreement that raise a number of concerns – e.g. time of operation, who is responsible for decisions on repairs and maintenance items, hours of operation, responsibility for managing open times, etc. that require some serious consultation.

As Treasurer of the Tennis Club, it was also my understanding that any funds that are held by the Tennis Club would accrue to the Township in the event the Tennis Club was wound up. In past years, a member of the Township Recreation Commission would attend our annual meeting to see that we were managing properly. The Recreation Commission would also obtain a copy of our annual financial statement for the Township records.

Therefore, we suggest to the Township that the method used in the past be continued, and the proposed draft agreement be scrapped or revised in an appropriate manner after a full consultation with the Executive members of the Tennis Club.

Probably, one of the overriding concerns by our Executive is that the Township of Puslinch has a great record of volunteerism over the past 50 years and longer in carrying out various projects in the Township. All members of the various recreational, agricultural and sporting clubs in the Township operate with this free and volunteer spirit. It would be a shame to see this lost by attempting to put the Township and the various volunteer agencies on different sides of an invisible fence, when the whole purpose of these agencies is to serve the people of the Township.

We will be happy to meet with representatives of the Council to discuss this further at your convenience. It would appear that there will be little, if any, tennis played this year, so there seems to be time to get this done properly.

Yours sincerely

William A. Sims, Treasurer



RE: Tennis Club Cost Sharing Agreement

Please be advised that Township of Puslinch Council, at its meeting held on June 17, 2020 considered the aforementioned topic and subsequent to discussion, the following was determined:

After reviewing your correspondence dated June 10, 2020 and following discussions held on June 17th, Council has expressed their desire to still enter into an agreement with the Tennis Club. To achieve that, Council requests that the Puslinch Recreation Committee reviews the relevant details and that the Committee has discussions with the Tennis Club in an effort to form a basis of what will form an agreement for Council's consideration. The Recreation Committee will be meeting on Tuesday August 18, 2020 at 7pm and will be contacting the Tennis Club to begin the necessary discussions.

Now that the Province has permitted the re-opening of these types of facilities, Council's objective is to have the tennis courts available for use in the community.

In the interim, Council has agreed to continue as in the past with the Tennis Club's involvement of the tennis courts. The Township requests that the tennis club provide contact information for the Township to pass along with respect to memberships and/or requests from the public for access to the tennis courts. The contact information currently on the Township website is the following:

Teresa Adams

Tennis Club Booking Agent

T: 519-837-0129

Marianne Kirk

Tennis Club Booking Agent

T: 519-837-0129

Kindly confirm that this information is accurate.

Please accept a copy of this correspondence for your information and consideration.

Sincerely,
Courtenay Hoytfox
Deputy Clerk

7.10 Hard Surface Courts (Tennis, Basketball)

Supply

The Township provides three lit tennis courts at the Puslinch Community Centre Park, which represents a service level of one tennis court for every 2,413 residents. Public access to the courts is not available as the courts are operated by the Puslinch Tennis Club. Residents who wish to use this facility must become a club member.

A full basketball court is located at Morriston Meadows Park, which is the Township's only outdoor basketball court. In addition to this supply, an asphalt pad with a basketball hoop is located at the private Puslinch Lake Park and two full basketball courts are located at Aberfoyle Public School.

Market Conditions

Tennis and basketball courts are neighbourhood-level facilities, meaning that distribution is a key determinant in assessing current and future requirements. Trends in tennis suggest that interest has declined since its peak in the 1970s, but that there is a potential resurgence in participation from the aging baby boomer generation (a segment that makes up a significant portion of the Township's population). Experience also suggests that interest in tennis varies greatly between municipalities and can be influenced by the existing level of service and demographic composition.

Basketball maintains strong participation rates amongst youth. Demand for outdoor basketball courts has been found to be high in many communities as they are relatively low cost amenities that can be easily incorporated into local parks, thus allowing for easy access, and opportunities for spontaneous, informal play. Unlike tennis, however, basketball can simply be played at home to meet much of this demand.

Public Engagement

The online community survey found that both tennis and basketball are relatively unpopular sports in the Township. 7% of survey respondents indicated that there was at least one household member who participated in tennis in the past 12 months. Similarly, 7% of survey respondents indicated that there was at least one household member who participated in basketball during the same period. 60% of respondents supported spending additional public funds on outdoor basketball courts and 48% supported additional spending on tennis courts. These facility types ranked 12th and 15th, respectively, out of 17 facility types, suggesting that there may be higher priorities for recreation facility provision.

Despite the survey results, requests for more basketball courts were expressed by residents to ensure that sufficient recreation opportunities are available for local youth. One particular appeal was for a basketball court installation at Boreham Park due to the lack of recreation facilities in Arkell. Further, the Puslinch Tennis Club expressed interest in court improvements, noting that the third court has a severe slope and that

the current location of the court is problematic due to road noise, wind, and sun orientation.

Analysis

The Township's three tennis courts are operated by the Puslinch Tennis Club, which has maintained a steady membership of approximately 200 participants per year. Demand for the Club courts is partially driven by members living outside the Township. Typically, a provision target of one tennis court for every 5,000 residents is applied in communities similar to the Township. With a forecasted population of 9,920 by 2031, two tennis courts would be required; the Township is more than meeting this target at this time.

With regard to the current condition of the tennis courts, there is little doubt that the third court (furthest from the road) is sloping due to soil stability issues. With that being said, the court is still playable, but does cause some level of nuisance, and may become worse over time. While the Club indicated a preference for rebuilding the courts (ideally at another location within the park), this would come at a significant expense with no promise of expanded usage or demand. Maintaining the courts at their existing location for the foreseeable future is the most prudent direction, with the Club undertaking improvements as needed in coordination with the Township (e.g., installation of wind and noise screening). Given the forecasted need for only two courts, the Club should also be approached to divest control of the third court (furthest from the road) and to convert this into a public court without controlled access in order to promote use for non-members.

A provision target of one basketball court for every 800 youth (age 10-19) is recommended for the Township. With approximately 590 youth (2011 Census), this demographic makes up approximately 8% of the Township's population. Based on County-wide population forecast percentages, the number of local youth ages 10 to 19 is projected to grow to 685 by 2031, suggesting a need to maintain the existing basketball court at Morriston Meadows Park. Although the installation of a basketball court in Arkell's Boreham Park may improve geographic distribution, the small size of this community and the potential conflict with neighbouring properties suggests that this would be a low priority for the Township.

Recommendation

28. Work with the Puslinch Tennis Club to facilitate improvements to the existing courts (e.g., installation of wind and noise screening) and to convert the third court (furthest from the road) into a public court without controlled access in order to promote use for non-members.