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Corporate Report



Clerk's Files

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Files

DATE: December 6, 2010

TO: Chair and Members of Budget Committee
Meeting Date: December 13, 2010

FROM: Brenda R. Breault, CMA, MBA
Commissioner of Corporate Services and Treasurer

SUBJECT: **General Fees and Charges By-law**

RECOMMENDATION: That a by-law be enacted, effective January 1, 2011, to establish and require payment of various fees and charges under the authority of the Municipal Act, incorporating recommended revisions as outlined in Appendix 1 of the report from the Commissioner of Corporate Services and Treasurer, dated December 6, 2010, and that By-law 398-09 be repealed.

BACKGROUND: Each year, the City undertakes a review of the fees and charges charged under the Municipal Act 2001, SO 2001, c.25. The General Fees and Charges By-law includes fees for general administrative services provided across departments.

The by-law implementing the 2010 fees was enacted by Council on December 9, 2009 as By-law No. 398-09.

COMMENTS: The annual review of the fees and charges has taken place resulting in revisions to the General Fees and Charges By-law. The proposed revisions to this By-law are set out in Appendix 1 to this report.

The majority of the proposed changes to existing fees are regular annual increases generally resulting from increased service and production costs, changes in market trends and the availability of new products and services.

New fees and charges being introduced include:

- a charge for copies of cashed cheques requested from Risk Management by insured's service providers;
- a fee for an appeal of a ban from City facilities issued by Corporate Security to the Incidents in City Facilities Appeal Committee;
- a fee to conduct title search associated with collection of tax arrears;
- a charge to provide copies of official plan documents;
- an annual fee to display client business cards in the Mississauga Business Enterprise Centre (MBEC) Office and
- fees for Legal Services to respond to various types of inquiries from external law firms.

A description of each proposed revision is provided in Appendix 1 attached to this report.

There are also administrative changes to clarify wording of various fees. The General Fees and Charges By-law has also been revised to eliminate fees provided for within the other fee by-laws or add fees and charges previously covered by other by-laws. All such changes are reflected and explained within Appendix 1.

FINANCIAL IMPACT: The additional annual revenue which will be realized from the proposed fee changes outlined in Appendix 1 totals approximately \$125,000. These fee adjustments are reflected in the proposed 2011 service area budgets.

CONCLUSION: The annual review of the fees and charges has resulted in a number of fee adjustments to address service and production costs, changes in market trends, and new administrative responsibilities.

ATTACHMENTS: Appendix 1: Amendments to Schedule 'A' of the General Fees and Charges By-law



Brenda R. Breault, CMA, MBA
Commissioner of Corporate Services and Treasurer

*Prepared By: Grant Bivol, Manager of Legislative Services and
Deputy City Clerk*

AMENDMENTS TO SCHEDULE 'A' OF THE
"GENERAL FEES AND CHARGES BY-LAW"

BUDGET COMMITTEE
DEC 13 2010

COMMUNITY SERVICES

Division	Fee	Existing or New Fee	Description of Change	Current Fee	Proposed Fee	Fee Increase \$	Fee Increase %	Estimated \$ Impact (+/-)
Fire and Emergency Services	File Search/File Reports for Environmental Issues Per Address	Existing	Delete fee - now incorporated within Fire & Emergency Services Fees And Charges By-Law	\$93.45	No change for the current rates	N/A	N/A	\$0
Fire and Emergency Services	File Search/File Reports Information Per Address	Existing	Delete fee - now incorporated within Fire & Emergency Services Fees And Charges By-Law	\$71.40	No change for the current rates	N/A	N/A	\$0
Fire and Emergency Services	Marijuana Grow-Op Investigation and Compliance Inspection Per Address	Existing	Delete fee - now incorporated within Fire & Emergency Services Fees And Charges By-Law	\$500.00	No change for the current rates	N/A	N/A	\$0
Planning Development and Business Services	Street Tree Planting: Up to 60mm (2.5 in.) calliper deciduous tree	Existing	Annual increase	\$390.00	\$410.00	\$20.00	5	+\$1000.00
	Up to 200cm (6.5 ft. height) coniferous tree	Existing	Annual increase Add the following to the endnote: "Fees collected for Street Tree Planting are not allocated to a specific site or location and can be used towards tree planting anywhere within the City."	\$415.00	\$435.00	\$20.00	5	+\$1000.00
Planning Development and Business Services	Mississauga Multi-Use Recreational Trail Study 2001	Existing	Delete fee - no longer applicable	\$50.00	No change for the current rates	N/A	N/A	\$0

APPENDIX 1

AMENDMENTS TO SCHEDULE 'A' OF THE
"GENERAL FEES AND CHARGES BY-LAW"

COMMUNITY SERVICES (CONTINUED)

Division	Fee	Existing or New Fee	Description of Change	Current Fee	Proposed Fee	Fee Increase \$ %	Estimated \$ Impact (+/-)
Recreation and Parks - Urban Forestry	Forestry Section Administration Fee	Existing	Annual increase	\$300.00	\$315.00	\$15.00 5	+\$750.00
Recreation and Parks - Urban Forestry	Requested maintenance work on city owned trees	Existing	Annual increase	Rate: #1: \$296.00 #2: \$527.00 #3: \$559.00	Rate: #1: \$311.00 #2: \$553.00 #3: \$587.00	\$15.00 5 \$26.00 5 \$28.00 5	+\$750.00 (estimated combined total from all rate tiers)
Recreation and Parks - Urban Forestry	Replacement of existing street trees damaged or destroyed due to accident or construction activities or the unauthorised pruning or removal by third parties	Existing	Annual increase The name of the fee as it appeared in the by-law was changed from Street Tree Replacement.	\$525.00	\$550.00	\$25.00 5	+\$1250.00
Recreation and Parks - Urban Forestry	Tree Removal Permit	Existing	Annual increase	\$305.00 for the removal of up to 5 trees \$68.00 for each additional tree Maximum fee of \$1365.00	\$320.00 for the removal of up to 5 trees \$71.00 for each additional tree Maximum fee of \$1433.00	\$15.00 5 \$3.00 5 \$68.00 5	+\$750.00 (estimated combined total from all rate tiers)

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APPENDIX I

AMENDMENTS TO SCHEDULE 'A' OF THE
"GENERAL FEES AND CHARGES BY-LAW"

BUDGET COMMITTEE
DEC 13 2010

CORPORATE SERVICES

Division	Fee	Existing or New Fee	Description of Change	Current Fee	Proposed Fee	Fee Increase \$	Fee Increase %	Estimated \$ Impact (+/-)
Communications	Information Kits	Existing	Delete fee - Information Kit discontinued. Information available on City Web and brochures are now available at Information desk. Communications will create a new online page that will allow residents an easy way to access information about City services/information.	\$1.75 each /10 or more	N/A	N/A	N/A	-\$1,300.00
Facilities and Property Management	Nominal Sum Real Estate Agreement Transaction Fee	Existing	Fee name change, formerly referred to as Nominal Sum Transaction fee	\$1750.00 per file	No change for the current rates	N/A	N/A	\$0
Facilities and Property Management	Fees for compliance letters to confirm that Easement Documents or Encroachment Agreements remain in good standing and in compliance with the terms therein	Existing	Fees description change from "Compliance Letters (easement inquiries). Storm Sewer Easements right-of-way"	\$40.00 per municipal address	No change for the current rates	N/A	N/A	\$0

APPENDIX 1

AMENDMENTS TO SCHEDULE 'A' OF THE
"GENERAL FEES AND CHARGES BY-LAW"

CORPORATE SERVICES (CONTINUED)

Division	Fee	Existing or New Fee	Description of Change	Current Fee	Proposed Fee	Fee Increase \$	Fee Increase %	Estimated \$ Impact (+/-)
Finance (Insurance rate for facility rentals)	Concessions, Vendors and Events \$2,000,000 liability insurance coverage (excluding sales of food and non-alcoholic beverages (does not include product liability or liquor liability)	Existing	Clarification to denote requirement for \$2,000,000.00 liability insurance coverage	No change for the current rate schedules	No change for the current rate schedules	N/A	N/A	\$0
Finance (Insurance rate for facility rentals)	Concessions, Vendors and Events \$2,000,000 liability insurance coverage including sales of food and non-alcoholic beverages (does not include product liability or liquor liability) * Must be certified and approved by the health board with proof of a certificate.	Existing	Clarification to denote requirement for \$2,000,000.00 liability insurance coverage	No change for the current rate schedules	No change for the current rate schedules	N/A	N/A	\$0
Finance (Insurance rate for facility rentals)	Non-Sports events \$2,000,000 liability insurance coverage (meetings, seminars, workshops, senior meetings, chess clubs, bingo, keno, weight loss clinics, etc.)	Existing	Clarification to denote requirement for \$2,000,000.00 liability insurance coverage	No change for the current rate schedules	No change for the current rate schedules	N/A	N/A	\$0
Finance (Insurance rate for facility rentals)	Non-Sports events \$2,000,000 liability insurance coverage (Child/Adult birthday parties, baby and bridal showers, Baptisms, Funerals-no alcohol served). *If in connection with a sporting event activity rental, then birthday party fee is waived. Use the rates below if there are more than 75 people.	Existing	Clarification to denote requirement for \$2,000,000.00 liability insurance coverage	No change for the current rate schedules	No change for the current rate schedules	N/A	N/A	\$0

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APPENDIX 1

AMENDMENTS TO SCHEDULE 'A' OF THE
"GENERAL FEES AND CHARGES BY-LAW"

CORPORATE SERVICES (CONTINUED)

Division	Fee	Existing or New Fee	Description of Change	Current Fee	Proposed Fee	Fee Increase \$	Fee Increase %	Estimated \$ Impact (+/-)
Finance (Insurance rate for facility rentals)	Dances, Weddings, Parties, Etc. \$2,000,000.00 liability insurance coverage (no Ravas or all night parties) Beer gardens are excluded. (Refer to City Broker for separate quote) * Copy of Liquor License with renter's signature on it or Liquor Liability Application is required. *Contingent alcohol coverage to be used where there is a caterer who has Liquor Liability coverage.	Existing	Clarification to denote requirement for \$2,000,000.00 liability insurance coverage	No change for the current rate schedules	No change for the current rate schedules	N/A	N/A	\$0
Finance - Risk Management	Copies of Cashed Cheques	New	Fee charged for copies of cashed cheques on Risk Management related files including Accident Benefit treatments, and those made on tort files for settlements and a variety of other reasons; In particular, Accident Benefit treatment facilities are increasingly asking for copies to verify received payments.	\$0	\$30.00	N/A	New	+\$1800.00
Legislative Services	Fee for an appeal of a ban from City facilities	New	Fees charged to initiate the appeal of a ban from City facilities issued by Corporate Security	\$0	\$100.00 per appeal	N/A	New	+\$200.00
Legislative Services	Birth Registration Administration Fees	Existing	Delete fee - Responsibility has been transferred to the Provincial Government in 2009.	\$25.00	N/A	N/A	N/A	\$0

AMENDMENTS TO SCHEDULE 'A' OF THE
"GENERAL FEES AND CHARGES BY-LAW"

CORPORATE SERVICES (CONTINUED)

Division	Fee	Existing or New Fee	Description of Change	Current Fee	Proposed Fee	Fee Increase \$	Fee Increase %	Estimated \$ Impact (+/-)
Revenue and Material Management	Tax Receipt	Existing	Rate clarity	\$20.00 per year	No change for the current rates	N/A	N/A	\$0
Revenue and Material Management	Dishonoured Payment	Existing	Change description of "Returned Cheque" to "Dishonoured Payment". This is the industry accepted description for returned cheques fees or other returned item fees.	\$35.00 per cheque	No change for the current rates	N/A	N/A	\$0
Revenue and Material Management	Tax Appeal Application, except Section 357(1)(d.1)	Existing	Typing error in the description corrected to reference "Section 357(1) (d.1)" as opposed to "Section 375(d.1)"	\$10.00 per application	No change for the current rates	N/A	N/A	\$0
Revenue and Material Management	New Account Administration Fee	Existing	Cancel New Tax Account Administrative Fees By-Law # 262-03 and amend General Fees and Charges By-Law 398-09 to incorporate the new account administration fee.	\$25.00	No change for the current rates	N/A	N/A	\$0
Revenue and Material Management	Title Search	New	Cost recovery for title search necessary to identify interested parties for the purpose of collection of tax arrears. In accordance with Section 349 of the Municipal Act, the fee is added to the tax account and recovered from the debtor. Fee is based on benchmarking of other municipalities.	N/A	\$75 per title search	\$75	New	+\$45,000.00

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APPENDIX 1

BUDGET COMMITTEE
DEC 13 2010

AMENDMENTS TO SCHEDULE 'A' OF THE
"GENERAL FEES AND CHARGES BY-LAW"

PLANNING AND BUILDING DEPARTMENT (CONTINUED)

Division	Fee	Existing or New Fee	Description of Change	Current Fee	Proposed Fee	Fee Increase \$	Fee Increase %	Estimated \$ Impact (+/-)
Building - Inspection Services	Variance to Sign By-law - Application fee when the proposed sign has not been erected prior to the issuance of a permit	Existing	Fee increase to bring the fee in line with the fee charges by neighbouring municipalities - fee has not been changed since 2002.	\$415.00 per application	\$850.00 per application	\$435.00	105	+\$24,000.00
Building - Inspection Services	Variance to Sign By-law - Application fee when the proposed sign has been erected prior to the issuance of a permit	Existing	Fee increase to bring the fee in line with the fee charges by neighbouring municipalities - fee has not been changed since 2002.	\$930.00 per application	\$1,500.00 per application	\$570.00	61	+\$1,700.00
Building - Inspection Services	Portable sign on private property : Counter Service	Existing	Fee increase as the fee has not changed since 2009.	\$90.00 per sign	\$100.00 per sign	\$10.00	9	+\$3,000.00 (total projected impact from fee increase and online service option)
Building - Inspection Services	Portable sign on private property : Online Service	New	A new fee in anticipation of the Portable Sign Permits Online Service that is currently being developed. The online system will decrease the amount of staff time spent processing applications. Inspections will continue to be conducted for all permits issued.	N/A	\$90.00 per sign	N/A	N/A	
Building - Inspection Services	Portable sign on road allowance - Counter Service	Existing	Fee increase as the fee has not changed since 2009.	\$90.00 per sign	\$100.00 per sign applicable only to community groups and the Region of Peel	\$10.00	9	+\$3,000.00 (total projected impact from fee increase and online service option)
Building - Inspection Services	Portable sign on road allowance - Online Service	New	A new fee in anticipation of the Portable Sign Permits Online Service that is currently being developed. The online system will decrease the amount of staff time spent processing applications. Inspections will continue to be conducted for all permits issued.	N/A	\$90.00 per sign applicable only to community groups and the Region of Peel	N/A	N/A	

APPENDIX I

AMENDMENTS TO SCHEDULE 'A' OF THE
"GENERAL FEES AND CHARGES BY-LAW"

PLANNING AND BUILDING DEPARTMENT (CONTINUED)

Division	Fee	Existing or New Fee	Description of Change	Current Fee	Proposed Fee	Fee Increase \$ %	Estimated \$ Impact (+/-)
Building - Inspection Services	Portable sign for festivals	Existing	Fee increase as the fee has not changed since 2009	\$90.00 per Ward within which any signs are located per Festival event	\$100.00 per Ward within which any signs are located per Festival event	\$ 10.00 9	+\$400.00
Building - Inspection Services	New Development Home sign	Existing	Fee increase as the fee has not changed since 2009	\$90.00 per calendar year	\$100.00 per sign per calendar year	\$ 10.00 9	+\$2,500.00
Building - Inspection Services	Sidewalk sign	Existing	Fee increase as the fee has not changed since 2009	\$90.00 per calendar year	\$100.00 per sign per calendar year	\$ 10.00 9	+\$100.00
Building - Inspection Services	Inflatable sign	Existing	Fee increase as the fee has not changed since 2009	\$90.00 per calendar year	\$100.00 per sign per calendar year	\$ 10.00 9	+\$60.00
Building	Building Division Information or Clearance Letters	Existing	Fee increase to reflect the increased amount of research involved in preparing a response as a result of the new zoning by-law Fee has not been increase for over 10 years	\$60.00	\$100.00 per municipal address	\$40.00 66.7	+\$3,000.00 - \$4,000.00
Building	Private Sewage System Information Letters	Existing	Fee increase to bring the fee inline with the existing fee charged for work order compliance letters	\$60.00	\$100.00 per municipal address	\$40.00 66.7	+\$150.00 - \$200.00

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AMENDMENTS TO SCHEDULE 'A' OF THE
"GENERAL FEES AND CHARGES BY-LAW"

PLANNING AND BUILDING DEPARTMENT (CONTINUED)

Division	Fee	Existing or New Fee	Description of Change	Current Fee	Proposed Fee	Fee Increase \$	Fee Increase %	Estimated \$ Impact (+/-)
Policy Planning	Mississauga Official Plan	New	New Mississauga Official Plan	N/A	\$150.00	N/A	N/A	+\$1500.00
Policy Planning	Local Area Plans	New	New Local Area Plans under the new Mississauga Official Plans	N/A	\$50.00	N/A	N/A	+\$500.00
Business Services	Zoning By-law: Complete City Consolidation By-law 0225-2007 – Text Only	Existing	Housekeeping matter to reflect correct title and separate the text component of the By-law from the maps	\$150.00	N/A	N/A	N/A	N/A
Business Services	Zoning By-law: Complete City Consolidation By-law 0225-2007 – Maps Only	Existing	Housekeeping matter to reflect correct title and separate the text component of the By-law from the maps.	\$32.20	N/A	N/A	N/A	N/A
Business Services - Development Services	Compliance Letters – Work Orders	Existing	Housekeeping matter to move the fee from the Planning Act Fees and Charges By-law to the General Fees and Charges By-law. Delete reference to Zoning compliance, which is no longer provided	\$100.00 per municipal address	No change for the current rates	N/A	N/A	N/A
Business Services - Development Services	Compliance Letters – Work Orders: Additional fee for information provided subsequent to the initial request	Existing	Housekeeping matter to move the fee from the Planning Act Fees and Charges By-law to the General Fees and Charges By-law. Clarify that the fee is charged per municipal address.	\$30.00	No change for the current rates	N/A	N/A	N/A
Business Services - Development Services	Compliance Letters – Agreement Release	Existing	Housekeeping matter to move the fee from the Planning Act Fees and Charges By-law to the General Fees and Charges By-law and to clarify that the fee is "per release".	\$100.00	No change for the current rates	N/A	N/A	N/A
Business Services - Development Services	Compliance Letters – Agreement Compliance	New (existing fee with scope to be expanded)	Housekeeping matter to move the fee from the Planning Act Fees and Charges By-law to the General Fees and Charges By-law. Change in policy to require a separate fee for agreement compliance. Previously an agreement compliance request could be attached to a work order compliance letter at no extra cost. Given the increasing complexity of agreement compliance letters and the amount of time staff spends reviewing and researching each agreement a separate fee is warranted. A separate fee has always existed in cases where an agreement compliance request was not attached to a work order letter.	\$100.00 per municipal address	\$100.00 per municipal address – Scope of Existing Fee to be expanded	N/A	N/A	+\$15,000.00

APPENDIX 1

AMENDMENTS TO SCHEDULE 'A' OF THE
"GENERAL FEES AND CHARGES BY-LAW"

BUDGET COMMITTEE
DEC 13 2010

CITY MANAGER'S OFFICE

Division	Fee	Existing or New Fee	Description of Change	Current Fee	Proposed Fee	Fee Increase	Estimated \$ Impact (+/-)
						\$ %	
Economic Development	Business card display fee	New	Annual fee for client business card display in MBEC Office	\$0	\$20	N/A N/A	+\$1,000.00

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AMENDMENTS TO SCHEDULE 'A' OF THE
"GENERAL FEES AND CHARGES BY-LAW"

CITY MANAGER'S OFFICE (CONTINUED)

Division	Name of Fee	Existing or New Fee	Description of Change	Current Fee	Proposed Fee	Fee Increase \$	Fee Increase %	Estimated \$ Impact (+/-)
Legal Services	<p>Complex Documents & Agreements including requirement for site specific special clauses:</p> <ul style="list-style-type: none"> preparation, review and registration of complex documents/agreements (i.e. non-standard or requiring site specific and/or special clauses), including, but not limited to, <p>Acknowledgment Agreements, Servicing Agreements, Developments Agreements, Site Development Plan Agreements, Structural Support Agreements, Joint Utility Corridor Agreements, Encroachment Agreements, Easement Agreements, Shared Facilities Agreements, Assumption Agreements, Future Mutual Access Agreements, Section 37 Planning Act Agreements, Lease Agreements, Licence Agreements, Agreements of Purchase and Sale, Reciprocal Agreements, Land Exchange Agreements, Management and Operation Agreements, Pre-dedication Land Agreements, etcetera</p>	Existing	Increased maximum fee only to more accurately reflect the time spent in research, preparation, review, negotiation and registration of the most complex documents/agreements	\$2650.00 to \$7950.00 plus disbursements per Agreement depending on the complexity and time spent as determined by the City Solicitor, Legal Services	\$2650.00 to \$15000.00 plus disbursements	Maximum increased by \$7050.00	88% to maximum only	\$7,050.00 plus disbursements

APPENDIX I

AMENDMENTS TO SCHEDULE 'A' OF THE
"GENERAL FEES AND CHARGES BY-LAW"

CITY MANAGER'S OFFICE (CONTINUED)

Division	Fee	Existing or New Fee	Description of Change	Current Fee	Proposed Fee	Fee Increase \$	Fee Increase %	Estimated \$ Impact (+/-)
Legal Services	Response to Law Firm Inquiries, as follows: • other inquiries requiring legal review	New	Addition of a new fee under the existing category "Response to Law Firm Inquiries" This new fee takes account of various types of inquiries typically received by Legal Services but not captured in prior years.	N/A	\$530.00 plus disbursements	N/A	N/A	+\$2120.00 plus disbursements
Legal Services	Response to Law Firm Inquiries in respect of HR matters involving employee file information	New	New fee based on time spent responding to inquiries relating to HR employee files	N/A	\$250.00 plus disbursements	N/A	N/A	+\$4000.00 plus disbursements
Legal Services	Property Standards Order • review preparation and registration of Property Standards Order	Existing	Increased fee to reflect actual time spent by Legal Services staff, which was previously underestimated, together with cost increases since fee introduced 2 years ago	\$100.00 plus disbursements	\$125.00 plus disbursements	\$25.00 plus disbursements	25%	+\$537.00 plus disbursements
Legal Services	Property Standards Order • review preparation and registration of removal of registered Property Standards Order	Existing	Increased fee to reflect actual time spent by Legal Services staff, which was previously underestimated, together with cost increases since fee introduced 2 years ago	\$100.00 plus disbursements	\$125.00 plus disbursements	\$25.00	25%	+\$537.00 plus disbursements

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