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# Corporate Report

Clerk's Files

Originator's Files FA.11



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**DATE:** November 24, 2010

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

**FROM:** Martin Powell, P.Eng.  
Commissioner of Transportation and Works

**SUBJECT:** **Transportation and Works Fees and Charges By-law**

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**RECOMMENDATION:** That a by-law be enacted to establish fees and charges for the Transportation and Works Department in accordance with the report to Budget Committee from the Transportation and Works Department dated November 24, 2010 and that the said by-law be effective as of January 1, 2011 and that By-law 400-09 be repealed.

**BACKGROUND:** Each year, the Transportation and Works Department undertakes a review of the fees and charges charged under the *Municipal Act 2001*, SO 2001, c.25. The fees and charges include fees for administrative and other services/products provided by the department.

On December 9, 2009, Council enacted the Transportation and Works Fees and Charges By-law 400-09, implementing the 2010 fees.

**COMMENTS:** Transportation and Works fees and charges have been reviewed and revisions have been made to reflect increased costs and new fees have been added.

Fee increases or new fees are generally as a result of increased administrative and production costs or new services provided. The proposed revisions and justifications are set out in Appendix 1 included with this report.

The Transportation Project Office/Business Services Division is proposing the following new fees:

An administrative fee to cover staff time and resources for processing Access Modification Permits applications for curb cuts/culvert extensions typically associated with widening of driveways. Staff from various Transportation and Works sections are involved in the review process which may also include site inspections. The proposed fee is in line with what other municipalities charge and is payable for approved permits only.

City Council has the authority to prohibit parking and waive parking revenues to accommodate special events. In order to accommodate Council's decision, Pay and Display or Parking Meters need to be covered ("bagged") and appropriate messages posted which requires staff time and resources. A fee of \$5.00 per machine is proposed to cover the cost of this work. The fee is in line with industry standards. The fee is recommended to be waived for Business Improvement Areas, groups affiliated with the City through the Volunteer Group Liaison Program and registered charities based in Mississauga.

Construction companies may request the removal of Pay and Display Machines in order to accommodate their construction. Transportation and Works can accommodate such requests; however the cost of removing the machines should be recouped from the requestor. A fee of \$80.00 per machine is proposed to cover staff time and resource costs.

Occasionally, Transportation and Works will receive requests for parking of filming, construction or other commercial vehicles in paid parking spaces while exceeding the two-hour maximum parking limit. This type of extension can be accommodated. To cover loss of revenue, the requesting company would pay the parking rate as set out in Schedule 7A of Traffic By-law 555-00 for each parking space it occupies. The proposed formulae to calculate the parking fee is the hourly rate as per Schedule 7A, multiplied by the number of parking spaces, multiplied by the number of hours or days of use.

The Transportation Project Office/Business Services Division is also proposing a general fee increase of an average of 3% for the sales of Geomatics digital and paper products to cover increased costs of time and material.

The majority of fees pertaining to the Enforcement Division (Parking Enforcement, Mobile Licensing, and Compliance and Licensing Sections) are proposed to be increased by an average of 3% to cover increased costs of time and material.

The Transportation Infrastructure Planning Division is increasing its monthly and yearly fee for Rainfall Data. The City is now solely responsible for the cost of the rain gauge network. Previously the costs were shared with the Region of Peel.

Due to increased costs of Bike Lane/Route signs, Transportation Infrastructure Planning Division is proposing a fee increase of \$150.00 per sign to \$200.00.

As per the Cycling Master Plan, the distance for Bike Lane/Route signage has been changed from every 300 m (984 ft.) to every 400 m (1,312 ft.) of bike lane/route frontage adjacent to proposed development or redevelopment of land. If the frontage is less than 400 m (1,312 ft.), one sign is required. For frontage greater than 400 m (1,312 ft.), two signs are required for every 400 m (1,312 ft.) and one sign for increments less than 400m (1,312 ft.). For examples, if the frontage is 500 m (1,640 ft.), three signs are required. It should be noted that the fees collected will not be allocated to a specific route and can be used towards cycling signage within any route.

When rehabilitation of roads take place, an applicant may, through the Access Modification Permit process, request to have their curbs cut to accommodate a wider driveway. If such a request is approved, there may not be a charge to the applicant for the work as the curbs would be replaced regardless as part of the road rehabilitation program. Due to the curb cut, the lower portion of the driveway which forms part of the boulevard may need to be resurfaced as this portion has been widened. This is additional work and Engineering and Works is proposing a fee to recover costs for such work. The proposed fee is actual cost plus 10% administration charge which is consistent with other cost recovery fees.

Engineering and Works is increasing the Special Provision Road Occupancy Permit Encroachment Enclosure Fee (for hoarding, fencing, etc.) to \$1.50 per square metre (\$0.14 per sq.ft.) as per General Committee Decision 00680-2009.

When applying for an Excess Load Moving Permit Superload (over 120,000 kg), Engineering and Works need to carry out pre-route inspections prior to approving the permit. It is proposed that the cost of staff time and resources plus a 10% administration charge be recouped from the applicant.

The existing Curb Cuts and Curb Improvements fees have been increased to offset increased costs. A new fee for Heavy Duty Curb Installation or Reinstatement has been introduced to offset the cost of this more expensive type of curb.

The By-Law includes a provision authorizing the collection of interest for unpaid accounts for fees and charges. The provision is adapted from the equivalent provision in Corporate Policy & Procedure No. 04-07-02 "Invoicing and Collections".

Some headings in Schedule "A" have been modified to reflect organizational changes within Transportation and Works, for example the consolidation of Transportation Project Office and Business Services into one division.

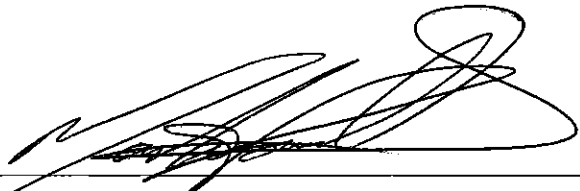
In some areas, the wording has been modified to more accurately describe a fee, without any change to the actual fee amount.

**FINANCIAL IMPACT:** The additional revenue being generated through the revised and new Transportation and Works fees and charges proposed in Appendix 1 has been accounted for in the 2011 departmental budget submission. The impact of the revised fees on the 2011 budget will be minimal as the amount of the increased fees will be approximately equal to increased costs that were not factored in when the budget was established. For new fees, it is estimated that the impact on the 2011 budget will be an additional \$25,000.

**CONCLUSION:** The annual review of Transportation and Works fees and charges has resulted in a number of fee changes due to increased staff, administration and production costs. A limited amount of new fees have been introduced to offset cost of staff time.

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**ATTACHMENTS:**      Appendix 1: Amendments to Schedule 'A' of the Transportation and Works Fees and Charges By-law.



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Martin Powell, P.Eng.  
Commissioner of Transportation and Works

*Prepared By:   Margareta Jakobson  
                          Manager Office Services  
                          Transportation and Works*

APPENDIX 1

2011 PROPOSED FEE CHANGES

TRANSPORTATION AND WORKS FEES AND CHARGES BY-LAW

DEPARTMENT: Transportation & Works

DIVISION: Transportation Project Office/Business Services

BUDGET COMMITTEE  
DEC 13 2010

Fee/Deposit Name	Existing or New Fee	Description of Change/Justification	Current Fee	Proposed Fee	Fee Increase \$	Fee Increase %	Est. \$ Impact (+/-)
Administration Fee Approved Access Modification Permit Applications	New	To cover staff time and costs associated with processing an application to curb cuts/culvert extensions, typically for widening of driveways	n.a.	\$100.00	new	new	\$23,000.00
Covering ("bagging") of Pay and Display Machines or Parking Meters to prohibit parking. Business Improvement Areas, groups affiliated with the City through the Volunteer Group Liaison Program and registered charities based in Mississauga are exempted.	New	To cover staff time and resource costs associated with covering parking machines or meters for special events	n.a.	\$5.00 per machine	new	new	\$250.00
Removal of Pay and Display Machine	New	To cover staff time and costs associated with removal of pay and display machines, typically requested by construction companies	n.a.	\$80.00	new	new	\$750.00
Occupying paid parking spaces for construction, filming or other commercial vehicles	New	To accommodate requests to park commercial vehicles for an extended period of time in a paid parking space, as per By-law 555-00	n.a.	Hourly rate multiplied by the number of parking spaces used multiplied by the hours per day of use	new	new	\$1,000.00
Assigning New Civic Address	Existing	minimum increase	\$50.00	\$52.00	\$2.00	4.0%	no impact

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# APPENDIX 1

## 2011 PROPOSED FEE CHANGES

### TRANSPORTATION AND WORKS FEES AND CHARGES BY-LAW

DEPARTMENT: Transportation & Works

DIVISION: Transportation Project Office/Business Services

Fee/Deposit Name	Existing or New Fee	Description of Change/ Justification	Current Fee	Proposed Fee	Est. \$ Increase	Fee Increase %	Est. \$ Impact (+/-)
Change of Municipal Address Request by Owner	Existing	minimum increase	\$530.00	\$545.00	\$15.00	2.8%	no impact
Lifting of 0.3m Reserve (\$515)	Existing	minimum increase	\$525.00	\$540.00	\$15.00	2.9%	no impact
Minimum Charge	Existing	minimum increase	\$55.00	\$57.00	\$2.00	3.6%	no impact
D01 - City Street Index (Listing)	Existing	minimum increase	\$60.00	\$62.00	\$2.00	3.3%	no impact
D02 - City Street Index (Vector)	Existing	minimum increase	\$60.00	\$62.00	\$2.00	3.3%	no impact
D03 - City Street Map (Vector - all Roads)	Existing	minimum increase	\$173.00	\$178.00	\$5.00	2.9%	no impact
D04 - City Street Map (Vector - Major Roads)	Existing	minimum increase	\$86.00	\$88.00	\$2.00	2.3%	no impact
D05 - City Street Map (Vector - Local Roads)	Existing	minimum increase	\$86.00	\$88.00	\$2.00	2.3%	no impact
D06 - City Street Map (Vector - Single Line)	Existing	minimum increase	\$86.00	\$88.00	\$2.00	2.3%	no impact
D07 - Street Centre Line Network (Vector +Address export)	Existing	minimum increase	\$5,400.00	\$5,550.00	\$150.00	2.8%	no impact
D08 - Street Centre Line Network (Vector - address only)	Existing	minimum increase	\$1,620.00	\$1,675.00	\$55.00	3.4%	no impact
D09 - Property Mapping (Vector - per sq km)	Existing	minimum increase	\$200.00	\$205.00	\$5.00	2.5%	no impact

**APPENDIX 1**  
**2011 PROPOSED FEE CHANGES**  
**TRANSPORTATION AND WORKS FEES AND CHARGES BY-LAW**

**DEPARTMENT: Transportation & Works**  
**DIVISION: Transportation Project Office/Business Services**

<b>Fee/Deposit Name</b>	<b>Existing or New Fee</b>	<b>Description of Change/Justification</b>	<b>Current Fee</b>	<b>Proposed Fee</b>	<b>Fee Increase \$</b>	<b>Fee Increase %</b>	<b>Est. \$ Impact (+/-)</b>
D10 - Topographic Mapping (Vector - per sq km)	Existing	minimum increase	\$102.00	\$105.00	\$3.00	2.9%	no impact
D11 - Elevation Model or 3d Contours (Vector - per sq km)	Existing	minimum increase	\$27.50	\$28.50	\$1.00	3.6%	no impact
D12 - Orthometric Imagery (Raster - per sq km \$20,000 complete)	Existing	minimum increase	\$108.00	\$111.00	\$3.00	2.8%	no impact
D13 - Aerial Imagery by Frame (Raster - 1954 to present)	Existing	minimum increase	\$27.50	\$28.50	\$1.00	3.6%	no impact
D14 - Engineering Drawings (Raster)	Existing	minimum increase	\$27.50	\$28.50	\$1.00	3.6%	no impact
D15 - Engineering Drawings (Vector - limited availability)	Existing	minimum increase	\$27.50	\$28.50	\$1.00	3.6%	no impact
D16 - Storm Sewer Network (Vector)	Existing	minimum increase	\$540.00	\$555.00	\$15.00	2.8%	no impact
D17 - Custom extraction or conversion (Service)	Existing	minimum increase	\$60.00	\$62.00	\$2.00	3.3%	no impact
D18 - CDR media and handling (Media per CD)	Existing	minimum increase	\$11.25	\$11.50	\$0.25	2.2%	no impact
D19 - DVD media and handling (Media per DVD)	Existing	minimum increase	\$11.25	\$11.50	\$0.25	2.2%	no impact
D20 - Official Plan Schedules (Mississauga Plan - by set)	Existing	minimum increase	\$215.00	\$220.00	\$5.00	2.3%	no impact
D21 - Official Plan District Land Use Maps (Mississauga Plan)	Existing	minimum increase	\$215.00	\$220.00	\$5.00	2.3%	no impact





# APPENDIX 1 2011 PROPOSED FEE CHANGES TRANSPORTATION AND WORKS FEES AND CHARGES BY-LAW

**DEPARTMENT:** Transportation & Works  
**DIVISION:** Transportation Project Office/Business Services

Fee/Deposit Name	Existing or New Fee	Description of Change/Justification	Current Fee	Proposed Fee	Fee Increase \$	Fee Increase %	Est. \$ Impact (+/-)
D22 - Planning Data Sets (NAS, Existing land use etc.) MIN by set	Existing	minimum increase	\$82.00	\$84.00	\$2.00	2.4%	no impact
D22 - Planning Data Sets (NAS, Existing land use etc.) MAX by set	Existing	minimum increase	\$216.00	\$220.00	\$4.00	1.9%	no impact
D23 - City Parks Layer (Vector)	Existing	minimum increase	\$179.00	\$183.00	\$4.00	2.2%	no impact
D24 - City Trails Network (Vector)	Existing	minimum increase	\$179.00	\$183.00	\$4.00	2.2%	no impact
D25 - 3D Building Extrusions (Residential/light commercial) per sq/km	Existing	minimum increase	\$500.00	\$515.00	\$15.00	3.0%	no impact
D26 - 3D Building Extrusions (Core areas) per sq/km	Existing	minimum increase	\$1,000.00	\$1,030.00	\$30.00	3.0%	no impact
P01 - City Base Map - no overlay (50" B&W)	Existing	minimum increase	\$19.50	\$20.00	\$0.50	2.6%	no impact
P02 - City Street Map - with Overlays (50" B&W)	Existing	minimum increase	\$19.50	\$20.00	\$0.50	2.6%	no impact
P03 - City Street Map - with overlays (50" Colour)	Existing	minimum increase	\$24.50	\$25.00	\$0.50	2.0%	no impact
P04 - City Street Map - N & S halves/priced each (50" B&W)	Existing	minimum increase	\$19.50	\$20.00	\$0.50	2.6%	no impact
P05 - Street Guide Book (B&W)	Existing	minimum increase	\$12.25	\$12.50	\$0.25	2.0%	no impact
P06 - Property Maps - selectable scales (36" B&W)	Existing	minimum increase	\$19.50	\$20.00	\$0.50	2.6%	no impact

**APPENDIX 1**  
**2011 PROPOSED FEE CHANGES**  
**TRANSPORTATION AND WORKS FEES AND CHARGES BY-LAW**

**DEPARTMENT:** Transportation & Works  
**DIVISION:** Transportation Project Office/Business Services

Fee/Deposit Name	Existing or New Fee	Description of Change/ Justification	Current Fee	Proposed Fee	Fee Increase \$	Fee Increase %	Est. \$ Impact (+/-)
P07 - Street, Property, Topographic, Orthometric or Aerial (B&W to 11x17, Colour to 8x14)	Existing	minimum increase	\$11.25	\$11.50	\$0.25	2.2%	no impact
P08 - Street, Property, Topographic, Orthometric or Aerial (OCE B&W to 36")	Existing	minimum increase	\$19.50	\$20.00	\$0.50	2.6%	no impact
P09 - Topographic Maps - selectable scales (B&W to 36")	Existing	minimum increase	\$19.50	\$20.00	\$0.50	2.6%	no impact
P10 - Topographic & Property (B&W to 36")	Existing	minimum increase	\$24.50	\$25.00	\$0.50	2.0%	no impact
P11 - Engineering Drawings (B&W to 36")	Existing	minimum increase	\$7.25	\$7.50	\$0.25	3.4%	no impact
P12 - Registered Plans (B&W to 36")	Existing	minimum increase	\$7.25	\$7.50	\$0.25	3.4%	no impact
P13 - Bench Mark Book	Existing	minimum increase	\$82.00	\$84.00	\$2.00	2.4%	no impact
P14 - Storm Sewer Book	Existing	minimum increase	\$50.00	\$51.50	\$1.50	3.0%	no impact
P15 - Subdivision Book	Existing	minimum increase	\$19.50	\$20.00	\$0.50	2.6%	no impact
P16 - Mounted Orthometric Image of City (High Gloss - Colour 50")	Existing	minimum increase	\$486.00	\$495.00	\$9.00	1.9%	no impact
P17 - Orthometric Image of City (High Gloss - Colour 50")	Existing	minimum increase	\$325.00	\$335.00	\$10.00	3.1%	no impact
P18 - Orthometric Image (Custom - 48x42)	Existing	minimum increase	\$108.00	\$110.00	\$2.00	1.9%	no impact

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# APPENDIX 1

## 2011 PROPOSED FEE CHANGES

### TRANSPORTATION AND WORKS FEES AND CHARGES BY-LAW

DEPARTMENT: Transportation & Works

DIVISION: Transportation Project Office/Business Services

Fee/Deposit Name	Existing or New Fee	Description of Change/ Justification	Current Fee	Proposed Fee	Fee Increase \$	Fee Increase %	Est. \$ Impact (+/-)
P19 - Orthometric Image (Custom - less than 48x42)	Existing	minimum increase	\$54.00	\$55.50	\$1.50	2.8%	no impact
P20 - Planning Application Locations (B&W to 36")	Existing	minimum increase	\$16.50	\$17.00	\$0.50	3.0%	no impact
P21 - Planning Application Locations (B&W 11x17) each	Existing	minimum increase	\$2.05	\$2.10	\$0.05	2.4%	no impact
P21 - Planning Application Locations (B&W 11x17) full set	Existing	minimum increase	\$32.50	\$33.50	\$1.00	3.1%	no impact
P22 - Planning Application Locations (B&W 17x28) each	Existing	Not increased in 2010	\$3.00	\$3.20	\$0.20	6.7%	no impact
P22 - Planning Application Locations (B&W 17x28) full set	Existing	minimum increase	\$86.00	\$88.00	\$2.00	2.3%	no impact
P23 - Zoning Maps (B&W 11x17) each	Existing	minimum increase	\$2.05	\$2.10	\$0.05	2.4%	no impact
P23 - Zoning Maps (B&W 11x17) full set	Existing	minimum increase	\$32.50	\$33.50	\$1.00	3.1%	no impact
P24 - Zoning Maps (B&W 17x28) each	Existing	Not increased in 2010	\$4.00	\$4.20	\$0.20	5.0%	no impact
P24 - Zoning Maps (B&W 17x28) full set	Existing	minimum increase	\$108.00	\$110.00	\$2.00	1.9%	no impact
P25 - Official Plan Schedules	Existing	minimum increase	\$6.25	\$6.50	\$0.25	4.0%	no impact
P26 - Official Plan District Land Use Maps (Colour)	Existing	minimum increase	\$6.25	\$6.50	\$0.25	4.0%	no impact

**APPENDIX 1**  
**2011 PROPOSED FEE CHANGES**  
**TRANSPORTATION AND WORKS FEES AND CHARGES BY-LAW**

**DEPARTMENT: Transportation & Works**  
**DIVISION: Transportation Project Office/Business Services**

Fee/Deposit Name	Existing or New Fee	Description of Change/ Justification	Current Fee	Proposed Fee	Fee Increase \$	Fee Increase %	Est. \$ Impact (+/-)
P27 - Official Plan District/Secondary Plan Schedules (B&W)	Existing	minimum increase	\$6.25	\$6.50	\$0.25	4.0%	no impact
P28 - Electoral District Maps by Riding (B&W 8x11)	Existing	Not increased in 2010	\$2.00	\$2.20	\$0.20	10.0%	no impact
P29 - City of Mississauga Municipal Wards (B&W 8x11)	Existing	Not increased in 2010	\$2.00	\$2.20	\$0.20	10.0%	no impact
P30 - City of Mississauga Individual Municipal Ward (B&W 8x11)	Existing	minimum increase	\$11.25	\$11.50	\$0.25	2.2%	no impact
P31 - City of Mississauga Polling Subdivisions City Wide (SO)	Existing	minimum increase	\$19.50	\$20.00	\$0.50	2.6%	no impact
P32 - City of Mississauga Polling Subdivisions Individual Wards (SO)	Existing	minimum increase	\$16.50	\$17.00	\$0.50	3.0%	no impact
P33 - City Parks Map (Colour 36x44)	Existing	minimum increase	\$19.50	\$20.00	\$0.50	2.6%	no impact
P34 - City Trails Map (Colour 36x44)	Existing	minimum increase	\$19.50	\$20.00	\$0.50	2.6%	no impact
P35 - City Parks Map - by Ward (Colour 24x36)	Existing	minimum increase	\$12.25	\$12.50	\$0.25	2.0%	no impact
P36 - Mississauga Multi Use Recreational Trail Study (Colour Document)	Existing	minimum increase	\$54.00	\$55.50	\$1.50	2.8%	no impact
P37 - Individual Park Site Maps	Existing	minimum increase	\$6.25	\$6.50	\$0.25	4.0%	no impact
P38 - Trails in Mississauga Walking & Cycling Guide	Existing	minimum increase	\$6.25	\$6.50	\$0.25	4.0%	no impact

APPENDIX 1

2011 PROPOSED FEE CHANGES

TRANSPORTATION AND WORKS FEES AND CHARGES BY-LAW

DEPARTMENT: Transportation & Works

DIVISION: Transportation Project Office/Business Services

Fee/Deposit Name	Existing or New Fee	Description of Change/Justification	Current Fee	Proposed Fee	Fee Increase \$	Fee Increase %	Est. \$ Impact (+/-)
A reference to Corporate Policy 04-07-02 "Invoicing and Collections" has been	House Keeping	To allow for collection of interest on unpaid accounts	n.a.	n.a.	n.a.	n.a.	no impact
Some headings in Schedule 'A' have changed to reflect organizational change, e.g. Transportation Project Office consolidation with Business Services	House Keeping	Clarification	n.a.	n.a.	n.a.	n.a.	no impact
In a few areas, the wording has been modified to more accurately describe a fee	House Keeping	Clarification	n.a.	n.a.	n.a.	n.a.	no impact