



Corporate Report

Clerk's Files

Originator's Files FA.11

DATE: November 17, 2008

TO: Chair and Members of Budget Committee
Meeting Date: December 2, 2008

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, 2009, 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 attached to the Corporate Report on the General Fees and Charges By-law dated November 17, 2008 and that By-law 460-2007 be repealed.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 2008 fees was enacted by Council on December 12, 2007.

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 proposed fee changes are generally as a result of increased administration and production costs, changes in market trends, the availability of new products and services, keeping fees consistent and the identification of services for which a fee should be charged,

consistent with the City of Mississauga's user pay philosophy. There are also some minor wording changes of a housekeeping nature.

FINANCIAL IMPACT: The revenue generated from the fee changes will not have a significant impact on the 2009 budget but is accounted for in the 2009 departmental budget submissions.

CONCLUSION: The annual review of the fees and charges has resulted in a number of fee adjustments to address administrative 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: Crystal Greer, Director of Legislative Services and
City Clerk*

AMENDMENTS TO SCHEDULE ‘A’ OF THE GENERAL FEES AND CHARGES BY-LAW

CITY MANAGER’S OFFICE

Division	Fee	Existing or New Fee	Description of Change (Brief Description)	Current Fee	Proposed Fee	Fee Increase	
						\$	%
MBEC	MBEC Start Up CD	Existing	Increase to accommodate change in GST rate	\$10.53	\$10.63	\$0.10	1%
MBEC	On line Business Training Courses	New	New training programs	\$0	\$25 to \$195	n/a	New
Office of the Arts and Culture	Christmas Market Place Vendor Table	New	Fee charged to vendors renting a table at the Christmas Market Place	\$0	\$76.19	n/a	New

COMMUNITY SERVICES

Division	Fee	Existing or New Fee	Description of Change (Brief Description)	Current Fee	Proposed Fee	Fee Increase	
						\$	%
Recreation and Parks – Urban Forestry	Tree Removal Permit	Existing	Increase fees for Tree Removal Permits	General fee \$275.00 for 5 trees plus \$60 for each additional tree with a diameter greater than 15cm (6”) Maximum fee of \$1,200	General fee \$290.00 for 5 trees plus \$65 for each additional tree with a diameter greater than 15 cm (6”) Maximum fee of \$1,300.	General fee - \$15 Fee for each additional tree - \$5 Maximum fee - \$100.	5%

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

COMMUNITY SERVICES (cont'd)

Division	Fee	Existing or New Fee	Description of Change (Brief Description)	Current Fee	Proposed Fee	Fee Increase	
						\$	%
Planning, Development and Business Services Division – Planning & Heritage	Street Tree Planting Fee	Existing	Increase fee for street tree planting	Up to 60 mm (2-1/2 in) calliper - \$350	Up to 60 mm (2-1/2 in) calliper - \$370	\$20	7%
				200 cm (6-1/2 ft) calliper from - \$375	200 cm (6-1/2 ft.) calliper from - \$395	\$20	5.3%
Planning, Development and Business Services Division – Planning & Heritage	Future Directions for Recreation and Parks	Existing	Delete fee as no longer required - document out of date	\$5	n/a	n/a	n/a

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

CORPORATE SERVICES

Division	Fee	Existing or New Fee	Description of Change	Current Fee	Proposed Fee	Fee Increase	
						\$	%
Communications	Information Kits	Existing	Increase for 10 or more to cover costs	\$1.50/10 or more	\$1.75/10 or more	\$0.25	16%
Finance	Insurance Rates for Facility Rentals Concessions, Kiosk and Vendors including food and Drink (No Alcohol)	Existing	Typographical correction for the following section:				
			3 months to 6 months	\$500.00	\$500.00	n/a	n/a
			3 months to 6 months & additional locations	\$420.00 plus \$210.00 per location	\$500.00 plus \$210.00 per location	n/a	n/a
Legal	Complex Document Agreements	Existing	Amendment to clarify requirements and increase in fees	\$2500 to \$7500	\$2650 to \$7950	\$150 to 450	6%
The following Legal fees and charges are based on use of City or Legal Services template (standard form) documents							
Legal	Plans of Subdivision and Condominium Applications based on use of City or Legal Services Template Documents	Existing	Amend wording to clarify requirements and increase in fees	\$2500	\$2650	\$150	6%

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

CORPORATE SERVICES (cont'd)

Division	Fee	Existing or New Fee	Description of Change	Current Fee	Proposed Fee	Fee Increase	
						\$	%
Legal	Amendments to Subdivision and Condominium Agreement	Existing	Increase in fees	\$750	\$795	\$45	6%
Legal	Site Development Plan Agreement	Existing	Amend wording to clarify requirements and increase in fees	\$1000	\$1060	\$60	6%
Legal	Amendments to Site Development Plan Agreement	Existing	Amend wording to clarify requirements and increase in fees	\$750	\$795	\$45	6%
Legal	Exemption from Part Lot Control	Existing	Amend wording to clarify requirements and increase in fees	\$500	\$530	\$30	6%
Legal	Lifting of .3m Reserves	Existing	Increase in fees	\$500	\$530	\$30	6%

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

CORPORATE SERVICES (cont'd)

Division	Fee	Existing or New Fee	Description of Change	Current Fee	Proposed Fee	Fee Increase	
						\$	%
Legal	Payment in Lieu of Offstreet Parking PIL Agreement	Existing	Amend wording to clarify requirements and increase in fees	\$500	\$530	\$30	6%
Legal	Applications for Site Plan and Rezoning	Existing	Amend wording to clarify requirements and increase in fees	\$500	\$530	\$30	6%
Legal	Encroachment Agreement	Existing	Amend wording to clarify requirements and increase in fees for preparation, review and registration of Encroachment Agreement, Canopy Encroachment Agreement, Shoring and Tieback Encroachment Agreement	\$500	\$530	\$30	6%
Legal	Development Charges Deferral Agreement	Existing	Increase in fees	\$500	\$530	\$30	6%

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

CORPORATE SERVICES (cont'd)

Division	Fee	Existing or New Fee	Description of Change	Current Fee	Proposed Fee	Fee Increase	
						\$	%
Legal	Limiting Distance and Spatial Separation Agreement and Pedestrian Walkway Easements	Existing	Agreements were originally in Complex Documents but templates have been developed. This new section covers template Agreements	\$2,500 - \$7,500	\$795	-\$1,705	-68%
Legal	Basic Document Agreements	Existing	Amend wording to clarify requirements and increase in fees	\$500	\$530	\$30	6%
Legal	Response to Law Firm or Public Inquiries relating to real estate transactions and/or Title matters	New	Recovery of fees for service being provided by Legal Services which had not been previously captured under By-law	\$0	\$175 plus disbursements	n/a	New
Legal	Response to Law Firm Inquiries requiring Council Authorization and/or registration on title	Existing	Amend wording to clarify requirements and increase in fees	\$500	\$530	\$30	6%

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

CORPORATE SERVICES (cont'd)

Division	Fee	Existing or New Fee	Description of Change	Current Fee	Proposed Fee	Fee Increase	
						\$	%
Legal	Official Documents or Statutory Requirement Documents	New	Recovery of fees for service being provided by Legal Services which had not been previously captured under By-law	\$0	\$125.00	n/a	New
Legal	Committee of Adjustment review and registration of documents to satisfy Committee conditions	Existing	Increase in fees	\$500	\$530	\$30	6%
Legal	Property Standards Order	Existing	Housekeeping - amend wording to clarify section	\$100	\$100	n/a	n/a
Office of the City Clerk/Legislative Services	Birth Confirmation Letter	Existing	Eliminate fee as City no longer offers this service	\$25.00	n/a	n/a	n/a
Office of the City Clerk/Legislative Services	Ontario Municipal Board Appeals	New	Administrative fee for appeals to Ontario Municipal Board	n/a	\$150.00	n/a	New

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

CORPORATE SERVICES (cont'd)

Division	Fee	Existing or New Fee	Description of Change	Current Fee	Proposed Fee	Fee Increase	
						\$	%
Office of the City Clerk/Legislative Services	Certification of Documents	New	Introduction of fee for documents with multiple pages	\$10.00 per document	\$10.00 for first page per document plus \$1.00 for each subsequent page	n/a	New
Office of the City Clerk/Legislative Services	Provincial Offences Act Photocopies of Court transcripts	Existing	Increase fee to conform to Provincial regulations	\$0.50	\$0.55	\$0.05	10%
Office of the City Clerk/Legislative Services	Provincial Offences Act Photocopies of all documents excluding Court transcripts	New	Fee to conform to Provincial regulations	\$0.0 per page for photocopy	\$1.00 per page for photocopy	n/a	New
Office of the City Clerk/Legislative Services	Provincial Offences Act Certified Copies	New	Fee to conform to Provincial regulations	\$0	\$3.50 per page	n/a	New
Office of the City Clerk/Legislative Services	Residency Letter (excluding Senior Citizens)	Existing	Increase fee	\$10.00	\$12.00	\$2.00	20%

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

CORPORATE SERVICES (cont'd)

Division	Fee	Existing or New Fee	Description of Change	Current Fee	Proposed Fee	Fee Increase	
						\$	%
Revenue and Materiel Management	Tax Appeal Application	New	Implement fee for Tax Appeal Application	\$0	\$10.00 per application	n/a	New
Revenue and Materiel Management	Tax Payment verification (for mortgages)	Existing	Delete as City no longer offers this service to mortgage companies. They are required to purchase a Tax Statement at the same rate	\$20.00 per tax account	n/a	n/a	n/a

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

PLANNING AND BUILDING

Division	Fee	Existing or New Fee	Description of Change	Current Fee	Proposed Fee	Fee Increase	
						\$	%
Bldg. Division	Sign Permit Fees - Ground Signs - Facia Signs - Billboard Signs	Existing	Increase sign permit fees.	Minimum application fee of \$100.00 per sign and \$50 per sign in excess of 2 signs	Minimum application fee of \$110.00 per sign and \$55 per sign in excess of 2 signs	\$10 per sign and \$5 per sign in excess of 2 signs	10%
Bldg.Division	Portable Signs on Private Property	Existing	Increase in fees	\$80.00 per sign	\$90.00 per sign	\$10.00 per sign	12.5%
Bldg.Division	Portable Signs on City Road Allowances – Applicable only to Community Groups and Registered Charities	Existing	Previously community groups and registered charities were permitted to place portable signs on City road allowances. Registered charities are no longer permitted to place signs on road allowances. Increase fee for signs	\$80.00 per sign applicable	\$90.00 per sign	\$10.00 per sign	12.5%
Bldg. Division	Portable Signs on City Road Allowances – Applicable only to the Region of Peel	Existing	Increase fee	\$80.00 per sign	\$90.00 per sign	\$10.00 per sign	12.5%

AMENDMENTS TO SCHEDULE ‘A’ OF THE GENERAL FEES AND CHARGES BY-LAW

PLANNING AND BUILDING (cont’d)

Division	Fee	Existing or New Fee	Description of Change	Current Fee	Proposed Fee	Fee Increase	
						\$	%
Bldg. Division	Portable Signs for Festivals	Existing	Increase fee	\$80.00 per Ward within which any signs are located per Festival event	\$90.00 per Ward within which any signs are located per Festival event	\$10.00	12.5%
Bldg. Division	New Development Home Sign	Existing	Increase fee	\$80.00 per calendar year	\$90.00 per calendar year	\$10.00 per sign	12.5%
Bldg. Division	Sidewalk Signs	Existing	Increase fee	\$80.00 per sign per calendar year	\$90.00 per sign per calendar year	\$10.00 per sign	12.5%
Bldg. Division	Inflatable Signs	Existing	Increase fee	\$80.00 per sign	\$90.00 per sign	\$10.00 per sign	12.5%
Strategic Planning & Business Services Division	Zoning By-law: Complete City Consolidation (2 volumes)	Existing	Increase fee	\$150.00	\$170.00	\$20	13.3%
Strategic Planning & Business Services Division	Zoning By-law: By-law Binder Alone	Existing	Deletion of fee which is obsolete	\$15.00	n/a	n/a	n/a

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

PLANNING AND BUILDING (cont'd)

Division	Fee	Existing or New Fee	Description of Change	Current Fee	Proposed Fee	Fee Increase	
						\$	%
Strategic Planning & Business Services Division	Zoning By-law: Zoning by-law Revisions (2005 January)	Existing	Deletion of fee which is obsolete	\$30.00 to \$50.00	n/a	n/a	n/a
Strategic Planning & Business Services Division	Official Plan: City Plan – Ministry approved 1997 (Updated to 2002 March)	Existing	Deletion of fee which is obsolete	\$200.00	n/a	n/a	n/a
Strategic Planning & Business Services Division	Official Plan: Mississauga Plan – Region approved 2003 (Updated to 2005 January)	Existing	Housekeeping matter to change item description – now: Mississauga Plan	\$200	\$200	n/a	n/a
Strategic Planning & Business Services Division	Official Plan: Mississauga Plan/Revision (2002 March)	Existing	Deletion of fee which is obsolete	\$50.00 - \$70.00	n/a	n/a	n/a
Strategic Planning & Business Services Division	Official Plan: Amendments	Existing	Housekeeping matter to delete range of fees which are obsolete.	\$2.00 - \$20.00	\$20.00	n/a	n/a