

City of Mississauga

# Corporate Report



8.10

Date: August 30, 2021

To: Chair and Members of Budget Committee

From: Shari Lichterman, CPA, CMA, Commissioner of  
Corporate Services and Chief Financial Officer

Originator's files:

Meeting date:  
October 6, 2021

## Subject

### 2022 General Fees and Charges

## Recommendation

1. That the General Fees and Charges outlined in Appendix 1 attached to the Corporate report dated August 30, 2021 from the Commissioner of Corporate Services entitled "2022 General Fees and Charges" be approved.
2. That User Fees and Charges By-law 0251-2020, as amended, be repealed effective at the end of December 31, 2021.
3. That a consolidated fees and charges by-law, effective January 1, 2022, which will incorporate the approved fees and charges of various City departments, be enacted to incorporate and establish new, revised and existing fees and charges for the 2022 General Fees and Charges as outlined in the Corporate Report dated August 30, 2021 from the Commissioner of Corporate Services entitled, "2022 General Fees and Charges".

## Executive Summary

- Fees for Corporate Services includes variety of fees which include meeting room rentals, inspections, audio visual technicians, zoning applications, licenses, certifications, court transcripts and business consultation inclusive of seminars and events for small businesses.
- Corporate Services fees and charges are reviewed annually to recover increased costs and respond to market conditions;
- No budget impact from changes in fees and charges.

## Background

Each year, as part of the Business Plan and Budget development process, City staff review fees and charges charged under the *Municipal Act, 2001*, SO 2001, c.25. The General Fees and Charges include fees for general administrative services provided across departments. Fees and charges provide revenue to support services, which provide benefits to specific individuals and organizations, rather than all residents. By ensuring that fees and charges increase to maintain cost recovery ratios and cover cost increases, pressure on the City's tax levy requirements is reduced. If fees do not increase to cover costs, tax support for the program or service must increase and be paid by all residents rather than those who benefit from the service.

This report sets out the proposed fees and charges for 2022. The 2022 fees and charges, if approved through this report, will be added into a new consolidated user fees and charges by-law.

## Comments

As part of the draft 2022-2025 Business Plan and Budget development process, staff reviewed the existing fees and charges and is recommending revisions to the General Fees and Charges By-laws. 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 costs or increases based on benchmarking with other municipalities.

The following fees are being introduced or significantly increased in 2022:

1) Legal Services:

- **NEW Consent to Enter Agreement Fee:** This is a new fee that will be charged for the preparation, review and registration by Realty Service Staff for consent to enter agreements. The fee will be established at \$267 per agreement to align with the average fee charged by other comparable municipalities. The current budget does not need to be adjusted, as the revenue generated will be subjective to amount of agreements each year.
- **Applications for Site Plan and Rezoning:** This fee has increased by \$168 as it was identified that these rates were out of date and were updated to reflect the current staff time involved for reviewing and drafting of these items. The current budget does not need to be adjusted, as the revenue generated will be subjective to amount of applications each year.
- **Encroachment Agreements prepared by Legal Services Staff:** This fee has increased by \$128 as it was identified that these rates were out of date and were updated to reflect the current staff time involved for reviewing and drafting of these items. The current budget does not need to be adjusted, as the revenue generated will be subjective to amount of agreements each year.

- **Development Charge Deferral or Credit Agreement:** This fee has increased by \$128 as it was identified that these rates were out of date and were updated to reflect the current staff time involved for reviewing and drafting of these items. The current budget does not need to be adjusted, as the revenue generated will be subjective to amount of agreements each year. The Development Charge Deferral Agreement fee will not apply to Development Charges Payment or Prepayment Agreements referred to in Corporate Policy 04-01-08. This policy was approved by Council in February 2021 to implement new processes for development charge interest rates and statutory deferred payments. Staff will continue to monitor and review the application of this policy and report back to Council should any changes be warranted.
- **Committee of Adjustment:** This fee has increased by \$128 as it was identified that these rates were out of date and were updated to reflect the current staff time involved for reviewing and drafting of these items. The current budget does not need to be adjusted, as the revenue generated will be subjective to amount of adjustments each year.

The following fees are being deleted or significantly decreased in 2021:

- 1) **Building:** The Following fees are being removed as this service is no longer provided.

The budget does not to be adjusted as this fee has not be charged since 2017.

- Private Sewage System Information Letters: Duplicate Sets of Drawings (Counter)
- Printing plans from hard copy, microfiche and digital records: Early Review of House Model Drawings
- Special Request for Access to Off Site Records and Drawings

- 2) **Information Technology:**

Paper product services within Fees and Charges By-Law were provided to print maps as the public didn't have the software or printing capabilities to do themselves. However with the widespread adoption of PDFs the public can print themselves or take the files to a print shop. As well, there is overall decrease in demand for paper products as users have embraced digital data. The City's Open Data policy is the mechanism designed to provide mapping data to the public, this has resulted in removing the below items from the Fees and Charges By-law. The fees below were rarely requested, so no significant impact on budget.

- City Street Index (Listing)
- City Street Index (Vector- All Roads, Majors Roads, Local Roads, Single Roads)
- Property Maps - selectable scale (36" B&W)
- Street, Property, Topographic, Orthometric or Aerial Imagery (from LaserJet printer - B&W to 11" x 17" and Colour to 8 1/2" x 14")
- Topographic Maps - selectable scale (36" B&W)

- Topographic & Property (36" B&W)
- Mounted Orthometric Image of the City (50" Colour)
- Orthometric Image of the City (50" Colour)
- Orthometric Image - Custom area plots (48" x 42")
- Orthometric Image - Custom area plots (less than 48" x 42")
- Official Plan Schedules - see listing in Department (Colour - each)
- Electoral District Maps by Riding: Federal, Provincial, Municipal (B&W - each)
- City of Mississauga Municipal Wards (B&W - 8 1/2" x 11" - each)
- City of Mississauga Individual Municipal Wards (B&W - each)
- City of Mississauga Polling Subdivisions - City Wide Special Order (Colour)
- City of Mississauga Polling Subdivisions - Individual Wards Special Order (B&W - each)
- City Parks Map (36" x 44" Colour - each) (Twice Yearly/ Yearly)
  1. Parks Map by Ward (24" x 36" Colour - each)
- Mississauga Multi-Use Recreational Trail Study (Colour Document - each)
- Individual Park Site Maps (11" x 17" B&W & Colour)
- Trails in Mississauga Walking Cycling Guide (Book - Colour)

Flipchart, per day: This fee is to be removed as F&PM support flip charts are not an AV services.

## Financial Impact

The recommended 2022 General Fees and Charges have no financial impact on 2022 budget. The Revenues generated from the proposed changes to the Fees and Charges collected under the Planning Act have been included in the 2022 Budget.

## Conclusion

The annual review of general fees and charges has resulted in a number of recommended fee adjustments to address service costs and service levels.

## Attachments

Appendix 1: 2022 General Fees & Charges



Shari Lichterman, CPA, CMA, Commissioner of Corporate Services and Chief Financial Officer

Prepared by: Angela Li, MBA, CPA, CMA, Manager, Business Services and Process Solutions