

Date: September 13, 2021

To: Chair and Members of Budget Committee

From: Geoff Wright, P.Eng, MBA, Commissioner of
Transportation and Works

Originator's files:

Meeting date:
October 6, 2021

Subject

2022 Transportation and Works Fees and Charges

Recommendation

1. That the Transportation and Works Department fees and charges, as outlined in Appendix 1 and Appendix 2, attached to the Corporate Report dated September 13, 2021 from the Commissioner of Transportation and Works entitled "2022 Transportation and Works Fees and Charges" be approved.
2. That a by-law be enacted to make the necessary amendments to Schedule B-2 of the User Fees and Charges By-law 0251-2020, as amended, in order to reflect direct costs as they are charged for works undertaken by the City on behalf of a third party for engineering, construction, maintenance, traffic and street lighting works, including payroll burden (35%), as set out in the Corporate Report dated September 13, 2021 from the Commissioner of Transportation and Works entitled, "2022 Transportation and Works Fees and Charges".
3. That a new consolidated user 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 Transportation and Works Department as outlined in the Corporate Report dated September 13, 2021 from the Commissioner of Transportation and Works entitled, "2022 Transportation and Works Fees and Charges."

Executive Summary

- This report is the annual review of fees and charges for the Roads, Regulatory and Stormwater Service Areas in the Transportation and Works department.
- Review and revisions have been made to the current fees and charges to reflect increased costs and to ensure fees are comparable to fees charged in surrounding municipalities.

- Maintenance on existing fees and charges includes renaming existing fees, new fees, deletion of existing fees and some fees being split into two or more to reflect work required, and in some cases utilizing cost recovery methodology based on the direct cost plus administration fee.
- The Enforcement Division is improving the process to simplify the updating of the fees and charges that are in 14 different regulatory by-laws, by removing the fees from the regulatory / licensing by-laws and consolidating all applicable fees and charges into the 2022 User Fees & Charges By-law.

Background

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

Fees and charges provide revenue to support services which provide benefits to specific individuals and organizations, rather than all residents. Ensuring fees and charges increase to maintain cost recovery ratios and cover cost increases helps to reduce pressure on the City's tax levy requirements. If fees do not increase to cover costs, tax support for the program or service must increase and is paid by all residents rather than those that benefit from the services.

On November 25, 2020, Council enacted By-law 0251-2020, implementing the 2021 Transportation and Works fees. This report sets out the proposed fees and charges for 2022. The 2022 fees and charges, if approved through this report, will be included as part of a new consolidated user fees and charges by-law.

Comments

Transportation and Works fees and charges have been thoroughly reviewed and revisions have been made to reflect increased costs. In general, fees and charges have been increased by the rate of inflation which has been estimated at 0.8%. This rate may be slightly higher when amounts are rounded to whole numbers. Municipal benchmarking comparisons have been conducted for the current/proposed fees and are comparable to fees charged in surrounding municipalities.

Fee increases or new fees are generally as a result of increased administrative and production costs or new services provided.

It should be noted that no changes are being proposed to the deposit amounts outlined in the Schedule "A" Road Occupancy Permit By-law 0173-2020 and the Schedule "A" of Lot Grading and Municipal Services Protection Deposit By-law 0172-2020.

The following is a summary of new fees being introduced for 2022:

Works Operations and Maintenance Division – Maintenance Contracts

The following new fees have been introduced to reflect actual work required under an access modification permit. Applicant only to pay fee for work required:

- Remove Existing Headwall - \$293.83 per each
- Construct Block Headwall (up to 300 mm pipe diameter) - \$680.52 per square metre
- Construct Concrete Headwall (300 mm - 450 mm pipe diameter) - \$508.80 per square metre
- New Headwall Construction (no culvert works) Fee has been split into two fees to reflect work required.
- New Block Headwall Construction (up to 300 mm pipe diameter) (no culvert works) - \$680.52 per square metre
- New Concrete Headwall Construction (300 mm to 450 mm diameter pipe diameter) (no culvert works) - \$508.80 per square metre

Traffic Management and Municipal Parking Division – Traffic Management

The following three new fees have been created to recover the cost of staff time needed to handle Third Party Pole Attachments:

- Third party small sized attachment to the streetlight pole (installation application) - \$2,000 per attachment
- Third party small sized attachment to the streetlight pole annual maintenance fee - \$250 per attachment
- Third party small-sized attachment to a new streetlight pole (where an existing streetlight pole does not meet the requirements) - fee is charged based on the direct cost plus administration fee as indicated in the attached Appendix 2.

The proposed revisions and justifications are set out in Appendix 1 included with this report.

The following is a summary of fees being deleted for 2022:

Enforcement Division – Mobile Licensing Enforcement

The Tow Truck Orientation Course - \$146.00 per transaction and Tow Truck Sensitivity Training - \$135.25 per transaction are exactly the same fees as the Orientation Course - \$146.00 per transaction and Sensitivity Training - \$135.25 per transaction, therefore, they are being deleted.

Works Operations and Maintenance Division – Maintenance Contracts

New Headwall Construction (no culvert works) Fee, \$1000.00 per headwall has been deleted and split into two fees: (1) New Block Headwall Construction (up to 300 mm pipe diameter (no culvert works) - \$680.52 per square meter; and (2) New Concrete Headwall Construction (300 mm to 450 mm diameter pipe diameter) (no culvert works) - \$508.80 per square meter to better reflect the work required.

Traffic Management and Municipal Parking Division – Traffic Management

Under Road Occupancy Permit under subsection b): Special Events or Filming (i) Signs - \$32.00 per sign and (ii) Crew Time - \$94.00 per hour, have been deleted and replaced with an Advanced Road Closure Signage fee and is charged based on the direct cost plus administration fee (maximum administration Fee is \$367.90).

Other Changes:

Enforcement fees and charges have been thoroughly reviewed and revisions have been made to reflect operational standards. In general, the licensing fees and charges for the Enforcement Division are located in 14 different regulatory by-laws. In order to improve the process for the annual fees and charges review and benchmarking, the Division will remove the fees from the regulatory / licensing by-laws and consolidate all applicable fees and charges into the 2022 User Fees & Charges By-law as identified in the attached Appendix 1. The following identifies the by-laws from which such licensing related fees and charges will be transferred and deleted.

The following is a summary of the by-laws from which the Enforcement fees and charges are being transferred to the User Fees and Charges By-law for 2022:

1. *Adult Entertainment Establishment Licensing By-law 0507-2005 Schedule 1*
2. *Business Licensing By-law 0001-2006 Schedule 1*
3. *Ice Cream Truck Vendors By-law 0523-2004 Schedule 1*
4. *Medical Marijuana Licensing By-law 0057-2015 Schedule A*
5. *Methadone Licensing By-law 166-14 Schedule A*
6. *Outside Fireworks Vendors Licensing By-law 0340-2001 Schedule 1*
7. *Public Vehicle Licensing By-law 0420-2004 Schedule 1*
8. *Residential Rental Accommodation Licensing By-law 0172-2010 Schedule 1*
9. *Short Term Rental Accommodation Licensing By-law 0289-2020 Schedule A*
10. *Swimming Pool Enclosure By-law 0191-2011 Schedule 1*
11. *Tow Truck Licensing By-law 0521-2004 Schedule 1*
12. *Transportation Network Company Licensing By-law 0109-2019 Schedule C*
13. *Vehicle Licensing By-law 0520-2004 Schedule 1*
14. *Vendors By-law 0522-2004 Schedule 1*

The following is a summary of transferred Enforcement fees being deleted for 2022:

The consolidation of Enforcement fees into the User Fees and Charges By-law requires the elimination of fees that are either repetitive or reflect a service no longer applicable.

1. Business Licensing By-law 0001-2006 Schedule 1

- Retail Food Premise
 - New: \$200.50
 - Renewal: \$195.50

2. Outside Fireworks Vendors Licensing By-law 0340-2001 Schedule 1

- Photographs - \$19.00
- Appeal Committee Hearing Fee - \$502.25
- Replacement fee for loss of Operator's or Owner's licence - \$16.25

3. Residential Rental Accommodation Licensing By-law 0172-2010 Schedule 1

- Appeal Tribunal Hearing Fee - \$502.25
- Replacement Licence Fee - \$17.50

4. Tow Truck Licensing By-law 0521-2004 Schedule 1

- Appeal Hearing Fees - \$502.25
- Driver's photo identification card replacement - \$14.25 -
- Replacement fee for loss of driver's or owner's licence - \$16.25
- Replacement fee for lost owner's licence sticker - \$5.25
- Search of Ontario Driving Record - \$12.00
- Photographs - \$22.00
- Re-training course - \$154.00
- Replacement fee for lost owner's licence renewal sticker - \$3.00
- Training Course - \$388.00
- Training course exam (each attempt) - \$72.00

5. Public Vehicle Licensing By-law 0420-2004 Schedule 1

- Extension of Period of Inactivity of an Owner Licence and Plate - \$328.00
- Photographs - \$24.00
- Re-inspection Fee - \$50.00
- Fare Card Replacement - \$6.00
- Appeal Hearing Fee - \$502.25
- By-law copy - Per copy: \$25.00
- Defensive Driving Course - \$146.50
- Driver's Examination Fee (per sitting) - \$78.25
- Driver's Photo Identification Card Replacement - \$14.25
- Driver's Taxicab Orientation Course - \$146.00
- English Language Test - \$28.25
- Lease Filing Fee - \$82.50
- Model Year Extension for Taxicab - \$82.75
- No Smoking stickers - \$2.00

- Priority List (Initial) - \$359.75
- Priority List (Annual Maintenance) - \$247.00
- Replacement Fee for loss of Driver's or Owner Licence - \$16.25
- Replacement Fee for lost Owner Licence Plate - \$81.00
- Replacement Fee for Lost Owner Licence Renewal Sticker - \$5.25
- Seat belt cutter - \$6.50
- Sensitivity Training Course - \$135.25
- Search of Ontario Driving Record - \$12.00
- Taxicab Owner Responsibilities Course - \$84.25

6. *Swimming Pool Enclosure By-law 0191-2011 Schedule 1*

- Hot Tubs, Spas, and Whirlpools (Equipped with locking covers) - \$314.00
- Appeal Tribunal Hearing Fee - \$502.25

7. *Vehicle Licensing By-law 0520-2004 Schedule 1*

- Special Event Licence - \$56.50
- Special Event Licence – City Affiliated - \$35.25

8. *Vendors By-law 0522-2004 Schedule 1*

- Special Event Licence - \$56.50
- Special Event Licence – City Affiliated - \$35.25

Enforcement Division – Mobile Licensing Enforcement

The following Fees have been renamed as identified in the attached Appendix 1:

- Public Vehicle Orientation to Orientation Course
- Public Vehicle Sensitivity Training Course to Sensitivity Training
- Taxi Defensive Driving Course to Defensive Driving Course
- Tax Driver Orientation Course to Orientation Course
- Public Vehicle Full Day Retraining to Full Day Retraining
- Public Vehicle Half Day Retraining to Half Day Retraining

Works Operations and Maintenance Division

The following fees have been renamed as identified in the attached Appendix 1:

- Temporary Road Occupancy Permit to Temporary Road Occupancy Permit Application
- Engineering Investigations (Environmental site Investigations, Boreholes and Monitoring wells) Road Occupancy Permit to Engineering Investigations (Environmental site Investigations, Boreholes and Monitoring wells) Road Occupancy Permit Application
- Portable Accessibility Ramps Permit to Portable Accessibility Ramps Permit Application
- Boulevard Gardens Permit to Boulevard Gardens Permit Application

- Utility (Municipal Consent) Road Occupancy Permit to Utility (Municipal Consent) Road Occupancy Permit Application
- Utility (Municipal Consent- Limited) Road Occupancy Permit to Utility (Municipal Consent) Road Occupancy Permit Application - Limited Works
- Complex Construction Road Occupancy Permit to Complex Construction-Road Occupancy Permit Application
- Road Occupancy Permit – Connections to Road Occupancy Permit Application – Connections
- PUCC circulations (Utility- Municipal Consent) - all applicants to PUCC Applications (Utility- Municipal Consent) - all applicants

Traffic Management and Municipal Parking – Traffic Management

Under Road Occupancy Permit: Special Events or Filming (i) Signs and (ii) Crew Time have been combined under Sub-section b) Advanced Road Closure Signage and 2022 proposed fee is direct cost to reflect the actual costs of work for the maximum fee of \$367.90.

Transportation and Works – Charges to External or Internal Parties for Engineering, Construction, Maintenance, Traffic and Street Lighting Works

Schedule “B-2” of the Transportation and Works Fees and Charges (Charges to External or Internal Parties for Engineering, Construction, Maintenance, Traffic and Street Lighting Works) has been amended to include reference to Street Lighting Works undertaken by the Transportation and Works Department on behalf of External or Internal Parties. Section 5 of Schedule B-2 has also been amended to include reference to Street Lighting Works, which is intended to capture work performed by the City for third parties for street lighting pole small cell attachments.

Payroll Burden for City Labour Direct Costs which is charged for works undertaken by the City has been re-adjusted to 35% from 60%. Upon review, Transportation and Works has identified that a 60% payroll burden is limited in application to contract work undertaken by contractors on behalf of the City, where the payroll burden has already been incorporated into the contract price and should not be applied to City Labour costs.

Other amendments to Schedule B-2 are recommended to clean up language and to ensure that the Schedule accurately reflects how charges are applied to Internal and External parties. It is recommended that the current Fees and Charges By-law 0251-2020, which is in force until December 31, 2021, also be amended to incorporate these updates and to reflect a 35% payroll burden for City Labour Direct Costs.

All of the changes are incorporated in the attached Appendix 2.

Financial Impact

The additional revenue being generated through the revised and new Transportation and Works fees and charges proposed in Appendix 1 will be incorporated in the 2022 departmental budget submission. The impact of the revised and new fees on the 2022 budget will be offset by increased costs. The proposed fees are expected to generate approximately \$133,900 in additional revenue.

Conclusion

The annual review of Transportation and Works fees and charges has resulted in a few deletions, revisions, housekeeping changes (including name changes) and a limited amount of new fees to cover increased costs.

Attachments

Appendix 1: 2022 Transportation and Works Fees and Charges

Appendix 2: Schedule "B-2" of the Transportation and Works Fees and Charges (Charges to External or Internal Parties for Engineering, Construction, Maintenance, Traffic and Street Lighting Works)



Geoff Wright, P.Eng, MBA, Commissioner of Transportation and Works

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