

Date: November 2, 2022

To: Chair and Members of Budget Committee - Fees and Charges

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

Originator's files:

Meeting date:
November 30, 2022

Subject

2023 General Fees and Charges

Recommendation

1. That the general fees and charges outlined in Appendix 1 attached to the corporate report dated November 2, 2022, from the Commissioner of Corporate Services and Chief Financial Officer, entitled, "2023 General Fees and Charges" be approved.
2. That User Fees and Charges By-law 0247-2021, as amended, be repealed effective at the end of December 31, 2022.
3. That a consolidated fees and charges By-law, effective January 1, 2023, 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 2023 General Fees and Charges as outlined in the Corporate Report dated November 2, 2022 from the Commissioner of Corporate Services and Chief Financial Officer, entitled, "2023 General Fees and Charges".

Executive Summary

- Fees for Corporate Services 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.
- The financial impact of new fees and charges proposed by the Economic Development office is \$47,000.

Background

Each year, 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 relative to cost, the 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 2023. If approved, the 2023 fees and charges will be added into a new consolidated user fees and charges By-law.

Comments

As part of the draft 2023-2026 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 annual increases resulting from increased service costs or based on benchmarking with other municipalities.

The following fees are being introduced or increased in 2023:

1. Legislative Services:

- **NEW Municipal Significance Letter:** This is a new fee that will be charged for an event of municipal significance, which requires a designation by the municipality in which the event will take place. Special occasion permit applications for a municipally significant public event must be accompanied by either a municipal resolution or a letter from a delegated municipal official designating the event as municipally significant. The fee will be established at \$75 per letter to align with the average fee charges by other comparable municipalities. The current budget does not need to be adjusted, as the revenue generated will not be significant to the budget.
- **NEW Commissioner of Oaths:** This fee will be charged for commissioning of documents. The fee will amount to \$36 per document. The current budget does not need to be adjusted, as the revenue generated will not be significant to the budget.

2. Economic Development:

Supported by benchmarking, the following fees are being introduced along with the opening of the Innovation Hub. The IDEA Square One Innovation Hub will be supporting entrepreneurs/business owners to have access to co-working spaces, programming, business guidance and special events.

These fees will support the servicing and programming of the Innovation Hub as an asset for start-up and scale-up activities, strengthening Mississauga's credentials, both locally and nationally, as a place to start and grow businesses.

- **NEW Membership for IDEA Square One Innovation Hub.** This fee will be established at \$150 per month.
- **NEW Dedicated Desk for IDEA Square One Innovation Hub.** This fee will be established at \$350 per month.
- **NEW Dedicated Office for IDEA Square One Innovation Hub.** This fee will be established at \$550 per month.
- **NEW Drop in Fee for IDEA Square One Innovation Hub.** This fee will be established at \$25 per day.

This will result in an impact of \$47,000 which will be incorporated in the 2023 budget.

3. **Building:**

- **Pre-application Zoning and Applicable Law Review Applications:** This fee has increased by \$87 or 21% to better reflect service changes. The current budget does not need to be adjusted, as the revenue generated will be subjective based on the amount of applications each year.

4. **NEW Service Area – Realty:**

The below fees were moved from Facilities & Property Management (FPM) to Realty due to the re-org at the beginning of the year. Realty is now part of the Corporate Business Services.

- Nominal Sum Real Estate Agreement Transaction Fee (non-profit groups are exempt from this fee).
- Fees for compliance letters to confirm title matters including expropriations, easement documents or encroachment agreements remain in good standing and in compliance with the terms therein.
- Encroachment Agreement Application Fee (non-refundable).

Updates to Legal Services: The legal services fees and charges in previous versions of the User Fees and Charges By-law 0247-2021 did not provide a breakdown of the fees and charges that are unique to some of the practice groups within Legal Services. The 2023 Legal Services fees and charges incorporate new fee names that more accurately reflect the services offered by the real estate practice group. In addition to new fee names, the latest update communicates fees and charges that are unique to the real estate practice group in order to promote greater transparency and public access in the City's user fees and charges By-law.

The following fees are being deleted or decreased in 2023:1. Building:

The following fees are being removed as this service is no longer provided. The budget does not need to be adjusted as this fee has not been 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
- Zoning letters-homeowners
- Special request for access to off-site records and drawings

2. Information Technology:

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 and have no significant impact to the budget. These historical fees are no longer needed as data formats have changed or services are not being used. In addition, paper based products have been removed because either they are replaced by pdf's, a similar product is available on Mississauga.ca, or the data is available on open data in various forms.

- D15 – Engineering drawings (Vector – limited availability – per file) city street index (Vector – all roads, major roads, local roads, single roads)
- P08 – Street, property, topographic, orthometric or aerial imagery (from OCE up to D size – 36" black & white (b&w))
- P11 – Engineering drawings (36" b&w) topographic maps – selectable scale (36" B&W)
- P12 – Registered plans – conventional at various scales (36" b&w) mounted orthometric image of the City (50" colour)
- Flipchart, per day

3. Legislative Services:

The following fees are being removed as these services are no longer needed. The budget does not need to be adjusted as the fees had no budget in the prior year.

- **REMOVED Conservation Review Board Appeals:** The Conservation Review Board was merged into the new Ontario Land Tribunal. It is no longer a separate entity.
- **REMOVED Copies of Consolidated By-laws Business Licensing:** Copies of by-laws are now sent electronically.
- **REMOVED Copies of Consolidated By-laws Public Vehicle Licensing:** Copies of by-laws are now sent electronically.
- **REMOVED Road Closure Advertising:** There is no fee associated with this as the notice appears on the City's website as per the public notice by-law.

Financial Impact

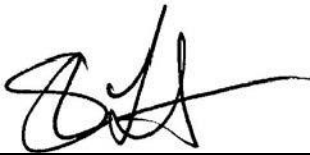
The recommended 2023 General Fees and Charges has an impact of \$47,000 resulting from the new fees related to the IDEA Square One Innovation Hub. The revenues generated from the proposed changes to the fees and charges collected under the Planning Act have been included in the 2023 Budget.

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: 2023 General Fees & Charges



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

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