

<p>Date: November 7, 2022</p> <p>To: Chair and Members of Budget Committee - Fees and Charges</p> <p>From: Geoff Wright, P.Eng, MBA, Commissioner of Transportation and Works</p>	<p>Originator's files:</p> <hr/> <p>Meeting date: November 30, 2022</p>
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## Subject

**2023 Transportation and Works Fees and Charges**

## Recommendation

1. That the Transportation and Works Department fees and charges, as outlined in Appendix 1, Appendix 2 and Appendix 3, attached to the Corporate Report dated November 7, 2022 from the Commissioner of Transportation and Works entitled "2023 Transportation and Works Fees and Charges" be approved.
2. That the Stormwater Fees and Charges By-law 0295-2020, as amended, be repealed effective at the end of March 31, 2023.
3. That User Fees and Charges By-law 0247-2021, as amended, be repealed effective at the end of December 31, 2022.
4. That Schedule "B-4", Stormwater Fees and Charges incorporating new, revised and existing charges, effective April 1, 2023 through to the end of March 31, 2024 (as outlined in Appendix 3 attached to the Corporate Report dated November 7, 2022 from the Commissioner of Transportation and Works entitled "2023 Transportation and Works Fees and Charges") be approved.
5. That a new consolidated user 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 Transportation and Works Department as outlined in the Corporate Report dated November 7, 2022 from the Commissioner of Transportation and Works entitled, "2023 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.
- Stormwater Fees & Charges By-law 0265-2021, as amended, to be repealed and its contents to be incorporated into Schedule "B-4" under User Fees and Charges.

## 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 October 6, 2021, Council enacted By-law 0247-2021, implementing the 2022 Transportation and Works fees. This report sets out the proposed fees and charges for 2023. The 2023 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 in the range of 3%. 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.

**The following is a summary of new fees being introduced for 2023:**

**Traffic management and Municipal Parking**

The following new fees have been introduced to cover the usage of Municipal Parking spaces by a car-share provider, activities such as (but not limited to) Pay & Display Machines or meters, installing Pay & Display Machines and the usage of a Municipal Parking lot as it interferes with regular public use of the space.

- Use of Municipal Parking Space by car-share provider, \$70 per space, per month
- Parking Operations Activities not included in current By-Law, (2) Two Staff or (1) One Staff and (1) One vehicle, per hour
- Use of Non-paid municipal Parking Lot for uses other than normal parking operations, \$377.82 per day

**Enforcement Division – Animal Services**

Fee was approved by Council through the 2021 Fees and Charges process. Fee is no charge for residents with a licensed pet. Animal Services would like the fee to be displayed in the Fee Schedule as to a good faith gesture with members of the public who have licensed their pet. Similar to comparable jurisdictions.

- First Impoundment – Licensed Pet, \$0 (zero) per impoundment

**Enforcement Division – Mobile Licensing**

This fee was introduced to encompass a replacement of a licence affixed to a vehicle for those licensing categories that have a sticker rather than a metal plate.

- Replacement – Lost or Damaged Owner Sticker, \$10, per request

**The following is a summary of fees being deleted for 2023:**

**Enforcement Division – Animal Services**

The fee Animal Trap-Refundable Deposit (Deposit not refunded if trap is lost or damaged) - \$116.50, per deposit is no longer applicable to the business section and will be applied through the user agreement program.

**Enforcement Division – Compliance and Licensing**

Fee is not applicable to current operations practices. As per GC-023-2022, a new re-inspection fee of \$350.00 and an administrative fee of \$430.00 or 15% of total costs of the invoice, whichever is greater, will be charged.

- Administrative Fee - Fee imposed on a business at any time during the term of the Business Licence for costs incurred by the municipality attributable to the activities of business, \$28.25, per transaction

**Enforcement Division – Mobile Licensing Enforcement**

The fee Change of Brokerage - \$34 per transaction, is proposed to be deleted, since the provision was removed from the Public Vehicle Licensing By-law, so there is not requirement to update Mobile Licensing of a change of brokerage. This fee is now encompassed in the fee category "Replacement – driver or owner license".

The fee Seatbelt Cutters - \$6.50 per transaction and Tariff Card Replacement - \$8.75 per request are no longer applicable to the business unit.

The fee Late Renewal Fee - \$80.75 per transaction is not utilized as the tool to obtain compliance. If a licence is not renewed on time, the licensee is deemed non-complaint and in violation of the Public Vehicle Licensing by-law 0420-2001. A penalty will be administered until the licenced is renewed.

The fee No Smoking Stickers - \$2.00 per transaction is not longer applicable to the business section. The Region of Peel administers No Smoking stickers.

The fee Transfer of Taxicab Owner Licence from Deceased owner to Spouse - \$259.00 per transaction is duplication for the Transfer of Taxicab Owner Licence. Therefore, this fee is being removed to ensure consistency.

**Infrastructure Planning & Engineering Services – Development Engineering and Construction**

The following options for the Compliance Letters/Lawyer's Letters have been deleted and a flat fee, the average of the two, has been created.

- a) Inspection not required - \$150.00 per letter
- b) Inspection required - \$300.00 per letter

**Works Operations and Maintenance Division – Maintenance Standards & Permits**

The following no charge fee has been deleted:

- Portable Accessibility Ramps Permit Application, no charge

**Works Operations and Maintenance Division – Maintenance Contracts**

The fee New Block Headwall Construction (up to 300 mm pip diameter) (no culvert works) - \$680.52 per square meter and New Concrete Headwall Construction (300 mm to 450 mm diameter pipe diameter) (no culvert works) - \$508.80 per square meter are duplicate fees and should be deleted.

**Traffic Management and Municipal Parking**

The fee 'Covering ("bagging") of Parking Pay and Display Machine or Parking Meter has been deleted.

When required for special events, construction, filming permits, commercial vehicles, or other uses that are not related to normal parking operations. Fee may be waived by the Commissioner of Transportation and Works - \$20.15, for first machine and \$10.10, for each additional machines to be removed and will be replaced by the new fee for Parking Operations Activities.

## **Other Changes:**

### **Infrastructure Planning & Engineering Services – Development Engineering and Construction**

The following options for the Compliance Letters/Lawyer's Letters have been deleted and a flat fee, the average of the two, has been created.

- a) Inspection not required - \$150.00 per letter
- b) Inspection required - \$300.00 per letter

The revised fee is: Compliance Letter/Lawyer's Letter - \$225.00 per letter

### **Works Operations and Maintenance Division – Maintenance Standards & Permits**

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

- Non-Compliance Fee to Non-Compliance Fee/Inspection Fee
- Boulevard Gardens Permit Application to Boulevard Gardens Permit Application  
\*Subject to council resolutions
- a) Encroachment Enclosure Fee (hoarding, fencing, etc.) to Encroachment Enclosure Fee
- Under "Permit Inspection Fee for Works associated with alteration of Roadway or City Equipment Road Occupancy Permits\*" added "For City initiated works, staff may provide an account number to charge inspection time in lieu of a fee.
- Permit Extension to Permit Extension/Revision Application, and (Waste bins moving & storage containers) to (Waste bins, moving & storage containers and Complex Construction).
- Add: Note #1 "For permits that require a fee "per permit application" this fee is paid once for each permit application and includes any required adjustments or edits to the application form. There is a separate fee for permit extensions and revisions." to the end of the Maintenance Standards & Permits section.

### **Compliance and Licensing Enforcement**

The corporate report dated March 28, 2022 has been presented to the Council to update the Property Standards By-law 0654-1998 and introduce the following fee

- Re-inspection Fee of \$350.00 and an administrative Fee of \$430.00 or 15% of total cost of the invoice, whichever is greater. This has been added to Schedule B-1 of the User Fees and Charges By-law 0247-2021.

### **Transportation and Works – Stormwater**

Stormwater Fees and Charges to be transferred from the By-law 0295-2020, as amended, to Fees & Charges:

Annual Stormwater Rate\* - \$116.80, per billable unit is effective April 1, 2023.

\* The detailed charges have been incorporated into Schedule “B-4”

All of the changes are reflected in Appendix 3 to this report, which is to be incorporated as Schedule “B-4” under User Fees and Charges By-law.

In order to improve the process and eliminate a separate by-law, the Stormwater rate is being included with the consolidated user fees and charges by-law. This change makes it easier for both City staff and the general public to locate the Stormwater fees and charges.

### **Under “General Notes”, at the end of the Schedule B 1, the following is being added:**

4. The Commissioner of Transportation and Works, as applicable, or their designate, may waive, vary, or reduce a Maintenance Standards & Permits fee, in accordance with the general criteria for any such waiver, reduction or variation.

## **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 2023 departmental budget submission. The impact of the revised and new fees on the 2023 budget will be offset by increased costs. The proposed fees are expected to generate approximately \$1,646,000 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: 2023 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

Appendix 3: Schedule “B-4” Stormwater Fees and Charges



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