

City of Mississauga
Corporate Report



<p>Date: March 22, 2023</p> <p>To: Chair and Members of General Committee</p>	<p>Originator's files:</p>
<p>From: Raj Sheth, P.Eng, Acting Commissioner of Corporate Services</p>	<p>Meeting date: April 12, 2023</p>

Subject

Amendment to Schedule "A" – General Fees and Charges of the User Fees and Charges By-law 0244-2022

Recommendation

1. That the amendments to Schedule "A" of the User Fees and Charges By-law 0244-2022 as outlined in Appendix 1 attached to the Corporate Report, dated March 22, 2023, from the Acting Commissioner of Corporate Services entitled "Amendment to Schedule "A" – General Fees and Charges of the User Fees and Charges By-law 0244-2022" be approved.
2. That a by-law be enacted to amend Schedule "A" of the User Fees and Charges By-law 0244-2022 to authorize the City Manager or Commissioner of Corporate Services or the Director of Facilities and Property Management, as applicable, or their designate, to impose a new fee, waive, reduce or otherwise vary the fee or charge for the "Meeting Room Rentals" section listed in Schedule "A" in accordance with the general criteria for any such imposition of a new fee, waiver, reduction or variation.

Executive Summary

- Sections 5 and 6 of the User Fees and Charges By-law 0244-2022 provides a grant of delegated authority to the City Manager, a Commissioner, or a Director, or their designate to impose a new fee, waive, reduce or otherwise vary a fee or charge where a Schedule to the By-law specifically states that the City Manager, a Commissioner, or a Director, or their designate, has this power.
- Schedule A does not currently include a provision allowing the City Manager, Commissioner of Corporate Services, or Director of Facilities and Property Management, or their designate, to add, waive, reduce, or adjust rental charges for the Civic Centre

meeting rooms and rental spaces.

- Including this provision will afford staff the ability to efficiently handle customer inquiries, respond to changes in market demand, and resolve rental issues. Additionally, it will establish uniformity with other City Departments that offer similar meeting room and rental space services by incorporating comparable terminology.

Background

Sections 5 and 6 of the User Fees and Charges By-law 0244-2022 allows for delegated authority related to the addition, waiving, reducing, or otherwise varying of a fee or charge.

5. Where a Schedule to this By-law states that the City Manager, a Commissioner, or a Director has the authority to impose a new fee, waive, reduce or otherwise vary a fee or charge, Council hereby delegates to the City Manager or the Commissioner or Director, as applicable, and their designate, the authority to impose a new fee, waive, reduce or otherwise vary the fee or charge for the item concerned, in accordance with the general criteria for any such imposition of a new fee, waiver, reduction or variation as set out in the Schedule with respect to that item.

6. The power under section 5 of this By-law to impose a new fee may be used, subject to the requirements of the Municipal Act, 2001, where a new program or service is being offered by the City in response to market demand, to maximize usage of City facilities and locations, or for promotional or trial purposes. In imposing the new fee or charge, the City Manager, Commissioner or Director, as the case may be, shall have regard to all applicable City criteria and policies, and the direct and indirect costs to the City to deliver the new program or service. The new fee or charge imposed shall be added to the applicable Schedule of this By-law as soon as is practicable.

In accordance with Section 5 and 6 of the User Fees and Charges By-law 0244-2022, this authority must be specifically mentioned in the relevant section of the Schedule in the By-law.

Present Status

The Facilities and Property Management Division oversees the management of the Civic Centre meeting rooms and rental spaces, which includes the Great Hall, and is also responsible for administering the fees and charges associated with these facilities as outlined in Schedule A of the User Fees and Charges By-law.

As part of a Facilities and Property Management service area review, it was identified that Schedule A does not currently include a provision granting the City Manager, Commissioner of Corporate Services, or Director of Facilities and Property Management, to add, waive, reduce, or adjust rental charges for the Civic Centre meeting rooms and rental spaces. This is noteworthy as other City Departments that manage meeting rooms and rental spaces have a

specific provision in their respective Schedule of the User Fees and Charges By-law that allows for this administrative function.

The revenue generated through Civic Centre meeting rooms and rental spaces is a small portion of the total revenue generated by the City. Prior to the pandemic, the average yearly revenue was \$110,000, but in the last three years, it has only amounted to about \$20,000 annually, with no indications of rebounding to pre-pandemic levels.

Comments

Granting the City Manager, Commissioner of Corporate Services, or Director of Facilities and Property Management the authority to add, waive, reduce, or adjust rental charges for the Civic Centre meeting rooms and rental spaces, while utilizing established criteria for such actions, will enable staff to effectively address customer inquiries, adapt to changing market demands, and provide a mechanism for resolving rental issues.

Incorporating language similar to that found in the fees and charges schedules of other City Departments that offer comparable meeting room and rental space services will create consistency and alignment across the organization.

Financial Impact

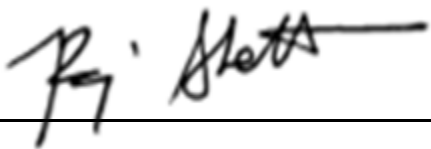
Considering the small amount of revenue generated from room rentals, any exemptions for fee waivers will not have a substantial financial impact

Conclusion

The amendment to Schedule “A” of the User Fees and Charges By-law 0244-2022 grants the City Manager, Commissioner, or Director of Facilities and Property Management the authority to manage rental fees for Civic Centre meeting rooms and rental spaces and aligns the fees and charges authority with other City departments offering similar rental services.

Attachments

Appendix: 1 - Schedule “A” - General Fees and Charges



Raj Sheth, P.Eng, Acting Commissioner of Corporate Services

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