

City of Mississauga
Corporate Report



<p>Date: August 31, 2023</p>	<p>Originator's files:</p>
<p>To: Chair and Members of Budget Committee - Fees and Charges</p> <p>From: Shari Lichterman, CPA, CMA, City Manager and Chief Administrative Officer</p>	<p>Meeting date: October 4, 2023</p>

Subject

2024 General Fees and Charges

Recommendation

1. That the General Fees and Charges outlined in Appendix 1 attached to the Corporate Report dated August 31, 2023 entitled "2024 General Fees and Charges" from the City Manager and Chief Administrative Officer be approved.
2. That User Fees & Charges By-Law 0244-2022 be amended to include the new POS Service Fee effective October 11, 2023 under the Legislative Services Section.
3. That User Fees and Charges By-law 0244-2022, as amended, be repealed effective at the end of December 31, 2023.
4. That a consolidated fee and charges by-law, effective January 1, 2024, 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 2024 General Fees and Charges.

Executive Summary

- General fees 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, etc.
- General fees and charges are reviewed annually to recover increased costs and respond to market conditions.

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 2024. The 2024 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 2024-2027 Business Plan and Budget development process, staff reviewed the existing fees and charges and are 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 in 2024:

1) Building Services

- **NEW Independent Zoning Review:** This new fee is being introduced in response to recent legislative changes. This service provides the review of submitted drawings and documents necessary to confirm compliance with City's Zoning by-law. This is a mandatory review which must be completed prior to being eligible to proceed to subsequent applications in the development approvals process.

2) Economic Development

- **NEW Repeat Business Consultation:** Initial business consultations are included as part of a new membership. Follow up consultations may be required by some members thus necessitating a new fee. This new fee will allow staff to assist further and provide a better level of service.
- **NEW IDEA Access Card Replacement:** Fee of \$50 in order to replace lost access cards for members.
- **NEW IDEA Square One Space Rental Fee:** Fee to book the IDEA Square One innovation Hub as an event space for internal or external clients. The fee will be determined based on each event and programming requirements.

3) Legislative Services

- **NEW Civil Ceremony Witness Fee:** This fee will be charged when a couple cannot provide their own witnesses and City Staff are requested to act as witnesses in a civil ceremony.
- **NEW POS Service Fee:** This fee will be charged to a defendant who is a non-resident of Mississauga paying a non-Mississauga POA Ticket using a credit card. This fee will be effective as of October 11, 2023 and will carry on into 2024 subject to approval of the amended by-law.

4) Procurement/Legal

- **NEW Vendor Name Change – Simple:** A simple request would involve any combination of the following: corporate name changes, banking information update, less than 5 Purchase Orders requiring updating, no assignment agreement, and updates to insurance/WSIB.
- **NEW Vendor Name Change – Complex:** A complex request would involve any combination of the following: corporate name change, banking information update, more than 5 Purchase Orders requiring updating, an assignment agreement, review of assignment documents, review of articles of amalgamation, update to insurance/WSIB, update to bonds and/or security, multi-department update communication.

5) Realty Services

- **NEW Minimum Annual Encroachment Fees:** An annual encroachment fee plus HST is payable for use of the City lands. The annual encroachment fee payable is the higher of either the rate calculated on the basis of the market value of the encroachment area or \$500 plus HST. This wording is included in the Application for Encroachment Agreement.

The following fees are being removed in 2024:1) Development & Design

- **REMOVED Compliance Letters - Agreement Compliance (Rush Service):**
Consolidated fee with compliance letters

2) Information Technology

- The following fees are being removed as a result of the Central Library having built-in equipment:
 - REMOVED Overhead, per day**
 - REMOVED Tripod Screen, per day**
 - REMOVED TV/DVD (on a card), per day**

3) Animal Services

- **REMOVED Cat Box:** Fee is no longer applicable and is included in the adoption fees for cats.
- **Animal Services Fee Assistance Program:** The City will continue to offer this program but the individual fees have been removed from the schedule. Program details are now included in the notes.

4) Compliance and Licensing

- Combined and consolidated various duplicate fees.

5) Mobile Licensing

- Removed the following fees for services which are no longer offered:
 - i. **REMOVED Copy of By-Laws**
 - ii. **REMOVED License Confirmation Letter**
 - iii. **REMOVED Tutorial Training School**
 - iv. **REMOVED Training School – Replacement Books**

Financial Impact

The recommended 2024 General Fees and Charges has an impact of \$13,500 resulting from the news fees related to the IDEA Square One Innovation hub. These changes have been included in the proposed 2024 Operating 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: 2024 General Fees & Charges



Shari Lichterman, CPA, CMA, City Manager and Chief Administrative Officer

Prepared by: Faraz Agha, MBA, CPA, CMA, Manager, Business Services and Process Solutions