

Date: September 18, 2020	Originator's files:
To: Chair and Members of Budget Committee	
From: Gary Kent, CPA, CGA, ICD.D, Commissioner of Corporate Services and Chief Financial Officer	Meeting date: October 7, 2020

## **Subject**

**2021 General Fees and Charges**

## **Recommendation**

1. That the General Fees and Charges outlined in Appendix 1 attached to the Corporate report dated September 18, 2020 from the Commissioner of Corporate Services entitled "2021 General Fees and Charges" be approved.
2. That User Fees and Charges By-law 0156-2019, as amended, be repealed effective at the end of December 31, 2020.
3. That a consolidated fees and charges by-law, effective January 1, 2021, 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 2021 General Fees and Charges as outlined in the Corporate Report dated September 18, 2020 from the Commissioner of Corporate Services entitled, "2021 General Fees and Charges".

## **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. The by-law implementing the 2020 user fees and charges was enacted by Council on October 9, 2019 as Bylaw 0156-2019, as amended.

This report sets out the proposed fees and charges for 2021. The 2021 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 2021-2024 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 regular annual increases generally resulting from increased service costs or increases based on benchmarking with other municipalities.

The following fees are being introduced or significantly increased in 2021:

1) Revenue & Material Management:

- **NEW Refund Request Fee:** This is a new fee that will be charged to process requests to refund overpayments on property tax accounts. The refund fee will be established at \$30 per request so as to align with the average fee charged by other comparable municipalities.
- **Mortgage Company Administration Fee:** Fee increase from \$10 to \$12 per account/interim final bill fee as to be more in line with fees charged by other municipalities.
- **New Account Administration Fee:** Fee increase from \$50 to \$60 per account as to be more in line with fees charged by other municipalities.
- **Tax Appeal Application, except 357(1) (d.1):** Fee increase from \$15 to \$20 per application as to be to be more in line with fees charged by other municipalities.

2) Economic Development Office:

- **NEW Advanced Business Advisory Service:** A fee for a new service to be offered to provide advanced business consultation support service to advanced and scale up businesses.

3) Legislative Services:

- **Provincial Offences Act -Certified Copy excluding Court transcripts:** Fee increase from \$3.50 to \$4 per certified copy as to be to be more in line with fees charged by other municipalities.

**Provincial Offence Act – Digital recording of additional court dates:** As a housekeeping item, Legislative Services is adding a 'digital recording of extra court dates' fee of \$10 to the by-law. This fee is not a new fee but was

inadvertently missed from the by-law. The fee is charged in instances where a defendant requires transcripts for matters that have multiple hearing dates. Defendants are charged \$22 for the digital recording of the hearing date where a Justice of the Peace makes their final decision on a matter. The defendant is then charged \$10 for each digital recording for additional hearing dates related to the same matter.

- **Marriage Civil Ceremony and Marriage Licence Fees:** Staff conducted a bench marking of Marriage License and Civil Ceremony fees of 9 municipalities within the GTA and Southern Ontario as our fees have not been increased within the last 4 years. Based on the review we are recommending a fee increase to \$325. The increase would place the City of Mississauga fees in the middle of municipalities compared.

The following fees are being deleted or significantly decreased in 2021:

1) Revenue & Material Management:

- **Tenders/ Proposals/ Quotes:** This fee is no longer required as Material Management has implemented eBidding and is no longer charging for bid documents.

2. Information Technology – GIS:

- **Digital Data Products and Services:** Decrease based on following the cities Smart City initiative Open Data Policy, and benchmarking other municipalities of allowing citizens more access to data. GIS datasets, such as addresses and streets are core datasets to mapping and non-mapping applications which will help spawn innovative applications and complement existing data to allow for data-based decision-making. Providing GIS datasets on our Open Data Portal will also eliminating request timelines and red tape for our development community, stakeholders and our own consultants.

3. Legislative Services:

- **Provincial Offences Act - Court Transcripts:** This fee is no longer required as the POA Transcripts are outsourced to other transcriptionists. The transcriptionist will provide requested copies to the defendant or agent and they receive a fee for it. Court Monitors only type transcripts for the Justices of the Peace and Prosecutions which we do not charge for.
- **Road Safety Handbook:** This fee is to be removed as the handbook is no longer being sold at the city.

## Financial Impact

The recommended 2021 General Fees and Charges are \$112,800 higher than the 2020 budget. The Revenues generated from the proposed changes to the Fees and Charges collected under the Planning Act have been included in the 2021 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: 2021 General Fees & Charges



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