

**AMENDMENTS TO FEES AND CHARGES BY-LAW NO. 396-2002**

**Recommendation**

The City Clerk recommends:

- 1) That Schedules "C", "I", "K" and "L" to By-law No. 396-2002, being the Fees and Charges By-law, be amended to reflect any new user fees or increases to existing user fees and that an amended by-law be forwarded to Council for enactment;
- 2) That By-law No. 463-2001, being a stand alone by-law for fees relating to the retrieval of mobile signs and other signs, be repealed and that that Schedule "I" to By-law No. 396-2002 be further amended by adding the said fees as follows:
  - Mobile Sign Retrieval Fee: \$300.00
  - Other Sign Retrieval Fee: up to \$100.00; and
- 3) That any deputations and or written submissions from the public with respect to the proposed amendments be considered and if Council deems it necessary, provide staff with direction respecting any changes to the amendments being recommended.

**Purpose**

To amend By-law No. 396-2006 to reflect any new user fees or increases to existing user fees.

**Background - Analysis and Options**

The Fees and Charges By-law No. 396-2002 is a comprehensive and consolidated by-law that sets out various City Departments fees and charges for providing City information, City services and facilities, the use of municipal property and all other authorized costs. Since the enactment of By-law No. 396-2002, Council has approved new user fees or increases to existing user fees through approval of the annual Operating Budget. As well, due to inadvertence some user fees that were approved by Council were not included in By-law No. 396-2002. In addition, certain services have been combined and consequently appropriate adjustments have had to be made. Further, staffing changes and functions have resulted in changes to the Schedules of the respective departments. Attachment 1 illustrates the amendments to Schedules "C", "I", "K" and "L". New user fees, increases to existing user fees and user fees that were inadvertently omitted are indicated in bold italics and services no longer being provided are indicated with a strike through. Staff will be providing additional information explaining the amendments to the fees and charges under their respective areas of responsibility.

In an attempt to further consolidate user fees and charges staff feel it appropriate to repeal By-law No. 463-2001, being a stand alone by-law for fees relating to the retrieval of mobile signs and other signs, and further amend Schedule "I" to By-law No. 396-2002, to include the following:

- Mobile Sign Retrieval Fee: \$300.00
- Other Sign Retrieval Fee: up to \$100.00

Pursuant to By-law No. 394-2002, being a by-law to provide for the form, manner and time for the provision of notice for various matters, notice of a proposed by-law or amendment to a by-law to impose fees and charges requires publication of a public meeting in a newspaper at least fourteen (14) days prior to the date the proposed by-law is to be considered and further, the notice of the public meeting has to include the nature of the fee or charge to be imposed. The notice of public meeting published on September 9, 2004 (Attachment 2) included the following:

**FINANCE (Schedule "C" to By-law No. 396-2002)**

Property Tax Certificates: \$60.00  
Property Tax Sales Registration Process: At Cost  
Property Tax Sales Extension Agreements: \$150.00  
Property Tax Sales, Sale/Vesting Process: At Cost

**LEGAL (Schedule "I" to By-law No. 396-2002)**

**By-law Enforcement**

Pool Fence Inspection (after the first inspection): \$100.00  
Parking Enforcement performed by private companies: \$1,000 per year and \$100 per member of the company engaged in Parking Enforcement  
Parking Enforcement on private property: \$50.00 per hour

**Real Estate**

Application fee for purchase of City land: \$200.00

General Inquiry Fee: \$50.00  
Appraisal Fee (when performed by the Senior Manager of Real Estate): \$250.00 - \$500.00

ENGINEERING (Schedule "K" to By-law No. 396-2002)  
Design Criteria & Standard Drawings: \$100.00

PUBLIC WORKS (Schedule "L" to By-law No. 396-2002)  
Back yard composters: \$15.00

**Relationship to Vaughan Vision 2007**

This report is consistent with the priorities previously set by Council and the necessary resources have been allocated and approved.

**Conclusion**

Staff will be providing additional information explaining the amendments to the fees and charges under their respective areas of responsibility.

**Attachments**

Attachment 1: Schedule "C", "I", "K" and "L"  
Attachment 2: Notice of Public Meeting

**Report prepared by:**

Sybil Fernandes, Manager of Administrative Services/Deputy City Clerk (Ext. 8628)

Respectfully submitted,

John D. Leach  
City Clerk

**SCHEDULE "C" TO BY-LAW NO. 396-2002**

**FINANCE**

<b><u>ITEM</u></b>	<b><u>FEE or CHARGE</u></b>
<b>PROPERTY TAX</b>	
<b>Property Tax</b>	
Tax Certificates	\$ <del>50.00</del> <b>\$60.00</b>
Duplicate Tax Receipts for Income Tax	\$ 15.00
Tax Statements (Detailed)	\$ 20.00
Tax Account Search	\$ 25.00 per hour + costs
Returned Cheques (Administration Fee)	\$ 25.00
<b>Property Tax Sales</b>	
<i>Preparatory Work at point of making Final Letter prior to Registration</i>	\$ 100.00
<i>Search Fees (corporate, property, executions searches, etc.)</i>	At cost
<i>Preparation of Forms and Notices from Point of Registration Process</i>	\$ <del>500.00</del> At cost
<i>Mailing of Notices</i>	At cost
Extension Agreements	\$ <del>500.00</del> <b>\$150.00</b>
Cancellation Certificate	At cost
Advertising	At cost + 10%
<i>Tender Packages (Properties for Sale)</i>	\$20.00
<i>Auctioning/Tendering Sale/Vesting Process</i>	At cost + 10% At cost
<b>ASSESSMENT</b>	
<b>Assessment Roll</b>	
- Hard copy	\$ 2.50 per page
— Microfiche	\$ 250.00
— Assessment Information Letters	\$ 10.00
<u>OTHER</u>	
<b>Development Charges</b>	
Written Response for Development Charge Balance Verification	\$ 25.00
Development Charge Research for Land	\$ 25.00 per hour + costs
<b>Purchasing</b>	
Bid Documents	\$ 10.00 to \$250.00 per set
<b>Water and Wastewater</b>	
Water Rates	Refer to the City's Water Rate By-law
Wastewater Rates	Refer to the City's Wastewater Rate By-law
Turn off/Turn on Service Call Charges	Refer to the City's Water and Wastewater Rate By-laws

**SCHEDULE "I" TO BY-LAW NO. 396-2002**

**LEGAL**

**ITEM**

**FEE or CHARGE**

<b>Conveyancing</b>	
Preparation and steps involved in registration of:	
- Subdivision Agreement, Site Plan Agreement and other miscellaneous Agreements (includes Ministry fees)	\$ 250.00
- Road Dedication By-law (includes Ministry fees)	\$ 150.00
- Part Lot Control By-law (includes Ministry fees which depend on number of property identification numbers involved for registration)	\$ 150.00 - 300.00
- Inhibiting Order (includes Ministry fees)	\$ 450.00
- Deletion of Inhibiting Order (includes Ministry fees)	\$ 250.00
- Attendance upon execution of documents	\$ 250.00
- Registration of other miscellaneous agreements not mentioned above (includes Ministry fees)	\$ 250.00
- Registration of other miscellaneous documents not mentioned above requiring registration	Costs to be determined at time of registration + Ministry fees
<b>Legal Services</b>	
Preparation and/or review and attendance upon execution of Miscellaneous Agreements including: Development Charge Deferrals, Agreements contemplated by Development Charges Act, Encroachment Agreements, Sewer Agreements, Agreements to fulfil conditions of approval of Committee of Adjustment/OMB decisions, Licence, Agreements and any other Agreements the City is required to enter	\$ 500.00
<b>By-law Enforcement</b>	
Sign Permit Inspection	\$ 100.00
Pool Fence Inspection ( <i>after the first inspection</i> )	\$ 100.00
Fence Height Exemption Inspection	\$ 100.00
Private property charge for service parking	\$ 50.00 per hour
Private municipal law enforcement officer training	\$ 50.00 per hour
<b>Mobile Sign Retrieval Fee</b>	<b>\$ 300.00</b>
<b>Other Signs Retrieval Fee</b>	<b>up to \$100.00</b>
<b>Parking Enforcement performed by private companies</b>	<b>\$1,000 per year and \$100 per member of the company engaged in Parking Enforcement</b>
<b>Parking Enforcement on private property</b>	<b>\$50.00 per hour</b>
<b>Real Estate</b>	
<b>Application Fee for purchase of City land</b>	<b>\$200.00</b>
<b>General Inquiry Fee</b>	<b>\$ 50.00</b>
<b>Appraisal Fee (when performed by the Senior Manager of Real Estate)</b>	<b>\$250.00 - \$500.00</b>

**SCHEDULE "K" TO BY-LAW NO. 396-2002**

**ENGINEERING**

<b><u>ITEM</u></b>	<b><u>FEE or CHARGE</u></b>
Release from Subdivision or Development Agreement	\$ 60.00
Fees or charges under a Subdivision, Development and/or Servicing Agreement	Refer TP Individual Agreements
Sanitary Sewer Inventory Report (Maple & Thornhill)	\$ 50.00
Sanitary Sewer Inventory Report (Woodbridge & Kleinburg)	\$ 50.00
Rainbow Creek Master Drainage	\$ 50.00
Engineering Site Plan Criteria Guide	\$ 5.00
<del>Engineering Design Criteria</del>	<del>\$ 30.00</del>
<del>Engineering Design Standard Drawings</del>	<del>\$ 50.00</del>
<b><i>Design Criteria &amp; Standard Drawings</i></b>	<b>\$ 100.00</b>
Benchmark Books	\$ 50.00
Studies 5.00 to 30.00	\$ 5.00 - \$50.00
<b>Engineering/Servicing</b>	
General Information Map	\$ 30.00
City Watermain Map	\$ 30.00
City Storm and Sanitary Trunk Sewer Map	\$ 30.00
Engineering Plan and Profile Prints	\$ 25.00
Photocopy of Municipal Service Connection	\$ 10.00
Horizontal Control Book	\$ 50.00
Road Occupancy Permit	\$ 100.00
Requests by developers to phase assumption of services other than as provided in original Subdivision or Servicing Agreement	\$ 2,500.00
Subsequent additional watermain testing is requested or required on the same section of watermain contemplated under a new Subdivision, Development and Servicing Agreements	\$ At cost + engineering and administration fee
<b>ADDITIONAL SERVICES</b>	
<b>Services below subject to prior approval of Utility Coordinator complement position:</b>	
Preparation and completion of Road Occupancy Agreement, including execution	\$ 1,000.00
Municipal Consent	\$ 260.00

**SCHEDULE "L" TO BY-LAW NO. 396-2002**

**PUBLIC WORKS**

<b><u>ITEM</u></b>	<b><u>FEE or CHARGE</u></b>
<b>Water and Wastewater</b>	
Water Rates	Refer to City's Water Rate By-law
Wastewater Rates	Refer to City's Wastewater Rate By-law
Water Turn-off/Turn-on Service Call Charges	Refer to City's Water Rate By-law
Water Meters (application for meters and temporary water fee)	\$ at cost (varies with number of meters to be installed, size of meters, <b>administration</b> and contract installation costs)
Hydrant Meter Rentals (includes application, administration fee, demonstration to user, water consumption, plus any repairs)	\$ at cost (varies with rental period, time, <b>administration costs</b> , consumption, etc.)
Sewer Camera Service (identify blockages in sanitary/storm lateral lines on private property)	\$ 75.00 per hour (minimum 3 hours)
Sewer Back-up Investigation Service for response to emergency request from private owner related to back-up	
- if blockage on city property	\$ no charge
- if blockage on private property, flat rate fee per hour	\$ 75.00 per hour (minimum 3 hours)
<b>Waste</b>	
Blue Box (two per household at no charge additional boxes)	\$ 5.00 per box
Composter (cost = \$25.00 as at Dec. 2002)	\$ at cost
<b>Back yard composters</b>	<b>\$ 15.00</b>
<b>Appliance Collection (per appliance)</b>	<b>\$ 25.00</b>
<b>Culverts</b>	
Materials or goods	\$ at cost (varies with size)
Installation Services (application, review of drawings, etc.)	\$ at cost (varies with size)
<b>Curb Cut Permit</b>	<b>\$ 50.00</b>
<b>Service Connections</b>	<b>\$ at cost + 15%</b>
<b>Rural Street Number Sign</b> (cost = \$ 20.00 as at Dec. 2002)	\$ at cost

**NOTICE OF PUBLIC MEETING  
AMENDMENTS TO FEES AND CHARGES BY-LAW NO. 396-2002**

TAKE NOTICE that a Special Committee of the Whole meeting to consider new user fees or amendments to existing user fees, will be held on:

**MONDAY, SEPTEMBER 27, 2004  
+/- 1:00 P.M.  
CIVIC CENTRE, COUNCIL CHAMBERS  
2141 Major Mackenzie Drive, Vaughan**

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Any member of the public may attend the Special Committee of the Whole meeting to provide comments. Written submissions may be mailed to the City Clerk, City of Vaughan, 2141 Major Mackenzie Drive, Vaughan, L6A 1T1, or faxed to 905.832.8535 and must be received in the Clerk's Office no later than **12:00 noon on Friday, September 24, 2004**. Please contact the Clerk's Office at 905.832.8504 for further information.

John D. Leach  
City Clerk