

Date: 2024-02-14

Subject: **2024 User Fees - Housekeeping Updates**

Contact: Nash Damer, Treasurer, Finance

Report Number: Corporate Support Services-2024-129

Recommendations:

1. That the report from Nash Damer, Treasurer, Finance to the Committee of Council meeting of February 21, 2024 re: **2024 User Fees – Housekeeping Updates** be received;
2. That a by-law be passed to amend User Fee By-law 380-2003, as amended, for the purpose of housekeeping updates as set out in Appendix 1; and
3. That the updated Stormwater Charge Credit Manual as set out in Appendix 2 be approved.

Overview:

- Staff have undertaken a housekeeping review of the user fees subsequent to the approval of the 2024 budget and have identified minor adjustments to reflect operational updates.
- Recreation is increasing discounts for First Aid, Certifications & Leadership Programs for volunteers with 40+ hours and selection of course offerings has also been expanded.
- Brampton Fire and Emergency Services (BFES) is proposing an alignment of the Response to Unauthorized Open-Air Burn user fee with the 2024 MTO cost recovery rate, resulting in a 3.1% increase.
- Animal Services is proposing that the cost of a one-year dog, cat, or dangerous dog licence change to allow a range between \$0 to their existing price. This will allow a one-year pet licence to be issued at no cost to residents who meet the requirements for the Low-Income Cut Off and provide supporting documentation.
- Realty Services is proposing a decrease to its Encroachment Agreement fee to further support increased development in the City. The Request for Property

Rights fee has been split into four separate fees to align closer to fees charged by other municipalities.

- Facilities, Operations, and Maintenance is proposing to increase Security Guard related fees by 5% to strike a balance between addressing inflationary pressures and market-based factors while ensuring accessibility and fairness for our community members.
- Planning, Building & Growth Management is proposing a few updates to the schedule which includes an adjustment to the description for Architectural Review of Custom Homes, and annual indexing to the Architectural Review of Custom Homes Fee. This would result in a fee increase of approximately 3% for 2024.
- Staff are recommending including the Stormwater Charge By-law within the User Fee By-law going forward.
- The Stormwater Charge increase results in additional annual revenues of \$1,284,416 (including growth and inflation), which was approved in the 2024 budget.

Background:

On an annual basis, staff review program and service user fees and recommend changes for Council approval. Pursuant to the Municipal Act, 2001, public notice must be given when Council is considering amendments to rates and fees. The 2024 User Fee By-law 380-2003 was approved by Council on November 22, 2023.

Current Situation:

Staff have undertaken a housekeeping review of the user fees subsequent to the approval of the 2024 budget and have identified minor adjustments to reflect operational updates. Additionally, it was noted that Stormwater Charges should be included with the User Fee By-law. An increase to the Stormwater Charges was included as part of the 2024 budget and will be included as part of the User Fee By-law going forward.

Below are the summaries of the adjustments:

COMMUNITY SERVICES

Recreation

The Volunteer Discount Program has been revised to motivate and retain volunteers, providing opportunities for personal and professional development. Volunteer discounts have been expanded from Aquatics volunteers to all volunteers, providing an increased discount for volunteers with 40+ hours, and expanded the selection of course offerings in Aquatics Leadership, First Aid, High Five, and Leadership Programs.

FIRE AND EMERGENCY SERVICES

Brampton Fire and Emergency Services (BFES) is proposing an alignment of the Response to Unauthorized Open-Air Burn user fee with the 2024 MTO cost recovery rate, resulting in a 3.1% increase. The first occurrence of a response to an unauthorized open-air burn will not be charged, however, each subsequent occurrence within the same calendar year will be subject to cost recovery.

LEGISLATIVE SERVICES

Animal Services is proposing that the cost of a one-year dog, cat, or dangerous dog licence change to allow a range between \$0 to their existing price. While the majority of licenses will still be charged at their existing price, this change will allow a one-year pet licence to be issued at no cost to residents who meet the requirements for the Low-Income Cut Off and provide supporting documentation.

The fee for picking up deceased wildlife will be deleted and combined with the cost of removing wildlife from private property, regardless of whether it is dead or alive.

City Clerk's Office is proposing an increase to the Municipal Information Form/Letter for AGCO fee due to increased compliance related work associated with these forms and staff effort required.

OFFICE OF THE CAO

Realty Services is proposing a decrease to its Encroachment Agreement fee to further support increased development in the City. The Request for Property Rights fee has been split into four separate fees to align closer to fees charged by other municipalities. This is based on the feedback received from various internal and external stakeholders. The Review of Appraisal Reports fee has also been reduced after benchmarking against other municipalities.

PUBLIC WORKS AND ENGINEERING

Facilities Operations and Maintenance

Facilities, Operations, and Maintenance proposes to increase Security Guard related fees by 5% to strike a balance between addressing inflationary pressures and market-based factors while ensuring accessibility and fairness for our community members.

PLANNING, BUILDING & GROWTH MANAGEMENT

Planning, Building & Growth Management is proposing a few updates to the fee schedule, which include the following:

- Adjustment to the description for Architectural Review of Custom Homes as a portion of the prior description regarding site planning is no longer applicable due to changes to the Planning Act Legislation.
- A proposal to add annual indexing based on the Consumer Price Index-Toronto from the previous year published by Statistics Canada, effective January 1, to the Architectural Review of Custom Homes Fee. For 2024, this increase would be effective March 1, 2024 due to the timing of this report to Council. This would result in a fee increase of approximately 3%.

STORMWATER CHARGES

As administration of the Stormwater Charge program has matured, a number of updates to the By-Law have become necessary to further enhance assessment and application of the charges and credits. The changes to the Stormwater Charges in Schedule I of the User Fee By-law include the following:

- Adding and updating definitions including 'Applicant', 'Impervious Area', 'Credit Application', 'Stormwater Charge Credit', and 'Stormwater Drainage System'.
- Adding provisions to clarify exemptions from the stormwater charge for properties not subject to municipal fees and charges or not serviced by the City's stormwater drainage system.
- Removing the Stormwater Charge Credit Program Criteria (see Schedule B in the current By-law) and instead referring to the City's Stormwater Charge Credit Program Manual. Allowing the Commissioner of Planning, Building and Growth Management to revise and amend the Manual from time to time as necessary or appropriate. For new criteria introduced in amendments to the Manual, defining the effective date of credits as the date of first billing or the date on which the practices or measures were implemented into service, whichever is later.
- Allowing the Commissioner of Planning, Building and Growth Management to enter into maintenance agreements regarding maintenance of private stormwater infrastructure. Such agreements would be necessary for property owners with stormwater measures within City easements to be eligible for a credit. The agreement would specify the property owner as being responsible for inspection and maintenance of the stormwater measure, not the City.
- Allowing the Commissioner of Planning, Building and Growth Management to appoint designates to adjust the stormwater charge assessment or reduction based on justifiable evidence.

- Updating the fee structure in Schedule A with an increase to the stormwater charge rate of 3.4% effective June 1, 2024, which aligns with general inflation adjustments. This is the first rate increase since inception of the charge on June 1, 2020. This would increase the stormwater charge rate per billing unit from \$89 to \$92.03 per year but would remain low compared to other municipalities. The updated fee structure is shown in Table 1:

Table 1: Updated Stormwater Charge Structure

Property Category	Roof Area (m ²)	# of Billing Units	Current Annual Cost	Updated Annual Cost
RESIDENTIAL				
Town/rowhouses and residential freehold condos	23.40 - 105.49	0.5	\$44.50	\$46.02
Semis, linked homes and small single detached homes	105.50 – 140.49	0.7	\$62.30	\$64.42
Medium single detached homes	140.50 – 220.49	1	\$89.00	\$92.03
Large single detached homes	220.50 – 250.49	1.3	\$115.70	\$119.64
Very large single detached homes	greater than 250.49	1.8	\$160.20	\$165.65
NON-RESIDENTIAL & MULTI-RESIDENTIAL				
Multi-residential, non-residential and mixed-use properties, including institutional, industrial and commercial properties and multi-residential properties (apartment/condo buildings)	N/A	Total Impervious Area (m ²) divided by 234 m ² per billing unit	Total Stormwater Billing Units x \$89 per Billing Unit	Total Stormwater Billing Units x \$92.03 per Billing Unit

This report also recommends that Council approve an update to the Stormwater Charge Credit Program Manual. City staff have prepared an update to the Stormwater Charge Credit Program Manual to increase eligibility of private property owners where stormwater management facilities are located in easements but are maintained by the private property owners.

City staff will undertake a public communication program in conjunction with the Region of Peel prior to the rate increase.

Corporate Implications:

Financial Implications:

There are no financial implications from the housekeeping user fee updates. The housekeeping items identified as part of this review will be monitored throughout the year and any budgetary impacts will be included in the 2025 user fee report. The Stormwater Charge increase results in additional annual revenues of \$1,284,416 (including growth and inflation), which was approved in the 2024 budget. Due to in-year effective dates, changes to user fees have less than annualized impact on the current budget period and will result in a prorated increase of approximately \$749,250 in 2024.

Strategic Focus Area:

This report achieves the Government & Leadership strategic focus area by ensuring that user fees are reflective of current operations and the Health & Well-being and Environmental Resilience & Sustainability strategic focus area by sustaining the funding for the City’s stormwater drainage system.

Conclusion:

The City will continue to review user fees on an annual basis, and conduct costing, benchmarking, and customer surveys to support user fee recommendations. The Stormwater Charge will be included within the User Fee By-law going forward.

Authored by:

Reviewed by:

Kartik Sengar, Manager, Finance

Nash Damer, Treasurer, Finance

Approved by:

Submitted by:

Alex Milojevic, Commissioner of Corporate Support Services

Marlon Kallideen, Chief Administrative Officer

Appendices:

Appendix 1 – User Fee Updates

Appendix 2 – Stormwater Charge Credit Manual