



**THE CORPORATION OF THE CITY OF MISSISSAUGA  
GENERAL FEES AND CHARGES BY-LAW 249-13**

**WHEREAS** sections 8, 9 and 11 of the *Municipal Act, 2001*, S.O. 2001, c.25, authorize a municipality to pass by-laws necessary or desirable for municipal purposes, and in particular paragraph 3 of subsection 11(2) authorizes by-laws respecting the financial management of the municipality;

**AND WHEREAS** section 391 of the *Municipal Act, 2001* authorizes a municipality by by-law to impose fees or charges on persons for services or activities provided or done by or on behalf of the municipality and for the use of the municipality's property;

**NOW THEREFORE** the Council of The Corporation of the City of Mississauga ENACTS as follows:

1. In this by-law,
  - (a) **"City"** means The Corporation of the City of Mississauga in the Regional Municipality of Peel;
  - (b) **"City Manager"** means the Chief Administrative Officer for the City or his or her designate;
  - (c) **"City Solicitor"** means the City Solicitor for the City or his or her designate;
  - (d) **"Commissioner"** means any of the Planning and Building Commissioner, the Commissioner of Transportation and Works, the Commissioner of Community Services and the Commissioner of Corporate Services;
  - (e) **"Commissioner of Community Services"** means the Commissioner of Community Services for the City or his or her designate;
  - (f) **"Commissioner of Corporate Services"** means the Commissioner of Corporate Services and Treasurer for the City or his or her designate;
  - (g) **"Commissioner of Transportation and Works"** means the Commissioner of Transportation and Works for the City or his or her designate;
  - (h) **"Fire Chief"** means the Fire Chief for the City or his or her designate;
  - (i) **"Planning and Building Commissioner"** means the Commissioner of Planning and Building for the City or his or her designate.
2. Council hereby establishes the fees and charges as set out in Schedule "A" to this By-Law.
3. No request by any person for any service, activity or use of City property described in Schedule "A" will be processed or provided by the City Manager, the Fire Chief, the Planning and Building Commissioner, the Commissioner of Community Services, the Commissioner of Transportation and Works or the Commissioner of Corporate Services, unless and until the person requesting the service, activity or use of City property has paid the applicable fee in the prescribed amount as set out in Schedule "A" to this By-law.
4. Where Schedule "A" to this By-Law states that the City Manager or a Commissioner has the authority to waive reduce or otherwise vary a fee or charge, Council hereby delegates to the City Manager or Commissioner, as applicable, and/or his or her designate, the authority, in his or her discretion, to waive, reduce or otherwise vary the fee or charge for the item concerned, in accordance with the general criteria for any such waiver, reduction or variation as set out in Schedule "A" with respect to that item.

5. The fees and charges as listed in Schedule “A” to this By-law will be subject to Harmonized Sales Tax (H.S.T.) where applicable.
6. The fees and charges as listed in Schedule “A” to this By-law may be paid in accordance with Corporate Policy 04-11-13, as amended.
7. Interest for unpaid amounts owing for fees and charges will be charged in accordance with Corporate Policy 04-07-02, as amended.
8. Schedule “A” shall be deemed to be an integral part of this By-law.
9. Should any part of this By-law, including any part of Schedule “A”, be determined by a Court of competent jurisdiction to be invalid or of no force and effect, it is the stated intention of Council that such invalid part of the By-law shall be severable and that the remainder of this By-law including the remainder of Schedule “A”, as applicable, shall continue to operate and to be in force and effect.
10. The Commissioner of Corporate Services shall be responsible for the administration of this By-law including but not limited to the enforcement thereof, the collection activity, and for instructing Legal Services to take such legal action as may be considered appropriate.
11. By-law 0240-2012, as amended, shall be repealed effective at the end of December 31, 2013 immediately before the time that this By-law comes into force and effect as provided in section 12 below.
12. This By-law shall come into force and effect on January 1, 2014 immediately after the repeal of By-law 0240-2012, as amended, as provided in sections 11 above.
13. This By-law shall be known as the “General Fees and Charges By-law”.

**ENACTED AND PASSED this 20<sup>th</sup> day of November, 2013.**

**Signed by: Hazel McCallion, Mayor and Crystal Greer, City Clerk**

**SCHEDULE “A” TO BY-LAW 249-13  
CITY OF MISSISSAUGA – FEES & CHARGES BY-LAW**

**CORPORATE**

<b>Corporate</b>	<b>FEE</b>
Commissioning Documents (Affidavits/Declarations) (Non - Municipal Purpose)	\$35.00 per document
Photocopies	\$0.50 per page
Locating/Researching/Preparing Documents	\$30.00 per hr minimum charge of 15 minutes

**CITY MANAGER’S OFFICE**

<b>Legal Services</b>	<b>FEE</b>
<p>Complex Documents and Agreements including requirement for site specific special clauses, as follows:</p> <ul style="list-style-type: none"> <li>preparation, review and registration of complex documents/agreements (i.e. non-standard or requiring site specific and/or special clauses), including, but not limited to, Acknowledgment Agreements, Servicing Agreements, Developments Agreements, Site Development Plan Agreements, Structural Support Agreements, Joint Utility Corridor Agreements, Encroachment Agreements, Easement Agreements, Shared Facilities Agreements, Assumption Agreements, Future Mutual Access Agreements, Section 37 Planning Act Agreements, Lease Agreements, Licence Agreements, Agreements of Purchase and Sale, Reciprocal Agreements, Land Exchange Agreements, Management and Operation Agreements, Pre-dedication Land Agreements, Common Elements/Vacant Land Servicing Agreements, etcetera</li> </ul>	<p>\$2,800.00 to \$20,000.00 plus disbursements per Document or Agreement depending on the complexity and time spent as determined by the City Solicitor, Legal Services</p>
The following fees and charges are based on use of City or Legal Services Template Documents.	
<p>Plans of Subdivision and Condominium Applications</p> <ul style="list-style-type: none"> <li>review &amp; registration of standard compliance documents</li> </ul>	\$3,860.00 plus disbursements per M Plan or Condominium Plan
<p>Amendments to Subdivision and Condominium Agreements</p> <ul style="list-style-type: none"> <li>preparation, review and registration of documents</li> </ul>	\$1,155.00 plus disbursements
<p>Site Development Plan Agreements</p> <ul style="list-style-type: none"> <li>preparation, review and registration of documents</li> </ul>	\$1,575.00 plus disbursements
<p>Amendments to Site Plan Agreements</p> <ul style="list-style-type: none"> <li>preparation, review and registration of documents</li> </ul>	\$1,155.00 plus disbursements

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CITY OF MISSISSAUGA – FEES & CHARGES BY-LAW**

<b>Legal Services</b>	<b>FEE</b>
Exemptions from Part Lot Control <ul style="list-style-type: none"> <li>review, preparation and registration of Exemption By-Law and supporting documents</li> </ul>	\$710.00 plus disbursements
Lifting .3 metre Reserves <ul style="list-style-type: none"> <li>review, preparation and registration of By-law</li> </ul>	\$710.00 plus disbursements
Payment in Lieu of Offstreet Parking PIL Agreements <ul style="list-style-type: none"> <li>review and registration of documents</li> </ul>	\$710.00 plus disbursements
Applications for Site Plan and Rezoning <ul style="list-style-type: none"> <li>review and registration of documents satisfying land conditions identified in Application including, but not limited to, Transfers for Road Widening and/or Sight Triangles, Transfers of Easements, Save Harmless Agreements, Warning Clause Agreements, Future Mutual Access Agreements, Acknowledgment Agreements, Common Element or Vacant Land Condominium Servicing Agreements, Pedestrian Walkway Easements, etcetera</li> <li>review and registration of Development Agreements arising from rezoning applications including "H" designations</li> </ul>	\$710.00 plus disbursements per Agreement
Encroachment Agreements <ul style="list-style-type: none"> <li>preparation, review and registration of Encroachment Agreement facilitated through Realty Services <ul style="list-style-type: none"> <li>preparation, review and registration of Encroachment Agreement, Canopy Encroachment Agreement, Shoring and Tieback Encroachment Agreement</li> </ul> </li> </ul>	<p>\$250.00 plus disbursements</p> <p>\$710.00 plus disbursements</p>
Development Charges Deferral Agreements <ul style="list-style-type: none"> <li>preparation, review and registration of Agreement</li> </ul>	\$710.00 plus disbursements
Limiting Distance and Spatial Separation Agreements and Pedestrian Walkway Easements <ul style="list-style-type: none"> <li>preparation, review and registration of template Agreement</li> </ul>	\$1,155.00 plus disbursements
Basic Documents and Agreements <ul style="list-style-type: none"> <li>preparation, review and/or registration of documents or agreements including, but not limited to, Private Fire Hydrant Agreements, Off Site Parking Agreements, Shared Use Agreements, Save Harmless Agreements, Warning Clause Agreements, Consent to Enter Agreements, Assignment Agreements, Status (Estoppel) Certificates, Easement Encroachment Agreements, Licence Agreements, Amending Agreements, etcetera</li> </ul>	\$710.00 to \$2,940.00 plus disbursements per Document or Agreement depending on the complexity or time spent as determined by the City Solicitor, Legal Services

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CITY OF MISSISSAUGA – FEES & CHARGES BY-LAW**

<b>Legal Services</b>	<b>FEE</b>
Responses to Law Firm or Public Inquiries: <ul style="list-style-type: none"> <li>relating to Executions or Writs of Seizure and Sale of Lands;</li> <li>relating to Real Estate transactions and/or Title matters</li> </ul>	<p style="text-align: right;">\$110.00 for each request</p> <p style="text-align: right;">\$210.00 for each request for each Site involved (plus disbursements)</p>
Responses to Law Firm Inquiries, as follows: <ul style="list-style-type: none"> <li>involving Council authorization and/or registration of documents on title per site;</li> <li>other inquiries requiring legal review</li> </ul>	\$710.00 plus disbursements
Official Documents or Statutory Requirement Documents <ul style="list-style-type: none"> <li>obtaining, but not limited to, Articles of Incorporation, Articles of Amalgamation, Partnership Certificate, Limited Partnership Certificate; Letters Patent, Court Orders etcetera</li> </ul>	\$160.00 plus disbursements
Committee of Adjustment <ul style="list-style-type: none"> <li>review and registration of documents to satisfy Committee conditions including, but not limited to, Transfers for Road Widening and/or Sight Triangles, Transfers of Easements, Save Harmless Agreements, Warning Clause Agreements, Future Mutual Access Agreements, Off Site Parking Agreements etcetera</li> </ul>	\$710.00 plus disbursements
Property Standards Orders <ul style="list-style-type: none"> <li>review, preparation and registration of Property Standards Orders</li> </ul>	\$125.00 plus disbursements
Property Standards Orders <ul style="list-style-type: none"> <li>review, preparation and registration of removal of registered Property Standards Orders</li> </ul>	\$125.00 plus disbursements
Responses to Law Firm Inquiries in respect of HR matters involving employee file information	\$250.00 plus disbursements
Consent to Enter Agreements-Community/Not-for-profit group	\$200.00
Management and Operations Agreements-Community/Not-for-profit group	\$200.00

<b>Mississauga Business Enterprise Centre (MBEC)</b>	<b>FEE</b>
Business Consultation	FREE
Business Card Display Fee	\$20.00 annually
Printing/Copies per sheet Black and White	\$0.15 per sheet
Seminars	\$25.00 to \$50.00
On-line Business Training Courses	\$25 to \$195
Mississauga Online Business Directory Data Download Subscription	\$60.00

**SCHEDULE “A” TO BY-LAW 249-13  
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**CORPORATE SERVICES DEPARTMENT**

<b>Legislative Services</b>	<b>FEE</b>
Assessment Roll Information	\$10.00 per roll number
Assess View Copy	\$0.50 per page
Assessment Roll Copy	\$1.00 per page
Appeal of a Ban from City Facilities	\$100.00 per appeal
Ontario Municipal Board Appeals	\$150.00 per person per appeal \$25.00 for each additional consent or minor variance appeal filed by the same appellant against the connected application(s)
Conservation Review Board Appeals	\$150.00
Burial Permit	\$50.00
Certification of Document	\$15.00 for first page per document plus \$1.00 for each subsequent page
Copies of Consolidated By-laws:	
Business Licensing	\$25.00
Public Vehicle Licensing	\$25.00
All Other By-laws	Photocopying charges of \$0.50 per page
DVD copies of meetings	\$10.00
Liquor Licence Board Information Letter	\$25.00
Marriage Civil Ceremony	\$260.00
Marriage Civil Ceremony Cancellation Fee (applicable after consultation has occurred)	\$100.00
Marriage Licence	\$140.00
Provincial Offences Act - Court Transcripts	\$25.00 deposit when ordered
	\$3.20 per page (original)
	\$0.55 per page for photocopy
Provincial Offences Act - Certified Copy excluding Court transcripts	\$3.50 per page
Provincial Offences Act – photocopies of all documents excluding Court transcripts	\$1.00 per page
Provincial Offences Act – CD of Court Proceedings	\$25.00 per CD
Residency Letter (excluding Senior Citizens)	\$ 12.00
Road Closure Advertising (where stopped up road allowance is conveyed to original or adjacent owner)	Actual cost of advertising
Road Safety Handbook (180 per carton)	\$48.30 per carton
Cycling Advisory Committee – Cycling T- Shirt	\$12.00
Cycling Advisory Committee – Cycling Jersey	\$60.00

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<b>Communications</b>	<b>FEE</b>
Souvenirs (includes Mississauga, Ontario and Canadian Flags)	Prices Vary

<b>Facilities &amp; Property Management</b>	<b>FEE</b>
Nominal Sum Real Estate Agreement Transaction Fee (Non-Profit Groups are exempt from this fee)	\$1750.00 per file
Fees for compliance letters to confirm that Easement Documents or Encroachment Agreements remain in good standing and in compliance with the terms therein	\$100.00 per municipal address
Encroachment Agreement Application Fee (Non-Refundable)	\$500.00 per agreement

<b>Finance</b>	<b>FEE</b>
Annual Budget CD	\$15.00

<b>Human Resources</b>	<b>FEE</b>
Applicant’s Testing Fee – Transit Operators	\$30.00

<b>Information Technology</b>	<b>FEE</b>
<b><i>Audio Visual Technician Rates*:</i></b> <b><i>(subject to availability)</i></b>	
Weekdays (min. 3 hrs.)	\$45.00 per hr
After hours (min. 3 hrs.)	\$70.00 per hr
Weekends (min. 3 hrs)	\$70.00 per hr
Overhead	\$35.00 per day
Tripod Screen	\$20.00 per day
Flipchart	\$20.00 per day
TV/VCR (on a cart)	\$75.00 per day
TV/DVD (on a cart)	\$75.00 per day
Noel Ryan Auditorium Sound System**	Up to 2 wired microphones free (only if requested)
NOTE: * A Technician is mandatory at all times when the Council Chambers is requested ** A Technician may be required with the Noel Ryan Auditorium Sound System	

<b>Revenue &amp; Materiel Management</b>	<b>FEE</b>
Tax Receipt	\$20.00 per year
Local improvement details	\$25.00 per tax account
Returned Payment Fees	\$40.00 per cheque
Photocopy of Processed Cheque	\$10.00 per cheque

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<b>Revenue &amp; Materiel Management</b>	<b>FEE</b>
<b><u>Tax Certificate:</u></b>	
Web electronic	\$55.00 per certificate
Mail or expedited	\$80.00 per certificate
Tax levy and payments information (prior years)	\$50.00 per year
Duplicate Tax Bill	\$20.00 per bill
Tax Statement	\$20.00 per statement
Tax Appeal Application, except 357(1) (d.1)	\$15.00 per application
Tenders/Proposals/Quotes	\$25.00 to \$350.00
Title Search	\$75.00 per title search
Mortgage Company Administration Fee	\$5.00 per account per interim and final bill
Tax Sale Registration	\$1100.00
Tax Sale Final Notice	\$1900.00
Tax Sale of Property	\$7800.00 plus actual incurred advertising costs
Tax Sale Extension Agreement	\$1100.00
Ownership Change Fee	\$30.00
Cheque Retrieval Fee	\$20.00
Addition to Tax Roll	\$50.00
Reminder Fee	\$3.00
New Account Administration Fee	\$50.00

**PLANNING AND BUILDING DEPARTMENT**

<b>Building</b>	<b>FEE</b>
LLBO Clearance Letters	\$200.00
Day Care and Inspection Clearance Letters	\$200.00
Building Division Information or Clearance Letters	\$100.00
Private Sewage System Information Letters	\$100.00
Duplicate Sets of Drawings (Counter)	\$75.00 (per hour or part thereof basic fee for first (1) hour or less of remarking time and at the rate of each additional hour) or \$75.00 plus cost of photocopying
Industrial Zoning Package	\$5.00
Printing (plans/blueprints) from hard copy	\$0.50 per sq. ft.
Printing (plans/blueprints) from microfiche	\$1.00 per sq. ft.
Early Review of House Model Drawings	\$1,500.00
Marijuana Grow Op Investigation and Compliance Inspection Per Address	\$500.00 per address
Zoning Letters – Homeowners	\$154.00
Zoning Letters – Other Residential and Non-Residential	\$206.00



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<b>Building</b>	<b>FEE</b>
Pre-Application Zoning and Applicable Law Review Applications	\$391.00
<b><u>Sign Permits:</u></b>	
Permanent Signs:  Ground Signs Fascia Signs Billboard Signs	Minimum application fee of \$110 and \$55.00 per sign in excess of 2 signs
Portable Sign on Private Property:  Counter Service Online Service	  \$110.00/sign \$100.00/sign
Portable Sign on City Road Allowance:  Counter Service Online Service	Applicable only to Community Groups and the Region of Peel:  \$110.00/sign \$100.00/sign
Portable Signs for Festivals	\$100.00 per Ward within which any signs are located per Festival event.
New Development Home Sign	\$100.00 per sign per calendar year
Sidewalk Sign	\$100.00 per sign per calendar year
Inflatable Signs	\$100.00 per sign
<b><u>Sign Variances:</u></b>	
Application Fee	\$850.00 per application
Application Fee for an Existing Sign erected without a permit	\$1500.00 per application

<b>Business Services</b>	<b>FEE</b>
Advertising Fee	Costs associated with providing public meeting notice by newspaper publication. Minimum charge of \$2,000.00 payable at time of application submission. If costs exceed \$2,000.00, balance to be paid prior to the report being considered by Council.
Compliance Letters – Work Orders	\$100.00 per municipal address
Compliance Letters - Work Orders: Additional fee for information provided subsequent to the initial request	\$50.00 per municipal address
Compliance Letters – Agreement Release	\$150.00 per release
Compliance Letters – Agreement Compliance	\$150.00 per municipal address
Compliance Letters – Agreement Compliance (Rush Service)	\$250.00 per municipal address
Public Meeting Notice Fee	Fee to cover costs associated with providing public meeting notice by mail to be payable at the time of the notice, including those applications where 9 months has lapsed from the time of the formal public meeting and the final Supplementary Report, requiring additional notification to be given.

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<b>Business Services</b>	<b>FEE</b>
Fee for Notice of Complete Application	Fee to cover costs associated with providing notice of receipt of complete applications by mail to the public, to be payable at the time of the notice.
Portable Sign for Public Meeting Advertising for Official Plan Amendment, Rezoning and Plan of Subdivision Applications	\$200.00/sign
<b>ZONING BY-LAW:</b>	
Complete City Consolidation By-law 0225-2007 – Text Only	\$150.00
Complete City Consolidation By-law 0225-2007 – Maps Only	\$32.20
<b>OFFICIAL PLAN:</b>	
Mississauga Official Plan	\$200.00
Mississauga Official Plan - USB	\$60.00 per USB
Individual Local Area Plans	\$25.00 per Plan
Amendments	\$20.00
<b>OTHER DOCUMENTS:</b>	
Miscellaneous Building and Development Reports Online	\$60.00

<b>Development &amp; Design</b>	<b>FEE</b>
Mailing List Labels of Assessed Property Owners	\$1.00 per property \$50.00 minimum
Peer Review Consultant for Telecommunication Tower/Antenna Facility Request	Peer Review Consultant costs up to a maximum of \$4,000.00 plus 15 % of costs for administration
Telecommunication Tower/Antenna Facility Request where a public information session is required	\$5,150.00 per request
Telecommunication Tower/Antenna Facility Request where a public information session is not required	\$4,120.00 per request
Notice of Telecommunication Tower/Antenna Facility Exclusion	\$309.00 per notice

<b>Policy Planning</b>	<b>FEE</b>
<b>PRINTED MATERIALS:</b>	
Miscellaneous Policy Planning Studies (prepared in-house)	\$50.00
Miscellaneous Policy Planning Studies (prepared by consultants)	\$100.00
<b>OTHER:</b>	
Research undertaken for information not available on standard reports or special study reports	\$100.00 for each hour or part thereof with a minimum fee of \$100.00

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**TRANSPORTATION AND WORKS DEPARTMENT**

<b>Roads, Storm Drainage &amp; Watercourses</b>	<b>FEE</b>
Review of technical reports & plans and associated research for projects not covered by the Planning Act Processing Fees	\$100.00 for each hour or part thereof with a minimum fee of \$100.00