
2006 BRIEFING NOTE

User Fees – Basis of Cost Recovery

Issue/Background:

At the January 5, 2006 Administration Committee meeting, staff were asked to provide additional information regarding user fees collected by Programs. Appendix 1 summarizes the type of user fees charged and the basis of cost recovery.

Key Points:

City Clerk's Office:

- User fees are set by legislation, municipal bylaw or benchmarking based on the nature of the service provided. Fee structures for freedom of information requests and gaming licenses are Provincially legislated, leaving the division no flexibility to adjust or influence the fee rates and revenue generated. Gaming revenue has been steadily declining since 1999, and is the topic of a separate Briefing Note before this Committee.

Office of the Treasurer:

- User fees in Revenue Services are mainly based on direct cost recovery. The user fees are not adjusted annually for inflationary changes but are reviewed and adjusted periodically. A review of user fees charged by other GTA municipalities is conducted for consistency.
- Certain user fees are based on market rate. A review of fees charged by other institutions (including GTA municipalities) is conducted to determine the market rate.
- User fees in Purchasing are based on recovery of printing and postage charges. The process for distributing bid documents will be changed from hardcopies to electronic copies in 2006. As a result, the fee structure for bid documents will also be reviewed.

Divisional staff will be available at the January 20th meeting of the Administration Committee to answer any further questions.

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Attachment:

Appendix 1 – User Fees – Basis of Cost Recovery

Date: January 18, 2006

Appendix 1 - User Fees - Basis of Cost Recovery

Service	Activity	User Fee	Fee Basis	2006 Requested Rate \$	Cost Recovery Status	Comments
<u>City Clerk's Office</u>						
Administration of appeals to Property Standards	Fees to appeal to Property Standards Committee	Property Standards appeal	Per appeal	200.00	Partial Cost Recovery	Activity is marginal to the Secretariat's core function. Recovery is based on the cost of administration and is mandated by Toronto Municipal Code Ch. 629, Subsection 3, Property Standards Act.
Giving Statutory Public Notice re planning applications	Recovery of Statutory Public Notice costs	Statutory Public Notices (non City-initiated/ advertising)	Per notice mailed (\$0.96 per envelope) or notice placed in newspaper (total cost recovery)	0.96	Partial Cost Recovery	Activity is integral to the Secretariat's core function (notices) and is mandated by the Municipal Act. Recovery is based on the cost of service.
Sale of publications	Subscription of Council legislative documents	Full Council Agenda	per year	1,800.00	Partial Cost Recovery	Activity is marginal to the Secretariat's core function. Recovery is based on the cost of materials only.
Sale of publications	Subscription of Council legislative documents	Full Council Agenda	per year mailed	1,920.00	Partial Cost Recovery	Activity is marginal to the Secretariat's core function. Recovery is based on the cost of materials only.
Sale of publications	Subscription of Council legislative documents	Council Agenda components	per Standing Committee per year	180.00	Partial Cost Recovery	Activity is marginal to the Secretariat's core function. Recovery is based on the cost of materials only.
Sale of publications	Subscription of Council legislative documents	Council Agenda components	per Standing Committee mailed per year	205.00	Partial Cost Recovery	Activity is marginal to the Secretariat's core function. Recovery is based on the cost of materials only.
Sale of publications	Subscription of Council legislative documents	Council Agenda components	Minutes of Council per year	720.00	Partial Cost Recovery	Activity is marginal to the Secretariat's core function. Recovery is based on the cost of materials only.
Sale of publications	Subscription of Council legislative documents	Council Agenda components	Minutes of Council mailed per year	760.00	Partial Cost Recovery	Activity is marginal to the Secretariat's core function. Recovery is based on the cost of materials only.
Sale of publications	Subscription of Council legislative documents	Full Standing Committee Agenda	per Committee per year	260.00	Partial Cost Recovery	Activity is marginal to the Secretariat's core function. Recovery is based on the cost of materials only.
Sale of publications	Subscription of Council legislative documents	Full Standing Committee Agenda	per Committee mailed per year	300.00	Partial Cost Recovery	Activity is marginal to the Secretariat's core function. Recovery is based on the cost of materials only.
Sale of publications	Subscription of Council legislative documents	Standing Committee Agenda List	per Committee per year	40.00	Partial Cost Recovery	Activity is marginal to the Secretariat's core function. Recovery is based on the cost of materials only.
Sale of publications	Subscription of Council legislative documents	Standing Committee Agenda List	per Committee mailed per year	55.00	Partial Cost Recovery	Activity is marginal to the Secretariat's core function. Recovery is based on the cost of materials only.
Sale of publications	Sale of copies of by-laws	Photocopies and by-laws	per page	0.50	Partial Cost Recovery	Activity is marginal to the Secretariat's core function. Recovery is based on the cost of materials only.
Sale of publications	Sale of hard copy materials	Certification of material	per each document/base fee	\$1/\$20	Partial Cost Recovery	Activity is marginal to the Secretariat's core function. Recovery is based on the cost of materials only.
Sale of publications	Sale of electronic copy materials	Information on Diskette/CD	per each document/base fee	\$1.50/\$5	Partial Cost Recovery	Activity is marginal to the Secretariat's core function. Recovery is based on the cost of materials only.
Access and Privacy	FOI requests	Application Fees	Per request	5.00	Partial Cost Recovery	Fees are provincially legislated.
Access and Privacy	FOI requests	Fire Reports	Per request	30.00	Partial Cost Recovery	Fees are provincially legislated.
Access and Privacy	FOI requests	Search Fees	Per request	7.50 per 15 minutes	Partial Cost Recovery	Fees are provincially legislated.
Access and Privacy	FOI requests	Redaction Fees	Per request	7.50 per 15 minutes	Partial Cost Recovery	Fees are provincially legislated.
Access and Privacy	FOI requests	Photocopy Fees	Per request	.20 per page	Partial Cost Recovery	Fees are provincially legislated.
Registry Services	Assessments	Property Assessment Fee (Written Request)	Per Property	10.00	Partial cost Recovery	Assessment service is mandated. Various fees for public to receive copies of assessment not formally mandated. Volume is low with total Assessment Revenue budget at only \$10k.
Registry Services	Assessments	Touch Screen Printouts of Assessments	Per Page	1.00	Partial cost Recovery	Assessment service is mandated. Various fees for public to receive copies of assessment not formally mandated. Volume is low with total Assessment Revenue budget at only \$10k.
Registry Services	Assessments	Assessment Roll - Copies	Per Page	5.00	Partial cost Recovery	Assessment service is mandated. Various fees for public to receive copies of assessment not formally mandated. Volume is low with total Assessment Revenue budget at only \$10k.
Registry Services	Assessments	Assessment Roll - Certified Copies	Per Request	20.00	Partial cost Recovery	Assessment service is mandated. Various fees for public to receive copies of assessment not formally mandated. Volume is low with total Assessment Revenue budget at only \$10k.
Registry Services	Assessments	Ownership/Tenancy Letter	Per Letter	10.00	Partial cost Recovery	Assessment service is mandated. Various fees for public to receive copies of assessment not formally mandated. Volume is low with total Assessment Revenue budget at only \$10k.
Registry Services	Vital Statistics	Marriage Licenses	Per License	130.00	Full cost recovery	Charing fee for marriage licenses allowed by provincial legislation. Fee level set by municipal by-law. Recovers cost of administration.
Registry Services	Vital Statistics	Birth Registrations	Per Registration	35.00	Full cost recovery	Total Registry Revenue is more than Total Registry Expenditures. Fee set by Municipal user fee bylaw
Registry Services	Vital Statistics	Births - Travel Letters	Per Letter	35.00	Full cost recovery	Fee level set to recover administration costs and benchmarked against other municipalities. Fee set by Municipal user fee bylaw.
Registry Services	Vital Statistics	Death Registrations	Per Registration	50.00	Full cost recovery	Fee level set to recover administration costs and benchmarked against other municipalities. Fee set by Municipal user fee bylaw.
Registry Services	Vital Statistics	Wedding Chambers	Per Rental	75.00	Full cost recovery	Fee level set to recover administration costs and benchmarked against other municipalities.

Appendix 1 - User Fees - Basis of Cost Recovery

Service	Activity	User Fee	Fee Basis	2006 Requested Rate \$	Cost Recovery Status	Comments
Registry Services	Liquor License	Liquor License Applications	Application Fee	100.00	Full cost recovery	License requirement provincially legislated. Fee level is set to recover administration costs and benchmarked against other municipalities. Total liquor license fee is \$510.1 with \$410 dispersed to Police, Fire, UDS and Public Health.
Registry Services	Liquor License	Liquor License Application Amendment Fee	Fee per Amendment	25.00	Full cost recovery	Fee level set to recover administration costs.
Registry Services	Line Fences	Administration	Application Fee	1,100.00	Partial cost Recovery	Charging of fee set by Line Fences Act. Fee level set to recover costs of arbitrators and administration costs, and is mandated through municipal bylaw.
Registry Services	Line Fences	Information Package	Per Request	20.00	Partial cost Recovery	Recovery of administration (printing and mailing) costs. Total Line Fences revenue budget is only \$5k.
Registry Services	Gaming	Bingo License	3% of prize value	2,500.00	Full cost recovery	Gaming fee is provincially legislated at 3% of total prize pool.
Registry Services	Gaming	Raffle/Bazaar License	3% of prize value	130.00	Full cost recovery	Gaming fee is provincially legislated at 3% of total prize board.
Registry Services	Gaming	Break Open ticket	3% of prize value	305.00	Full cost recovery	Gaming fee is provincially legislated at 3% of total prize board.
Registry Services	Gaming	Lottery License Admin Amendment	Fee per Amendment	25.00	Full cost recovery	Gaming fee is provincially legislated at 3% of total prize board.
Registry Services	Gaming	Approved for Provincially Licensed Lottery Event	Fee per Amendment	25.00	Full cost recovery	Gaming fee is provincially legislated at 3% of total prize board..
Election Event	Sale of Election Material	Voters' List-hard copy	Per Ward	43.48	Partial Cost Recovery	Activity is marginal to the Election Event's core function. Cost recovery based on cost of materials as well as a portion of payroll cost. For limited purpose.
Election Event	Sale of Election Material	Voters' List-electronic copy (Mayor)	Per City	2,173.91	Partial Cost Recovery	Activity is marginal to the Election Event's core function. Cost recovery based on cost of materials as well as a portion of payroll cost. For limited purpose.
Election Event	Sale of Election Material	Voters' List-electronic copy	Per Ward	217.39	Partial Cost Recovery	Activity is marginal to the Election Event's core function. Cost recovery based on cost of materials as well as a portion of payroll cost. For limited purpose.
Election Event	Sale of Election Material	Voter's List-electronic (School Trustee)	Per Ward	217.39	Partial Cost Recovery	Activity is marginal to the Election Event's core function. Cost recovery based on cost of materials as well as a portion of payroll cost. For limited purpose.
Election Event	Sale of Election Material	Ward Map	Per Ward	13.04	Partial Cost Recovery	Activity is marginal to the Election Event's core function. Cost recovery based on cost of materials as well as a portion of payroll cost. For limited purpose.
Election Event	Sale of Election Material	Street Index	Per City	8.69	Partial Cost Recovery	Activity is marginal to the Election Event's core function. Cost recovery based on cost of materials as well as a portion of payroll cost. For limited purpose.
Election Event	Sale of Election Material	Poll by Poll Results	Per Impression	0.50	Partial Cost Recovery	Activity is marginal to the Election Event's core function. Cost recovery based on cost of materials as well as a portion of payroll cost. For limited purpose.
Election Event	Sale of Election Material	Voting Place List	Per Impression	0.50	Partial Cost Recovery	Activity is marginal to the Election Event's core function. Cost recovery based on cost of materials as well as a portion of payroll cost. For limited purpose.
Election Event	Sale of Election Material	Clerk's Official Declaration of Results	Per Impression	0.50	Partial Cost Recovery	Activity is marginal to the Election Event's core function. Cost recovery based on cost of materials as well as a portion of payroll cost. For limited purpose.
Election Event	Sale of Election Material	Financial Filing	Per Impression	0.50	Partial Cost Recovery	Activity is marginal to the Election Event's core function. Cost recovery based on cost of materials as well as a portion of payroll cost. For limited purpose.
Election Event	Sale of Election Material	Miscellaneous Charges	Per Impression	0.50	Partial Cost Recovery	Activity is marginal to the Election Event's core function. Cost recovery based on cost of materials as well as a portion of payroll cost. For limited purpose.

Office of the Treasurer

Purchasing & Materials Management	Bidder List	Bidder List	Annual fee charged to vendors to be added to Bidder's List in order to receive Bid Documents for City work	60.00	Partial Recovery	Printing & Postage only
Purchasing & Materials Management	Tender Documents	Tender Documents	Fee charged to vendors for tender documents. This fee varies due to size of project, number of drawings or complexities.	50 - 100	Partial Recovery	Printing & Postage only
Revenue Services	Certificate Issues	Tax Certificates	Tax Certificates are issued for purchase/Sale agreements. Certificate includes details of: Premises address, Roll number, Property owner, and status of tax account	65.00	Full Cost	Based on market rate based on review of rates charged by other institutions and GTA municipalities
Revenue Services	Certificate Issues	Water Certificates	Water Certificates are issued as requested when change of ownership takes place. Certificate includes details of: Premises address, water account number, Property owner, and status of water account	25.00	Full Cost	
Revenue Services	Taxation	Tax Arrears Notices	Fee charged for issuing a Tax arrears notice to the Property Owner advising that taxes are outstanding	5.00	Full Cost	
Revenue Services	Taxation	NSF Charges	Fee charged for NSF cheques	35.00	Full Cost	
Revenue Services	Taxation	Tax Receipts	Fee charged to Issue a tax receipt	5.00	Full Cost	

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Revenue Services	Taxation	Assessment Apportionment	Fee to accompany a application to request a apportionment of a property tax account	50.00	Full Cost	
Revenue Services	Taxation	Bank Mortgage Fee	Fee to provide confirmation to Banks holding residential mortgages as to status of Tax accounts	25.00	Full Cost	
Revenue Services	Taxation	Fees Added to Roll	Applied to Tax accounts for adding other outstanding City charges such as; weed cutting, sidewalk clearing and false fire alarms	35.00	Full Cost	
Revenue Services	Parking Tags	Parking Tag Web Payment Fee	Fee applied when paying parking ticket, through the Internet	1.50	Market Rate	Based on market rate based on review of rates charaged by other institutions and GTA municipalities
Revenue Services	Parking Tags	Parking Tag IVR Payment Fee	Fee applied when paying parking ticket, through the IVR - phone system	1.50	Market Rate	Based on market rate based on review of rates charaged by other institutions and GTA municipalities