

**Schedule “B-2”  
Transportation and Works**

**Effective Date: January 1, 2025**

**CHARGES TO EXTERNAL OR INTERNAL PARTIES FOR ENGINEERING,  
CONSTRUCTION, MAINTENANCE, TRAFFIC AND STREET LIGHTING WORKS**

**1. General**

- (a) Payment of all fees and charges may be made by Visa, MasterCard, American Express, debit card, bank draft or certified cheque. The full payment for the total of refundable deposits and non-refundable fees combined must be made by bank draft or certified cheques only. Uncertified cheques will not be accepted.
- (b) No discounts will apply for early payment of any fee set out in Schedule “B-2” to this By-law.
- (c) The City’s current Road Occupancy Permit By-law 0173-2020, as amended, and Lot Grading and Municipal Services Protection By-law 0172-2020, as amended, set out the deposits that are payable in respect of permits for construction on land abutting a highway or for construction that may affect drainage or grading.

**2. Application of Schedule “B-2”**

Schedule “B-2” applies to engineering, construction and maintenance, traffic and street lighting works undertaken by the Transportation and Works Department on behalf of External or Internal Parties.

Internal or External Parties shall be charged with costs, which include the Direct Costs (as defined below) of works performed either by City forces or by contractors working on behalf of the City, plus an Administration Fee (as defined below).

**3. Charges for Engineering Works**

Charges associated with Engineering Works include, but are not limited to, work performed on behalf of External or Internal Parties, such as project management, design, survey, inspection and material testing activities in conjunction with the construction of roads, bridges, sewers and watercourse works.

**4. Charges for Construction and Maintenance Works**

Charges associated with Construction and Maintenance Works include, but are not limited to, work performed on behalf of External or Internal Parties, such as asphalt, concrete and sod restoration works related to utility and development works, turning lanes, island extensions, sidewalks, access modifications (“curb cuts/culvert extensions”), road modifications for developers, railway crossing restoration work, and newspaper pad installation work; as well as installation of signs and pavement markings.

**5. Charges for Traffic and Street lighting Works**

Charges associated with Traffic and Street lighting Works include but are not limited to work performed on behalf of External or Internal Parties, such as traffic signal modifications for developers, and street lighting pole small cell attachments for third parties.

**6. Direct Costs**

The “Direct Costs” for works undertaken by City and/or contract forces are calculated as set out below.

If the City is using contract forces:

| Description         | Direct Costs (excl. HST)   |
|---------------------|--|
| Contract Work Costs | Actual Invoiced Cost plus applicable 1.76% HST non-refundable amount |

OR

If the City is using City forces, all applicable Direct Costs added together:

**Schedule “B-2”  
Transportation and Works**

**Effective Date: January 1, 2025**

| Description          | Direct Costs (excl. HST)                                       |
|----------------------|--|
| City Labour Costs    | Labour Cost (Hours x Rate) plus 35% Payroll Burden             |
| City Equipment Costs | Equipment Cost (Hours x Rate)                                  |
| City Material Costs  | Material Price plus applicable 1.76% HST non-refundable amount |

**7. Administration Fee**

An “**Administration Fee**” is applied as a percentage of Direct Costs to compensate the City for indirect costs for works performed on behalf of External or Internal Parties which may include, but are not limited to, some or all of the following:

- Preparing and tendering projects;
- Functional and detailed design;
- Surveying and inspection for works maintenance activities;
- Reinstatement of disturbed areas;
- Overall project management;
- Administrative functions such as invoicing, issuance of permits and other administrative duties.

**8. Total Charge**

“**Total Charge**” for works performed means the Direct Costs and the Administration Fee as well as applicable tax and is established as follows:

| Client                             | Direct Costs | Adm. Fee (% of Direct Cost) | HST             |
|------------------------------------|--------------|-----------------------------|-----------------|
| Internal City Departments          | Yes          | 10%                         | No              |
| Region of Peel                     | Yes          | 10%                         | No              |
| City of Brampton/Town of Caledon   | Yes          | 10% *                       | See Notes below |
| Ontario Ministry of Transportation | Yes          | 10% *                       | See Notes below |
| Other Agencies/Utilities           | Yes          | 25% *                       | See Notes below |
| Private Companies/Individuals      | Yes          | 25% *                       | See Notes below |

\* Unless an applicable agreement between the City and the External Party provides for a different administration fee.

**Notes:**

Refer to the Excise Tax Act, Schedule V (Exempt Supplies), Part VI (Public Sector Bodies), Sections 21 and 22.

When supplied by a municipality, the following services are exempt from Harmonized Sales Tax (HST), regardless of who is being charged:

- (a) Installing, replacing, repairing or removing street or road signs or barriers, street or traffic lights or property similar to any of the foregoing.
- (b) Removing snow, ice or water.
- (c) Removing, cutting, pruning, treating or planting vegetation.
- (d) Repairing or maintaining roads, streets, sidewalks or similar or adjacent property.
- (e) Installing accesses or egresses.
- (f) Installing, repairing, maintaining or interrupting the operation of a water distribution, sewerage or drainage system.

**9. Reduction of Administration Fee:**

Notwithstanding any of the above, it may be appropriate to reduce the Administration Fee on a project-specific basis. This may occur only in circumstances where necessary, such

**Schedule "B-2"**  
**Transportation and Works**

**Effective Date: January 1, 2025**

as when City staff is unable to complete any of the administrative functions (see Item #7).

A reduction to the Administration Fee of under \$50,000 requires the signature of the responsible Director.

A reduction to the Administration Fee of \$50,000 or more requires the signature of the Commissioner of Transportation and Works or their designate.

Justification for the reduction shall be documented, approved by signature (as stipulated in the previous paragraph), and placed in the project file.