



Schedule "A" to By-law 17-06

General Government Services Department

Administration/Clerk/Services

	Description of Service/Document	Fee
1	Photocopies (per page 8.5X11 – 8.5X14)	\$.50
2	Photocopies (per page 11X17)	\$1.00
3	Coloured Photocopies (per page 8.5X11 – 8.5X14)	\$1.00
4	Coloured Photocopies (per page 11X17)	\$1.50
5	Facsimile Transmission – local	\$1.00
6	Facsimile Transmission – long distance	\$2.00
7	Facsimile Transmission – incoming	\$1.00
8	Commissioning of Documents (Oaths, Affidavits)	\$5.00
9	Burial Permit Fee (Form 19)	\$40.00
10	Council Chambers Room Rental Fee – per day	\$100.00*

*plus HST

Financial Services

	Description of Service/Document	Fee
1	Tax or Water Certificate (per certificate)	\$40.00
2	Tax or Water Account Research Fee	0.00
3	Proof of Payment of Taxes or Water	0.00
4	Property Research Fee – per hour	\$25.00
5	Final Letters sent to all tax accounts 3yrs in arrears – Pre tax sale registration (via Canada Post Registered Mail)	50.00
6	Property Tax Sale Registration Fee – Administration Fee	\$500.00
7	Property Tax Sale – Extension Agreement – Administration Fee	\$250.00
8	Unpaid charges added to Tax Roll for Collection	\$50.00
9	Non Sufficient Funds (NSF) cheque	\$40.00
10	Building Department Work Order Inquiries – Written	\$40.00
11	Zoning Department Inquiries – Written	\$40.00
12	Fire Department Inquiries – Written	\$40.00

Notes:

3. As per the Municipal Act, there shall be no fee for providing property owners with account statements.
4. Based on staff time to research property files, i.e. assessment values for last 10 years.
5. Canada Post registered mail fees and administration time for preparation of such documents.
6. Administration fee – all other legal firm costs are charged back to landowner at 100%.
7. Administration fee to prepare extension agreement – legal firm review only.
8. Administration fee to add Unpaid A/R fees to Tax Roll.