

**Department:** Financial Operations  
**Key Business:** Corporate Finances  
**Service Area:** Administration

**Cost Recovery - 100% Cost Recovery where applicable**

Service Provided	Unit of Measure	HST Y/N	2017 Base Fee	2018 Base Fee	2019 Proposed Base Fee	HST \$	2019 Fee (tax included)	Effective Date MMM-YY	Last Increase	2019 over 2018 \$ Change	2019 over 2018 % Change
Administration Charge for NSF cheque	each	N	\$40.00	\$40.00	\$40.00	N/A	\$40.00	Feb-15	2009	\$0.00	0.0%
Monthly Interest Charge on Overdue Accounts	each	N	1.25%	1.25%	1.25%	N/A	1.25%	Jan-19	N/A	N/A	0.0%
Chargeback Administration Fee	each	N	N/A	\$25.00	\$25.00	N/A	\$25.00	Jan-18	2018	\$0.00	0.0%
Municipal Accomodation Tax Administration Fee	each	N	N/A	N/A	5.00%	N/A	5.00%	Jan-19	NEW	NEW	NEW
Photocopy	each	Y	N/A	N/A	\$0.44	\$0.06	\$0.50	Feb-19	NEW	NEW	NEW

**Department:** Financial Operations  
**Key Business:** Revenue & Taxation  
**Service Area:** Property Tax

Service Provided	Unit of Measure	HST Y/N	2017 Base Fee	2018 Base Fee	2019 Proposed Base Fee	HST \$	2019 Fee (tax included)	Effective Date MMM-YY	Last Increase	2019 over 2018 \$ Change	2019 over 2018 % Change
Certified Tax Statements	per statement	N	\$55.00	\$60.00	\$60.00	N/A	\$60.00	Jan-18	2017	\$0.00	0.0%
New Ownership Administration Fee	per transfer	N	\$42.00	\$45.00	\$45.00	N/A	\$45.00	Jan-18	2017	\$0.00	0.0%
Manually Prepared Detailed Tax Statement / Receipt	per statement	N	\$25.00	\$25.00	\$25.00	N/A	\$25.00	Jan-16	1998	\$0.00	0.0%
Statement of Account, Duplicate or Bill Reprint	per statement/bill	N	\$20.00	\$20.00	\$20.00	N/A	\$20.00	Jan-16	2016	\$0.00	0.0%
Statement of Account (rush delivery)	per statement	N	N/A	N/A	\$20.00	N/A	\$20.00	Feb-19	NEW	NEW	NEW
Mortgage Company Tax Information Request	per property	N	\$5.00	\$5.00	\$5.00	N/A	\$5.00	Jan-14	2012	\$0.00	0.0%
Arrears Notice	per notice	N	\$5.00	\$5.00	\$5.00	N/A	\$5.00	Jan-17	2017	\$0.00	0.0%
Older Adult Tax Deferral Program (OATDP) Application Fee	per application	N	\$50.00	\$50.00	\$50.00	N/A	\$50.00	Jul-16	2016	\$0.00	0.0%
Property Title Search for Tax Registration	per property	N	\$275.00	\$275.00	\$275.00	N/A	\$275.00	Feb-15	2011	\$0.00	0.0%
Tax Sale Proceeding Administrative Fee	per property	N	\$1,350.00	\$1,375.00	\$1,375.00	N/A	\$1,375.00	Jan-18	2016	\$0.00	0.0%
Tax Sale by Public Tender	per property	N	\$3,000.00	\$4,000.00	\$4,000.00	N/A	\$4,000.00	Jan-18	2016	\$0.00	0.0%
Request for Transfer of Payment(s)	per transaction	N	N/A	\$20.00	\$20.00	N/A	\$20.00	Jan-18	2018	\$0.00	0.0%
Request for Overpayment Refund	per transaction	N	\$0.00	\$0.00	\$20.00	N/A	\$20.00	Feb-19	NEW	NEW	NEW

**Department:** Financial Operations  
**Key Business:** Revenue & Taxation  
**Service Area:** Property Tax

Service Provided	Unit of Measure	HST Y/N	2017 Base Fee	2018 Base Fee	2019 Proposed Base Fee	HST \$	2019 Fee (tax included)	Effective Date MMM-YY	Last Increase	2019 over 2018 \$ Change	2019 over 2018 % Change
Tax Appeal Application under section 357 of the Act (except 357(1)(d))	per application	N	\$0.00	\$0.00	\$20.00	N/A	\$20.00	Feb-19	NEW	NEW	NEW
Retrieval of Cheque Scan	per cheque	N	N/A	N/A	\$10.00	N/A	\$10.00	Feb-19	NEW	NEW	NEW
Charges Added to Tax Roll (Less than \$100)	per transaction	N	\$20.00	\$20.00	\$20.00	N/A	\$20.00	Feb-15	2015	\$0.00	0.0%
Charges Added to Tax Roll (Between \$100 and \$500)	per transaction	N	\$40.00	\$40.00	\$40.00	N/A	\$40.00	Jan-16	2015	\$0.00	0.0%
Charges Added to Tax Roll (Between \$501 and \$1,000)	per transaction	N	\$60.00	\$60.00	\$60.00	N/A	\$60.00	Jan-16	2016	\$0.00	0.0%
Charges Added to Tax Roll (Between \$1,001 and \$2,000)	per transaction	N	\$80.00	\$80.00	\$80.00	N/A	\$80.00	Jan-17	2017	\$0.00	0.0%
Charges Added to Tax Roll (Greater than \$2,000)	per transaction	N	N/A	\$100.00	\$100.00	N/A	\$100.00	Jan-18	2018	\$0.00	0.0%

**Department:** Financial Planning  
**Key Business:** Development Financing & Investments  
**Service Area:** Development Financing & Investments

Service Provided	Unit of Measure	HST Y/N	2017 Base Fee	2018 Base Fee	2019 Proposed Base Fee	HST \$	2019 Fee (tax included)	Effective Date MMM-YY	Last Increase	2019 over 2018 \$ Change	2019 over 2018 % Change	
Development Charges	GFA/# of unit	N	Rates are indexed annually as per Development Charge By-law - 2018-001						Apr-19	2018	N/A	N/A
Finance Compliance Letter	per property	N	\$84.00	\$86.00	\$88.00	N/A	\$88.00	Feb-19	2018	\$2.00	2.3%	

**Department:** Financial Planning  
**Key Business:** Purchasing and Risk Management  
**Service Area:** Purchasing

Service Provided	Unit of Measure	HST Y/N	2017 Base Fee	2018 Base Fee	2019 Proposed Base Fee	HST \$	2019 Fee (tax included)	Effective Date MMM-YY	Last Increase	2019 over 2018 \$ Change	2019 over 2018 % Change
Large Projects With Drawings Provided on CD or Paper Format	per document	Y	\$200.00	\$200.00	\$200.00	\$26.00	\$226.00	Jan-14	2013	\$0.00	0.0%