

SCHEDULE 1
2025 User Fees and Service Charges

A-1 FINANCE
DEPARTMENT: FINANCIAL SERVICES
Effective: January 1, 2025

FEE TITLE	DESCRIPTION	2025 FEE
Service Charge - Interest	Monthly Interest charged on all outstanding invoices after the due date.	1.50%
Service Charge - Minimum Fee	Monthly Minimum Fee charged on all outstanding invoices after the due date.	\$ 2
Returned Item (cheque or EFT)	Fee for returned payments	\$ 51
TAX		
Account Transfer or Refund	Fee charged to tax account to either transfer payment from one account to another, or to refund a payment made in error, by a taxpayer.	\$ 11
Additions to the Roll	Fee charged to add an amount to a tax account, e.g. sewage charges, property standards enforcement costs, unpaid Fire department invoices or outstanding building permit fees.	\$ 56
Arrears Notice Fee	Fee to send arrears notices for arrears greater than \$20 on the tax account.	\$ 11
Mortgage Listing	Fee per billing period to administer the payment of taxes via mortgage company/financial institution.	\$ 11
Tax Bill Reprint	Fee to prepare and provide a copy of a tax bill that has already been issued.	\$ 39
Tax Certificates	Fee for the issuance of a tax certificate, itemizing all monies owed on the tax account.	\$ 72
Tax Certificates (Immediate Response)	Fee for the issuance of an expedited tax certificate, itemizing all monies owed on the tax account (one business day) or if a lawyer requests a verbal report ASAP with the certificate to follow.	\$ 145
TAX SALE		
Final Demand Letter	Fee to determine properties in arrears to be registered for tax sale; account analysis; send out Final Demand letters and follow-up with customers.	\$ 168
Farm Debt Preliminary Research Fee	Fee to prepare unpaid Final Demand properties for Farm Debt Notice and Tax Sale; review account status; review and copy assessment roll, tax roll, municipal connect; prepare mapping and other related research.	\$ 224
Planning Department Fee	Fee to prepare information to be included in tender packages; mapping, zoning, building, septic, etc.	\$ 163
Site Visit Fee	Fee for site visit of property prior to sale or as required.	\$ 101
Tax Sale Administration Fee	Fee to prepare tax/assessment information; review file; determine cancellation price; coordinate information with other departments and with Tax Sale Specialist in order to prepare tender packages and advertising.	\$ 246
Extension Agreement	Fee for preparation of the agreement and the by-law for Council approval.	\$ 259
Default Notice - Extension Agreement	Fee to prepare and mail registered notice to interested parties regarding default in accordance with terms of the extension agreement. Note: Registered mail costs extra.	\$ 61
Tender Packages	Fee to provide tender packages including tender form and tender envelope to the public. Mailing/courier charges extra. NOTE: Package can be downloaded FREE from the Town website.	\$ 10