

By-law Number XXXX-25
Schedule "F"
Finance Department
Effective January 1, 2026

Description of Service for Fee or Service Charge	Unit of Measure (i.e. per hour, page, document, etc.)	2025 (Including H.S.T. where applicable)	2026 (Including H.S.T. where applicable)	2026 Proposed Changes (Including HST where applicable)
Finance				
Tax Bill Reprint - Per Tax Year	per document	\$ 24.00	\$ 24.50	
Returned Payments	per cheque	\$ 60.00	\$ 61.00	
Payment Transfer Fee (transfers between tax and/or water accounts)	per transfer	n/a	n/a	\$ 61.00 *
Payment Recalled by Bank/Refund Requested	per item	\$ 60.00	\$ 61.00	
Mortgage Administrative Fee	per transaction	\$ 12.00	\$ 12.25	
Tax Reminder Notices	per property	\$ 8.25	\$ 8.50	
Water and Wastewater Reminder Notices	per property	\$ 8.25	\$ 8.50	
Tax and Water/Wastewater Certificate (for all properties)	per property	\$ 167.00	\$ 170.00	
Online Tax and Water/Wastewater Certificate (for all properties)	per property	\$ 167.00	\$ 170.00	
Tax Certificate (Vacant Land Only)	per property	\$ 135.00	\$ 138.00	
Water/Wastewater Certificate	per property	\$ 135.00	\$ 138.00	
Water Bill Reprint - Per Billing Period	per document	\$ 24.25	\$ 24.75	
Official Tax Receipt Letter for Government Agencies	per document	\$ 42.00	\$ 43.00	
Duplicate Receipt	per receipt	\$ 18.00	\$ 18.50	
Detailed Analysis of Tax Account - Per Tax Year	per property	\$ 42.00	\$ 43.00	
Tax Roll Ownership Change	per property	\$ 65.00	\$ 66.00	
Water Account Ownership Change/ New Account Set-up	per property	\$ 65.00	\$ 66.00	
Letter of Reference for Utilities	each	\$ 35.50	\$ 36.25	
Addition of Unpaid Charges to Tax Bill	per addition	\$ 60.00	\$ 61.00	
Courier Services When Required	per document	n/a	n/a	cost of courier service + 5% administrative fee *
Development Charge Administration Fee	per application	\$ 1,867.00	\$ 1,904.00	
Development Charge Deferral Agreement Administration Fee	per deferral	n/a	n/a	\$ 1,500.00 *
GIS Division				
GIS Analysis	per hour	\$ 96.00	\$ 98.00	
Town Street Plan Map (b/w inches) (24x36)	per map	\$ 10.00	\$ 10.25	
Town Street Plan Map (colour inches) (24x36)	per map	\$ 15.75	\$ 16.00	
Town Air Photo Map inches) (30x39)	per map	\$ 48.00	\$ 49.00	