

**Schedule B – Corporate Services  
To  
2023 Fees and Charges Overarching Report  
Staff Report to Council**

**TOWN OF NEWMARKET  
2023 USER FEES**

Commission: Corporate Services

Effective Date: January 1, 2023

| SERVICE PROVIDED  | UNIT OF MEASURE                      | SUBJECT TO HST | 2022 FEE BEFORE TAX                  | 2023 FEE BEFORE TAX                  | HST    | TOTAL FEE                                   | % INCREASE |
|---|--------------------------------------|----------------|--------------------------------------|--------------------------------------|--------|---|------------|
| <b><u>FINANCIAL SERVICES</u></b>  |                                      |                |                                      |                                      |        |   |            |
| <b><u>Accounting</u></b>  |                                      |                |                                      |                                      |        |   |            |
| Accounts Receivable Finance Charges   | 1.25% monthly on outstanding balance | N              | 1.25% monthly on outstanding balance | 1.25% monthly on outstanding balance | \$0.00 | <b>1.25% monthly on outstanding balance</b> | 0.00%      |
| Accounts Receivable Collection Charges                                      | 16% of the outstanding balance       | N              | 16% of the outstanding balance       | 16% of the outstanding balance       | \$0.00 | <b>16% of the outstanding balance</b>       | 0.00%      |
| Treasurer's Compliance Letter   | each                                 | N              | \$83.23                              | \$85.31                              | \$0.00 | <b>\$85.31</b>                              | 2.50%      |
| Returned Payment  | each                                 | N              | \$50.75                              | \$52.02                              | \$0.00 | <b>\$52.02</b>                              | 2.50%      |
| Verification of Local Improvements  | each                                 | N              | \$83.23                              | \$85.31                              | \$0.00 | <b>\$85.31</b>                              | 2.50%      |
| Financial Services Administrative Fee                                       | 16% of invoice                       | Y              | 16% of invoice                       | 16% of invoice                       |        | <b>16% of invoice+HST</b>                   | 0.00%      |
| <b><u>Property Tax/Assessment</u></b>                                       |                                      |                |                                      |                                      |        |   |            |
| Tax Certificate   | each                                 | N              | \$83.23                              | \$85.31                              | \$0.00 | <b>\$85.31</b>                              | 2.50%      |
| Returned Payment  | each                                 | N              | \$50.75                              | \$52.02                              | \$0.00 | <b>\$52.02</b>                              | 2.50%      |
| Statement of Unpaid Taxes (Arrear Notices)                                  | each 4 X per year                    | N              | \$5.08                               | \$5.20                               | \$0.00 | <b>\$5.20</b>                               | 2.50%      |
| Statement of Property Taxes   | each                                 | N              | \$20.00                              | \$20.50                              | \$0.00 | <b>\$20.50</b>                              | 2.50%      |
| Detailed Analysis of Property Tax Account                                   | per hour                             | N              | \$45.68                              | \$46.82                              | \$0.00 | <b>\$46.82</b>                              | 2.50%      |
| Update Mortgage Company Information   | each                                 | N              | \$15.23                              | \$15.61                              | \$0.00 | <b>\$15.61</b>                              | 2.50%      |
| Property Tax Administrative Fee-Additions to the Tax Account for Collection | 15% of invoice                       | Y              | 16% of invoice                       | 16% of invoice                       |        | <b>16% of invoice+HST</b>                   | 0.00%      |
| New Ownership Maintenance Fee   | per account                          | N              | \$30.00                              | \$30.75                              | \$0.00 | <b>\$30.75</b>                              | 2.50%      |
| Detailed Calculations of Tax Adjustments (other than property owner)        | per tax year                         | N              | \$30.45                              | \$31.21                              | \$0.00 | <b>\$31.21</b>                              | 2.50%      |

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|--|------------------------|----------------|---|---|--------|--|------------|
| New Account/Roll Number                    | each                   | N              | \$40.00   | \$41.00   | \$0.00 | <b>\$41.00</b>   | 2.50%      |
| Online Banking Roll Correction             | after first correction | N              | \$50.75   | \$52.02   | \$0.00 | <b>\$50.00</b>   | 2.50%      |
| Assessment Roll Printout                   | each                   | N              | \$2.00  | \$2.05  | \$0.00 | <b>\$2.05</b>  | 2.50%      |
| Tax Bill Reprint                           | each                   | N              | \$25.00   | \$25.63   | \$0.00 | <b>\$25.00</b>   | 2.50%      |
| Payment Recalled by Bank                   | each                   | N              | \$15.00   | \$15.38   | \$0.00 | <b>\$15.00</b>   | 2.50%      |
| Tax Receipt                                | each                   | N              | \$15.00   | \$15.38   | \$0.00 | <b>\$15.00</b>   | 2.50%      |
| Transfer Utilities to Tax Account          | each                   | N              | \$5.00  | \$5.13  | \$0.00 | <b>\$5.00</b>  | 2.50%      |
| Title Search                               | each                   | N              | \$50.00   | \$51.25   | \$0.00 | <b>\$50.00</b>   | 2.50%      |
| Rush Tax Certificate                       | each                   | N              | \$100.00  | \$102.50  | \$0.00 | <b>\$100.00</b>  | 2.50%      |
| Post-Dated Cheque Retrieval or Date Change | each                   | N              | \$30.00   | \$30.75   | \$0.00 | <b>\$30.00</b>   | 2.50%      |
| Tax Appeal Application                     | each                   | N              | \$40.00   | \$41.00   | \$0.00 | <b>\$40.00</b>   | 2.50%      |
| <b><u>PROCUREMENT SERVICES</u></b>         |                        |                |   |   |        |  |            |
| Quotations, Proposals and Tenders          |                        | Y              | Range from \$35 to \$200 depending on the complexity or value of the solicitation | Range from \$35 to \$200 depending on the complexity or value of the solicitation |        | <b>Range from \$35 to \$200 depending on the complexity or value of the solicitation</b> | 0.00%      |

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|---|--|----------------|---------------------|---------------------|---------|-----------------|------------|
| <b><u>INFORMATION TECHNOLOGY</u></b>        |  |                |                     |                     |         |                 |            |
| Custom Mapping (minimum charge of 1/2 hour) | per hour                                   | Y              | \$52.02             | \$53.32             | \$6.93  | <b>\$60.25</b>  | 2.50%      |
|   | per additional copy (size 8.5x11 to 11x17) | Y              | \$2.07              | \$2.12              | \$0.28  | <b>\$2.40</b>   | 2.50%      |
|   | per additional copy (larger than 11x17)    | Y              | \$5.20              | \$5.33              | \$0.69  | <b>\$6.03</b>   | 2.50%      |
| Ward Polling Location Map                   | per copy                                   | Y              | \$15.89             | \$16.28             | \$2.12  | <b>\$18.40</b>  | 2.50%      |
| Individual Ward Map                         | per copy                                   | Y              | \$15.89             | \$16.28             | \$2.12  | <b>\$18.40</b>  | 2.50%      |
| Detailed Street Map                         | per copy                                   | Y              | \$26.01             | \$26.66             | \$3.47  | <b>\$30.13</b>  | 2.50%      |
| Municipal Address Map Series                | full set of 42, D sized sheets             | Y              | \$130.05            | \$133.30            | \$17.33 | <b>\$150.63</b> | 2.50%      |
|   | per sheet (D sized)                        | Y              | \$6.95              | \$7.12              | \$0.93  | <b>\$8.05</b>   | 2.50%      |
|   | full set of 42, 11x17                      | Y              | \$79.59             | \$81.58             | \$10.61 | <b>\$92.18</b>  | 2.50%      |
|   | per sheet (11x17)                          | Y              | \$2.07              | \$2.12              | \$0.28  | <b>\$2.40</b>   | 2.50%      |
| Large 2007 Ortho Meeting Room Map           | per copy                                   | Y              | \$52.02             | \$53.32             | \$6.93  | <b>\$60.25</b>  | 2.50%      |
| Large 2009 Ortho Meeting Room Map           | per copy                                   | Y              | \$52.02             | \$53.32             | \$6.93  | <b>\$60.25</b>  | 2.50%      |
| Large 2011 Ortho Meeting Room Map           | per copy                                   | Y              | \$104.04            | \$106.64            | \$13.86 | <b>\$120.50</b> | 2.50%      |

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| <b><u>LEGAL SERVICES</u></b>   |                 |                |  |  |          |                   |            |
| <p><b>NOTE:</b> All fees and charges listed on this schedule are subject to H.S.T. and are minimum amounts and may be increased based on complexity and nature of the matter as determined by Municipal Solicitor and based on the hourly rate of <b>\$288.00</b> per lawyer and <b>\$113.00</b> per law clerk. In addition, the Town recovers the full cost of any disbursements, which include but are not limited to external counsel fees, registration fees, search fees, courier and postage costs, conveyancer fees, and printing fees.</p> |                 |                |  |  |          |                   |            |
| <p><b>REAL ESTATE (All fees are minimum amounts and may be increased based on complexity at the hourly rates listed above. All disbursements are recovered at full cost including external counsel fees).</b></p>  |                 |                |  |  |          |                   |            |
| Registration of a Document   | each            | Y              | \$ 339.03  | \$ 347.51  | \$45.18  | <b>\$392.69</b>   | 2.5%       |
| Discharge or Release of a Registered Document  | each            | Y              | \$ 284.49  | \$ 291.60  | \$37.91  | <b>\$329.51</b>   | 2.5%       |
| <p><b>OTHER (All fees are minimum amounts and may be increased based on complexity at the hourly rates listed above. All disbursements are recovered at full cost including external counsel fees.)</b></p>  |                 |                |  |  |          |                   |            |
| Agreements / Documents not listed above (based on complexity)  | each            | Y              | \$1,315<br>*A non-refundable \$250 minimum deposit is required at the time of the request. | \$1,348<br>*A non-refundable \$250 minimum deposit is required at the time of the request. | \$175.24 | <b>\$1,523.24</b> | 2.5%       |
| Renewal or Amendment to an Agreement / Document  | each            | Y              | \$ 663.09  | \$ 679.67  | \$88.36  | <b>\$768.02</b>   | 2.5%       |
| Miscellaneous (Legal issues only)  | each            | Y              | \$ 320.85  | \$ 328.87  | \$42.75  | <b>\$371.63</b>   | 2.5%       |