

**Schedule B – Corporate Services
To
2024 Fees and Charges Overarching Report
Staff Report to Council**

**TOWN OF NEWMARKET
2024 USER FEES**

Commission: Corporate Services

Effective Date: January 1, 2024

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST	2023 FEE BEFORE TAX	2024 FEE BEFORE TAX	HST	TOTAL FEE	% INCREASE
<u>FINANCIAL SERVICES</u>							
<u>Accounting</u>							
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	1.25% monthly on outstanding balance	0.0%
Accounts Receivable Collection Charges	16% of the outstanding balance	N	16% of the outstanding balance	16% of the outstanding balance	\$0.00	16% of the outstanding balance	0.0%
Treasurer's Compliance Letter	Each	N	\$85.31	\$88.21	\$0.00	\$88.21	3.4%
Returned Payment	Each	N	\$52.02	\$53.79	\$0.00	\$53.79	3.4%
Verification of Local Improvements	Each	N	\$85.31	\$88.21	\$0.00	\$88.21	3.4%
Financial Services Administrative Fee	16% of invoice	Y	16% of invoice	16% of invoice	13%	16% of invoice+HST	0.0%
<u>Property Tax/Assessment</u>							
Tax Certificate	Each	N	\$85.31	\$88.21	\$0.00	\$88.21	3.4%
Returned Payment	Each	N	\$52.02	\$53.79	\$0.00	\$53.79	3.4%
Statement of Unpaid Taxes (Arrear Notices)	Each 4 X per year	N	\$5.20	\$5.38	\$0.00	\$5.38	3.4%
Statement of Property Taxes	Each	N	\$20.50	\$21.20	\$0.00	\$21.20	3.4%
Detailed Analysis of Property Tax Account	Per hour	N	\$46.82	\$48.41	\$0.00	\$48.41	3.4%
Update Mortgage Company Information	Each	N	\$15.61	\$16.14	\$0.00	\$16.14	3.4%
Property Tax Administrative Fee-Additions to the Tax Account for Collection	15% of invoice	Y	16% of invoice	16% of invoice	13%	16% of invoice+HST	0.0%
New Ownership Maintenance Fee	Per account	N	30.75	31.7955	\$0.00	\$31.80	3.4%

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Detailed Calculations of Tax Adjustments (other than property owner)	Per tax year	N	\$31.21	\$32.27	\$0.00	\$32.27	3.4%
New Account/Roll Number	Each	N	\$41.00	\$42.39	\$0.00	\$42.39	3.4%
Online Banking Roll Correction	After first correction	N	\$52.02	\$53.79	\$0.00	\$53.79	3.4%
Assessment Roll Printout	Each	N	\$2.05	\$2.12	\$0.00	\$2.12	3.4%
Tax Bill Reprint	Each	Y	\$25.63	\$26.50	\$3.45	\$29.95	3.4%
Payment Recalled by Bank	Each	N	\$15.38	\$15.90	\$0.00	\$15.90	3.4%
Tax Receipt	Each	N	\$15.38	\$15.90	\$0.00	\$15.90	3.4%
Transfer Utilities to Tax Account	Each	N	\$5.13	\$5.30	\$0.00	\$5.30	3.4%
Title Search	Each	N	\$51.25	\$52.99	\$0.00	\$52.99	3.4%
Rush Tax Certificate	Each	N	\$102.50	\$105.99	\$0.00	\$105.99	3.4%
Post-Dated Cheque Retrieval or Date Change	Each	N	\$30.75	\$31.80	\$0.00	\$31.80	3.4%
Tax Appeal Application	Each	N	\$41.00	\$42.39	\$0.00	\$42.39	3.4%

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<u>PROCUREMENT SERVICES</u>							
Quotations, Proposals and Tenders		Y	Range from \$35 to \$200 depending on the bid type and/or value of the solicitation	Range from \$35 to \$200 depending on the bid type and/or value of the solicitation	13%	Range from \$35 to \$200 depending on the bid type and/or value of the solicitation + HST	0.0%

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<u>INFORMATION TECHNOLOGY</u>							
Custom Mapping (minimum charge of 1/2 hour)	Per hour	Y	\$53.32	\$55.13	\$7.17	\$62.30	3.4%
	Per additional copy (size 8.5x11 to 11x17)	Y	\$2.12	\$2.19	\$0.28	\$2.48	3.4%
	Per additional copy (larger than 11x17)	Y	\$5.33	\$5.51	\$0.72	\$6.23	3.4%
Ward Polling Location Map	Per copy	Y	\$16.28	\$16.83	\$2.19	\$19.02	3.4%
Individual Ward Map	Per copy	Y	\$16.28	\$16.83	\$2.19	\$19.02	3.4%
Detailed Street Map	Per copy	Y	\$26.66	\$27.57	\$3.58	\$31.15	3.4%
Municipal Address Map Series	Full set of 42, D sized sheets	Y	\$133.30	\$137.83	\$17.92	\$155.75	3.4%
	Per sheet (D sized)	Y	\$7.12	\$7.36	\$0.96	\$8.32	3.4%
	Full set of 42, 11x17	Y	\$81.58	\$84.35	\$10.97	\$95.32	3.4%
	Per sheet (11x17)	Y	\$2.12	\$2.19	\$0.28	\$2.48	3.4%

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<u>LEGAL SERVICES</u>							
NOTE: 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 \$288.00 per lawyer and \$113.00 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.							
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).							
Registration of a Document	Each	Y	\$347.51	\$359.33	\$46.71	\$406.04	3.4%
Discharge or Release of a Registered Document	Each	Y	\$291.60	\$301.51	\$39.20	\$340.71	3.4%
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.)							
Agreements / Documents not listed above (based on complexity)	Each	Y	\$1,348 *A non-refundable \$250 minimum deposit is required at the time of the request.	\$1,394 *A non-refundable \$250 minimum deposit is required at the time of the request.	\$181.22	\$1,575.22	3.4%
Renewal or Amendment to an Agreement / Document	Each	Y	\$679.67	\$702.78	\$91.36	\$794.14	3.4%
Miscellaneous (Legal issues only)	Each	Y	\$328.87	\$340.05	\$44.21	\$384.26	3.4%