

**Schedule B – Corporate Services
To
2025 Fees and Charges Report
Staff Report to Council**

**TOWN OF NEWMARKET
2025 USER FEES**

Commission: Corporate Services

Effective Date: January 1, 2025

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST	2024 FEE BEFORE TAX	2025 FEE BEFORE TAX	HST AMOUNT	TOTAL FEE	% INCREASE
FINANCIAL SERVICES/ PROPERTY TAX and ASSESSMENT							
Accounts Receivable Finance Charges	1.25% monthly on outstanding balance	No	1.25% monthly on outstanding balance	1.25% monthly on outstanding balance	\$0.00	1.25% monthly on outstanding balance +HST	0.0%
Accounts Receivable Collection Charges	16% of the outstanding balance	No	16% of the outstanding balance	16% of the outstanding balance	\$0.00	16% of the outstanding balance +HST	0.0%
Treasurer's Compliance Letter	Each	No	\$88.21	\$90.95	\$0.00	\$90.95	3.1%
Returned Payment	Each	No	\$53.79	\$55.46	\$0.00	\$55.46	3.1%
Verification of Local Improvements	Each	No	\$88.21	\$90.95	\$0.00	\$90.95	3.1%
Financial Services Administrative Fee	16% of invoice	Yes	16% of invoice	16% of invoice	13%	16% of invoice +HST	0.0%
Administration of Developments	5% of Security Requirement, to a maximum amount +HST	Yes	5% of Security Requirement, maximum \$65,000 +HST	5% of Security Requirement, maximum \$65,000 +HST		5% of Security Requirement, maximum \$65,000 +HST	0.0%
Tax Certificate	Each	No	\$88.21	\$90.95	\$0.00	\$90.95	3.1%
Statement of Unpaid Taxes (Arrear Notices)	Each	No	\$5.38	\$7.00	\$0.00	\$7.00	30.2%
Statement of Property Taxes	Each	No	\$21.20	\$21.85	\$0.00	\$21.85	3.1%
Detailed Analysis of Property Tax Account	Per hour	No	\$48.41	\$49.91	\$0.00	\$49.91	3.1%
Update Mortgage Company Information	Each	No	\$16.14	\$16.64	\$0.00	\$16.64	3.1%
Property Tax Administrative Fee- Additions to the Tax Account for Collection	15% of invoice	Yes	16% of invoice	16% of invoice	13%	16% of invoice +HST	0.0%
New Ownership Maintenance Fee	Per account	No	\$31.80	\$32.78	\$0.00	\$32.78	3.1%
Detailed Calculations of Tax Adjustments (other than property owner)	Per tax year	No	\$32.27	\$33.27	\$0.00	\$33.27	3.1%
New Account/Roll Number	Each	No	\$42.39	\$43.71	\$0.00	\$43.71	3.1%
Payment Error Correction Fee	Each	No	\$53.79	\$55.46	\$0.00	\$55.46	3.1%
Assessment Roll Printout	Each	No	\$2.12	\$2.19	\$0.00	\$2.19	3.1%
Tax Bill Reprint	Each	Yes	\$26.50	\$27.32	\$3.55	\$30.87	3.1%
Tax Receipt	Each	No	\$15.90	\$16.40	\$0.00	\$16.40	3.1%
Transfer Utilities to Tax Account	Each	No	\$5.30	\$7.00	\$0.00	\$7.00	32.0%
Title Search	Each	No	\$52.99	\$54.64	\$0.00	\$54.64	3.1%
Rush Tax Certificate	Each	No	\$105.99	\$109.27	\$0.00	\$109.27	3.1%
Post-Dated Cheque Retrieval or Date Change	Each	No	\$31.80	\$32.78	\$0.00	\$32.78	3.1%
Tax Appeal Application	Each	No	\$42.39	\$43.71	\$0.00	\$43.71	3.1%
Property Tax Sales - Final Letter Prior to Registration	Each	No	NEW	\$100.00	\$0.00	\$100.00	NEW

**TOWN OF NEWMARKET
2025 USER FEES**

Commission: Corporate Services

Effective Date: January 1, 2025

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST	2024 FEE BEFORE TAX	2025 FEE BEFORE TAX	HST AMOUNT	TOTAL FEE	% INCREASE
Property Tax Sales - Extension Agreement	Each	No	NEW	\$200.00	\$0.00	\$200.00	NEW
Property Tax Sales - Registration Process	Each	No	NEW	Cost	\$0.00	Cost	NEW
Property Tax Sales - Sales/Vesting Process	Each	No	NEW	Cost	\$0.00	Cost	NEW
PROCUREMENT SERVICES							
Quotations, Proposals and Tenders		Yes	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%
INFORMATION TECHNOLOGY							
Custom Mapping (minimum charge of 1/2 hour)	Per hour	Yes	\$55.13	\$56.84	\$7.39	\$64.23	3.1%
	Per additional copy (size 8.5x11 to 11x17)	Yes	\$2.19	\$2.26	\$0.29	\$2.55	3.1%
	Per additional copy (larger than 11x17)	Yes	\$5.51	\$5.68	\$0.74	\$6.42	3.1%
Ward Polling Location Map	Per copy	Yes	\$16.83	\$17.36	\$2.26	\$19.61	3.1%
Individual Ward Map	Per copy	Yes	\$16.83	\$17.36	\$2.26	\$19.61	3.1%
Detailed Street Map	Per copy	Yes	\$27.57	\$28.42	\$3.69	\$32.12	3.1%
Municipal Address Map Series	Full set of 42, D sized sheets	Yes	\$137.83	\$142.10	\$18.47	\$160.58	3.1%
	Per sheet (D sized)	Yes	\$7.36	\$7.59	\$0.99	\$8.58	3.1%
	Full set of 42, 11x17	Yes	\$84.35	\$86.97	\$11.31	\$98.27	3.1%
	Per sheet (11x17)	Yes	\$2.19	\$2.26	\$0.29	\$2.55	3.1%
LEGAL SERVICES							
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.							
Registration of a Document	Each	Yes	\$359.33	\$370.46	\$48.16	\$418.62	3.1%
Discharge or Release of a Registered Document	Each	Yes	\$301.51	\$310.86	\$40.41	\$351.27	3.1%
Fee for the preparation of an agreement or other document, including but not limited to Encroachment Agreements and Access Agreements (Note: This fee is in addition to the fee below for the use, rental, lease or license of the Town land that may apply depending on term and nature of access)	Each	Yes	\$1,394 *A non-refundable \$250 minimum deposit is required at the time of the request.	\$1,437	\$186.81	\$1,623.81	3.1%

**TOWN OF NEWMARKET
2025 USER FEES**

Commission: Corporate Services

Effective Date: January 1, 2025

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST	2024 FEE BEFORE TAX	2025 FEE BEFORE TAX	HST AMOUNT	TOTAL FEE	% INCREASE
Fee for the use, rental, lease or license of Town land (Note: This fee is in addition to the fee above related to the preparation of the agreement and may apply depending on term and nature of access)	Each	Yes	NEW	This fee will be consistent with fair market value. Fair market value will be determined by an appraisal, unless an appraisal would not be practical or economical. The cost of the appraisal, where obtained, will be the responsibility of the applicant. Where an appraisal would not be practical or economical, Town staff may determine the value by comparison to similar properties, including Town properties.	13%	This fee will be consistent with fair market value. Fair market value will be determined by an appraisal, unless an appraisal would not be practical or economical. The cost of the appraisal, where obtained, will be the responsibility of the applicant. Where an appraisal would not be practical or economical, Town staff may determine the value by comparison to similar properties, including Town properties + HST	NEW
Renewal or Amendment to an Agreement / Document	Each	Yes	\$702.78	\$724.56	\$94.19	\$818.76	3.1%
Miscellaneous (Legal issues only)	Each	Yes	\$340.05	\$350.59	\$45.58	\$396.17	3.1%