

**Corporate Services - Tax & Finance  
Fees and Charges (excluding HST)**

Description	HST	Unit	January 1, 2025 Amount
Tax Certificate	exempt	each	\$55.00
Certified Statement of Taxes Paid	exempt	each	\$20.00
Tax Confirmation Letter/Search	exempt	each	\$25.00
Duplicate Tax Bill/Receipt	exempt	each	\$10.00
Processing Ownership Fee	exempt	each	\$25.00
PAP Administration Fee (to switch PAP plans)	exempt	each	\$6.50
Creation of New Roll Number (Severances/Subdivisions)	exempt	each	\$10.00
Tax Roll Addition Administration Fee	exempt	each	\$20.00
Credit Card Administration Fee	exempt	each	N/A
NSF Charge for Processing Returned Cheques	exempt	each	\$45.00
Extension Agreement Administration Fee	exempt	each	\$275.00
Loan Agreement Administration Fee	exempt	each	\$120.00
Copy of a Statutory Declaration (Form 4)	exempt	each	\$10.00
Tender Deposit Packages - Tax Sale	exempt	each	\$16.50
Miscellaneous/Accounts Receivable Finance Charges	exempt	per month	1.25%
Wire Transfer Fee	exempt	each	\$15.00
E-commerce fee on payments made online in excess of \$5,000 or on all property tax payments made online	exempt	each	2.80%
Sale of Photocopies	extra	per sheet	\$0.50
Sale of Photocopies Colour	extra	per sheet	\$0.65
Faxing	extra	per sheet	\$2.00