

SECTION: 200 – GENERAL GOVERNMENT

POLICY NO: 200-30

SUBJECT: OFFICE SERVICES

Fee Schedules and Procedures for Various Services:

- 1. Assessment Information/Field Sheets -**
 - \$15.00 per property
 - May be provided to property owner free of charge upon written request
- 2. Fax Services –**
 - \$0.50 per sheet sending and receiving
- 3. Photocopying –**
 - \$0.50 per black & white copy
 - \$1.00 per color copy
- 4. Tax Certificates –**
 - \$30.00 per property
- 5. Subdivision Map Booklet (copy)-**
 - \$15.00 per booklet
- 6. Fees for Administration time-**
 - Any document(s) that do not require any more than 15 minutes of time are only subject to copying fees if applicable
 - Any requests for documents that require more than 15 minutes are subject to a fee of \$25.00 per hour for the first hour and \$20.00 per hour flat rate for any time over the first hour.
- 7. Building Permit Fees-**
 - Fees determined by Building Inspector plus a \$25 Administration fee.
- 8. Discretionary Use –**
 - \$50 Application fee
 - Additional fees – see form.



DATE APPROVED: December 14, 2018

RESOLUTION NUMBER: 524/2018

Mayor:

Administrator:

Handwritten signatures in black ink. The Mayor's signature is written over a horizontal line, and the Administrator's signature is written over another horizontal line.