

**Schedule R**  
**To By-Law # 7220-17**  
**Financial Services Department Fees**  
**Effective January 1, 2026**

| <b>Fee No.</b>                | <b>Fee Title</b>  | <b>Fee Basis</b>  | <b>HST</b> | <b>2026 Fee</b> | <b>2026 Effective Date</b> |
|-------------------------------|---|---|------------|-----------------|----------------------------|
| <b>Category: Tax Services</b> |   |   |            |                 |                            |
| FIN-1                         | Tax Certificates - verbal confirmation provided upon request for purchase of tax certificate and mailed w/in 7 business days                  | Per Roll Number   | No         | \$82.49         | 01-Jan                     |
| FIN-2                         | RUSH Tax Certificates - verbal confirmation provided upon request for purchase of tax certificate and emailed or faxed within 2 business days | Per Roll Number   | No         | \$110.00        | 01-Jan                     |
| FIN-3                         | Ownership Information Change  | Per Roll Number (All Changes Except for Survivorship Applications)  | No         | \$47.15         | 01-Jan                     |
| FIN-8                         | Cheque or Automatic Withdraw Returned from The Bank   | Fee for Any Payment Returned by the Bank for Any Reason (Including Cheques and Automatic Withdraws, etc.)   | No         | \$55.00         | 01-Jan                     |
| FIN-9                         | Processing a Refund or Transfer Between Tax Accounts of an Overpayment on a Tax Account (By Property Owner or Their Agent).                   | Any Refund or Payment Transfer Requested to be Processed (Written Confirmation of Agreement of Fee is Required. Not Applicable to Overpayment from Tax adjustment from assessment change, Low Income Rebate Programs or Other Similar Situations) | No         | \$55.00         | 01-Jan                     |
| FIN-10                        | Incorrect Tax Roll Number for Electronic or Bank Payments   | Per Payment that has to be Manually Corrected (If fee exceeds payment amount no return or transfer will be done)  | No         | \$55.00         | 01-Jan                     |
| FIN-11                        | Copies of Adjustment Letters (Write Offs, Apportionment, Vacancy, Heritage etc.)  | Per Item (Includes Time to Research and Retrieve Item from Archives)  | No         | \$16.50         | 01-Jan                     |
| FIN-12                        | Postdated Cheque removal from system or moving to a different date in the system  | Fee will be waived if owner is deceased or if PDC are for payment plan and account is paid in full  | No         | \$29.33         | 01-Jan                     |
| FIN-13                        | Additions to the Tax Roll Charge  | Per Roll Number (Each Item Added to the Tax Roll for Non- Tax Items such as outstanding By- Law Charges, Other Municipal Liens, Region of Durham Water/Sewer Charges, etc.)   | No         | \$55.00         | 01-Jan                     |
| FIN-14                        | Farm Debt Fee   | Each Tax Roll Number That Is Issued This Document As Part Of the Collection Process)  | No         | \$65.99         | 01-Jan                     |
| FIN-15                        | Tax Billing for Mortgage Companies  | Fee Per Roll Number for all accounts billed at Interim and Final billings.  | No         | \$15.00         | 01-Jan                     |
| FIN-16                        | Set up Fee for New Tax Accounts   | Fee Per Roll Number   | No         | \$55.00         | 01-Jan                     |
| FIN-23                        | Tax roll sub-search of title  | Fee Per Roll Number   | No         | \$157.13        | 01-Jan                     |
| FIN-24                        | Tax Bill Reprint  | Reprint tax bill for current year or 1 year previous-in person  | No         | \$22.00         | 01-Jan                     |
| FIN-25                        | Tax Bill Reprint - online   | Reprint tax bill for current year or 1 year previous- online  | No         | \$16.53         | 01-Jan                     |

By-law Name: Consolidated Fees & Charges By-law  
By-law # 7220-17

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|-----------------------------|--|--|-------------------|----------------------------------|---------------------|
| FIN-26                      | Statement of Account- detailed distribution/history search   | To prepare a detailed receipt document of tax payment history beyond the 1 previous year   | No                | \$35.60                          | 01-Jan              |
| FIN-28                      | Tax certificate- purchased through Online portal(to replace FIN-1 and FIN-2)                                   | Per roll number - purchaser to pay carrier fee in addition   | No                | \$90.00                          | 01-Jan              |
| FIN-29                      | Final Notice Letter  | Per roll number  | No                | \$50.00                          | 01-Jan              |
| FIN-30                      | Title Search warning letter  | Per roll number  | No                | \$25.00                          | 01-Jan              |
| FIN-31                      | Tax Sale registration fee  | Per roll number - at time of Final notice sent after registration of tax file  | No                | \$1,000.00                       | 01-Jan              |
| FIN-32                      | EFT investigation fee for payment without notice   | Per EFT  | Yes               | \$50.00                          | 01-Jan              |
| Category: Treasury Services |  |  |                   |                                  |                     |
| FIN-17                      | Accounts Receivable Administration Fee on Invoices   | Added to All Invoices Prepared By Accounts Receivable Where The Fee is Applicable  | May Be Applicable | Min. 10% unless specified higher | 01-Jan              |
| Category: Application Fee   |  |  |                   |                                  |                     |
| FIN-18                      | Application to Purchase or Lease Town-owned Land - Stage 1   | Processing fee for circulating request to purchase Town land. Additional fees may apply if the request is approved as per the fees by- law   | May Be Applicable | \$285.97                         | 01-Jan              |
| FIN-19                      | Application to Purchase or Lease Town-owned Land (resident, not-for-profit, registered charity) - Stage 1      | Processing fee for circulating request to purchase Town land. Additional fees may apply if the request is approved as per the fees by- law   | May Be Applicable | \$55.00                          | 01-Jan              |
| FIN-20                      | Development Charge Refund Request as per Section 25 and 19(2) of the Town's Development Charge By-law #7748-21 | Per DC Refund/ Partial DC Refund Request   | No                | \$170.48                         | 01-Jan              |
| FIN-21                      | Application to Purchase Town-owned Land - Stage 2- Appraisal   | Recovery of costs to obtain external appraisal and processing. Fee is non- refundable if applicant does not wish to proceed after Fair Market Value has been established via the appraisal | Yes               | \$9,356.40                       | 01-Jan              |
| FIN-22                      | Application to Lease Town- owned Land - Stage 2 - Appraisal  | Recovery of costs to obtain external appraisal and processing. Fee is non- refundable if applicant does not wish to proceed after Fair Market Value has been established via the appraisal | Yes               | \$4,678.20                       | 01-Jan              |
| FIN-27                      | Development Charges Deferral and Installment Payment Agreement for Industrial Development (see Fee No. LES-82) | Per Agreement  | Yes               | \$1,525.50                       | 01-Jan              |

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