

# MASTER RATES AND SCHEDULES BYLAW - SECTION 2: ADMINISTRATION

## APPENDIX A: OFFICE FEES



REFERENCE MOTION NO: 17-303

Passed October 3, 2017

### SECTION 1: ADMINISTRATION FEES

- a) Administration Fee \$ 50.00
  - b) Photo copying \$ 0.25 per black and white copy; \$ 0.50 for colored copies
  - c) Non-sufficient Funds Cheque \$ 40.00
  - d) PENALTIES 1.5% on overdue accounts per month \*
- \*unless otherwise posted under specific Appendix (such as Tax Penalties shown below)

### SECTION 2: DEVELOPMENT

- a) Property File Search \$25.00
- b) Compliance Certificate \$30.00
  - Rush Order (48 hours or less) ADD \$50.00
- c) Development Permit
  - i. Residential - fence, detached garage, accessory building, deck, renovation, home occupation - \$50.00
  - ii. Commercial - fence, detached garage, accessory building, deck, sign, renovation, change of use - \$100.00
  - iii. New Residential Dwelling \$150.00
  - iv. New Commercial Building \$300.00
  - v. Demolition \$50.00
- d) Development Appeal \$200 (non-refundable)
- e) Land Use Bylaw Enforcement Notice Appeal \$200 (non-refundable)
- f) Land Use Bylaw Appeal \$200 (non-refundable)
- g) Land Use Bylaw Amendment Application \$400.00 (non-refundable)
- h) Land Use Bylaw in binder \$50.00
- i) FOIP request - \$25 each or \$50 for more than one, plus \$6.75 per 15 minute period for administration supervision for documents that can not leave the office

### SECTION 3: TAXES

- a) Tax Certificates \$30.00
  - Rush Order (48 hours or less) ADD \$50.00
- b) Assessment Appeals (Local) \$200.00 (required with application)
- c) Assessment Appeals (Composite) \$200.00 (required with application)
- d) Tax Penalties:
  - 1. 1st day of every month 1.5% on outstanding arrears (including penalties)

2. 1st day of August - 7% on the current taxes outstanding
3. First day of Sept., Oct., Nov. and Dec. - 1.5% on current taxes outstanding (including penalties)

**SECTION 4: CEMETERY**

a) Cemetery plots	\$500
b) Columbarium Niche	\$500
c) Memorial Plaque Space	\$200
d) Niche Plaque	\$500
e) Memorial Plaque	\$270

NOTE – All Niche Plaques and Memorial Plaques must be purchased through the Village, no exceptions, holes have been pre-drilled for this purpose

Replaces **SECTION 2: ADMINISTRATION APPENDIX A: OFFICE FEES** from **February 2, 2016**

\_\_\_\_\_  
SIGNED BY THE CEO THIS DATE

\_\_\_\_\_  
CHIEF ELECTED OFFICIAL

\_\_\_\_\_  
SIGNED BY THE CAO THIS DATE

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER