

Township of Otonabee-South Monaghan**Fees & Charges****Schedule "B" – Corporate Services – Administrative & Finance****Written Requests**

Service or Item	Fee
Tax Certificate (per roll #)	\$50.00

Freedom of Information & Protection of Privacy Act (FOI)

Service or Item	Fee
To Enact a Freedom of Information (FOI) Request	\$5.00
Photocopies, computer printouts, faxing	\$0.25/page
Manually searching for a record	\$30.00/hour
Preparation of a Record for Disclosure	\$30.00/hour
Postage	Current Rate
Shipping costs	As invoiced
Costs for external services	As invoiced
Deposit required: If a "Head" gives an estimate of an amount payable under the Act, and the estimate is \$25.00 or more, the "Head" may require a deposit equal to 50% before completing the request	Deposit equal to 50% of the estimate

Note: Taxes not included in the fees and charges. Please add applicable taxes where necessary.

Township of Otonabee-South Monaghan**Fees & Charges****Schedule "B" – Corporate Services – Administrative & Finance****Marriages**

Service or Item	Fee
Marriage License	\$125.00
Council Chambers – Civil Marriage Ceremony	\$250.00
Alternate Location – Civil Marriage Ceremony	\$300.00
Travel Fee (off-site location)	\$50.00
Civil Marriage Ceremony Cancellation Fee	\$75.00
Ceremony Rehearsal	\$25.00

Tax Account/Assessment/Finance Information

Service or Item	Fee
Statement of Account (per year charge)	\$20.00
Statement of Account (each additional year)	\$10.00
Tax Notice Reprint (per year charge)	\$10.00
Ownership Changes (per change)	\$25.00
Mortgage Listing (for mortgage companies only)	\$50.00
Municipal Tax Sale – Part XI of the Municipal Act Third Party preparation/services	100% recovery of actual costs
Tax Sale Administrative Fee	\$1,000.00
Tax Sale Tender Package	\$10.00/package
Request for property information for previous years (manually searching & compiling information/records)	\$40.00/hour
Preparation of Tax Arrears Certificate	\$200.00
Passage of Extension Agreement by Council	\$200.00
Property advertised for sale by tender	\$100.00

Note: Taxes not included in the fees and charges. Please add applicable taxes where necessary.

Township of Otonabee-South Monaghan**Fees & Charges****Schedule "B" – Corporate Services – Administrative & Finance****Other Charges**

Service or Item	Fee
Photocopy – black and white	\$0.25/page
Photocopy – colour	\$0.50/page
Fax Service	\$0.25/page
Lottery License (Alcohol and Gaming Commission of Ontario)	3% of Prize Board
Special Occasion Permit	\$80.00
Administrative fee for activities undertaken on Request of an Individual (e.g. Research on historical or genealogical matters, property search, research or Council minutes & other Township records, preparation/packaging of information)	\$19.00/15 minutes
Returned cheque or electronic payment	\$25.00
Courier Service – customer service required	\$20.00
Accounts Receivable – invoice outstanding over 30 days	1.25% monthly
Fence Viewing – Administration Fee	\$200.00
Collection Agency/Bailiff Fee	100% recovery of actual costs
Noise By-law Exemption Application	\$50.00

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