

SCHEDULE A - CITY MANAGER'S OFFICE

Division	User Fee Description	2023 Approved User Fee (\$)
Archives	Fire Insurance Map set CDs:	
	Each	25.00
	Student – Each	15.00
	Photocopies – onsite:	
	Per page	0.50
	Student – Per page	0.25
	Digital Image:	
	Each	2.00
	Student – 5 Free Images THEN each Image	2.00
	Use of an image in a published article or book:	
	Each	10.00
	Over-sized documents	20.00 plus costs invoiced by outside supplier
City Solicitor & Corporate Counsel	Hourly charge for Legal Services staff: (when reimbursable to the City)	
	Solicitor	200.00
	Law Clerk	65.00
	Registration of Subdivisions/Condominiums:	3,605.00
	Plus deposit for:	1,000.00
	(a) disbursements	
	(b) outside counsel fees, if required	
	Any unused balance to be returned.	
	Registrations	536.00
	Applicants for any planning approvals that may result in appeals to the Ontario Land Tribunal are responsible to pay the City's legal costs in defending the relevant by-law, decision or other approval.	Deposit of 4,120.00
Applicants for Committee of Adjustment approvals that may result in appeals to the Ontario Land Tribunal are responsible to pay the City's legal costs in defending the relevant by-law decision or other approval.	Deposit of 2,060.00	

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Office of the City Clerk	Promotional Souvenirs:	
	Lapel Pin:	
	Organizations visiting other Cities (max. 50 pins)	No Charge
	Others	2.00
	City Sticker	0.23
	Pewter Commemorative Coin:	
	Members of Council	13.45
	Other purchaser	18.00
	Sale of Marriage License	150.00
	Civil Marriage Ceremony	300.00
	Search of City Records:	
	First 5 years	10.00
	Each additional year thereafter	15.00
	Copies of DVDs of Meetings of Committee of the Whole or City Council	10.00
	Burial Permit Forms to Funeral Directors	No Charge
	Agenda Subscription (annual fee):	
	Corporate Pick-up Subscription	250.00
	Other Pick-up Subscription	200.00
	Mail-out Subscription	350.00
	Photocopies (per page)	0.50
	Requests (and other services) under <i>Municipal Freedom of Information and Protection of Privacy Act</i>	In accordance with legislation and regulations
	Certification of City Records	5.00 (+ copying cost)

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Office of the City Clerk	Oath of Affidavit by Commissioner of Oaths	20.00
	Pension Forms, Student Loans and Grants, Applications for Social Services and Documents required in support of these services	No Charge
	Still Birth Registration	No Charge
	Voters' List (Paper):	
	Full set of 7 Wards	120.00
	Each individual Ward	20.00
	Voters' List (Digital):	
	Full set of 7 Wards	50.00
	Each individual Ward	15.00
	Candidate's Guide	2.00
	Official Results	5.00
	Photocopies (per page)	0.50
	Ward Maps:	
	Hard Copy	20.00
	Digital Copy	50.00
	Nomination Filing Fee:	
	Office of the Mayor	200.00
	Office of City Councillor	100.00
Office of School Board Trustee	100.00	
Lottery Licensing	Raffle Lottery	Three (3%) percent of the total value of prizes to be awarded
	Bazaar Lottery	Three (3%) percent of the total value of prizes to be awarded AND \$10. per wheel
	Break Open Ticket Lottery	Three (3%) percent of prizes per unit
	Non-Pooling Halls and Media Bingo	Three (3%) percent of the total value of prizes to be awarded