

SCHEDULE A - CITY MANAGER'S OFFICE

Division	User Fee Description	2024 Approved User Fee (\$)
Archives	Fire Insurance Map set:	
	Each	50.00
	Student – Each	25.00
	Photocopies and PDFs:	
	Per page	1.00
	Student – Per page	0.50
	Scanning set-up - Over 100 pages or undigitized image	10.00 + cost of document
	Audio/Video File	
	Each	20.00
	Student - Each	10.00
	Digital Image File:	
	Each	5.00
	Student – 5 Free Images THEN each Image	5.00
	Use of an image in a published article or book:	
	Each	20.00
	Out-sourced copies or digitization	20.00 + cost recovery
	Transfer medium - USB, etc.	cost recovery
	Shipping	15% admin + cost recovery
	Search of city records - 1 hour free, THEN	40/hour
	Requests (and other services) under Municipal Freedom of Information and Protection of Privacy Act	In accordance with legislation and regulations
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	574.00
	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 4,408.00
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 2,358.00	

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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	158.00
	Civil Marriage Ceremony	330.00
	Search of City Records:	
	First 5 years	10.00
	Each additional year thereafter	15.00
	Copies of Meetings of Committee of the Whole or City Council	10.00
	Burial Permit Forms to Funeral Directors	No Charge
	Agendas:	
	Photocopies (per page)	0.50
	Certification of City Records	5.00 (+ copying cost)
	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 (Digital):	
	Full set of 7 Wards	50.00
	Each individual Ward	15.00
	Photocopies (per page)	0.50
	Ward Maps:	
	Hard Copy	30.00
	Digital Copy	50.00
	Nomination Filing Fee:	
	Office of the Mayor	200 (in accordance with the Municipal Elections Act)
	Office of City Councillor	100 (in accordance with the Municipal Elections Act)
	Office of School Board Trustee	100 (in accordance with the Municipal Elections Act)

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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