



THE CORPORATION OF THE MUNICIPALITY OF RED LAKE

ADMINISTRATION

GENERAL

Tax Certificate	\$ 60.00
Certified True Copy	\$ 5.00 (per signature for the first 5 signatures, \$2.00 per signature thereafter)
Commissioner of Oath	\$ 25.00 (per signature for the first 5 signatures, \$5.00 per signature thereafter)
Photocopying/Scanning	
- Black and White	\$ 0.25 per page
- Colour	\$ 0.50 per page
Computer Printout	
- Black and White	\$ 0.25 per page
- Colour	\$ 0.50 per page
Death Registration	\$ 25.00
Freedom of Information Requests – Application Fee (All other costs as per O. Reg.)	\$ 5.00 (no tax)
Preparation/Research of documents (Consists of research, municipal staff costs and disbursements)	\$ 30.00/hour (1 hour minimum)
Administration Fee (if not classified elsewhere)	\$ 85.00
Special Meeting of Council	\$ 350.00
Faxes – Receipt only of fax message	\$ 1.00 per page received
Faxes – Sending of Fax Message	\$ 5.00 minimum fee plus \$1.00 per page
Verification – Water/Sewer, Taxes, Residency	\$ 45.00 per letter
Tax Sale (Tender Package)	\$ 25.00 (plus \$ 3.00 for postage/handling)
Land Appraisals	Actual Cost or if performed by Corporation - \$75.00
Municipal Pins	\$ 3.00
Blue Boxes (Recycling)	\$ 7.00
Composters - Large	\$ 50.00
Composters - Small	\$ 9.00

REPRINT FEES

Tax Bills	\$ 5.00
Water/Sewage Bills	\$ 5.00
Mortgage Listing Fees	\$ 10.00

LOTTERY LICENSING FEES

(1) Bingo	1% of Prizes
(2) Media Bingo	3% of Prizes
(3) Break Open Ticket	1½% of Prizes
(4) Raffle	3% of Prizes
(5) Bazaar - Raffle/Bingo	2% of Prizes
- Per Wheel/Day	\$ 10.00



ADMINISTRATION

ADMINISTRATION FEE – CREDIT CARD

Credit card payments for Commercial, Multi Residential, Industrial and Large Industrial Property Taxes shall be subject to a four percent (4%) surcharge for all transactions, regardless of the transaction amount.

Credit card payments for Residential Property Taxes shall be limited to current year property taxes for one (1) Residential Property without surcharge.

Credit card payments for second and subsequent Residential Property Taxes shall be subject to a four percent (4%) surcharge for all transactions, regardless of the transaction amount.

Credit card payments for arrears Residential Property taxes shall be subject to a four percent (4%) surcharge for all transactions, regardless of the transaction amount.

Credit card payments for Municipal Services, other than property taxation, may be made without surcharge.

TAX REGISTRATION—REAL TAX FEES
ENGAGE PROFESSIONAL SERVICES

Set up files and prepare for tax registration \$ 400.00

Notices under the *Farm Debt Mediation Act* \$ 50.00 per notice

TAX REGISTRATION—PART 1 \$ 385.00

Obtain and analyze Title Search *
Additional fees may apply for complex title searches
Prepare Tax Arrears Certificate and file folder

Execution Searches (Sheriff's Certificates) \$ 20.00 per name
Copies of Executions (Writs of Seizure and Sale) \$ 20.00 per writ

TAX REGISTRATION—PART 2 \$ 185.00 each

Register Tax Arrears Certificate
Register Cancellation Certificate, Tax Deed, or
Notice of Vesting when needed
Update Title Search
Prepare First Notices
Prepare Treasurer Statutory Declaration

Execution Searches (Sheriff's Certificates) \$ 20.00 per name
Corporate Searches \$ 50.00 per name

Mail Notice of Registration of a Tax
Arrears Certificate ("First Notices") \$ 20.00 per notice**

Additional Farm Debt Notices or Bankruptcy
Notices \$ 100.00 Administrative Fee plus
\$50.00 per notice **

Additional First Notices \$ 100.00 Administrative Fee plus
\$20.00 per notice **

TAX REGISTRATION—PART 3

Update Title Search
Prepare Final Notices \$ 185.00

Mail Final Notices \$ 20.00 per notice **

Additional Final Notices, if required \$ 100.00 administrative fee plus
\$20.00 per notice **

Municipality's Administrative Fee for Tax Registration \$ 100.00 plus 5% of all Real Tax
Fees, *when applied*

** Notices to the U.S.A. are \$10.00 extra



ADMINISTRATION

TAX REGISTRATION—REAL TAX FEES

TAX SALE

Treasurers' Statutory Declaration, Advertisement, Tender Packages, Tender Opening Checklist, Notices to Higher and Lower Tenderer, Tender Rejection form, Payment into Court Requisition Auctioneer and surveying, if required are additional	\$ 700.00
Notices to Interested Parties and Public Trustee after payment into court has been made (Form 5)	\$ 20.00 per notice
List a tax sale property with OntarioTaxSales.ca	\$ 675.00 (Optional)
Re-advertise Tax Sale	\$ 875.00
Apply for payment out of court of excess funds	\$ 975.00 (Optional)
Municipal Administrative Fee for Tax Sale	5% of Real Tax Fee, <i>when applied</i>

EXTENSION AGREEMENT

Prepare Extension Agreement and present to Council for consideration	\$ 200.00
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RED LAKE MUNICIPAL PARKING LOT

Parking Only	\$ 160.00 per annum
Parking and Hydro	\$ 320.00 per annum

CLOSING OF HIGHWAY

Commercial or Industrial Closure	\$ 200.00 per Closure
Not for Profit/Charity Events	No Charge

OTHER DIRECT INCIDENTAL COSTS

Costs for other direct incidental items not considered above to be established as incurred, based on invoice cost plus fifteen (15%) percent.

GENERAL

1. There shall be no exemption from any amounts owing and no copies shall be made available unless the amounts owing are paid.
2. In the event of dispute with respect to the amounts paid, a request for refund may be made to the Clerk on a Request for Refund of Copy Charge Form. Entitlement to a refund shall be made by the Clerk within five (5) business days of the original request for the refund and the decision of the Clerk shall be final and binding.
3. For the purposes of access to documents and/or copies thereof, it shall be the sole determination of the Clerk whether or not a request is to be made under the Municipal Freedom of Information and Protection of Privacy Act. A determining factor to be used in deciding if a request is to proceed under the Municipal Freedom of Information and Protection of Privacy Act is whether document retrieval and preparation exceeds ten (10) minutes from the time of starting to process the request.
4. Except in the case of a written agreement which provides otherwise, interest charges shall be added to all or any portion of any fees and charges that are due and payable at the rate of 2.25 percent per month (30.61% per annum compounded monthly) on the first day of default, and every thirty days thereafter on all amounts owing during such time as the default continues and such interest charges shall form part of the fees or charges owing.



THE CORPORATION OF THE MUNICIPALITY OF RED LAKE
REQUEST FOR REFUND OF COPY CHARGE

Date: _____

Name: _____

Address: _____

Telephone Number: _____

Reason for Request: _____

Signature: _____

For Office Use

Request Number: _____

Date Request Received: _____

Date of Refund: _____

Amount of Refund: _____

Refund Denied (remarks): _____

Date: _____

Clerk: _____

(Signature)