

ADMINISTRATION**GENERAL**

Tax Certificate	\$30.00
NSF Cheque	\$27.00
Marriage Licence	\$100.00 (Includes \$25.00 Administration Fee)
Certified True Copy	\$ 5.00 (per signature for the first 5 signatures, thereafter \$2.00 per signature)
Commissioner of Oath	\$ 5.00 (per signature, \$20.00 maximum)
Photocopying	\$0.25 per page
Computer Printout	\$0.25 per page
Birth Confirmation Letter (Division Registrar Statement)	\$10.00
Death Registration	\$25.00
Freedom of Information Requests – Application Fee	\$5.00 (no tax)
Preparation/Research of documents (Consists of research, municipal staff costs and disbursements)	\$25.00/hour (1 hour minimum)
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	\$25.00 per letter
Tax Sale (Tender Package)	\$10.00 (plus \$3.00 for postage/handling)
Appraisals	Actual Cost or if performed by Corporation - \$75.00

TAX REGISTRATION (Real Tax Fees)

Set up files and prepare for tax registration	\$400.00
Tax Registration (includes preparing and registering a Cancellation Certificate, if required)	\$375.00
Cancellation Certificate for pre-existing Tax Arrears Certificate	\$175.00 each
Notices under the <i>Farm Debt Mediation Act</i>	\$50.00 per address
Additional Farm Debt Notices	\$100.00 Administrative Fee plus \$50.00 per address
Execution Search (when Title Search is done)	\$20.00 per name
Copies of Executions (Writs of Seizure and Sale)	\$15.00 per writ
Execution Search (when Tax Arrears Certificate is Registered)	\$20.00 per name
Corporate Searches	\$75.00 per name
Notice of Registration of a Tax Arrears Certificate ("First Notices")	\$15.00 per letter
Additional First Notices	\$100.00 Administrative Fee plus \$15.00 per letter

Administration Fees – Continued - Page 2 of 3

Final Notices (includes updating title search)	\$175.00
Plus	
Per Notice	\$15.00 per letter
Additional Final Notices, if required	\$100.00 administrative fee plus \$15.00 per letter
Municipality's administrative fee for tax registration	\$100.00 plus 5% of all Real Tax Fees, when applied

TAX SALE

Costs of advertising, auctioneer and survey if required are additional	\$700.00
Notices to Interested Parties and Public Trustee after payment into court has been made	\$15.00 per letter
Apply for payment out of court of excess funds (Optional)	\$975.00
Municipality's administrative fee for tax sale	5% of Real Tax Fee, when applied

EXTENSION AGREEMENT

Prepare Extension Agreement and present to Council for consideration	\$200.00
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LOTTERY LICENSING – FEES

(1) Bingo	- 3% 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

FIRE PERMITS

Level One	\$5.00
Level Two	\$10.00
Inspection Fee	\$25.00

RED LAKE MUNICIPAL PARKING LOT

Parking only	\$120.00 per annum
Parking & Hydro	\$240.00 per annum

OTHER DIRECT INCIDENTAL COSTS

Costs for other direct incidental items not considered above to be established as incurred, based on invoice cost plus ten (10) 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.

1Request for Refund of Copy Charge

Date: _____

Name: _____

Address: _____

Telephone Number: _____

Reason for Request: _____

Signature: _____

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For Office Use

Request Number: _____

Date Request Received: _____

Date of Refund: _____

Amount of Refund: _____

Refund Denied (remarks): _____

Date: _____ Clerk _____
Signature