

APPENDIX I: Procedures for Tax Registration and Tax Sales

Whereas Section 385 of the *Municipal Act, 2001* provides that a municipality may fix a scale of costs to be charged as reasonable costs of proceedings under Part XI of said Act, the scale of costs per property shall be as follows:

| Procedure | 2024 Fee (plus HST as applicable) | 2025 Proposed Fee (plus HST as applicable) |
|---|--------------------------------------|---|
| Tax Registration (per address) | Actual Cost for 3rd Party Services | Actual Cost for 3rd Party Services |
| Tax Sale (per address) | Actual Cost for 3rd Party Services | Actual Cost for 3rd Party Services |
| Administration Processing Fee | \$520.00 | \$750.00 |
| Proceed to booked Tax Sale | | \$750.00 |
| Extension Agreement Prepare Extension Agreement and present to | \$286.00 | \$305.00 |
| Other direct incidental costs: Costs for other direct incidental items not considered above to be established as incurred based on invoice cost, plus ten percent (10% Administration Fee). | | |