

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).		