

Appendix A: Proposed Schedule B Changes

Table 1: Taxation and Administration Fees and Charges

Service or Information	Description	Current Fee	Proposed Fee	Avg. Annual Requests
Tax Certificate	Issued pursuant to section 246 of <i>The Cities Act</i> .	\$30 per property	\$35 per property	3,100
Tax Statement	Information provided from the tax roll.	No charge for the owner of the property being searched	No charge for the owner of the property being searched	N/A
Tax Search	Information provided from the tax roll.	\$10 per property	\$15 per property	6,600
Mortgage Annual Tax Notice <i>(previously called Tax Notice Information)</i>	Provided to lending institutions to assist in the processing of tax payments or for monitoring the payment of taxes on accounts where the institution has a mortgage.	\$10 per property for a paper tax notice or \$5 per property for an electronic tax notice file.	\$5 per property for an electronic tax notice file generated online.	10,400
Bank Tax Search	Provided to lending institutions to assist in the processing of tax payments or for monitoring the payment of taxes on accounts where the institution has a mortgage.	\$10 per property	\$15 per property	1500
Tax Analysis – maximum 10 years prior to the date the request was received. Beyond 10 years	Manually prepare a spreadsheet for a property tax account with information on levies, payments,	\$25 per account for up to two years of analysis, with an additional \$15 for each	\$25 per account per year for up to 10 years	10

requires a custom report.	and adjustments to the account.	year, or portion thereof, added to the analysis.		
Tax Installment Payment Plan Confirmation	Documentation to confirm that a Tax Installment Payment Plan is active on an account.	\$5 per account	\$5 per account	0
Develop and produce custom reports (includes up to 20 years' historical information)	Generation of a custom report based on the customer's specification, with assessment or tax information. The availability of the report is at the discretion of the City Assessor based on the availability or resources.	\$150 per hour to develop and test the report, with a minimum fee of \$150. The report would be an additional \$3 per 50 rows of data.	\$150 per hour to develop and test the report, with a minimum fee of \$150. The report would be an additional \$3 per 50 rows of data.	5

Table 2: Assessment Fees and Charges

Service or Information	Description	Current Fee	Proposed Fee	Avg. Annual Requests
Inspection of the Assessment Roll	Inspection of the electronic version of the Assessment Roll while the roll is open to the public, pursuant to section 183 of <i>The Cities Act</i> .	No charge for the inspection of the roll.	No charge for the inspection of the roll.	0
Certified copy of a portion of the assessment roll	Provision of a certified copy of a portion of the assessment roll	\$15 per property	\$20 per property	35

Summary of Assessment	Summary of basic property assessment information from an individual's property field sheet	No charge for the owner of residential properties being searched (including condominium owners but excluding multi-family properties); all other property owners \$10 per property.	No charge for the owner of residential properties being searched (including condominium owners but excluding multi-family properties); all other property owners \$20 per property.	4
Assessment Roll Search	Information provided from the assessment roll.	No charge for the owner of residential properties being searched (including condominium owners but excluding multi-family properties); \$10 for the owner of any other type being searched and \$15 per property where someone other than the owner is searching the property.	No charge for the owner of residential properties being searched (including condominium owners but excluding multi-family properties); \$20 for the owner of any other type of property being searched and where someone other than the owner is searching the property.	0
Assessment field sheet, SPSS report or cost summary report	Assessment details and calculations for a property.	No charge for the owner of residential properties being searched (including condominium owners but excluding multi-family properties); all other property	No charge for the owner of residential properties being searched (including condominium owners but excluding multi-family properties); all other property	300

		owners \$10 per property.	owners \$20 per property.	
Develop and produce custom report	Generation of a custom report based on the customer's specifications, with assessment or tax information. The availability of the report is at the discretion of the City Assessor based on the availability or resources.	\$150 per hour to develop and test the report, with a minimum fee of \$150. The report would be an additional \$3 per 50 rows of data.	\$150 per hour to develop and test the report, with a minimum fee of \$150. The report would be an additional \$3 per 50 rows of data.	6
Property Diagram	Copy of the building diagram	\$10 per diagram	\$20 per diagram	4
Neighborhood Map	Map displaying the boundaries of a valuation neighborhood	\$50 per map (includes PST) for a color map.	\$20 per map (includes PST) for a color map. Maps requiring modification in GIS will be charged at the rate of custom maps.	0
Develop and produce custom map	Generation of a custom map based on the customer's specifications, with assessment or tax information. The availability of the report is at the discretion of the City Assessor based on the availability or resources.	\$150 per hour to development and test the map, with a minimum fee of \$150 plus \$50 for each map of a copy thereof.	\$150 per hour to development and test the map, with a minimum fee of \$150 plus \$50 for each map of a copy thereof.	0

Historical Assessment Analysis	Development of a spreadsheet for a property assessment account, providing information on exemptions, assessment transaction and appeal adjustment.	\$25 per account for up to two years of analysis with an additional \$15 fee for each year, or portion thereof, added to the analysis.	\$25 per account per year.	10
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Table 3: Tax Enforcement Fees and Charges

Service or Information	Description	Current Fee	Proposed Fee	Avg. Annual Requests
Preparing and authenticating account for advertising	Advertising property accounts with taxes unpaid pursuant to <i>The Tax Enforcement Act</i> .	\$10 per property account	\$20 per property account	900
Registering tax lien	Tax lien registration against property with unpaid taxes pursuant to sections 10-12 of <i>The Tax Enforcement Act</i> .	\$10 per property account	\$65 per property account	600
Service of six month notice on all interested parties	Pursuant to sections 10-12 of <i>The Tax Enforcement Act</i> .	\$30 per registered interest	\$50 per registered interest	300
Application to Provincial Mediation Board for consent to take title of a property	Pursuant to sections 10-12 of <i>The Tax Enforcement Act</i> .	\$50 per property account	\$80 per property account	30
Service of 30-day notice on all interested parties	Pursuant to sections 10-12 of <i>The Tax Enforcement Act</i> .	\$30 per registered interest	\$40 per registered interest	0

Title transfer request	Pursuant to sections 10-12 of to <i>The Tax Enforcement Act</i> .	\$30 per account	\$40 per account	0
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