

Type of Decision									
Meeting Date	Friday, Oct. 7, 2011				Report Date	Wednesday, October 5, 2011			
Decision Required	X	Yes		No	Priority	X	High		Low
Direction	x	Information Only			Type of Meeting	X	Open		Closed
REPORT TITLE									
Fees and Charges Schedule Report 07/10/11/1102									

Subject: Additional information as requested.

RECOMMENDATION: That the following resolution be adopted accepting the amendments to the fees and charges schedule.

**WHEREAS** it has been determined that the fees and charges listed in the Schedule to By-Law 2011-20 are representative of the costs of providing the service;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby agree to adopt Schedule A to By-Law # 201-20 dated September 2011.

BACKGROUND/EXECUTIVE SUMMARY: As per Council direction I requested from our solicitor the costs associated with obtaining tax certificates and was told that they pay whatever the municipality posts passing the costs on to the client. Bill explained that all disbursements are billed in this manner. Within the County costs range from \$20 - \$45 reaching as high as \$70 in Ottawa.

An addition to the schedule is "Information Faxed to Real Estate Agents". Due to privacy laws we cannot divulge personal information over the phone and/or to anyone other than the property owner without their written consent. The time used to receive the request, locate the information and send a return fax to the real estate office is not currently being compensated for.

It is staff recommendation that a new fee of \$20 be charged for this service to cover the costs of time and resources including: staff time; paper and ink; phone and computer time.

There is some concern that the costs will only be passed on to the rate payer however; it is true that the property owner can locate their current tax bill and provide the required information to the real estate agent. Requesting that we spend our time looking for this information should have a corresponding fee attached.

Financial Implications/Budget Impact: ensures that fees and charges reflect the actual cost of providing the service.

Policy Impact: adds a new category.

Others Consulted: Noella Lebreton, Ruth Morin.

Approved and Recommended by the Clerk

Melinda Reith,  
Municipal Clerk

*Melinda Reith*