

## Schedule B – City Manager’s Department – Office of the City Clerk

User Fee Description	2026 Approved User Fee (\$)
<b>Promotional Souvenirs:</b>	
<b>Lapel Pin:</b>	
Organizations visiting other Cities (max. 50 pins)	No Charge
Others	2.00
City Sticker	0.23
<b>Pewter Commemorative Coin:</b>	
Members of Council	13.45
Other purchaser	18.00
Sale of Marriage License	164.00
Civil Marriage Ceremony	352.00
Civil Marriage Ceremony - Witness	25.00
<b>Search of City Records:</b>	
First 5 years	10.00
Each additional year thereafter	15.00
Copies of Meetings of Committee of the Whole or City Council	10.00
Burial Permit Forms to Funeral Directors	No Charge
<b>Agendas:</b>	
Photocopies (per page)	0.50
Certification of City Records	5.00 (+ copying cost)
Oath of Affidavit by Commissioner of Oaths	20.75
Pension Forms, Student Loans and Grants, Applications for Social Services and Documents required in support of these services	No Charge
Still Birth Registration	No Charge
<b>Voters’ List (Digital):</b>	
Full set of 7 Wards	50.00
Each individual Ward	15.00
Photocopies (per page)	0.50

<b>User Fee Description</b>	<b>2026 Approved User Fee (\$)</b>
<b>Ward Maps:</b>	
Hard Copy	30.00
Digital Copy	50.00
<b>Nomination Filing Fee:</b>	
Office of the Mayor	200 (in accordance with the Municipal Elections Act)
Office of City Councillor	100 (in accordance with the Municipal Elections Act)
Office of School Board Trustee	100 (in accordance with the Municipal Elections Act)
<b>Archives:</b>	
<b>Fire Insurance Map set:</b>	
Each	50.00
Student – Each	25.00
<b>Photocopies and PDFs:</b>	
Per page	1.00
Student – Per page	0.50
<b>Scanning set-up - Over 100 pages or undigitized image</b>	10.00 + cost of document
<b>Audio/Video File</b>	
Each	20.00
Student - Each	10.00
<b>Digital Image File:</b>	
Each	5.00
Student – 5 Free Images THEN each Image	5.00
<b>Use of an image in a published article or book:</b>	
Each	20.00
<b>Out-sourced copies or digitization</b>	20.00 + cost recovery
<b>Transfer medium - USB, etc.</b>	cost recovery
<b>Shipping</b>	15% admin + cost recovery
<b>Search of city records - 1 hour free, THEN</b>	40/hour

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Requests (and other services) under Municipal Freedom of Information and Protection of Privacy Act	In accordance with legislation and regulations
<b>Lottery:</b>	
Raffle Lottery	Three (3%) percent of the total value of prizes to be awarded
Bazaar Lottery	Three (3%) percent of the total value of prizes to be awarded AND \$10. per wheel
Break Open Ticket Lottery	Three (3%) percent of prizes per unit
Non-Pooling Halls and Media Bingo	Three (3%) percent of the total value of prizes to be awarded