



COUNCIL SERVICES & OFFICE OF THE CAO

	Department	Description	Approved 2021 Rate	HST Rate
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Legislative & By-Law Services

1	Council Services	Retail Business Holidays Act Exemption	566.00	3
2	Council Services	Encroachment Applications - Initial Fee	104.00	3
3	Council Services	Encroachment Applications - Secondary Fee (for a full review and staff report is required)	290.00	3
4	Council Services	Patio Encroachment or Permit Applications	218.00	3
5	Council Services	Patio Encroachment - Seasonal Land Rental (per square metre per day)	0.31	3
6	Council Services	Patio Encroachment - Full-Year Land Rental (per square metre per day)	0.18	3
7	Council Services	Fence Viewers	274.00	3
8	Council Services	Commissioner of Oath Services	19.15	3
9	Council Services	Document Certification	13.75	3
10	Council Services	Civil Marriage Solemnization	297.00	1
11	Council Services	By-Law Appeals	215.00	3
12	Council Services	Request for Resolution of Support for Independent Electricity Systems Operator (IESO) Feed-In-Tariff (FIT) Program	108.00	3

Legislative & By-Law Services - By-Law

13	By-Law	By-Law Administration Fee	70.00	3
594	By-Law	Shopping Cart Recovery Fee	50.00	3
Property Standards By-Law 2007-66/Clean Yards By-Law 2005-127				
595	By-Law	Property Standards/Clean Yards Order Issuance	125.00	3
596	By-Law	Appeal Property Standards Not Upheld	100.00	3

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597	By-Law	Work Completed for Compliance - fee based on 100% of total cost	100% + 15% Administration Fee	3
598	By-Law	Certificate of Compliance	100.00	3
599	By-Law	Registration/Discharge of an Order	100.00	3
Sign By-Law 2009-66/Election Sign By-Law 2018-04				
600	By-Law	Portable Sign Removal	100% Cost Recovery	3

Legislative & By-Law Services - Freedom of Information (FOI)				
14	Council Services - FOI	MFIPPA Info Request - Application Fee	5.00	3
15	Council Services - FOI	Photocopies Per Page (black & white)	0.20	3
16	Council Services - FOI	Search Time for each 15 minutes	7.50	3
17	Council Services - FOI	Search Time and Electronic Records for each 15 minutes	15.00	3
18	Council Services - FOI	Records Preparation Fee for each 15 minutes	7.50	3
19	Council Services - FOI	Info Request Deposit (charged when estimated amount payable is \$100 or greater)	50% of the Estimate	3
20	Council Services - FOI	Records Released Shipping Costs	100% of Shipping Costs	3

Human Resources				
21	Human Resources	Photo IDs	13.75	3

Office of the CAO				
22	Office of the CAO	Street-Wide Banner Installation	601.00	1
23	Office of the CAO	DVD-Council Meetings	22.50	1
24	Office of the CAO	Norfolk County Flag	56.00	1