



**OFFICE OF THE CAO**

	Department	Description	Approved 2022 Rate	HST Rate
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**Clerks & By-Law Services**

1	Clerks and By-Law	Retail Business Holidays Act Exemption	580.00	3
2	Clerks and By-Law	Encroachment Applications - Initial Fee	107.00	3
3	Clerks and By-Law	Encroachment Applications - Secondary Fee (for a full review and staff report is required)	297.00	3
4	Clerks and By-Law	Patio Encroachment or Permit Applications	223.00	3
5	Clerks and By-Law	Patio Encroachment - Seasonal Land Rental (per square metre per day)	0.32	3
6	Clerks and By-Law	Patio Encroachment - Full-Year Land Rental (per square metre per day)	0.19	3
7	Clerks and By-Law	Fence Viewers	281.00	3
8	Clerks and By-Law	Commissioner of Oath Services	19.65	3
9	Clerks and By-Law	Document Certification	14.10	3
10	Clerks and By-Law	Civil Marriage Solemnization	304.00	1
11	Clerks and By-Law	By-Law Appeals	220.00	3
12	Clerks and By-Law	Request for Resolution of Support for Independent Electricity Systems Operator (IESO) Feed-In-Tariff (FIT) Program	111.00	3

**Clerks & By-Law Services - By-Law**

13	Clerks and By-Law	By-Law Administration Fee	72.00	3
14	Clerks and By-Law	Shopping Cart Recovery Fee	51.00	3

**Property Standards By-Law 2007-66/Clean Yards By-Law 2005-127**

15	Clerks and By-Law	Property Standards/Clean Yards Order Issuance	128.00	3
16	Clerks and By-Law	Appeal Property Standards Not Upheld	103.00	3

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<b>17</b>	Clerks and By-Law	Work Completed for Compliance - fee based on 100% of total cost	100% + 15% Administration Fee	3
<b>18</b>	Clerks and By-Law	Certificate of Compliance	103.00	3
<b>19</b>	Clerks and By-Law	Registration/Discharge of an Order	103.00	3
<b>Sign By-Law 2009-66/Election Sign By-Law 2018-04</b>				
<b>20</b>	Clerks and By-Law	Portable Sign Removal	100% Cost Recovery	3
<b>Legislative &amp; By-Law Services - Freedom of Information (FOI)</b>				
<b>21</b>	Clerks and By-Law - FOI	MFIPPA Info Request - Application Fee	5.00	3
<b>22</b>	Clerks and By-Law - FOI	Photocopies Per Page (black & white)	0.20	3
<b>23</b>	Clerks and By-Law - FOI	Search Time for each 15 minutes	7.50	3
<b>24</b>	Clerks and By-Law - FOI	Search Time and Electronic Records for each 15 minutes	15.00	3
<b>25</b>	Clerks and By-Law - FOI	Records Preparation Fee for each 15 minutes	7.50	3
<b>26</b>	Clerks and By-Law - FOI	Info Request Deposit (charged when estimated amount payable is \$100 or greater)	50% of the Estimate	3
<b>27</b>	Clerks and By-Law - FOI	Records Released Shipping Costs	100% of Shipping Costs	3
<b>28</b>	Clerks and By-Law	Rabies Investigation Report	77.75	3
<b>Human Resources</b>				
<b>29</b>	Human Resources	Photo IDs	14.10	3
<b>Office of the CAO Administration</b>				
<b>30</b>	Office of the CAO Administration	Street-Wide Banner Installation	616.00	1
<b>31</b>	Office of the CAO Administration	DVD-Council Meetings	23.05	1
<b>32</b>	Office of the CAO Administration	Norfolk County Flag	57.00	1