



OFFICE OF THE CAO

	Department	Description	Approved 2023 Rate	HST Rate
Clerks & By-Law Services				
1	Clerks and By-Law	Retail Business Holidays Act Exemption	621.00	3
2	Clerks and By-Law	Encroachment Applications - Initial Fee	115.00	3
3	Clerks and By-Law	Encroachment Applications - Secondary Fee (for a full review and staff report is required)	318.00	3
4	Clerks and By-Law	Patio Encroachment or Permit Applications	239.00	3
5	Clerks and By-Law	Patio Encroachment - Seasonal Land Rental (per square metre per day)	0.35	3
6	Clerks and By-Law	Patio Encroachment - Full-Year Land Rental (per square metre per day)	0.21	3
7	Clerks and By-Law	Fence Viewers	301.00	3
8	Clerks and By-Law	Commissioner of Oath Services User Fee Exemptions: Planning/Building application; Affidavits relating to Provincial Offences Act; Domestic and Foreign Pension document/Proof of Life; and Affidavits sworn by individuals while acting in the capacity of a government employee.	21.05	3
9	Clerks and By-Law	Document Certification	15.10	3
10	Clerks and By-Law	Civil Marriage Solemnization	326.00	1
11	Clerks and By-Law	By-Law Appeals	236.00	3
12	Clerks and By-Law	Request for Resolution of Support for Independent Electricity Systems Operator (IESO) Feed-In-Tariff (FIT) Program	119.00	3
13	Clerks and By-Law	Expedited Municipal Significance and Letters of No Objection (within 5 business days of the event)	145.00	3
14	Clerks and By-Law	Expedited Municipal Information Form (within 5 business days of the event)	79.00	3

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Clerks & By-Law Services - By-Law

15	Clerks and By-Law	By-Law Administration Fee	78.00	3
16	Clerks and By-Law	Shopping Cart Recovery Fee	55.00	3

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

17	Clerks and By-Law	Property Standards/Clean Yards Order Issuance	137.00	3
18	Clerks and By-Law	Appeal Property Standards Not Upheald	111.00	3
19	Clerks and By-Law	Work Completed for Compliance - fee based on 100% of total cost	100% + 15% Administration Fee	3
20	Clerks and By-Law	Certificate of Compliance	111.00	3
21	Clerks and By-Law	Registration/Discharge of an Order	111.00	3

Sign By-Law 2009-66/Election Sign By-Law 2018-04

22	Clerks and By-Law	Portable Sign Removal	100% Cost Recovery	3
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Legislative & By-Law Services - Freedom of Information (FOI)

23	Clerks and By-Law - FOI	MFIPPA Info Request - Application Fee	5.00	3
24	Clerks and By-Law - FOI	Photocopies Per Page (black & white)	0.20	3
25	Clerks and By-Law - FOI	Search Time for each 15 minutes	7.50	3
26	Clerks and By-Law - FOI	Search Time and Electronic Records for each 15 minutes	15.00	3
27	Clerks and By-Law - FOI	Records Preparation Fee for each 15 minutes	7.50	3
28	Clerks and By-Law - FOI	Info Request Deposit (charged when estimated amount payable is \$100 or greater)	50% of the Estimate	3
29	Clerks and By-Law - FOI	Records Released Shipping Costs	100% of Shipping Costs	3
30	Clerks and By-Law - FOI	USB Drives - FOI requests	11.10	1
31	Clerks and By-Law	Rabies Investigation Report	84.00	3

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Human Resources

32	Human Resources	Photo IDs	15.10	3
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Office of the CAO Administration

33	Office of the CAO Administration	Street-Wide Banner Installation	700.00	1
34	Office of the CAO Administration	Norfolk County Flag	61.00	1