

## OFFICE OF THE CAO

	Department	Description	Approved 2024 Rate	HST Rate
<b>Clerks &amp; By-Law Services</b>				
1	Clerks and By-Law	Retail Business Holidays Act Exemption	653.00	3
2	Clerks and By-Law	Encroachment Applications - Initial Fee	121.00	3
3	Clerks and By-Law	Encroachment Applications - Secondary Fee (for a full review and staff report is required)	334.00	3
4	Clerks and By-Law	Patio Encroachment or Permit Applications	251.00	3
5	Clerks and By-Law	Patio Encroachment - Seasonal Land Rental (per square metre per day)	0.37	3
6	Clerks and By-Law	Patio Encroachment - Full-Year Land Rental (per square metre per day)	0.23	3
7	Clerks and By-Law	Liquor License - Temporary Outdoor Physical Extensions	53.00	3
8	Clerks and By-Law	Line Fence Administration Fee	317.00	3
9	Clerks and By-Law	Commissioner of Oath Services and Document Certification <b>User Fee Exemptions:</b> 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.	22.10	3
10	Clerks and By-Law	Civil Marriage Solemnization	343.00	1
11	Clerks and By-Law	By-Law Appeals	248.00	3
12	Clerks and By-Law	Request for Resolution of Support for Independent Electricity Systems Operator (IESO) Feed-In-Tariff (FIT) Program	125.00	3
13	Clerks and By-Law	Expedited Municipal Significance and Letters of No Objection (within 5 business days of the event)	153.00	3
14	Clerks and By-Law	Expedited Municipal Information Form (within 5 business days of the event)	83.00	3

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<b>Clerks &amp; By-Law Services - By-Law</b>				
15	Clerks and By-Law	By-Law Administration Fee	82.00	3
16	Clerks and By-Law	Shopping Cart Recovery Fee	58.00	3
<b>Property Standards By-Law 2007-66/Clean Yards By-Law 2005-127</b>				
17	Clerks and By-Law	Property Standards/Clean Yards Order Issuance	144.00	3
18	Clerks and By-Law	Appeal Property Standards Not Upheald	117.00	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	117.00	3
21	Clerks and By-Law	Registration/Discharge of an Order	117.00	3
<b>Sign By-Law 2009-66/Election Sign By-Law 2018-04</b>				
22	Clerks and By-Law	Portable Sign Removal	100% Cost Recovery	3

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## Legislative & By-Law Services - Freedom of Information (FOI)

### FOI - Pursuant to MFIPPA, Ontario Regulation 823: General

23	Clerks and By-Law - FOI	Photocopies Per Page (black & white)	0.20	3
24	Clerks and By-Law - FOI	Records Search Time for each 15 minutes	7.50	3
25	Clerks and By-Law - FOI	Records Preparation Fee for each 15 minutes	7.50	3
26	Clerks and By-Law - FOI	Info Request Deposit (charged when estimated amount payable is \$100 or greater)	50% of the Estimate	3
27	Clerks and By-Law - FOI	Records Released Shipping Costs	100% of Shipping Costs	3
28	Clerks and By-Law - FOI	CD Storage Medium - FOI Requests	10.00	3
29	Clerks and By-Law - FOI	USB or Other Storage Medium - FOI Requests	100% cost recovery of storage medium	1
30	Clerks and By-Law	Rabies Investigation Report	89.00	3



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Human Resources				
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31	Human Resources	Photo IDs	15.85	3
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Office of the CAO Administration				
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32	Office of the CAO Administration	Street-Wide Banner Installation	100% cost recovery based on contractor pricing	1
33	Office of the CAO Administration	Norfolk County Flag	65.00	1