



Town of Petrolia

# Municipal Fee Schedule 2023

Council Resolution # C-10-11/28/2022

**SCHEDULE "A" Effective July 12, 2021**

**HILLSDALE CEMETERY**

Tariff of Charges (all rates subject to HST)



| <b>Sale of Interment Rights (3040-0104)</b> |               |                       |                  |              |                              |             |              |
|---|---------------|-----------------------|------------------|--------------|------------------------------|-------------|--------------|
| Section                                     | Type          | Size                  | Interment Rights |              | Care & Maintenance           | Total Price |              |
|   |               |                       | Resident         | Non-resident |                              | Resident    | Non-resident |
| C   | Adult / Child | 3'4" x 10'            | \$750.00         | \$937.50     | \$500.00 res<br>\$625.00 non | \$1250.00   | \$1562.50    |
| D   | Niche         | 11 1/2" x 15" x 12" h | \$1530.00        | \$1912.50    | \$270.00 res<br>\$338.00 non | \$1800.00   | \$2250.50    |

**Interment/Disinterment Charges (3040-0102)**

|                              | Monday to Friday before 3 p.m. |              | Saturday  |              | Statutory Holiday |              |
|------------------------------|--------------------------------|--------------|-----------|--------------|-------------------|--------------|
|                              | Resident                       | Non-resident | Resident  | Non-resident | Resident          | Non-resident |
| Adult                        | \$925.00                       | \$1155.00    | \$1225.00 | \$1455.00    | \$1325.00         | \$1555.00    |
| Cremains                     | \$475.00                       | \$590.00     | \$775.00  | \$890.00     | \$875.00          | \$990.00     |
| Child (casket size 5' x 2')  | No fee                         |              |           |              |                   |              |
| Baby (casket size 27" x 12") | No fee                         |              |           |              |                   |              |
| Mausoleum                    | \$725.00                       | \$905.00     | \$875.00  | \$1055.00    | \$925.00          | \$1105.00    |
| Niche                        | \$350.00                       | \$435.00     | \$500.00  | \$585.00     | \$550.00          | \$635.00     |

After 3pm surcharge \$150.00 per hour for funerals arriving after 3:00 pm

Winter Burial Surcharge \$125.00 between December 1<sup>st</sup> and April 1<sup>st</sup>

Sunday Burials by Medical Order only, rates will reflect the Statutory Holiday fee schedule

Additional Fees will apply for Disinterment including Ministry fees

**Setting fee for Monuments and Markers**

| Type              |                         | Setting Fee (3040-0103) | Care & Maintenance (2700-0005) |                   | Total Fee     |
|-------------------|-------------------------|-------------------------|--------------------------------|-------------------|---------------|
|                   |                         |                         | Under 4 Cubic Feet             | Over 4 Cubic Feet |               |
| Upright:          |                         |                         |                                |                   |               |
|                   | Section A & B           | \$350.00                | \$100.00                       | \$200.00          | As calculated |
|                   | Section C               | \$350.00                | \$100.00                       | \$200.00          | As calculated |
| Flat Marker:      | Single                  | \$200.00                | \$50.00                        |                   | \$250.00      |
|                   | Double                  | \$225.00                | \$50.00                        |                   | \$275.00      |
|                   | Foot Marker (no cement) | \$100.00                | N/A                            |                   | \$100.00      |
| Cremation Marker: | Single                  | \$175.00                | \$50.00                        |                   | \$225.00      |
|                   | Double                  | \$200.00                | \$50.00                        |                   | \$250.00      |
| Niche Tablet:     |                         | \$100.00                | N/A                            |                   | \$100.00      |

**Other Charges (3040-0105)**

Non-funeral home arrangement fee

**\$250.00**

Any other Municipal Staff services required (i.e. 'mock' burials)—minimum 2 hour charge, plus equipment charge

Rates as set each year by Council

**Transfer Fee**

For all services and documents in connection with transfer of interment rights

**\$100.00**

Rights to Succession (Administration Fee)

**\$100.00** per request

## SCHEDULE "B-1"



### VICTORIA HALL RATES 2023

All fees are subject to HST

| Code 01-3073-1501   |             | Commercial<br>(for Profit) | Corporate<br>(not-for-profit) | Schools   | Community<br>& Volunteer<br>Groups |
|---|-------------|----------------------------|-------------------------------|-----------|------------------------------------|
| <b>THEATRE RATES</b>  |             |                            |                               |           |                                    |
| Theatre Auditorium  | per day     | \$1,155.00                 | \$800.00                      | \$400.00  | \$630.00                           |
| Theatre Auditorium  | per week    | n/a                        | n/a                           | n/a       | \$2,250.00                         |
| House Manager *   | per hour    | \$21.00                    | No Charge                     | No Charge | No Charge                          |
| Technical Crew Member(s) *  | per hour    | \$30.00                    | No Charge                     | No Charge | No Charge                          |
| Usher *   | per hour    | \$21.00                    | No Charge                     | No Charge | No Charge                          |
| <i>* When renting the auditorium, these staff are required</i>                        |             |                            |                               |           |                                    |
| <b>LOBBY RATES</b>  |             |                            |                               |           |                                    |
| After hours (after 4:30 & weekends)   | per hour    | \$50.00                    | \$50.00                       | \$25.00   | \$35.00                            |
| Half Day (up to 4 hours)  | per 4 hours | \$150.00                   | \$150.00                      | \$100.00  | \$125.00                           |
| Full Day (8:30 a.m. to 4:30 p.m.)   | per day     | \$200.00                   | \$200.00                      | \$200.00  | \$200.00                           |
| <i>Bar Services are NO CHARGE</i>   |             |                            |                               |           |                                    |
| <i>When renting the auditorium, there is no charge for the lobby rental</i>           |             |                            |                               |           |                                    |
| <i>Includes set-up &amp; tear-down and use of kitchen facility if using a caterer</i> |             |                            |                               |           |                                    |
| <i>Renter is responsible for cleanliness</i>  |             |                            |                               |           |                                    |
| <b>THEATRE RENTAL FOR FILM PURPOSES</b>   |             |                            |                               |           |                                    |
| Theatre and Lobby   | per film    | \$200.00                   | \$200.00                      | \$200.00  | \$200.00                           |
| 2 Front of House Staff  | per film    | \$120.00                   | \$120.00                      | \$120.00  | \$120.00                           |
| 1 Technician  | per film    | \$80.00                    | \$80.00                       | \$80.00   | \$80.00                            |
| TOTAL   | per film    | \$400.00                   | \$400.00                      | \$400.00  | \$400.00                           |
| <b>MacFARLANE ROOM / COUNCIL CHAMBERS</b>   |             |                            |                               |           |                                    |
| After hours (after 4:30 & weekends)   | per hour    | \$35.00                    | \$35.00                       | \$35.00   | \$35.00                            |
| Half Day (up to 4 hours)  | per 4 hours | \$60.00                    | \$60.00                       | \$60.00   | \$60.00                            |
| Full Day (8:30 a.m. to 4:30 p.m.)   | per day     | \$110.00                   | \$110.00                      | \$110.00  | \$110.00                           |

\*Community Rate: applicable for all Residents or Businesses in the Town of Petrolia

AN ADMIN FEE MAY BE CHARGED AT STAFF DISCRETION FOR ADDITIONAL SERVICES

INSURANCE – ALL RENTALS MUST PURCHASE OR PROVIDE PROOF OF \$2 MILLION LIABILITY INSURANCE

**\*RATES ARE SUBJECT TO REVIEW**

## SCHEDULE "B-2"

### VICTORIA HALL EQUIPMENT RENTAL RATES 2023

(Based on availability)

#### LIGHTING

| Description                                  | Price  | HST applicable |
|--|--|----------------|
| Christie Projector and Screen                | \$75.00  | Y              |
| ETC Ion Console w/ Fader Wing and 2 Monitors | \$ -   | Y              |
| 96 ETC Dimmers + 11 House Dimmers            | \$ -   | Y              |
| 6 Macroh LED Tri Bars (Cyc)                  | \$ -   | Y              |
| 4 ETC ColorSource Cyc                        | \$ -   | Y              |
| 28 Colorado Tri Tour                         | \$30.00 per instrument   | Y              |
| 4 Martin Auras                               | \$30.00 per instrument   | Y              |
| 4 Source 4 Lustr                             | \$ -   | Y              |
| 8 Source 4ward LED                           | \$ -   | Y              |
| 4 Optisplitters                              | \$ -   | Y              |
| 22 Source 4 Jrs                              | \$ -   | Y              |
| 24 Source 4s                                 | \$ -   | Y              |
| 2 Lycian Midget HP Followspots               | \$20.00 per instrument<br>+ cost of additional technician<br>(if not providing own operator) | Y              |
| Radiance Hazer & Fan                         | \$20.00  | Y              |
| Mirror Ball + SR & SL Lights                 | \$20.00  | Y              |
| Cyc Star Cloth                               | \$20.00  | Y              |
| 12 Iris'                                     | \$ -   | Y              |
| Terminators (3 & 5 pin)                      | \$ -   | Y              |
| Turnarounds (3 to 5 & 5 to 3)                | \$ -   | Y              |

#### AUDIO

| FRONT OF HOUSE                                      | Price | HST applicable |
|---|-------|----------------|
| 1 SoundCraft Si Expression 3 (w. Compact Stage Box) | \$ -  | Y              |
| 2 Crown Xti 4002 Power Amp                          | \$ -  | Y              |
| 2 JBL VRX118S Subs (hung L & R)                     | \$ -  | Y              |
| 4 JBL VRX928LA Full Range (hung L & R)              | \$ -  | Y              |

## SCHEDULE "B-2"

### VICTORIA HALL EQUIPMENT RENTAL RATES 2023

(Based on availability)

#### AUDIO (Continued)

| MICROPHONES/DI   | Price           | HST applicable |
|--|-----------------|----------------|
| 8 Shure SM58 ** to confirm   | \$15 per mic    | Y              |
| 3 Shure SM57 ** to confirm   | \$15 per mic    | Y              |
| 1 Sennheiser e699 Drum Mic Kit   | \$35.00         | Y              |
| 1 Shure Beta 52A   | \$15.00         | Y              |
| 2 Shure SM81 Condenser   | \$15.00 per mic | Y              |
| 6 DI Boxes **to confirm  |                 |                |
| MONITORS   | Price           | HST applicable |
| 1 QSC CX404 (4 Channel) Power Amp  | \$ -            | Y              |
| 1 Peavey CS400X (2 Channel) Power Amp  | \$ -            | Y              |
| 4 EAW 12" Monitor Wedge  | \$ 15 per wedge | Y              |
| 2 EAW 15" Monitor Wedge (side wash)  | \$15.00         | Y              |
|  |                 |                |
| PIANO  | Price           | HST applicable |
| Grand Piano<br><i>The tenant is responsible for the cost of tuning of the piano, which will be arranged by the theatre. <b>ONLY AVAILABLE IN THEATRE</b></i> | \$85            | Y              |
| Piano Tuning   | \$126.00        | Y              |

#### ADDITIONAL SUPPLIES AND FEES

| Description               | Price            | HST applicable |
|---------------------------|------------------|----------------|
| Gaff Tape                 | \$20.00 per roll | Y              |
| Construction Materials    | Cost plus 10%    | Y              |
| Glow Tape                 | \$3.00 per foot  | Y              |
| Installation of Backdrops | \$45.00          | Y              |
| Removal of Cyclorama      | \$45.00          | Y              |

## SCHEDULE "C"



### PARKS AND RECREATION RATES 2023

ALL RENTALS MUST HAVE: Contract, Liability Insurance & Special Events Permit approvals in place

#### **PARK RENTALS:** (3072-1401)

**Victoria Park** usage is at Council's and Directors' discretion. Crescent Park is closed as a passive park. All other parks are used as public parks. Normal use of the parks for family activities is free of charge on a first come, first serve basis (i.e. picnic, family reunion, etc.).

Note: The usage of the parks for any form of instructing and/or profit is strictly forbidden without the written consent of the Town of Petrolia. Any fees associated with this type of rental are based on an hourly rate of \$85.00 and the contract holder must provide \$5 million dollars in liability insurance naming the Town as additional insured.

|                          |          |   | HST<br>applicable |
|--------------------------|----------|---|-------------------|
| Covered Bridge - Wedding | \$200.00 | Per event   | Y                 |
| Victoria Park Bandshell  | \$15.00  | Per hour, No Hydro  | Y                 |
|                          | \$25.00  | Per hour, W/ Hydro  | Y                 |
| Picnic Tables Rentals    | \$12.00  | Per table (must pick up and return)<br>Delivery available at an additional charge | Y                 |

#### **BALL DIAMONDS** (3072-1403)

|                                |            |  | HST<br>applicable |
|--------------------------------|------------|--|-------------------|
| Minor Baseball                 | \$1,000.00 | Per season   | N                 |
| Recreational Ball              | \$35.00    | Per game, per diamond (diamond #2,<br>diamond #3, Bridgeview diamond)            | Y                 |
| Recreational League (May-Sept) | \$30.00    | Per game for full season (diamond #2,<br>diamond #3, Bridgeview diamond)         | Y                 |
| Tournament                     | \$130.00   | Per day  | Y                 |
| School Sports Team             | \$22.00    | Per game, per diamond (practices are no<br>charge upon availability of diamonds) | Y                 |
| School Phys-Ed classes         | No charge  | Call for availability  |                   |

#### **SPORTS FIELDS** (3072-1405)

| SPORTS FIELDS (3072-1405) |          |            |                            | HST<br>applicable |
|---------------------------|----------|------------|----------------------------|-------------------|
| Minor Soccer              |          | \$2,500.00 | Per season                 | N                 |
| Pitch Rental              | Half Day | \$50.00    | Per pitch, 4 hours or less | Y                 |
|                           | Full Day | \$100.00   | Per pitch, over 4 hours    | Y                 |
| School Rental             |          | \$25.00    | Per pitch, per day         | Y                 |

#### **BLACKTOP BASEBALL** (3069-1031)

|  |         |  |                 |
|--|---------|--|-----------------|
| Registration Fee   | \$30.00 |  | HST<br>included |
| Blacktop Baseball is an adapted baseball program for people with disabilities with the focus on fun, participation, and basic skill development. Takes place at Kerr Park ball diamond mid-May through mid-August. |         |  |                 |

**SCHEDULE "C"**

**PARKS AND RECREATION RATES 2023 (CONT'D)**



**MOBILE CANTEEN (3072-1401)**

**HST  
applicable**

|                            |  |   |
|----------------------------|--|---|
| Food Truck Bridgeview Park | \$250 yearly licence fee plus minimum tendered bid of \$5,000 per year for a three year contract | Y |
| Food Cycle                 | \$250 yearly licence fee plus minimum tendered bid of \$2,500 per year for a three year contract | Y |

## SCHEDULE "D"



### GREENWOOD RECREATION CENTRE

- > The facility rates DO NOT include ReSound fees which must be collected under the Copyright Act for the use of live music or recorded music. It is the responsibility of the Renter to remit these fees directly to ReSound.
- > All rates and schedules subject to change upon direction of Council.

#### ICE RATES (3065-0607)

Effective Sept 1 2023 – August 31 2024

HST applicable

|   |                   |            |   |
|---|-------------------|------------|---|
| Minor Sports  | <b>\$127.00</b>   | per hour   | Y |
| Prime Time<br>Mon-Fri: 4pm-11pm<br>Sat-Sun: 7am-11pm<br>PA Days & Holidays 7am-11pm         | <b>\$170.00</b>   | per hour   | Y |
| Non-Prime Time<br>Mon-Fri: 8am-4pm<br>All Spring Ice April 1 <sup>st</sup> to end of season | <b>\$117.00</b>   | per hour   | Y |
| Last Minute Ice   | <b>\$103.00</b>   | per hour   | Y |
| Highschool Sports Teams   | <b>\$103.00</b>   | per hour   | Y |
| Highschool Phys-Ed  | <b>\$1,000.00</b> | per season | Y |

#### PUBLIC SKATING (3065-0608)

|  |               |                        |          |
|--|---------------|------------------------|----------|
| Public Skating / Moms, Pops & Tots / Adult Skate | <b>\$3.00</b> | per person             | included |
|  | <b>\$6.00</b> | per family (3 or more) | included |
|  | <b>Free</b>   | under 6 years of age   |          |

#### MEZZANINE RATES (3065-0601)

HST  
applicable

|                                  |  |          |                |                    |   |
|----------------------------------|--|----------|----------------|--------------------|---|
| <b>Rental Rate:</b>              | Regular set-up with preset Bar Style Tables and Chairs |          |                |                    |   |
| Commercial                       | <b>\$40.00</b>   | per hour | <b>\$45.00</b> | per hour w/kitchen | Y |
| Not-for-Profit Group             | <b>\$30.00</b>   | per hour | <b>\$35.00</b> | per hour w/kitchen | Y |
| School / Community Grp.          | <b>\$20.00</b>   | per hour | <b>\$25.00</b> | per hour w/kitchen | Y |
|                                  |  |          |                |                    |   |
| <b>Table &amp; Chair Set-up:</b> | Usage of facility Tables & Chairs                      |          |                |                    |   |
| Commercial                       | <i>plus</i> <b>\$20.00</b>                             | flat fee |                |                    | Y |
| Not-for-Profit Group             | <i>plus</i> <b>\$15.00</b>                             | flat fee |                |                    | Y |
| School / Community Grp.          | <i>plus</i> <b>\$10.00</b>                             | flat fee |                |                    | Y |

#### FLOOR RATES-Summer: (3065-0606)

HST  
applicable

|                     |                 |                |                                 |          |   |
|---------------------|-----------------|----------------|---------------------------------|----------|---|
| Arena Floor Minor   | <b>\$65.00</b>  | per hour       | <b>\$240.00</b>                 | half day | Y |
| Arena Floor Adults  | <b>\$70.00</b>  | per hour       | <b>\$480.00</b>                 | full day | Y |
| Main Floor Kitchen: | <b>\$100.00</b> | (4-hour block) | Not available during ice season |          | Y |
| Mezzanine Kitchen   | <b>\$75.00</b>  | (4-hour block) | Subject to availability         |          | Y |



## SCHEDULE "D"

### GREENWOOD RECREATION CENTRE (Cont'd)

**OTHER: (3065-0603)**

**September 1 2023 - August 31 2024**

**HST  
applicable**

|                        |                              |           |   |          |
|------------------------|------------------------------|-----------|---|----------|
| Arena Sign Advertising | <b>Rink Board</b> (at sides) | \$485.00  | per year <i>(includes 1 decal per year)</i> | Included |
|                        | <b>Home Bench</b>            | \$1000.00 | per year                                    | Included |
|                        | <b>Visitors Bench</b>        | \$1000.00 | per year                                    | Included |
|                        | <b>Wall Sign</b>             | \$185.00  | per year                                    | Included |
|                        | <b>Press Box</b>             | \$685.00  | per year                                    | Included |

All other advertising is at the discretion of the Director of Community Services & Director of Marketing and Communications, and all material must be approved that is posted on the inside or outside of the building. Any costs to change the artwork will be the responsibility of the advertiser (i.e. name change, logo change, address change, etc.)

|                             |          |                         |   |
|-----------------------------|----------|-------------------------|---|
| Non-Resident Arena User Fee | \$100.00 | per registrant per year | N |
|-----------------------------|----------|-------------------------|---|

## SCHEDULE "E"



### PETROLIA FARMERS' MARKET

**MAY – OCT 2023**

(SUBJECT TO CHANGE UPON COUNCIL DIRECTION)

| (3076-0001)                | Full Season<br>(21 weeks) | Daily<br>(per week) |                                  | HST<br>applicable |
|----------------------------|---------------------------|---------------------|----------------------------------|-------------------|
| Stall / Booth Rental       | \$453.00                  | \$24.00             |                                  | Y                 |
| Hydro                      | \$60.00                   | \$5.00              |                                  | Y                 |
| Water                      | \$60.00                   | \$5.00              |                                  | Y                 |
| Insurance (\$2M liability) | \$95.00                   | \$5.00              | must be purchased<br>or provided | Y                 |

**Registration Fee – A non-refundable fee of \$8.85 per season plus HST** applies to all participants listed within the categories of section 9 – 10 – 11 of the Rules and Regulations of the Petrolia Farmers' Market posted on the Town website.

**Booth/Stall (Daily) Fees** – Fees are payable each day of market upon arrival and prior to selling, please submit payment to the Market Coordinator who will ensure your payment is applied to your A/R account

**Booth/Stall (Season) Fees** - Full Season fees are based on number of weeks the Market will operate in the specified year and are discounted about 10% from daily fees. Full Season fees are payable in advance of the 1<sup>st</sup> Market Day at the Petrolia Municipal Office.

**Interest Fee on Unpaid Accounts** - Any fees that are invoiced to the Vendor will be done through the Town of Petrolia accounts receivable and are subject to monthly interest at 1.25% of outstanding balance.

**Special Markets** – Please contact the Director of Community services at the Petrolia Municipal Office for pricing and registration for Special Markets.

**Refund Policy.** Registration, daily booth /stall and hydro / water usage fees are non-refundable. The Season and *Special Market* fees may be refundable, for valid reasons, on approval by the Director of Community Services of the Town of Petrolia. Refunds will be pro-rated according to Market days remaining. No administration fee will be applied in producing approved refunds. If a Vendor is suspended or expelled from the Market, no refunds of any kind will be returned.

### KERR CAFÉ BUILDING & MARKET AREA

|   | Commercial | Not-for-Profit Group | School / Community Group |                 | HST applicable |
|---|------------|----------------------|--------------------------|-----------------|----------------|
| Building Only<br>- 4 round picnic tables & benches                  | \$25.00    | \$15.00              | \$10.00                  | Per 2 hrs Block | Y              |
| Building Only<br>- 5 square tables (6'L) & 25 chairs max.           | \$28.00    | \$18.00              | \$13.00                  | Per 2 hrs Block | Y              |
| Building & Common Area*<br>- 4 round picnic tables & benches        | \$27.00    | \$17.00              | \$12.00                  | Per 2 hrs Block | Y              |
| Building & Common Area*<br>- 5 square tables (6'L) & 25 chairs max. | \$30.00    | \$20.00              | \$15.00                  | Per 2 hrs Block | Y              |

## SCHEDULE "F"

### ADMINISTRATIVE & OTHER FEES 2023

HST is not applicable unless otherwise noted



#### TAXES & FINANCIAL

|           |   |         |  |
|-----------|---|---------|--|
| 3068-0903 | Tax Certificates  | \$50.00 |  |
| 3068-0921 | Tax Arrears Fee ( <i>letters delivered by mail, registered mail or By-Law Officer</i> )   | \$25.00 |  |
| 3068-0921 | Tax Statement Mailing Fee   | \$5.00  |  |
| 3068-0921 | Tax Bill / Tax Statement Reprint Fee  | \$5.00  |  |
| 3068-0921 | Tax Registration Admin Fee  | \$25.00 |  |
| 2230-0001 | Tax Registration Fees - billed out at cost as per <i>Realtax*</i> fee schedule 2021<br><i>*Realtax is an outside firm that is used to conduct tax registration processes for the Town</i> | at cost |  |
| 4070-0501 | By-Law Enforcement - County of Lambton inspection, follow-up, property standards and tidy yard by-law enforcement (including long grass) billed to homeowner at cost                      | at cost |  |
| 3068-0921 | NSF / Refund Cheques  | \$35.00 |  |

#### COMPOST/RECYCLING/WASTE

|           |   |         |                    |
|-----------|---|---------|--------------------|
| 3069-1012 | Compost Pass                                    | \$25.00 |                    |
| 3069-1011 | Blue Box (HST is included)                      | \$22.00 |                    |
| 3069-1011 | Garbage Bag Tags (HST is included)              | \$5.00  | each               |
| 3069-1011 | Bulk Soil & Aggregate - Top Soil                | \$40.00 | per backhoe bucket |
| 3069-1011 | Bulk Soil & Aggregate - "A" Gravel OR 3/4 Clear | \$45.00 | per backhoe bucket |

#### MEMORIAL TREES & BENCHES

|           |  |            |  |
|-----------|--|------------|--|
| 2310-0114 | Memorial Tree - one tree with recognition plaque           | \$250.00   |  |
| 3070-1111 | Memorial Park Bench - one bench with engraving recognition | \$1,500.00 |  |

#### OFFICE OF THE CLERK

##### MISCELLANEOUS

|           |  |                     |                         |
|-----------|--|---------------------|-------------------------|
| 3068-0915 | Commissioner of Oath   | \$0.00<br>Resident  | \$35.00<br>Non-Resident |
| 3068-0915 | Certified True Copy  | \$10.00<br>Resident | \$25.00<br>Non-Resident |
| 4021-0320 | Integrity Commissioner Filing Fee ( <i>payable in Trust to Aird &amp; Berlis LLP by cheque only</i> )<br><i>* Fee is refundable if the application is found not to be frivolous or vexatious</i> | \$125.00            |                         |
| 3068-0915 | Death Registration   | \$15.00             |                         |
| 3067-0802 | Certificate of Compliance  | \$150.00            |                         |
| 3067-0802 | Registration of Document to Title  | \$400.00            |                         |
| 3067-0802 | Remove Registration of Document to Title   | \$250.00            |                         |
| 3060-0101 | Special Events / Open Burning Permit Fee   | \$50.00             |                         |

## SCHEDULE "F"

### ADMINISTRATIVE & OTHER FEES 2023

HST is not applicable unless otherwise noted



#### INFORMATION REQUEST

|  |  |                              |            |
|--|--|------------------------------|------------|
| 4021-0320  | Filing Fee   | <b>\$5.00</b>                |            |
| 4021-0320  | Manual search for record and/or preparing record for disclosure            | <b>\$7.50</b><br>per 15 mins | staff time |
| 4021-0320  | Copying of record  | <b>\$0.20</b>                | per page   |
| 4021-0320  | Shipping Cost (courier with signature)                                     | <b>at cost</b>               |            |
| 4021-0320  | Any other costs incurred in responding to a request for access to a record | <b>at cost</b>               |            |
| *All fees above are subject to change per <i>Information and Privacy Commissioner of Ontario</i> |  |                              |            |

#### MARRIAGE CEREMONY (full payment required at time of booking, non-refundable)

|           |   |                               |                                   |
|-----------|---|-------------------------------|-----------------------------------|
| 3068-0919 | During Business Hours (9:00 a.m. - 3:30 p.m. on day Town office is open for business) <b>PLUS HST</b> | <b>\$225.00</b><br>Resident   | <b>\$250.00</b><br>Non-Resident   |
| 3068-0919 | After Business Hours (any time other than 'open business' hours as per above) <b>PLUS HST</b>         | <b>\$325.00</b><br>Resident   | <b>\$350.00</b><br>Non-Resident   |
| 3068-0919 | Rehearsal <b>PLUS HST</b>   | <b>\$75.00/hr</b><br>Resident | <b>\$80.00/hr</b><br>Non-Resident |
| 3068-0919 | Officiant travel outside of Petrolia for ceremony <b>PLUS HST</b>                                     | <b>\$0.65/km</b><br>Resident  | <b>\$0.65/km</b><br>Non-Resident  |
| 3068-0920 | Marriage Licence (not included with Ceremony Fee)   | <b>\$155.00</b><br>Resident   | <b>\$170.00</b><br>Non-Resident   |

#### ANIMAL LICENCE

|  |                                       |                |            |
|--|---------------------------------------|----------------|------------|
| 3060-0103  | Dog - licence fee per dog (2 maximum) | <b>\$40.00</b> | due Jan 31 |
| *Renewal fees paid after due date are subject to a 50% surcharge, tags are auto-renewed yearly once animal is registered |                                       |                |            |

#### BUSINESS LICENCE

|           |   |                   |                    |
|-----------|---|-------------------|--------------------|
| 3060-0101 | Transient Trader  | <b>\$1,000.00</b> | one time fee       |
| 3060-0101 | New Business  | <b>\$250.00</b>   | + inspection costs |
| 3060-0101 | Taxi Licence (MOE certification to be provided yearly)                  | <b>\$200.00</b>   | yearly             |
| 3060-0101 | Auctioneers   | <b>\$300.00</b>   | yearly             |
| 3060-0101 | Mobile Canteen  | <b>\$250.00</b>   | yearly             |
| 3060-0101 | Transfer of Ownership   | <b>\$200.00</b>   | one time fee       |
| 3060-0101 | Transfer of Location (same owner) *inspections of new location required | <b>No Fee</b>     | + inspection costs |

#### LOTTERY LICENCE

|           |   |                                |  |
|-----------|---|--------------------------------|--|
| 3060-0101 | Raffle Bingo Licence (min \$25.00 charge)   | <b>3% of Total Prize Value</b> |  |
| 3060-0101 | Break Open Tickets Licence  | <b>3% of Total Prize Value</b> |  |
| 3060-0101 | Non-Profit / Charity Organizations ( <i>funds benefit Petrolia Residents</i> )      | <b>No Fee</b>                  |  |
| 3060-0101 | Administration Fee ( <i>approval of licence from outside the Town of Petrolia</i> ) | <b>\$50.00</b>                 |  |

**SCHEDULE "G"****FIRE DEPARTMENT 2023****REQUESTS for INFORMATION, INSPECTIONS and SERVICES***(as defined in the Departmental Fire Prevention Policy)***HST  
applicable**

|  |          |                                  |   |
|--|----------|----------------------------------|---|
| Licensed Day Care Facilities/<br>Boarding/Rooming/Lodging                        | \$50.00  | Per Inspection                   | Y |
| Premise for Approval of Liquor Licences  | \$125.00 | Per Inspection                   | Y |
| Special Occasion Permits   | \$30.00  | Initial                          | Y |
| Fireworks Inspections / Permit   | \$50.00  |                                  | Y |
| Determination of Occupancy Load /<br>Liquor Licence in place                     | \$125.00 |                                  | Y |
| New construction plan review / inspection<br>(Including "alternative solutions") | \$125.00 | Per review                       | Y |
| Life Safety Plan Approval  | \$125.00 |                                  | Y |
| Attendance at Evacuation Drill (requested)                                       | \$120.00 | Per Hour (min 2 fire inspectors) | Y |

**ROUTINE COMPANY, COMPLAINT, AND REQUESTED INSPECTIONS***(as defined in the Departmental Fire Prevention Policy)*

|                       |          |                                     |   |
|-----------------------|----------|-------------------------------------|---|
| Chargeable inspection | \$150.00 | Per inspection up to 2,500 sq.ft.   | Y |
|                       | \$200.00 | Per inspection 2,500-10,000 sq.ft.  | Y |
|                       | \$350.00 | Per inspection 10,000-20,000 sq.ft. | Y |
|                       | \$400.00 | Per inspection over 20,000 sq.ft.   | Y |

**OTHER FEES FOR SERVICES**

|   |          |  |   |
|---|----------|--|---|
| Copies of Fire Report   | \$40.00  | Residential                            | Y |
|   | \$50.00  | Commercial                             | Y |
|   | \$60.00  | Industrial                             | Y |
| Letters to Lawyers, Insurance Companies, etc.                           | \$50.00  | Flat Fee                               | Y |
| False alarms—Mechanical   | \$300.00 | Call after 3 alarms in a 1 year period | Y |
| Standby—Request by Developers, Industry,<br>Provincial Government, etc. | \$350.00 | Per truck/hour or part hour            | Y |
| Fire Guard  | \$60.00  | Per hour/firefighter (min 2 hours)     | Y |
| Non-Residential vehicle extraction                                      | \$350.00 | Per truck/hour or part hour            | Y |
| S.C.B.A. Air Cylinder Refills   | \$5.00   | Per cylinder                           | Y |

**MISCELLANEOUS**

|  |          |                        |   |
|--|----------|------------------------|---|
| Miscellaneous—Cats in tree, flow testing<br>Private hydrants, flooding rinks, etc. | \$30.00  | Per member             | Y |
|  | \$50.00  | Per truck/hour         | Y |
| Fire Suppressants  | At Cost  | Replacement Cost       | Y |
| Nuisance Fires / responses   | \$350.00 | Per truck              | Y |
| Fire Investigation   | At Cost  |                        | Y |
| Fire Costs to Remediate Unsafe Conditions  | At Cost  | (including demolition) | Y |
| Consumables Used (absorbents, booms)   | At Cost  |                        | Y |
| Business Licence for Sale of Fireworks   | \$200.00 | Per vendor             | N |
| Permit for display of Fireworks  | \$50.00  | Per event              | N |

*(Fire suppression, investigation for burning without a permit, repeat nuisance fires & responses etc.)*

## SCHEDULE "H"



### BUILDING PERMIT & RELATED MATTERS 2023

HST  
applicable

|  |   |  |   |
|--|---|--|---|
| New Residential Home   | <b>REFUNDABLE DEPOSIT ON FINAL INSPECTION</b>   | \$2,370.00   | N |
|  | <b>PERMIT FEE</b><br>(one cheque, Payable to the Town of Petrolia for Deposit & Permit Fee) | \$1,525.00<br>up to 3000 sq ft<br>\$.30 per sq ft<br>there after | N |
| Attached Garage  |   | \$655.00   | N |
| Detached Accessory Building (Residential) over 100 sq. ft.   |   |  |   |
| Under 250 sq. ft.  |   | \$115.00   | N |
| 250-720 sq. ft.  |   | \$245.00   | N |
| Over 720 sq. ft.   |   | \$915.00   | N |
| Apartment Building, Multiple Housing Structure & Hotel/Motel   |   | \$8,515.00   | N |
| Additions  |   | \$915.00   | N |
| Minor structural changes, alterations or repairs (residential & commercial)  |   | \$450.00   | N |
| Fireplaces and other wood burning appliances   |   | \$355.00   | N |
| Decks (Minimum Charge) up to 200 sq. ft.   |   | \$120.00   | N |
| Decks over 200 sq. ft.   |   | \$355.00   | N |
| New Commercial   |   | \$3,555.00   | N |
| New Institutional/Industrial   |   | \$5,915.00   | N |
| Commercial Renovations/Additions – Major<br>(51% or greater of gross floor area of existing structure)               |   | \$3,555.00   | N |
| Commercial Renovations/Additions – Minor<br>(50% or less of gross floor area of existing structure)                  |   | \$2,200.00   | N |
| Institutional/Industrial Renovations/Additions – Major<br>(51% or greater of gross floor area of existing structure) |   | \$5,915.00   | N |
| Institutional/Industrial Renovations/Additions – Minor<br>(50% or less of gross floor area of existing structure)    |   | \$4,400.00   | N |
| Demolition of Dwelling where New Dwelling Building Permit is Issued  |   | \$120.00   | N |
| Demolition of Dwelling where New Dwelling Building Permit is NOT issued  |   | \$300.00   | N |
| All Other Demolitions  |   | \$280.00   | N |
| Structure/House/Building Relocations (Road Access Permit)  |   | \$1,100.00   | N |
| Structure/House/Building Relocations (in or out) – Road Access damage deposit  |   | \$1,125.00   | N |

## SCHEDULE "H"

### BUILDING PERMIT & RELATED MATTERS 2022 (Cont'd)

|   |          | HST<br>applicable |
|---|----------|-------------------|
| Transfer of an Approved Permit                          | \$120.00 | N                 |
| In ground and above ground swimming and/or pool fencing | \$260.00 | N                 |
| Change of Use   | \$260.00 | N                 |
| Sign Permit (if required in Sign By-Law)                | \$75.00  | N                 |
| Sign/Structure—If Building Permit is required           | \$180.00 | N                 |

## SCHEDULE "I"



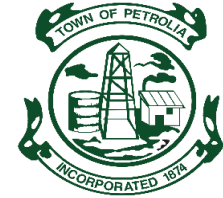
### PLANNING & DEVELOPMENT FEES AND RELATED CHARGES 2023

Note: County of Lambton Service Fees and Charges are approved by the County. Town has included these amounts for information purposes only. Appeals to the Ontario Municipal Board Fees are set by the Province of Ontario.

|   | Town of<br>Petrolia      | County of<br>Lambton                   |  | HST<br>applicable |
|---|--------------------------|--|--|-------------------|
| Pre-application Consultation Meeting (TAC)  | \$280.00                 |  |  | N                 |
| Application for Minor Variance  | \$595.00                 |  |  | N                 |
| Site Plan Application   | \$1,695.00               |  | + legal \$300 per application  | N                 |
| Site Plan Agreement Amendments to Approved Plan   | \$565.00                 |  | + legal \$300 per application  | N                 |
| Application for Official Plan Amendments  | \$1,695.00               | \$600.00                               |  | N                 |
| Application for Zoning Amendments   | \$1,355.00               | \$425.00                               | + legal \$300 per application  | N                 |
| Application for Consent to Sever Land (severance)   | \$1,695.00               |  | Paid at time of application  | N                 |
| Application for Consent to Sever Land (severance)   | \$675.00                 |  | Paid at time of deed stamping  | N                 |
| Application for Purchase of Municipal Road Allowance  | \$825.00                 |  |  | N                 |
| Municipal Road Allowance Purchase Price   | \$3.00                   |  | Per square foot  | Y                 |
| Administrative & Closing costs related to Purchase of Municipal Road Allowance ( <i>Including but not limited to: advertising, administrative, legal fees, disbursements, survey, Transfer/Deed of Land &amp; HST</i> ) | @ cost                   |  |  | N                 |
| Objection to the OMB : Re-Zoning, Official Plan, Minor Variance & Consent – <i>Application not made through Town</i>  | \$385.00                 |  | *Minister of Finance – Subject to change based on Ministry of Finance fee schedule | N                 |
| Ontario Land Tribunal hearings – Cost recovery of Town legal fees for developer   | \$10,000.00              |  | Per case file  | N                 |
| Objection to the OLT  | \$400.00                 |  |  | N                 |
| Development Advance (any funds not used to be refunded upon registration of subdivision or site plan agreement)   | \$10,000.00              |  | Per project  | N                 |
| Development Consultation Meetings   | @ hourly rate            |  | rate based on staff in attendance  | N                 |
| Development Related Engineering & Legal Fees  | @ cost                   |  |  |                   |
| Plan of Subdivision / Condominium Application   | \$2,255.00 per agreement | \$3,500.00<br>\$4,500.00<br>\$6,500.00 | 0-20 lots or units<br>21-50 lots or units<br>50+ lots or units                     | N                 |
| Plan of Subdivision / Condominium Part Lot Control  | \$565.00                 | \$750.00                               |  | N                 |
| Plan of Subdivision / Condominium Extension Draft Plan Approval   | \$565.00                 | \$250.00                               |  | N                 |
| Phased Final Approvals / Execution & Reg. of Final Approval   | \$620.00                 | Per schedule                           |  | N                 |
| Woodlot Application   |                          | \$1,250.00                             | Make application at the County   | N                 |
| Zoning Compliance Letter (Certificate)  |                          | \$75.00                                | Make application at the County   | N                 |
| Copy of Zoning By-Law or Official Plan  | \$55.00                  | \$55.00                                |  | Y                 |



## SCHEDULE "J-1"



## WATER AND SEWER RATES 2023

| Effective January 1, 2023                            | Minimum<br>M <sup>3</sup> | Water<br>Charge<br>per M3 | Minimum<br>Volume<br>Water Charge | Water<br>Monthly<br>Fixed Service<br>Charge | Total<br>Minimum<br>water billing | Sewer<br>Charge<br>per M3 | Minimum<br>Volume<br>Sewer<br>Charge | Total<br>Minimum<br>Water &<br>Sewer |
|--|---------------------------|---------------------------|-----------------------------------|---|-----------------------------------|---------------------------|--------------------------------------|--------------------------------------|
| Pipe Size 5/8"                                       | 5                         | 2.09                      | \$10.45                           | \$10.37                                     | \$20.82                           | \$3.69                    | \$18.46                              | \$39.28                              |
| Pipe Size 3/4"                                       | 9                         | 2.09                      | \$18.81                           | \$10.37                                     | \$29.18                           | \$3.69                    | \$33.23                              | \$62.41                              |
| Pipe Size 1"   | 18                        | 2.09                      | \$37.63                           | \$10.37                                     | \$48.00                           | \$3.69                    | \$66.46                              | \$114.45                             |
| Pipe Size 1 1/2"                                     | 40                        | 2.09                      | \$83.62                           | \$10.37                                     | \$93.98                           | \$3.69                    | \$147.68                             | \$241.66                             |
| Pipe Size 2"   | 72                        | 2.09                      | \$150.51                          | \$10.37                                     | \$160.88                          | \$3.69                    | \$265.82                             | \$426.70                             |
| Pipe Size 4"   | 227                       | 2.09                      | \$474.52                          | \$10.37                                     | \$484.89                          | \$3.69                    | \$838.08                             | \$1,322.97                           |
| Out of Boundary (Oozlofsky & Discovery Line) - Water | 5                         | 2.96                      | \$14.82                           | \$17.62                                     | \$32.44                           | \$0.00                    | \$0.00                               | \$32.44                              |
| Meadowview & Lambtonian                              | 5                         | 2.09                      | \$10.45                           | \$10.37                                     | \$20.82                           | \$4.32                    | \$21.58                              | \$42.40                              |
| Mainline (Water only) 1" pipe                        | 5                         | 2.09                      | \$10.45                           | \$10.37                                     | \$20.82                           | \$0.00                    | \$0.00                               | \$20.82                              |

2023 Water Rate Increase 4.0%

2023 Sewer Rate Increase 4.0%

## SCHEDULE "J-2"



### WATER DISTRIBUTION SERVICES 2022

#### Mainline Wet/Dry Taps

The following charges and procedures apply to all wet / dry taps associated with the Petrolia Water Distribution System.

Customers shall be responsible for all excavations, sand bedding, sand covering, granular and native backfilling, line testing and flushing requirements, service lateral piping, curb stops and water service boxes and utility locates, as specified by the Town.

Town of Petrolia shall supply and install all materials associated with the wet / dry tapping.

1. **50mm through 100mm mainline**.....\$600.00, plus \$ 35.00 administration fee
2. **150mm mainline** .....\$700.00, plus \$ 35.00 administration fee
3. **200mm through 250mm mainline**.....\$800.00, plus \$ 35.00 administration fee
4. **300mm mainline** .....\$850.00, plus \$ 35.00 administration fee
5. Service laterals requiring tapping sleeves or specialty items and materials shall be charged at Town's cost, plus 15%, handling and restocking and \$ 35.00 administration.
6. Only Town approved materials are to be utilized for all service laterals.
7. Customers shall give a minimum of 5 working days advance notice, to Town.
8. Final location of service laterals shall be at the sole discretion of the Town.
9. Only qualified Town personnel are permitted to operate the distribution system.
10. All work shall be performed in accordance with the Ontario Safe Drinking Water Act.
11. Any work performed outside normal working hours, Monday through Friday, is subject to overtime fees, as determined by the Town.
12. Any work performed on Saturdays, Sundays or Town / CUPE recognized holidays is subject to overtime fees, as determined by the Town.
13. All invoicing shall be payable to the Town of Petrolia within 30 days of the date of the invoice. All late payments are subject to 1.25% per month.

#### Water Meter Purchase or Replacement

| Meter Size                | 3/4" x 3/4"     | 5/8" x 3/4"     | 1" x 1"         | 1.5" X 1.5"       | 2" x 2"           |
|---------------------------|-----------------|-----------------|-----------------|-------------------|-------------------|
| Sensus Water Meter        | \$335.00        | \$200.00        | \$425.00        | \$825.00          | \$1,060.00        |
| Dual Check Backflow Valve | \$65.00         | \$65.00         | \$70.00         |                   |                   |
| Reduced Pressure Backflow |                 |                 |                 | \$615.00          | \$700.00          |
| Straight Tailpiece        | \$10.00         | \$10.00         | \$15.00         |                   |                   |
| Flange Set                |                 |                 |                 | \$60.00           | \$65.00           |
| Administration Charge     | \$35.00         | \$35.00         | \$35.00         | \$35.00           | \$35.00           |
| <b>TOTAL</b>              | <b>\$445.00</b> | <b>\$310.00</b> | <b>\$545.00</b> | <b>\$1,535.00</b> | <b>\$1,860.00</b> |

## SCHEDULE "K"



### LABOUR AND EQUIPMENT RATES 2022

| Labour Rates  |                         |  |
|---|-------------------------|--|
| Director of Operations  | \$ 70.00 per hour       | 2 hour minimum   |
| Works Dept. Foreman   | \$ 60.00 per hour       | 2 hours minimum ( 1.5 for overtime )                         |
| Water Dept. Foreman/ORO   | \$ 55.00 per hour       | 2 hours min. ( 1.5 for overtime )                            |
| Mechanic  | \$ 55.00 per hour       | 2 hours min. ( 1.5 for overtime )                            |
| Gen. Labour ( class 4 )   | \$ 50.00 per hour       | 2 hours min. ( 1.5 for overtime )                            |
| Lead Hand   | \$ 55.00 per hour       | 2 hours min. ( 1.5 for overtime )                            |
|   |                         |  |
| Equipment Rates – operated by Town Employee, in addition to Labour cost |                         |  |
| Loader/Backhoe  | \$ 95.00                | 2 hours min.   |
| Compressor  | \$ 85.00                | Day rate, only   |
| Portable Welder   | \$ 85.00                | Day rate, only   |
| John Deere  | \$ 70.00                | 2 hour min.  |
| Kubota-245  | \$ 70.00                | 2 hour min.  |
| Flusher Truck   | \$ 80.00                | 2 hour min.  |
| 3 Ton Dump  | \$ 70.00                | 2 hour min.  |
| 5 Ton Dump  | \$ 75.00                | 2 hour min.  |
| ½ Ton Pickup  | \$ 59.00                | 2 hour min.  |
| ¾ Ton Pickup  | \$ 59.00                | 2 hour min.  |
|   |                         |  |
| Public Works Services   |                         |  |
| Grass Cutting   | \$225.00 Minimum Charge | \$85.00 Hourly rate  |
| Snow Removal  | \$225.00 Minimum Charge | \$85.00 Hourly rate  |
| Water Shut Off  | \$60.00 Minimum Charge  | Overtime hours/weekends=Call in hours, as per CUPE agreement |
| Cemetery Labour   | \$70.00 per hour        | 2-hour minimum<br>Plus applicable equipment rates            |

**NOTES:** Small tools are included in all labour rates.  
All materials / consumables charged at cost, plus 15%, handling and restocking.  
\$ 35.00 administration charge applies to all external cases.  
HST is applicable to all service charges.

**NO THIRD PARTY RENTAL OF SMALL TOOLS OR EQUIPMENT.**