

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 <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 Resident	\$35.00 Non-Resident
3068-0915	Certified True Copy	\$10.00 Resident	\$25.00 Non-Resident
4021-0320	Integrity Commissioner Filing Fee (<i>payable in Trust to Aird & Berlis LLP by cheque only</i>) <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	

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INFORMATION REQUEST

4021-0320	Filing Fee	\$5.00	
4021-0320	Manual search for record and/or preparing record for disclosure	\$7.50 per 15 mins	staff time
4021-0320	Copying of record	\$0.20	per page
4021-0320	Shipping Cost (courier with signature)	at cost	
4021-0320	Any other costs incurred in responding to a request for access to a record	at cost	
*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) PLUS HST	\$225.00 Resident	\$250.00 Non-Resident
3068-0919	After Business Hours (any time other than 'open business' hours as per above) PLUS HST	\$325.00 Resident	\$350.00 Non-Resident
3068-0919	Rehearsal PLUS HST	\$75.00/hr Resident	\$80.00/hr Non-Resident
3068-0919	Officiant travel outside of Petrolia for ceremony PLUS HST	\$0.65/km Resident	\$0.65/km Non-Resident
3068-0920	Marriage Licence (not included with Ceremony Fee)	\$155.00 Resident	\$170.00 Non-Resident

ANIMAL LICENCE

3060-0103	Dog - licence fee per dog (2 maximum)	\$40.00	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	\$1,000.00	one time fee
3060-0101	New Business	\$250.00	+ inspection costs
3060-0101	Taxi Licence (MOE certification to be provided yearly)	\$200.00	yearly
3060-0101	Auctioneers	\$300.00	yearly
3060-0101	Mobile Canteen	\$250.00	yearly
3060-0101	Transfer of Ownership	\$200.00	one time fee
3060-0101	Transfer of Location (same owner) <i>*inspections of new location required</i>	No Fee	+ inspection costs

LOTTERY LICENCE

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