

## SCHEDULE "F"

### ADMINISTRATIVE & OTHER FEES 2024

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 2023 *Realtax is an outside firm that is used to conduct tax registration processes for the Town	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	\$30.00	
3069-1011	Blue Box (HST is included)	\$22.00	
3069-1011	Garbage Bag Tags (HST is included)	\$5.00	
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	\$300.00	
3070-1111	Memorial Park Bench - one bench with engraving recognition	\$2,500.00	
2340-0017	Veteran Memorial Banner - double sided, colour (displayed on downtown poles)	\$300.00	per 3 yrs

#### 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 &amp; 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	<b>\$5.00</b>	
4021-0320	Manual search for record and/or preparing record for disclosure	<b>\$7.50</b> 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>\$275.00</b> Resident	<b>\$300.00</b> Non-Resident
3068-0919	After Business Hours (any time other than 'open business' hours as per above) <b>PLUS HST</b>	<b>\$375.00</b> Resident	<b>\$400.00</b> Non-Resident
3068-0919	Rehearsal <b>PLUS HST</b>	<b>\$75.00/hr</b> Resident	<b>\$80.00/hr</b> Non-Resident
3068-0919	Officiant travel outside of Petrolia for ceremony <b>PLUS HST</b>	<b>\$0.65/km</b> Resident	<b>\$0.65/km</b> Non-Resident
3068-0920	Marriage Licence (not included with Ceremony Fee)	<b>\$180.00</b> Resident	<b>\$195.00</b> Non-Resident

#### ANIMAL LICENCE

3060-0103	Dog - licence fee per dog (2 dogs maximum)	<b>\$40.00</b>	
*Tags are auto-renewed yearly once animal is registered. Unpaid tags are transferred to taxes & subject to 1.25% monthly penalties starting Mar 1 each yr.			

#### 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 (per taxi)
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> ) * as per Council Res.	<b>No Fee</b>	
3060-0101	Administration Fee ( <i>approval of licence from outside the Town of Petrolia</i> )	<b>\$50.00</b>	
3060-0101	Eligibility Review	<b>\$200.00</b>	yearly