

**Department:** Clerk's  
**Key Business:** Legislative Services  
**Service Area:** Official Documents & Services

Service Provided	Unit of Measure	HST Y/N	2022 Base Fee	2023 Base Fee	2024 Proposed Base Fee	HST \$	2024 Fee (tax included)	Effective Date MMM-YY	Last Increase	2024 over 2023 \$ Change	2024 over 2023 % Change
Burial Permit	permit	N	\$55.00	\$60.00	<b>\$60.00</b>	N/A	<b>\$60.00</b>	Mar-23	2020	\$0.00	0.0%
Burial Permit After Hours	permit	N	\$85.00	\$95.00	<b>\$95.00</b>	N/A	<b>\$95.00</b>	Mar-23	2021	\$0.00	0.0%
Marriage Licence	licence	N	\$158.15	\$165.00	<b>\$172.00</b>	N/A	<b>\$172.00</b>	Jan-24	2023	\$7.00	4.2%
Commissioner of Oaths Services/Residency letters	oath	Y	\$35.40	\$35.40	<b>\$35.40</b>	<b>\$4.60</b>	<b>\$40.00</b>	Jan-20	2015	\$0.00	0.0%
Pension/Verification of Life (on-site, non-resident)	confirmation	Y	\$13.27	\$13.27	<b>\$13.27</b>	<b>\$1.73</b>	<b>\$15.00</b>	Jan-22	2022	\$0.00	0.0%
Offsite Pension/Verification of Life	confirmation	Y	\$35.40	\$35.40	<b>\$35.40</b>	<b>\$4.60</b>	<b>\$40.00</b>	Jan-20	2015	\$0.00	0.0%
Certified True Copies of Town Documents	document	N	\$15.00	\$15.00 for the first page per document, plus \$1.00 for each subsequent page	<b>\$15.00 for the first page per document, plus \$1.00 for each subsequent page</b>	N/A	<b>\$15.00 for the first page per document, plus \$1.00 for each subsequent page</b>	Mar-23	2009	\$0.00	0.0%
Copies of By-law's (up to 8x14)	per page	N	N/A	\$1.00	<b>\$1.00</b>	N/A	<b>\$1.00</b>	Mar-23	N/A	\$0.00	0.0%
Photocopy	per page	Y	\$0.44	\$0.44	<b>\$0.44</b>	<b>\$0.06</b>	<b>\$0.50</b>	Jan-09	2009	\$0.00	0.0%
Municipal Freedom of Information (FOI) Request	request	N	\$5.00	\$5.00	<b>\$5.00</b>	N/A	<b>\$5.00</b>	Jan-09	2009	\$0.00	0.0%
Special Occasion Permit	permit	N	\$50.00	\$50.00	<b>\$50.00</b>	N/A	<b>\$50.00</b>	Jan-20	2009	\$0.00	0.0%
Municipal Information Approval	approval	N	\$100.00	\$100.00	<b>\$100.00</b>	N/A	<b>\$100.00</b>	Jan-13	2009	\$0.00	0.0%
Document Search / Preparation	hourly	N	\$30.00	\$60.00	<b>\$60.00</b>	N/A	<b>\$60.00</b>	Mar-23	2009	\$0.00	0.0%
Purolator Shipping Rates	service	N	N/A	\$15.00	<b>\$15.00</b>	N/A	<b>\$15.00</b>	Mar-23	N/A	\$0.00	0.0%
Records Retrieval	normal delivery	Y	\$48.67	\$48.67	<b>\$48.67</b>	<b>\$6.33</b>	<b>\$55.00</b>	Jan-18	2017	\$0.00	0.0%
Records Retrieval	rush	Y	\$68.14	\$68.14	<b>\$68.14</b>	<b>\$8.86</b>	<b>\$77.00</b>	Jan-18	2017	\$0.00	0.0%
Marriage Ceremony	service	Y	\$325.00	\$340.71	<b>\$353.98</b>	<b>\$46.02</b>	<b>\$400.00</b>	Jan-24	2023	\$13.27	3.9%

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Rehearsal Time	service	Y	\$100.00	\$100.00	<b>\$104.43</b>	<b>\$13.58</b>	<b>\$118.01</b>	Jan-24	2013	\$4.43	4.4%
Non-Refundable Appointment Revision Fee	service	Y	\$50.00	\$52.30	<b>\$53.98</b>	<b>\$7.02</b>	<b>\$61.00</b>	Jan-24	2023	\$1.68	3.2%
Marriage Facility Fee during 12-5	rental	Y	\$111.00	\$116.00	<b>\$121.00</b>	<b>\$15.73</b>	<b>\$136.73</b>	Jan-24	2023	\$5.00	4.3%
Marriage Facility Fee after business hours	rental	Y	\$222.00	\$232.00	<b>\$242.00</b>	<b>\$31.46</b>	<b>\$273.46</b>	Jan-24	2023	\$10.00	4.3%
Offsite Marriage Outside Oakville	service	Y	\$50.00	\$50.00	<b>\$52.00</b>	<b>\$6.76</b>	<b>\$58.76</b>	Jan-24	2009	\$2.00	4.0%
Offsite Marriage In Oakville	service	Y	\$25.00	\$25.00	<b>\$26.00</b>	<b>\$3.38</b>	<b>\$29.38</b>	Jan-24	2009	\$1.00	4.0%
Marriage Cancellation Fee	service	Y	\$125.00	\$130.75	<b>\$132.75</b>	<b>\$17.26</b>	<b>\$150.01</b>	Jan-24	2023	\$2.00	1.5%
Closed Meeting Investigation	request	N	\$125.00	\$125.00	<b>\$125.00</b>	N/A	<b>\$125.00</b>	Jan-08	2008	\$0.00	0.0%
Lottery Licences	each	N	3% of Prize Value or a minimum of \$15	3% of Prize Value or a minimum of \$15	<b>3% of Prize Value or a minimum of \$15</b>	N/A	<b>3% of Prize Value or a minimum of \$15</b>	Jan-18	N/A	\$0.00	0.0%
Lottery Licence Amendment	each	N	\$25.00	\$25.00	<b>\$25.00</b>	N/A	<b>\$25.00</b>	Jan-16	2016	\$0.00	0.0%
Eligibility Review	each	N	\$25.00	\$50.00	<b>\$50.00</b>	N/A	<b>\$50.00</b>	Mar-23	2016	\$0.00	0.0%
Property Standards Appeal Hearing	per event	N	\$230.00	\$230.00	<b>\$230.00</b>	N/A	<b>\$230.00</b>	Jan-22	2014	\$0.00	0.0%
Appeals Committee Hearing	per event	N	\$230.00	\$230.00	<b>\$230.00</b>	N/A	<b>\$230.00</b>	Jan-22	2015	\$0.00	0.0%
Appeals Committee Hearing - Tax Appeals	per event	N	N/A	N/A	<b>\$25.00</b>	N/A	<b>\$25.00</b>	Jan-24	N/A	New	New
*Nomination fee - Mayor	deposit	N	\$200.00	\$200.00	<b>\$200.00</b>	N/A	<b>\$200.00</b>	Jan-22	2022	\$0.00	0.0%
*Nomination fee - Councillor	deposit	N	\$100.00	\$100.00	<b>\$100.00</b>	N/A	<b>\$100.00</b>	Jan-22	2022	\$0.00	0.0%
*Nomination fee - School Board	deposit	N	\$100.00	\$100.00	<b>\$100.00</b>	N/A	<b>\$100.00</b>	Jan-22	2022	\$0.00	0.0%

\*subject to changed based on the Municipal Elections Act, 1996, ONTARIO REGULATION 101/97