

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

Service Provided	Unit of Measure	HST Y/N	2023 Base Fee	2024 Base Fee	2025 Proposed Base Fee	HST \$	2025 Fee (tax included)	Effective Date MMM-YY	Last Increase	2025 over 2024 \$ Change	2025 over 2024 % Change
Burial Permit	permit	N	\$60.00	\$60.00	\$60.00	N/A	\$60.00	Mar-23	2020	\$0.00	0.00%
Burial Permit After Hours	permit	N	\$95.00	\$95.00	\$95.00	N/A	\$95.00	Mar-23	2021	\$0.00	0.00%
Marriage Licence	licence	N	\$165.00	\$172.00	\$172.00	N/A	\$172.00	Jan-24	2023	\$0.00	0.00%
Commissioner of Oaths Services/Residency letters	oath	Y	\$35.40	\$35.40	\$36.50	\$4.75	\$41.25	Jan-25	2020	\$1.10	3.11%
Pension/Verification of Life (on-site, non-resident)	confirmation	Y	\$13.27	\$13.27	\$13.72	\$1.78	\$15.50	Jan-25	2022	\$0.45	3.39%
Offsite Pension/Verification of Life	confirmation	Y	\$35.40	\$35.40	\$36.50	\$4.75	\$41.25	Jan-25	2020	\$1.10	3.11%
Certified True Copies of Town Documents	document	N	\$15.00 for the first page per document, plus \$1.00 for each subsequent page	\$15.00 for the first page per document, plus \$1.00 for each subsequent page	\$15.00 for the first page per document, plus \$1.00 for each subsequent page	N/A	\$15.00 for the first page per document, plus \$1.00 for each subsequent page	Mar-23	2009	\$0.00	0.00%
Copies of By-law's (up to 8x14)	per page	N	\$1.00	\$1.00	\$1.00	N/A	\$1.00	Mar-23	N/A	\$0.00	0.00%
Photocopy	per page	Y	\$0.44	\$0.44	\$0.44	\$0.06	\$0.50	Jan-09	2009	\$0.00	0.00%
Municipal Freedom of Information (FOI) Request	request	N	\$5.00	\$5.00	\$5.00	N/A	\$5.00	Jan-09	2009	\$0.00	0.00%
Special Occasion Permit	permit	N	\$50.00	\$50.00	\$50.00	N/A	\$50.00	Jan-20	2009	\$0.00	0.00%
Municipal Information Approval	approval	N	\$100.00	\$100.00	\$100.00	N/A	\$100.00	Jan-13	2009	\$0.00	0.00%
Temporary Liquor Licence Extension	approval	N	N/A	N/A	\$50.00	N/A	\$50.00	Jan-25	N/A	NEW	NEW
Document Search / Preparation	hourly	N	\$60.00	\$60.00	\$60.00	N/A	\$60.00	Mar-23	2009	\$0.00	0.00%
Purolator Shipping Rates	service	N	\$15.00	\$15.00	\$15.00	N/A	\$15.00	Mar-23	N/A	\$0.00	0.00%
Records Retrieval	normal delivery	Y	\$48.67	\$48.67	\$48.67	\$6.33	\$55.00	Jan-18	2017	\$0.00	0.00%
Records Retrieval	rush	Y	\$68.14	\$68.14	\$68.14	\$8.86	\$77.00	Jan-18	2017	\$0.00	0.00%
Marriage Ceremony	service	Y	\$340.71	\$353.98	\$353.98	\$46.02	\$400.00	Jan-24	2023	\$0.00	0.00%
Rehearsal Time	service	Y	\$100.00	\$104.43	\$104.43	\$13.58	\$118.01	Jan-24	2013	\$0.00	0.00%

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Non-Refundable Appointment Revision Fee	service	Y	\$52.30	\$53.98	\$53.98	\$7.02	\$61.00	Jan-24	2023	\$0.00	0.00%
Marriage Facility Fee during 12-5	rental	Y	\$116.00	\$121.00	\$125.00	\$16.25	\$141.25	Jan-25	2024	\$4.00	3.31%
Marriage Facility Fee after business hours	rental	Y	\$232.00	\$242.00	\$250.00	\$32.50	\$282.50	Jan-25	2024	\$8.00	3.31%
Offsite Marriage Outside Oakville	service	Y	\$50.00	\$52.00	\$53.98	\$7.02	\$61.00	Jan-25	2024	\$1.98	3.81%
Offsite Marriage In Oakville	service	Y	\$25.00	\$26.00	\$26.99	\$3.51	\$30.50	Jan-25	2024	\$0.99	3.81%
Marriage Cancellation Fee	service	Y	\$130.75	\$132.75	\$132.75	\$17.26	\$150.01	Jan-24	2023	\$0.00	0.00%
Closed Meeting Investigation	request	N	\$125.00	\$125.00	\$125.00	N/A	\$125.00	Jan-08	2008	\$0.00	0.00%
Lottery Licences	each	N	3% of Prize Value or a minimum of \$15	3% of Prize Value or a minimum of \$15	3% of Prize Value or a minimum of \$15	N/A	3% of Prize Value or a minimum of \$15	Jan-18	N/A	\$0.00	0.00%
Lottery Licence Amendment	each	N	\$25.00	\$25.00	\$25.00	N/A	\$25.00	Jan-16	2016	\$0.00	0.00%
Eligibility Review	each	N	\$50.00	\$50.00	\$50.00	N/A	\$50.00	Mar-23	2016	\$0.00	0.00%
Property Standards Appeal Hearing	per event	N	\$230.00	\$230.00	\$230.00	N/A	\$230.00	Jan-22	2014	\$0.00	0.00%
Appeals Committee Hearing	per event	N	\$230.00	\$230.00	\$230.00	N/A	\$230.00	Jan-22	2015	\$0.00	0.00%
Appeals Committee Hearing - Tax Appeals	per event	N	N/A	\$25.00	\$25.00	N/A	\$25.00	Jan-24	N/A	\$0.00	0.00%
*Nomination fee - Mayor	deposit	N	\$200.00	\$200.00	\$200.00	N/A	\$200.00	Jan-22	2022	\$0.00	0.00%
*Nomination fee - Councillor	deposit	N	\$100.00	\$100.00	\$100.00	N/A	\$100.00	Jan-22	2022	\$0.00	0.00%
*Nomination fee - School Board	deposit	N	\$100.00	\$100.00	\$100.00	N/A	\$100.00	Jan-22	2022	\$0.00	0.00%

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