

**VILLAGE OF PORT CLEMENTS  
BY LAW #403, 2014**

A Bylaw to establish fees, rates and charges for municipal services, rentals and sales.

WHEREAS the Village of Port Clements is permitted by the Community Charter, Section 194 to establish fees, rates and charges for providing administrative services, the rental of buildings and equipment and sale of miscellaneous items;

NOW THEREFORE the Council of the Village of Port Clements in open meeting assembled enacts as follows:

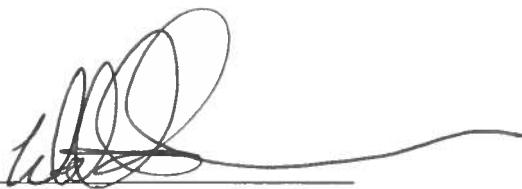
1. Fees set for Administrative Services will be as set out in Schedule A
2. Fees set for Public Works Services will be as set out in Schedule B
3. Fees set for building rental rates will be as set out in Schedule C
4. Fees set for the rental of equipment & Misc will be as set out in Schedule D
5. This bylaw may be cited as "Fee Setting Bylaw #403, 2014"
6. Bylaws No. 335 "A bylaw to establish fees, rates and charges for Municipal services, rentals and sales" and No. 360 "A Bylaw to Amend Schedule D of Bylaw 335" and No. 369 "Municipal Building Rate Bylaw" are hereby repealed.

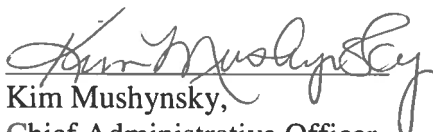
READ A FIRST TIME THIS 20<sup>th</sup> DAY OF JANUARY, 2014

READ A SECOND TIME THIS 20<sup>th</sup> DAY OF JANUARY, 2014

READ A THIRD TIME THIS 3<sup>rd</sup> DAY OF FEBRUARY, 2014

RECONSIDERED AND FINALLY ADOPTED THIS 17<sup>th</sup> DAY OF FEBRUARY, 2014

  
\_\_\_\_\_  
Wally Cheer,  
Mayor

  
\_\_\_\_\_  
Kim Mushynsky,  
Chief Administrative Officer

\_\_\_\_\_  
Certified to be a true copy of Bylaw  
No. 403

## SCHEDULE "A"

Attached to and forming part of Fee Setting Bylaw #403, 2014

### ADMINISTRATIVE SERVICES

1. Copies of Minutes or Bylaws	\$ 0.25 per page
2. Photocopies – black – letter & legal	\$ 0.25 per page
- Tabloid	\$ 0.50 per page
Color – letter & legal	\$ 0.75 per page
- Tabloid	\$ 1.50 per page
Discount for over 25 copies	25%
3. Tax Search Certificates	\$10.00 per folio
4. Business Licenses	Per current Business License Bylaw
5. Commissioner for taking Oaths	\$ 5.00 per signature
6. Faxes sent	\$ 3.00 1 <sup>st</sup> page
a. Each additional page	\$ 0.50 per page
7. Faxes received	\$ 0.50 per page
8. Scan to email	\$ 3.00 per request (no page limit)

## SCHEDULE "B"

### MUNICIPAL SERVICES

1. Utilities (monthly user fees)	Per current Utility Bylaw
2. Water/Sewer Installations	Material+freight+labour+taxes Plus 15% administration fee
3. Utilities turned on	\$50.00 during normal business hours \$50.00 plus wages after working hours
4. Utilities turned off	\$20.00 during normal business hours \$20.00 plus wages after working hours
5. Public Works Services	Material+freight+labour Plus 15% administration fee
6. Culvert Installation	Material+freight+labour Plus 15% administration fee
7. Zoning & OCP Amendments	Per current Zoning & OCP Amendment Bylaw

SCHEDULE "C"  
BUILDING RENTAL RATES

Building Rates to be charges from time of exclusive use to checkout.

Damage Deposit may be requested at the discretion of the Village Office Staff.  
Damage deposit will be returned upon approval of Village Staff and return of building key(s) by renter.

The following municipal building rental rates apply:

**SENIORS ROOM, PLAYSCHOOL ROOM OR COUNCIL CHAMBERS**

For all functions

\$25.00 per hour up to 6 hours  
\$150.00 Full Day 6 hours and beyond  
\$100.00 Damage Deposit

It is understood that the Village of Port Clements Council will not impose a charge to the Port Clements Tiny Tots Society, the Port Clements Seniors Association, the Board of School Trustees of School District No.50, MIEDS or VIRL with the understanding between all parties that when there is a potential for revenue that preference will be given to paying groups.

For the following groups using the SENIORS ROOM, PLAYSCHOOL ROOM OR COUNCIL CHAMBERS the following rental rates will be in effect at the Village Staff's Discretion:

- Registered Charities (with proof of registration)
- Youth Groups
- Groups Conducting family orientated functions open to all age groups

\$20.00 Per Hour up to 3 hours  
\$75.00 Full day 3 hours and beyond  
\$100.00 Damage Deposit

**Community Kitchen rates**

Flat rate charge \$75.00 per day  
Damage Deposit \$100.00

**SCHEDULE "D"**  
**EQUIPMENT RENTAL AND MISCELLANEOUS**

Item	Rental Rate	Damage Deposit
Tables	\$10/table/day	\$10/table
Chairs	\$2/chair/day	\$5/chair
Cotton Candy Machine	\$0.50/cone	\$50
Pop Machine	\$20.00/day	\$50
Coffee urn	\$7.50/day	\$25
Santa Claus Suit	\$25	\$25 if suit returned Clean and in good Repair
Saleable items such as Maps, souvenirs, supplies, Etc.	Cost + freight + taxes + 20% unless otherwise set by Council by motion at a Regular Meeting	
Audio Equipment In Senior's Room	\$5/hour or \$30/day	N/A