

**VILLAGE OF PORT CLEMENTS  
BY LAW #484, 2023**

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**A BYLAW TO ESTABLISH FEES, RATES AND CHARGES FOR MUNICIPAL  
SERVICES, RENTALS AND SALES**

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WHEREAS the Community Charter gives Council the power to impose a fee payable in respect of all or part of a service of the municipality, to establish different rates or levels of fees in relation to different factors, and to establish terms and conditions for payment of a fee, including discounts, interest and penalties, by bylaw;

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

**TITLE:**

This bylaw may be cited as "Fee Bylaw #484, 2023"

**BODY:**

1. As per the following schedules, attached to and forming part of this bylaw:
  - a. Fees set for Administrative Services will be as set out in Schedule A
  - b. Fees set for Public Works Services will be as set out in Schedule B
  - c. Fees set for Facility Rental Rates will be as set out in Schedule C
  - d. Fees set for Equipment Rental and Miscellaneous will be as set out in Schedule D
2. For situations or items not considered or identified within this bylaw or applicable schedule, staff are delegated the ability to charge or waive a fee to an amount set at their discretion.
3. The Village of Port Clements "Fee Setting Bylaw #403, 2014" and "Amend Fee Setting Bylaw #416, 2014" is hereby repealed.

READ A FIRST TIME THIS 20 DAY OF NOVEMBER, 2023

READ A SECOND TIME THIS 20 DAY OF NOVEMBER, 2023

READ A THIRD TIME THIS 20 DAY OF NOVEMBER, 2023

RECONSIDERED AND FINALLY ADOPTED THIS 18 DAY OF DECEMBER, 2023

  
\_\_\_\_\_  
Scott Cabianca  
Mayor

  
\_\_\_\_\_  
Marjorie Dobson  
Chief Administrative Officer

\_\_\_\_\_  
CERTIFIED A TRUE COPY OF  
Fee Bylaw #484, 2023

## **Schedule "A"**

Attached to and forming part of Fee Setting Bylaw #484, 2023

### **ADMINISTRATIVE SERVICES**

|                                         |                                               |
|-----------------------------------------|-----------------------------------------------|
| 1. Copies of Minutes or Bylaws          | \$ 0.35 per page                              |
| 2. Photocopies – black – letter & legal | \$ 0.35 per page                              |
| - Tabloid                               | \$ 0.70 per page                              |
| Color – letter & legal                  | \$ 1.00 per page                              |
| - Tabloid                               | \$ 1.75 per page                              |
| Discount for over 20 copies             | 20%                                           |
| 3. Tax Search Certificates              | \$10.00 per folio per request per third party |
| 4. Business Licenses                    | Per current Business License Bylaw            |
| 5. Commissioner for taking Oaths        | \$ 5.00 per signature                         |
| 6. Faxes sent & Scanned to email        | \$ 3.00 for 20 pages or less                  |
| a. Each additional page                 | \$ 0.50 per page over 20 pages                |
| 7. Faxes received                       | \$ 0.50 per page                              |
| 8. Historical Information Research Fee  | \$38 per hour (in addition to other fees)     |
| 9. FOIPPA Application Fee               | \$10 per application per individual           |

## **Schedule "B"**

Attached to and forming part of Fee Setting Bylaw #484, 2023

### **PUBLIC WORKS SERVICES**

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

## **Schedule "C"**

Attached to and forming part of Fee Setting Bylaw #484, 2023

### **FACILITY RENTAL RATES**

Facility rental rates are to be charges from time of exclusive use to end of exclusive use. This includes, but is not limited to, all time required to set up the facility for the intended rental use by the renter, the time that equipment is left set up in the facility by the renter, and the time clearing up the facility of equipment by the renter after intended use by the renter.

Damage Deposit may be requested at the discretion of the Village Office Staff.

Damage deposit will be returned upon approval of Village Staff after inspection of the facility after the conclusion of the rental and the return of any applicable facility key(s) by the renter.

It is understood that the municipal facility rental rates do not prevent Council, by resolution, from providing access and use of facilities as an in-kind donation(s) as per the Village's Donations Policy.

**The following municipal facility rental rates apply:**

SENIORS ROOM, PLAYSCHOOL ROOM, COMMUNITY KITCHEN, COUNCIL CHAMBERS, SCHOOL GYMNASI

UM and ST. MARK'S CHURCH for all functions:

\$25.00 per hour up to 6 consecutive hours, with a minimum charge of 1 hour

\$150.00 Full Day 6 consecutive 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 (or the group recognized as its successor by Council resolution), the Port Clements Seniors Association, the Board of School Trustees of School District No.50, Misty Isles Economic Development Society or Vancouver Island Regional Library with the understanding between all parties that when there is a potential for revenue that preference will be given to paying groups. It is also understood that this fee waiver only applies when these named organizations are directly applying for a rental for their usage of the facility(ies) and does not extend to third-parties that may be related to these organizations but otherwise legally separate and applying for rental in the name of their separate organization for their usage of the facility(ies).

It is understood that the Haida Gwaii Regional Recreation Commission and Haida Gwaii After School Sports & Arts Initiative are given a reduced rental rate to municipal facilities, excluding the School Gymnasium where there will be no hourly or daily rental fee imposed:

\$5.00 per hour up to 6 consecutive hours, with a minimum charge of 1 hour

\$75.00 Full Day of 6 consecutive hours and beyond

\$100.00 Damage Deposit

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 and Societies (with proof of registration)
- Youth Groups
- Groups Conducting functions open to all age groups

\$20.00 Per Hour up to 3 consecutive hours

\$75.00 Full day 3 consecutive hours and beyond

\$100.00 Damage Deposit

### **Schedule "D"**

Attached to and forming part of Fee Setting Bylaw #484, 2023

#### **EQUIPMENT RENTAL AND MISCELLANEOUS**

| <i>Item</i>                                              | <i>Rental Rate</i>                                          | <i>Damage Deposit</i> |
|----------------------------------------------------------|-------------------------------------------------------------|-----------------------|
| Tables                                                   | \$10/table/day                                              | \$20/table            |
| Chairs                                                   | \$5/chair/day                                               | \$5/chair             |
| Cotton Candy Machine                                     | \$0.50/cone                                                 | \$50                  |
| Saleable items such as Maps,<br>souvenirs, supplies, etc | Discretion of Staff                                         | Not applicable        |
| Audiovisual Equipment                                    | \$5/hour or<br>\$30/day (a day<br>being 6 hours or<br>more) | Not applicable        |
| Insufficient Funds Charge Fee                            | \$25 per instance                                           | Not applicable        |