

**DISTRICT OF STEWART**

**BYLAW NO. 916 - 2017**

**BEING A BYLAW TO SET FEES AND CHARGES**

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**WHEREAS** pursuant to the *Community Charter*, Council may by bylaw establish fees for services;

**AND WHEREAS** Council is desirous of setting fees to defray certain costs and services;

**NOW THEREFORE** the Council of the District of Stewart in open meeting assembled enacts as follows:

**CITATION:**

1. This Bylaw may be cited for all purposes as "The District of Stewart Fees and Charges Bylaw No. 916 - 2017."

**FEES AND CHARGES**

2. Pursuant to Section 194 of the *Community Charter*, there is hereby levied fees for services provided as set out in Schedule A attached hereto and forming part of this bylaw.
3. The Fees and Charges prescribed in this Bylaw shall be due and payable upon receipt of goods and/or services specified in the attached Schedule.

**SEVERABILITY**

4. If any section, subsection or paragraph of this Bylaw is found invalid by a decision of a Court of competent jurisdiction, the invalid section, subsection, or paragraph shall be severed without effect on the remainder of the Bylaw.

**REPEALS**

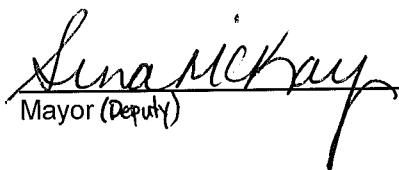
5. Bylaw 915 – 2017 cited as "The District of Stewart Fee Amendment Bylaw is hereby repealed in its entirety.
6. Bylaw 872 – 2013 cited as "The District of Stewart Fee Amendment Bylaw No. 872 – 2013 is repealed in its entirety.
7. Bylaw 861 – 2013 cited as "The District of Stewart Fee Setting Bylaw is repealed in its entirety.


**READ a first time this 14<sup>th</sup> day of November, 2017**

**READ a second time this 14<sup>th</sup> day of November, 2017**

**READ a third time this 14<sup>th</sup> day of November, 2017**

**ADOPTED this 4<sup>th</sup> day of December, 2017**

  
\_\_\_\_\_  
Mayor (Deputy)

  
\_\_\_\_\_  
Corporate Officer

**DISTRICT OF  
 STEWART**

FEES AND CHARGES BYLAW # 916 - 2017

**SCHEDULE "A"**

<b>DESCRIPTION</b>	<b>FEES &amp; CHARGES</b>
<b>1. PHOTOCOPYING</b>	<b>Minimum charge of \$1.00</b>
Letter sized documents (8.5" x 11")	\$ 0.25 per page, per side
Legal sized documents (8.5" x 14")	\$ 0.25 per page, per side
Ledger sized documents (11 x 17)	\$ 0.30 per page, per side
Colour (all sizes)	\$ 0.50 per page, per side
If paper is supplied by client reduce price by 0.15 cents per page	
<b>2. FACSIMILES</b>	<b>Minimum charge of \$1.00</b>
Local fax numbers	\$ 0.25 per page
Long Distance	\$ 0.50 per page
Receiving	\$ 0.25 per page
<b>3. FINANCE &amp; TAX INFORMATION</b>	
Tax Certificates	\$ 25.00 per property
Business License Directory	\$ 15.00 per copy
NSF – Returned Cheque Charges	\$ 30.00 per item
<b>4. CORPORATE ADMINISTRATION</b>	
Document Notarization (Commissioner of Affidavits)	\$ 25.00 per document
Certified True Copies (non-municipal documents)	\$ 25.00 per document, plus copying charges
Copies of BYLAWS:	
Official Community Plan (OCP) Bylaw	\$ 50.00
Zoning Bylaw	\$ 25.00
All Other Bylaws	\$ 15.00
Certified True Copy version of Bylaws	ADD \$ 5.00 per bylaw
<b>5. ZONING &amp; DEVELOPMENT</b>	
Rezoning Application	\$ 250.00 per property
Developmental Variance Permit	\$ 250.00 per property
Other licensing applications	\$ 250.00 per application
<b>6. ARENA RENTAL RATES</b>	<b>Rental Rates are subject to GST</b>
Ice Time – Youth/Adult/Private rentals	\$40.00/hour
Mezzanine (upstairs) - cleaning not included	\$50.00 /day or portion thereof
Lobby, Change Rooms (Vet Clinics)	\$50.00/day or portion thereof
Cleaning (any area – per rental event)	\$100.00 – non-refundable
<b>6. OTHER DISTRICT FACILITY RENTAL</b>	
Buildings, parks, pavilion, park kitchen	\$50.00/day or portion thereof
Cleaning (any area – per rental event)	\$100.00 – non-refundable
<b>All renters must have insurance, which may be purchased through the District of Stewart</b>	
<b>Cancellation Penalty of 25% for all rentals if cancelled without 48 hours.</b>	
<b>Funerals &amp; Memorial Services are exempt from any rental fees. Cleaning Fees are applicable.</b>	

**DISTRICT OF STEWART**  
 FEES AND CHARGES BYLAW # 916 - 2017  
 SCHEDULE "B" APPLICATIONS UNDER THE  
 FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

<b>Description of Service <sup>1</sup></b>	<b>Fees and Charges</b>
<b>1. For Non-Commercial Applicants:</b>	
a) for locating and retrieving a record	\$ 7.50 per 15 minutes (after the first 3-hours)
b) for producing a record manually	\$ 7.50 per 15 minute allotment
c) for producing a record from a machine readable record (from a server or computer)	\$ 7.50 per 15 minute allotment for developing a computer program to produce the record
d) for preparing a record for disclosure and the handling of a record	\$7.50 per 15 minute allotment
e) for shipping copies	Actual costs of shipping (method chosen by applicant)
<b>For Copying Records:</b>	
f) to a CD and DVD, recordable or re-writable	\$ 4.00 per disk
g) in Black & White format paper copies with a dot-matrix, ink jet, or laser printer or copier	\$ 0.25 per page (letter size to ledger size)
h) in Colour format – paper copy with a dot-matrix, ink jet, or laser printer or copier	\$ 1.25 per page (letter size to ledger size)
i) scanned electronic copy of a paper record (either jpeg or pdf file formats)	\$0.10 per page
<b>2. For Commercial Applicants</b>	
<b>For All Services Described Above in Section 1:</b>	<b>Actual Cost to the Municipality of Providing that Service</b>

1. Please note that while a service may be described within this Schedule, it does not necessarily mean that the District can guarantee its ability to provide such service in the case where technological changes to media storage are phased out or become redundant or are no longer supported by the District.