

DISTRICT OF STEWART

BYLAW # 861 - 2013

BEING A BYLAW TO SET FEES AND CHARGES FOR ADMINISTRATIVE COSTS AND SERVICES

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

AND WHEREAS Council is desirous of setting fees to defray certain administrative 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 as "District of Stewart Fee-Setting Bylaw # 861,2013 "

Fees and Charges

2. Pursuant to Section 194 of the *Community Charter*, there is hereby levied fees for administrative costs and 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 Bylaw 754-2001 cited as "Fees Bylaw No 754-2001' is hereby repealed in its entirety.
 6. Bylaw 693-1998 cited as "Fees for Rezoning Application No. 693-1998 is hereby repealed in its entirety.
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READ A FIRST TIME THIS 12th day of February 2013

READ A SECOND TIME THIS 12th day of February 2013

READ A THIRD TIME THIS 12th day of February 2013

FINALLY CONSIDERED AND ADOPTED THIS 25th day of February 2013.



Galina Durant
Mayor



Ralph Gillis
Interim Chief Administrative Officer

DISTRICT OF STEWART
 FEES AND CHARGES BYLAW# 861 - 2013
 SCHEDULE "A " - ADMINISTRATIVE FEES & CHARGES

DISTRICT OF STEWART
 FEES AND CHARGES BYLAW# 861 - 2013

SCHEDULE "A"

DESCRIPTION	FEES & CHARGES
1. PHOTOCOPYING	
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	
2. FACSIMILES	
Local fax numbers	\$ 0.50 per page
Long Distance	\$ 1.00 per page
3. FINANCE & TAX INFORMATION	
Tax Certificates	\$ 25.00 per property
Business License Directory	\$ 15.00 per copy
NSF – Returned Cheque Charges	\$ 30.00 per item
4. CORPORATE ADMINISTRATION	
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
5. ZONING & DEVELOPMENT	
Rezoning Application	\$ 250.00 per property
Developmental Variance Permit	\$ 250.00 per property
6. ARENA RENTAL RATES	
Ice Time - Youth	\$40.00/hour
- Adults	\$80.00/hour
- Private Rentals	\$80.00/hour
Arena Mezzanine (Hall)	
Non-continuous (daily rate)	\$250.00 full room \$125.00 half room
Non-Continuous (hourly rate)	\$25.00/hour full or half room
General Activities – ongoing	\$25.00/hour full room
There is a \$250.00 Damage/Cleaning deposit required for all hall rentals.	
Cancellation Penalty of 25% for all rentals if cancelled without 48 hours.	
Funerals & Memorial Services are exempt from any rental fees.	

DISTRICT OF STEWART
 FEES AND CHARGES BYLAW #861, 2013
 SCHEDULE "B" – FREEDOM OF INFORMATION & PROTECTION OF PRIVACY APPLICATIONS

DISTRICT OF STEWART
 FEES AND CHARGES BYLAW # 861, 2013

SCHEDULE "B"

**APPLICATIONS UNDER THE
 FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT**

Description of Service ¹	Fees and Charges
1. For Non-Commercial Applicants:	
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)
For Copying Records:	
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
2. For Commercial Applicants	
For All Services Described Above in Section 1:	Actual Cost to the Municipality of Providing that Service

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.