



Village of Fort Simpson

POLICY & PROCEDURE MANUAL

DEPARTMENT: Financial Administration

POLICY NUMBER: FA-01- 2019

APPROVAL DATE: February 4, 2019

AMENDMENT DATES:

SUBJECT: Rates for Rentals and Services

BY COUNCIL MOTION#2019-02-04

POLICY PURPOSE:

This Policy will set out the Schedule of Fees for Rentals and Services in the Village of Fort Simpson. The Schedule is outlined in "Appendix A", forming part of this Policy, and may be Amended from time to time at the discretion of Village Council.

SCHEDULE OF RATES FOR RENTALS AND SERVICES:

"APPENDIX A"

ADMINISTRATION SERVICES

Printing/Photocopying - b/w Regular 8.5 x 11 single sided	\$0.25
Printing/Photocopying - b/w Regular 8.5 x 11 double sided	\$0.50
Printing/Photocopying - b/w Legal 8.5 x 14 single sided	\$0.50
Printing/Photocopying - b/w Legal 8.5 x 14 double sided	\$1.00
Printing/Photocopying - b/w Large 11 x 17 single sided	\$1.50
Printing/Photocopying - b/w Large 11 x 17 double sided	\$3.00
Printing/Photocopying - colour Regular 8.5 x 11 single sided	\$1.50
Printing/Photocopying - colour Regular 8.5 x 11 double sided	\$3.00
Printing/Photocopying - colour Legal 8.5 x 14 single sided	\$2.00
Printing/Photocopying - colour Legal 8.5 x 14 double sided	\$4.00
Printing/Photocopying - colour Large 11 x 17 single sided	\$5.00
Printing/Photocopying - colour Large 11 x 17 double sided	\$10.00
Any document requiring a Corporate Seal of the Village	\$50.00
Tax or Utility Inquiry - verbal by owner phone/front desk	\$5.00
Tax or Utility Inquiry - by owner printed at desk	\$10.00
Tax or Utility Inquiry - by owner printed and mailed	\$20.00
Tax Certificate - Owner printed at desk, sealed and signed by SAO	\$25.00
Tax Certificate - Lawyer printed, signed, sealed, faxed or mailed	\$50.00
Tax & Utility Certificate - Owner printed, signed and sealed at desk	\$25.00
Tax & Utility Certificate - Lawyer printed, signed, sealed, faxed or mailed	\$50.00
	\$25.00



Village of Fort Simpson

Other Legal or Planning Searches - Owner at Desk, signed and sealed	
Other Legal or Planning Searches - Owner signed, sealed, faxed or mailed	\$20.00
Other Legal or Planning Searches - Lawyer printed, signed, sealed, faxed or mailed	\$60.00
Licenses, Fees and Permits - Owner printed at desk, cost of copying	\$4.00
Licenses, Fees and Permits - Legal printed, faxed, mailed	\$4.00
Utility Warning Letters - Outstanding 60 days, printed, mailed	\$10.00
Utility Warning Letters - Outstanding 90 days, printed, mailed	\$20.00
Utility Warning Door Hanger Delivered to the Door	\$25.00
Utility Shut OFF at Curb Cock CC:	\$50.00
Utility Turn ON at Curb Cock CC:	\$50.00
NEW Utility Account Deposit - Deposit plus First Month's Estimate - Minimum	\$150.00
Transfer Utility Account and Deposit	\$50.00
VIC Meeting Room - Hourly	\$100.00
VIC Meeting Room - Half Day up to 3.5 hours	\$300.00
VIC Meeting Room - Full Day up to 3.5 hours	\$500.00

Library Services

Printing/Photocopying b/w Regular 8.5 x 11 single sided	\$0.25
Printing/Photocopying b/w Regular 8.5 x 11 double sided	\$0.50
Printing/Photocopying b/w Legal 8.5 x 14 single sided	\$0.50
Printing/Photocopying b/w Legal 8.5 x 14 double sided	\$1.00
Printing/Photocopying colour Regular 8.5 x 11 single sided	\$1.50
Printing/Photocopying colour Regular 8.5 x 11 double sided	\$3.00
Printing/Photocopying colour Legal 8.5 x 14 single sided	\$2.00
Printing/Photocopying colour Legal 8.5 x 14 double sided	\$4.00
Library Registration Card, Free With Registration	\$10.00
Library Program Fees - Annual Fees - Adult	\$10.00
Library Program Fees - Annual Fees - Family	\$20.00
Library Replacement Registration Card	\$10.00
Library - Internet Use - Adult - 1 hour per use, Free with Library Registration	\$0.00
Library - Internet Use - Adult - Guest - 1 hour per use fee	\$5.00
Library - Internet Use - Youth - Free with Library Registration	\$0.00
Library - Meeting Rooms - Hourly	\$50.00
Library - Meeting Rooms - Half Day up to 3.5 hours	\$150.00
Library - Meeting Rooms - Full Day 3.5 +	\$300.00



Village of Fort Simpson

Pool Use and Programming Fees/Fitness Centre Registration Fees

	Free
Pool - Daily Rate - Children Under 4	
Pool - Daily Rate - Children 4 - 9	\$2.00
Pool - Daily Rate - Youth 10 - 18	\$4.00
Pool - Daily Rate - Adult	\$6.00
Pool – Daily Rate - Family (5 or Less)	\$15.00
Pool - Daily Rate - Family (6 or more)	\$20.00
Pool - Monthly Rate - Children 3 - 8	\$20.00
Pool - Monthly Rate - Youth 9 - 18	\$30.00
Pool - Monthly Rate - Adult	\$40.00
Pool - Monthly Rate - Family (5 or Less)	\$70.00
Pool - Monthly Rate - Family (6 or more)	\$80.00
Pool - Season Rate - Children 3 - 8	\$60.00
Pool - Season Rate - Youth 9 - 18	\$80.00
Pool - Season Rate - Adult	\$120.00
Pool - Season Rate - Family (5 or Less)	\$210.00
Pool - Season Rate - Family (6 or more)	\$240.00
Pool - Rental - Private Pool Use per hour	\$60.00
Pool - Rental - Private Pool Use with Blow Up Slides per hour	\$80.00
Pool - Rental - Private Pool Use Birthday Party 3 hours with Blow Up Slides	\$200.00
Pool - Rental - Private Pool Use - Evenings per hour	\$90.00
Pool - Rental - Private Pool Use - Evenings 3 hours	\$250.00
Pool - Lessons – Aqua-tots - Moms and Tots per session	\$10.00
Pool - Lessons – Aqua-quest Programs per session	\$15.00
Pool - Lessons - Aquafit Workouts per session	\$5.00
Pool - Lessons - Water Safety Training per person	\$10.00
Pool - Swim Club / Junior Leaders per season	\$40.00
Pool - Junior Lifeguards per season	\$50.00
Pool - Swimming Lessons - Tots 1 - 4	\$20.00
Pool - Swimming Lessons - Kids 4 - 9	\$30.00
Pool - Swimming Lessons - Kids 10 - 17	\$40.00
Pool - Swimming Lessons - Adults	\$50.00
Pool - Swimming Lessons - Private Adult per hour	\$60.00
Pool - Swimming Lessons - Water Safety Lessons Private Adult per hour	\$60.00
Fitness Centre – Drop in Fee per day	\$10.00
Fitness Centre – Registration Fee per month	\$50.00
Fitness Centre – Three Month Registration Fee (10% Discount)	\$135.00
Fitness Centre – Six Month Registration Fee (15% Discount)	\$255.00
Fitness Centre – Annual Corporate Membership Fee (5 FOBS)	\$2,500.00



Village of Fort Simpson

Recreation Centre

All bookings and deposits must be made at, or through, the Village of Fort Simpson Office by cash, interact or visa card.

All wedding, graduation and special entertainment events must be paid for in advance.

All funerals and memorial services must have a deposit at the Village Office.

Arena - Adult - Prime Time 7:00 PM - 9:00 PM Weekdays and Weekends	\$90.00
Arena - Adult - Prime Time 9:01 AM to 6:59 PM Weekends	\$90.00
Arena - Adult - Non- Prime Time - 10:00 PM to 12:00 Midnight Weeknights and Weekends	\$80.00
Arena - Youth - Prime Time - 4:00 PM to 7:59 PM Weekdays	\$50.00
Arena - Youth - Prime Time - 9:00 AM to 7:00 PM Weekends	\$50.00
Arena - Youth - Non Prime Time - 9:00 AM to 3:59 PM Weekdays	\$40.00
Arena - Adult - Summer Rentals - per Hour	\$50.00
Arena - Youth - Summer Rentals - per Hour	\$40.00
Arena - Event - Summer Rentals - per Day	\$975.00
Community Funeral – Fee Waived	No Cost

Gymnasium Sports - Adult - Prime Time - 7:00 PM to 10:00 PM Weekdays	\$50.00
Gymnasium Sports - Adult - Prime Time - 9:00 AM to 6:59 PM Weekends	\$50.00
Gymnasium Sports - Adult - Non-Prime Time - 10:00 PM to 12:00 Midnight	\$40.00
Gymnasium Concerts and Dances - Adult - Prime Time - 7:00 PM to 1:00 AM (+ staff wages)	\$100.00
Gymnasium Sports - Youth - Prime Time - 4:00 PM to 6:59 PM Weekdays	\$25.00
Gymnasium Sports - Youth - Prime Time - 9:00 AM to 7:00 PM Weekends	\$25.00
Gymnasium Sports - Youth - Non-Prime Time 9:00 AM to 2:59 Weekdays	\$20.00

Birthday Party – Youth under 12 years old – Per Hour \$50.00

Small Hall & Kitchen - Half Day up to 3.5 hours	\$300.00
Small Hall & Kitchen - Full Day 3.5+ hours	\$500.00
Small Hall Only - Half Day up to 3.5 hours	\$200.00
Small Hall Only - Full Day 3.5+ hours	\$400.00
Kitchen Only - Half day up to 3.5 hours	\$150.00
Kitchen Only - Full day 3.5+ hours	\$300.00
Concession Only - Half Day up to 3.5 hours	\$100.00
Concession Only - Full Day 3.5+ hours	\$200.00



Village of Fort Simpson

Gymnasium + Small Hall + Kitchen - Half Day up to 3.5 hours	\$450.00
Gymnasium + Small Hall + Kitchen - Full Day 3.5+ hours	\$900.00
Gymnasium + Small Hall - Half Day up to 3.5 hours	\$400.00
Gymnasium + Small Hall - Full Day 3.5+ hours	\$800.00
Clean Up Fees for all Hall and Gym rentals (events, concerts, rentals)	\$200.00

Curling Rink Lounge - Half Day up to 3.5 hours (money to Curling Club during the season) \$100.00

Curling Rink Lounge - Full Day 3.5+ hours (money to Curling Club during the season) \$200.00

Tables - Daily - minimum 5 tables (\$50 deposit per 5 tables)	\$50.00
Chairs - Daily - minimum 10 chairs (\$50 deposit required per 10 chairs)	\$25.00
Tables and Chairs - Daily - 1 table & 8 chairs (\$50 deposit required per set)	\$25.00
Tables and Chairs - Weekend - two day rental applies (\$100 deposit required credit card)	\$50.00
Equipment Rental - Volleyball nets, Soccer Nets, etc per day	\$25.00
Bingo Equipment - Daily	\$25.00
Plug in Vending Machines (Monthly utility flat rate charges + 10% of sales)	\$100.00
Skate Sharpening Services (\$5 per pair of skates)	\$5.00

Parks and Recreation Equipment

Kubota Tractor Loader	\$150.00
Kubota Mower	\$80.00
Husqvarna Mover	\$80.00
Hot Water for Steaming Water Lines (\$10 per Cubic Meter)	\$10.00

NOTES: Recreation Facility Booking

- * **Residents and resident "non-for-profit organizations"** of Fort Simpson can register with the Village of Fort Simpson and apply for exemption from fees and services for the Village Recreation facilities, arena, gymnasium, small hall, ball diamonds, soccer fields, and outdoor facilities. A resident is defined as anyone or organization residing in and having their home address in Fort Simpson.
- * The Village of Fort Simpson Swimming Pool and Fitness Centre require user fees and separate memberships.
- * All Non-Residents will be charged a 30% surcharge on the above listed prices for all rentals, or service fees, excluding rentals at the Recreation Centre.
- * Invitational Sports Tournament involving outside teams will be charged the regular facility rates.
- * The Village of Fort Simpson reserves the right to determine whom it deems qualifies a resident and a "not-for-profit organization" and has the right to request the proof of not-for-profit status, non-profit society status, or the not-for-profit organizations financial reports.
- * All recreation facilities may be used free of charge for recreational events only.



Village of Fort Simpson

- * Rental of all recreational facilities for events, concerts or dances that serve alcoholic beverages, will be charged the listed rental rates, and be required to have PAL Insurance and supply their own security personnel.
- * All Recreation facilities may only be booked by recognized adults or organizations with an Account established at the Village of Fort Simpson office.
- * All Recreation Facility bookings must be done at, or through, the Village of Fort Simpson office, and will require a deposit via credit card.

Public Works Equipment and Utility Services (hourly rates)

The Village of Fort Simpson is NOT in the business of competing with local business and therefore will charge a 20% on top of all local "As-and-When" rates

Grader Small Model	\$200.00
Grader Large Model	\$250.00
Loader large without backhoe	\$200.00
Loader with Backhoe	\$200.00
Excavator Wheeled	\$250.00
Dump Truck - Single Axel - 10 ton	\$250.00
Dump Truck - Dual Axel - 20 ton	\$300.00
Steamer Truck	\$250.00
Vacuum Truck	\$250.00
Flusher Truck	\$200.00
Post Hole Auger	\$80.00
Power Auger	\$80.00
Water Turn-OFF (each occurrence)	\$50.00
Water Turn-ON (each occurrence)	\$50.00
Labourer Rate per Hour	\$50.00

- * **All Public Works equipment, service requests or purchases must be done at, or through, the Village of Fort Simpson office, and will require a deposit via credit card.**

Soil, Clean Fill, Sand and Gravel

All Soil purchases at Village Office must Fill out a form, make a payment or give a Deposit

The Village of Fort Simpson is NOT in the business of competing with local business and therefore will charge a 20% on top of all local "As-and-When" rates

- * **All Public Works equipment, service requests or purchases must be done at, or through, the Village of Fort Simpson office, and will require a deposit via cash, interact or credit card.**

Landfill Tipping Fees and Service Charges

*All Commercial/ Industrial Landfill Users must have an Account at the Village Office, and have a credit card on file.

Residential In-town Domestic waste material -1/2 ton truck or equivalent	\$5.00
Residential In-town Domestic waste material – truck and trailer or equivalent	\$10.00
* Commercial - In- Town Domestic waste - Dump truck or equivalent	\$30.00
* Commercial - Out of Town Domestic waste - 1/2 ton truck or equivalent	\$40.00



Village of Fort Simpson

* Commercial - Out of Town Domestic waste – 3 ton truck and trailer combo or equivalent	\$100.00
* Commercial - Out of Town Domestic waste - Dump truck or equivalent	\$250.00
* Commercial – Out of Town Domestic waste – Garbage truck or equivalent	\$350.00

All Commercial/ Industrial Landfill Users must set up an Account at the Village Office, and have a credit card on file.

* Commercial/Industrial - In- Town construction waste – 1/2 truck or equivalent	\$10.00
* Commercial/Industrial – In-Town construction waste – 3 ton truck and trailer combo or equivalent	\$30.00
* Commercial/Industrial - In- Town construction waste - Dump truck or equivalent	\$100.00
Commercial/Industrial - Out of Town construction waste material -1/2 ton truck or equivalent	\$20.00
* Commercial/Industrial- Out of Town construction waste material – 3 ton truck and trailer combo or equivalent	\$100.00
* Commercial/Industrial -Out of Town construction waste - Dump truck or equivalent	\$250.00
* Commercial/Industrial -Out of Town construction waste – Garbage Truck or equivalent	\$350.00

All Commercial/ Industrial or consumer appliance and electronics waste

Car and standard Truck Tires per tire	\$10.00
Commercial large Truck and tractor tires per tire	\$20.00
Plastic or Metal Oil Barrels (empty)	\$10.00
Computers, laptops and printers each	\$10.00
Propane bottles – 5 lbs or less	\$5.00
Propane bottles – 20 lbs	\$10.00
Propane bottles – 300 lbs	\$50.00
Propane bottles – 500+ lbs	\$100.00
Diesel Fuel Tanks – 200/250 gallons	\$20.00
Diesel Fuel Tanks – 500 gallons	\$50.00
Diesel Fuel Tanks – 1000+ gallons	\$100.00
Cars and light duty Pickup Trucks	\$100.00
Small ATV off road vehicles and skidoos	\$20.00
Heavy duty trucks and vans	\$150.00
Large vehicles and buses	\$250.00
Large appliances - refrigerator, dryers, washers, dishwashers	\$20.00
Mattresses, couches, sectionals, lazy boy chairs	\$10.00
Travel Trailers (see SAO for quote)	N/A
Mobile Homes, or skid mounted buildings (see SAO for quote)	N/A

All Other Commercial/ Industrial Waste must be approved by the Village SAO



Village of Fort Simpson

The Village may have a need to provide a secure area for asbestos disposal, handling batteries, used motor oil, glycol, paint and paint materials, as per environmental standards. Any commercial contractor must have the Hazardous Materials training and certification and ensure the proper disposal of the materials. (See SAO for quote)

This includes, but is not limited to the following items:

Concrete or asphalt waste	N/A
Pathological wastes, medical waste, sewage containers, bio hazardous materials	N/A
Radioactive waste	N/A
Hazardous waste	N/A
Asbestos waste - special containment required	N/A
Batteries - separate storage required	N/A
Used oils - special vessel required	N/A
Paint and paint supplies - separate storage required	N/A
Metal Barrels - oils, glycol or contaminants	N/A
Plastic Barrels - oils, glycol or contaminants	N/A
Refrigerators without coolant drained	N/A
* Any other materials not listed as acceptable or conditionally acceptable with the approval of the SAO	

Rates Do Not include Goods & Services Tax GST

* Oil is \$1/L

APPROVAL OF THIS POLICY:

By Council Motion #