

## Bylaw 128

MISCELLANEOUS SERVICE CHARGE BYLAW – A bylaw to establish miscellaneous service fees and other charges payable to the Improvement District and the terms of payment thereof.(Repeals # 112)

Adopted: April 22, 2009

1. The following general service fees are hereby fixed and made payable to the district:
  - (a) Photocopies shall be charged at the rate of \$0.10 per page.
  - (b) Any other costs for reproduction, duplication or shipping shall be at actual cost of the work.
  - (c) A charge of \$15.00 is levied for each time a cheque is processed in payment of an account with the improvement district, which does not clear the payer's account due to insufficient funds.
  - (d) A minimum fee of \$25.00 will be charged for locating and retrieving a record, preparing it for disclosure or producing it manually.
2. Where staff or equipment of the District are requested to render service, the party requesting such work, service or materials shall pay the following charges:
  - (a) For staff, the charge shall be at the employees' wage rate for that time period plus 10%.
  - (b) For equipment, the equivalent to rental rate from an outside agency.
  - (c) For materials, at actual cost plus 20%.
3. For all charges in excess of \$25.00, all firms and individuals will be invoiced at month end and terms of payment will be net 30 days. Where possible, for charges less than this, payment is to be at time of service.
4. This bylaw may be cited as the "Miscellaneous Service Charge Bylaw".

INTRODUCED and given a first reading by the Trustees on the 22nd day of April 2009.

RECONSIDERED and finally passed by the Trustees on the 22nd day of April 2009.