

**GENERAL POLICY**  
**13-05**  
**SERVICES OFFERED BY THE RSC**  
**KENT REGIONAL SERVICE COMMISSION**

**PREAMBLE**

1. This policy has for objective to establish the products and services that have a cost for clients and that are offered by the Regional Service Commission.
2. The entire costs for the variety of services are identified in Appendix A of this document.
3. For interpretation purposes of this policy, the masculine includes feminine, and the singular includes plural, according to the text requirements.

**RENTAL OF THE BOARD ROOMS**

Definitions: "The RSC" is referred to the Regional Service Commission #6; the "Client" is referred to the individual or the organization that rents a room or acquires services; the "Board" is referred to the Board of directors of the Regional Service Commission #6.

1. The RSC does not accept any booking for more than one year in advance, unless of a special authorization from the Executive Director. The booking of board rooms are dealt with on a first come first serve basis, and the RSC reserves the right to move an activity into another adequate room if needed.
2. The Client has to abide by the rules and policies established by the RSC.
3. The maximum number of individuals permitted in a room is determined by the fire marshal, and all exits have to be cleared of any debris in case the building has to be evacuated for emergency measures.
4. The RSC is not responsible for any injuries or material damages caused by the Client or by his invited guests, neither for the lost or theft of equipment owned by the Client or a person invited to participate to the activities of the Client.
5. The Client is responsible for any damages by negligence done by himself, his members or to his guests, to the RSC board rooms.
6. The Client has to take back all his belongings (equipment, material, decorations, supplies, etc.) according to the directives of the RSC, at the latest 24 hours after his activity, with the approval of the RSC. Notwithstanding ,the programs addressed to accredited organisations, a minimum of one hour of labour, at the rate established by the RSC, is invoiced for the regular cleaning of the room and any additional fees occasioned to satisfy the present clause will be invoiced to the Client.

7. Whoever, by his behaviour, cause any damage to the board room that it is barely unusable for others, or puts a risk to the safety of its users, or causes damages to its equipment and space, may be asked to leave without any warning and be rejected of the privilege of accessing the board rooms of the RSC.
8. Any client not respecting these rules may lead to the immediate cancellation and expulsion of the Client with the only compensation being the refund, or the cancellation of the rental fees.
9. The room is set up by the RSC when a plan was provided by the Client. For any changes requested by the Client, the RSC may demand a minimum of one hour of labour. In the absence of a plan, the RSC will set up the room that it judges appropriate and any changes will be the responsibility of the Client.
10. The publicity for a public activity has to be completed in both official languages.
11. According to the law, it is strictly forbidden to smoke in the rooms of the RSC.
12. The bookings are confirmed for determined periods of time. Additional hourly fees may be demanded when an activity is prolonged. The Client has to verify with the RSC if a prolongation is possible, since the room could be rented to another client right after the rental of the Client.
13. The invoices that are related to this agreement are due 30 days after the billing date. Interest fees may be added to accounts that are not paid.
14. The RSC reserves the right to cancel any rental under condition of providing written notice to the Client at least 30 days before the reserved date.
15. Every booking is for the time of the contract; the organisation cannot leave any personal items or material in the room, even he comes the next day, unless arrangements are made in advance with the KRSC, if the room is available in the evening or if another room is available to store the material. The RSC is not responsible of any material or personal items left in the room.
16. The maximum capacity in the room has to be respected at all times, otherwise, the RSC reserves the right to intervene during the activity and evacuate the number of people in surplus, or cancel the activity.
17. The cost of renting one of our two rooms are:  
Bouctouche – 50\$ for a block of 3 hours  
Richibucto – 50\$ for a block of 3 hours between 8:30AM and 4:30PM and 200\$ for a block of 3 hours after the regular hours or work.

### **SERVICES OFFERED BY THE RECEPTION**

- Photocopies
  - o Color copies – 50 cents per copy
  - o Black and white – 25 cents per copy
  
- Facsimile (fax)
  - o Local – 1\$
  - o Document sent outside the local calling area – 2\$
  
- Commissioner of Oath Stamp – 10\$

## SERVICES OFFERED BY THE PLANNING DEPARTMENT

Subdivision fees for non-incorporated areas:	200\$ +25\$ per lot or parcel of land on a public road 500\$ + 25\$ per lot or parcel of land on a private road 100\$ for approval or exemption of documents 100\$ for a waiver
Subdivision fees for municipalities:	200\$ + 25\$ per lot or parcel of land
Building permit fees for non-incorporated areas:	25\$ + 5\$/1000\$ of assessment
Building permit fees for municipalities:	25\$ for the first 10,000\$ + 3\$ / 1,000\$ of assessment
Variance Fees:	250\$
Printing of a GIS map:	4\$ per linear foot with 36 inch paper 5\$ per linear foot with 48 inch paper
Fees to change the zoning in non-incorporated areas:	1,000\$ to cover the costs of the public notices
Fees to hold a special PRAC meeting when there is an urgent need is requested for a variance:	1,500\$ to cover the costs have holding a meeting

## SERVICES OFFERED BY THE SOLID WASTE DEPARTMENT

### **Solid waste management**

Fees per ton for the administration of the solid waste service by the RSC:

Residential:	4.82\$ per ton
Construction and demolition:	4.82\$ per ton
People who bring their solid waste to the transfer station (Maximum 50KG):	
Automobile:	1.8445\$ per vehicle
Truck	4.25\$ per truck

### **Sale of composters**

The Regional Service Commission sells residential composters to its population:

Cost: 25\$ per composter