

**GENERAL POLICY**  
**19-02**  
**SERVICES OFFERED BY THE KENT REGIONAL SERVICE COMMISSION**

**PREAMBLE**

1. The objective of this policy is to establish the products and services that have a cost for clients and that are offered by the Kent Regional Service Commission.
2. The entire cost 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 Kent Regional Service Commission; 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 Kent Regional Service Commission.

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 bookings of board rooms are dealt with on a first come first serve basis, and the KRSC 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 KRSC.
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 KRSC is not responsible for any injuries or material damages caused to the Client or to his invited guests, nor for the loss 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 caused to the KRSC board rooms by negligence, by either himself, his members or his guests.
6. The Client, with permission from the KRSC, must take back all his belongings (equipment, material, decorations, supplies, etc.) according to the instructions 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 occurred to satisfy the present clause will be invoiced to the Client.
7. Anyone who by his behaviour, causes any damage to the board room and renders it 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 access privileges to the KRSC board rooms may be revoked.
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 KRSC when a plan is provided by the Client. For any changes requested by the Client, the KRSC may demand a minimum of one hour of labour. In the absence of a plan, the KRSC will make a layout that it deems 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 KRSC.

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 check with the KRSC if an extension can be allocated, 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 KRSC 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 indicated on the contract. The Client cannot leave any personal items or material in the room, even if he comes the next day, unless arrangements are made in advance with the KRSC to make sure the room is available in the evening or if another room is available to store the material. The KRSC 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 KRSC 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 between 8:30am to 4:30pm

Richibucto - 50\$ for a block of 3 hours between 8 :30am to 4 :30pm

**SERVICES OFFERED BY THE RECEPTION**

- Photocopies

- Color copies – 50 cents per copy
- Black and white – 25 cents per copy

- Facsimile (fax)

- Local – 1\$
- Document sent outside the local calling area – 2\$

- Commissioner of Oath Stamp – 10\$

- Translation equipment rental – Subject to what the translator of the KRSC will offer the interpretation service to the organization renting the equipment - \$50 per meeting.

- Page in the Kent RSC newsletter – 900\$ for half a page.

## SERVICES OFFERED BY THE PLANNING DEPARTMENT

Subdivision fees for non-incorporated areas:	200\$ + 25\$/lot or parcel of land on a public road 500\$ + 25\$/lot or parcel of land on a private road 100\$ for approval or exemption of documents 25\$ for a waiver
Subdivision fees for municipalities:	200\$ + 25\$/ lot or parcel
Building permit fees for non-incorporated areas:	25\$ + 5\$/1,000\$ of assessment
Building permit fees for municipalities:	25\$/ first 10,000\$ + 5\$/1,000\$ of assessment 6\$/1,000\$ of assessment (Bouctouche)
Variance fees :	250\$
Printing of a GIS map:	4\$ /linear foot with 36 inch paper 5\$ /linear foot with 48 inch paper
Fees to change the zoning in non-incorporated areas:	1,500\$ to cover costs of the public notices
Fees to hold a special PRAC meeting when there is an urgent need is requested for a variance:	2,000\$ to cover the costs to have a special meeting
Fees to scan documents on the plotter: This includes subdivision plans and surveyors. The document will be scanned and sent directly to the client within 2 business days. The client must leave the document at reception.	25\$/documents

