

GENERAL POLICY
22-02
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. **Definitions:** “The KRSC” is referred to the Kent Regional Service Commission; the “Client” is referred to as the individual or the organization that rents a room or acquires services.
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

1. The KRSC does not accept any booking unless under 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 must 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 must 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 must take back all his belongings (equipment, material, decorations, supplies, etc.) according to the instructions of the KRSC, at the latest 24 hours after his activity, with the approval of the KRSC.
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 from the KRSC's offices.
9. According to the law, it is strictly forbidden to smoke in the rooms of the KRSC.
10. 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 or staff members right after the rental of the Client.
11. The KRSC reserves the right to cancel any rental under condition of providing oral and written notice to the Client at least 5 business days before the reserved date.
12. 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 for any material or personal items left in the room.
13. 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.

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/document.

