



BYLAW NUMBER 320

A Bylaw of the Municipal Corporation of the Hamlet of Fort Liard in the Northwest Territories to establish and levy charges for the use of municipal facilities according to the provisions of the Hamlets Act, R.S.N.W.T., 2003, c.22.H-1, s74.

WHEREAS the Hamlet deems it necessary to establish rates to be charged for using certain municipal facilities provided by the municipal corporation.

NOW, THEREFORE, THE COUNCIL OF HAMLET OF FORT LIARD, at a duly assembled meeting, enacts as follows:

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SHORT TITLE

1. This Bylaw may be cited as the "**Facility Rental Rates Bylaw**."

INTERPRETATION

2. In this By-law:

- "Council" means the council of the Hamlet of Fort Liard,
- "Day" means 24 consecutive hours commencing at midnight.
- "Employee" means an employee of the Hamlet of Fort Liard, including an officer,
- "Fund Raiser" means an event where goods are sold; charges or fees are levied, and an admission fee is charged to raise funds,
- "Hamlet" means the Hamlet of Fort Liard, Northwest Territories,

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- “Mayor” means the Mayor of the Hamlet of Fort Liard.
- “Rates” means charges for the facilities provided.
- “S.A.O.” means the Senior Administrative Officer of the Hamlet of Fort Liard.
- “Schedule” means a schedule attached and forming part of this Bylaw; and
- “User” means an individual, organization, or government using a facility.

GENERAL PROVISIONS

3. This Bylaw will levy charges for the use of municipal facilities law.
4. Bookings must be made two weeks in advance and a “Rental Application” (Schedule “A”) completed.
5. The use of Hamlet’s facilities is subject to availability and acceptance by the Hamlet.
6. The Hamlet assumes no responsibility for incorrect bookings.
7. Cancellations must be made twenty-four hours before the booked time. A fee of one hundred and twenty-five dollars (\$125.00) may be levied for all bookings called without twenty-four-hour prior notice
8. Accounts will be administered according to the “*Financial Administration Bylaw.*”

DAMAGE DEPOSITS

9. Users who have yet to establish approved credit will be required to pay a security deposit equal to the anticipated rent to a maximum of three hundred dollars (\$300.00). The SAO will determine when a security deposit is required.
10. Section 9 does not apply to the Federal Government, and the Government of the Northwest Territories Deposits will be retained until all keys are returned, and all charges have been paid in full.
11. Users are responsible for providing adequate supervision. If the Hamlet determines that reasonable care is not provided, the user must vacate the facility immediately.
12. Cleaning, other than normal wear and tear, will be done by the hamlet, and the user will be charged forty dollars (\$40.00) per hour.
13. The hamlet will repair damage other than normal wear and tear, and the user will be charged for repairs plus ten percent.
14. Items missing or broken, other than normal wear and tear, will be replaced by the Hamlet, and the user will be charged for the replacement cost plus ten percent.
15. Users will be charged fifty dollars (\$50.00) for keys not returned to the Hamlet office within two hours on the first day or normal office operations
16. All damage, cleaning, and critical loss charges are payable within two days of the Hamlet's written notification. Users will be permitted to use the facilities once these charges are paid in full.

17. Users requiring setup may be charged a twenty-five (\$25.00) fee in addition to the facility rate.

SAFETY AND PUBLIC HEALTH

- 18. Users must comply with all orders or restrictions the NWT Chief Public Health Officer issued during the rental period.
- 19. Rental Agreements will be cancelled if necessary to comply with public health orders issued by the NWT Chief Public Health Officer.

USERS EXEMPT FROM CHARGES

- 20. The Hamlet provides the community hall free of charge, subject to availability, for family funeral services. This does not include the use of the kitchen. The maximum time per funeral is four hours.
- 21. The Hamlet may use the community hall free of charge, subject to availability, for public meetings and events, providing meetings are open to the public, and no admission fee is charged. This does not include the use of the kitchen.
- 22. The Hamlet may provide use of the community hall free of charge, subject to availability, for fundraisers providing they are open to the public.

RATES FOR USE OF FACILITIES

- 23. A minimum charge of four hours at the rates set out in Section 35 will apply for all bookings.
- 24. The maximum charge of eight hours at the rates set out in Section 35 will be levied for daily use.
- 25. The following charges will be levied for the use of Hamlet facilities –

COUNCIL CHAMBERS	\$75.00 per hour booked
MEETING ROOM (small)	\$30.00 per hour booked
COMMUNITY HALL	\$90.00 per hour booked
ARENA	\$90.00 per hour booked
SWIMMING POOL Seasonal when open	\$100.00 per hour booked (includes lifeguard supervision)

EFFECTIVE DATE

26. This Bylaw is effective December 1, 2022.

REPEAL

27. Bylaw 289 is repealed.



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SCHEDULE "A"
 Hamlet of Fort Liard
Rental Application

Applicant Information			
Name of Applicant:			
Business Name:			
Mailing Address:		Phone Number:	
Booking Information			
Event or Function:			
Facility Required		Date Required	Time
Council Chambers	<input type="radio"/>		\$75.00 Per Hour
Meeting Room	<input type="radio"/>		\$30.00 Per Hour
Community Hall	<input type="radio"/>		\$90.00 Per Hour
Arena	<input type="radio"/>		\$90.00 Per Hour
Swimming Pool	<input type="radio"/>		\$100.00 Per Hour
Applicant's Signature:			Date:
For Office Use Only			
Date Received		Fee	
Entered in Calendar		Receipt	
Received By		Approved By	

CONDITIONS

All users require advanced bookings.

Cancellations must be made 24 hours before the booked time.

***The minimum charge of 4 hours at the rates will apply for all bookings.**

***The maximum charge of 8 hours at the rates will be charged for use in a day.**

The use of Hamlet facilities is subject to availability.

The Hamlet does not assume responsibility for incorrect bookings.

A damage deposit may be required.

All rentals are subject to any Public Health Orders and Restrictions during the rental period.

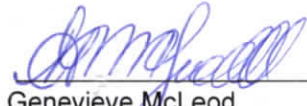
In case of a discrepancy between the information provided and the Bylaw – Bylaw 320 will apply.

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READ for a First Time this 13th day of October 2022.

READ a Second Time this 13th day of October 2022.

READ a Third Time and finally passed this 17th day of November 2022.



Genevieve McLeod
MAYOR

It is certified that this Bylaw meets the requirements of the Hamlets Act - Section 77(1)(d) and the Bylaws of the Hamlet of Fort Liard.



John W. McKee
SENIOR ADMINISTRATIVE OFFICER