

SHIPS POINT IMPROVEMENT DISTRICT

BYLAW NO. 77

A bylaw to establish miscellaneous service fees and other charges payable to the Improvement District and the terms of payment thereof.

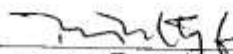
The Board of Trustees of the Ships Point Improvement District ENACT AS FOLLOWS:

1. The following general service fees are hereby fixed and made payable to the district:
 - a. Photocopies will be charged at a minimum rate of \$0.25 per page.
 - b. Any other costs for reproduction, duplication or shipping will be at actual cost of work.
 - c. A charge of facsimiles sent a minimum charge of \$2.00 per page in province only.
 - d. A charge of minimum of \$25.00 for each request for information on change of ownership or mortgage registration.
 - e. A charge of \$20.00 plus bank fees 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.
 - f. For information requests pursuant to the Freedom of Information and Protection of Privacy Act, a maximum fee of \$50.00 may be charged for locating and retrieving a record, preparing it for disclosure or producing it manually, as set out in the Regulation to that Act.
2. Where staff or equipment of the district are requested to render service, the party requesting such work, service or materials will pay the following charges:
 - a. For staff, the charge will be at the employees wage rate for that time period plus 10%.
 - b. For equipment, the equivalent to rental rate from any outside agency.
 - c. For materials, at actual cost plus 10%.
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 the time of service.

4. This Bylaw may be cited as the "Miscellaneous Service Charge Bylaw"

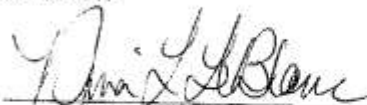
INTRODUCED and given first reading by the Trustees on the 11th day of March, 2009

RECONSIDERED and finally passed by the Trustees on the 8th day of April, 2009.



Chair of the Trustees

I hereby certify that this is a true copy of Bylaw No. 77.



Officer of the Trustees