



# BYLAW NUMBER 341

**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 under 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 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 2025".

## INTERPRETATION

2. In this By-law:

"Council" means the council of the Hamlet.

- “Day” means 24 consecutive hours commencing at midnight.
- “Employee” means an employee of the Hamlet, 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.
- “Mayor” means the Mayor of the Hamlet.
- “Rates” means charges for the facilities provided.
- “S.A.O.” means the Senior Administrative Officer of the Hamlet.
- “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.
4. Booking must be made two weeks in advance, and a “Rental Application” (Schedule “A”) must be completed.
5. The use of Hamlet facilities is subject to availability and subject to acceptance by the Hamlet.
6. The Hamlet assumes no responsibility for incorrect bookings.
7. Cancellations must be made twenty-four hours notice 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 not established 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 or the Government of the Northwest Territories.
11. Deposits will be retained until all keys are returned and all charges have been paid in full.
12. Users are responsible for providing adequate supervision. If the Hamlet determines that adequate supervision is not provided, the user must vacate the facility immediately.

 [Signature] [G]

13. In addition to normal wear and tear, the hamlet cleans, and the user will be charged twenty-five dollars (\$50.00) per hour.
14. The Hamlet will repair damage other than normal wear and tear, and the user will be charged for repairs plus ten percent.
15. Items missing or broken, other than normal wear and tear, will be replaced by Hamlet, and the user will be charged the replacement cost plus ten percent.
16. 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
17. All damage, cleaning, and key loss charges must be paid within two working days of written notification by the Hamlet. Users will not be permitted to use the facilities until these charges are paid in full.
18. Users requiring setup may be charged a twenty-five (\$30.00) fee in addition to the facility rate.


**USER SUBSIDIES**

19. 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.
20. The Hamlet may use the community hall for public meetings and events at 50% of the charges listed in section 24, subject to availability, provided the meetings are open to the public and no admission fee is charged.
21. The Hamlet may use the community hall free of charge, subject to availability, for fundraisers provided they are open to the public.

**RATES FOR USE OF FACILITIES**

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

| <u>FACILITY</u>  | <u>RATE</u> |                 |
|------------------|-------------|-----------------|
| COUNCIL CHAMBERS | \$ 65.00    | Per hour booked |
| MEETING ROOM     | \$ 35.00    | Per hour booked |
| COMMUNITY HALL   | \$ 85.00    | Per hour booked |
| POOL             | \$ 85.00    | With lifeguard  |
| HALL KITCHEN     | \$ 55.00    | Per Hour Booked |

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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  | Rate/Hour |
| Council                | <input type="radio"/> |               |       | \$65.00   |
| Meeting                | <input type="radio"/> |               |       | \$35.00   |
| Community              | <input type="radio"/> |               |       | \$85.00   |
| Hall Kitchen           | <input type="radio"/> |               |       | \$55.00   |
| Swimming               | <input type="radio"/> |               |       | \$75.00   |
| Applicant's Signature: |                       |               | Date: |           |
| For Office Use Only    |                       |               |       |           |
| Date Received          |                       | Fee           |       |           |
| Entered in Calendar    |                       | Receipt       |       |           |
| Received By            |                       | Approved      |       |           |

**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.

In case of a discrepancy between the information provided and the Bylaw – Bylaw 341 will apply.

**EFFECTIVE DATE**

25. This Bylaw is effective January 1, 2025.

**REPEAL**

26. Bylaw 289 is repealed.

READ a First Time on the 19th day of September 2024.

READ a Second Time this 19th day of September 2024.

READ a Third Time and finally passed this 17th day of October 2024.



Cathy Gonet  
MAYOR

As per Section 77(1)(d) of the Hamlets Act, I certify that this bylaw has been made following the requirements of the Hamlets Act and the bylaws of the Hamlet of Fort Liard.



John W. McKee  
SENIOR ADMINISTRATIVE OFFICER