

POLICIES AND PROCEDURES MANUAL	Category Financial Management	Policy Number FM.021		
	Date	Resolution Number		
	October 12, 2016	235/10/16		

TOWN OF INUVIK FEES AND CHARGES POLICY

- 1. This policy will assist the Town of Inuvik with updating, establishing and imposing fees for the provision of services and programs and the use of its property.
- 2. The purpose of this policy is to ensure that appropriate fees are established and charged for the various services, programs and use of Town of Inuvik property where applicable and that fees are consolidated and more easily accessible to staff and the public.
- 3. The fees and charges are specified in the Fees and Charges Policy Schedule A attached to and forming part of this policy. This schedule may be amended from time to time by council resolution.
- 4. The collection of outstanding monies as stipulated in Financial Administration By-law 2530/GEN/12 and the Town of Inuvik Collection of Accounts Receivable Policy FM.016 shall apply.

	Schedule A				
Program or Service	Fee		GST	Total	Per
MIDNIGHT SUN COMPLEX					
All Facility Room Rentals					
Security Deposit	\$ 150.00	\$	-	\$ 150.00	per room per booking
Cancellation/Change Fee	\$ 50.00	\$	2.50		per room per booking
Multiple Room Rentals				-	
2 meeting rooms				5% discount	per day
3 meeting rooms				10% discount	per day
4 + meeting rooms				15% discount	per day
Rental - Community Hall	•	-		ed events - 375 vents - dependant	on set-up and licence requirements
Licensed Event	\$ 900.00	\$	45.00	\$ 945.00	per day
Non-licensed Event	\$ 600.00	\$	30.00	-	per day
	\$ 300.00	\$	15.00	\$ 315.00	per day
Wedding (non-licensed)	\$ 300.00	\$	15.00	\$ 315.00	per day
Bereavement	\$ 50.00	\$	2.50		per day
Hourly Rentals	\$ 75.00	\$	3.75		hour or part thereof
Renter Set-up Time	\$ 200.00	\$	10.00	·	≤ 4 hours
Renter Take down Time	\$ 200.00	\$	10.00	•	≤ 4 hours
Rental – Community Lounge	•	-		ed events - 100	on set-up and license requirments
Licensed Event	\$ 600.00	_	30.00		per day
Non-licensed Event	\$ 400.00	\$	20.00	·	per day
Non-profit Event (non-licensed)	\$ 200.00	\$	10.00		per day
Hourly Rentals	\$ 50.00	\$	2.50		per hour or part thereof
Renter Set-up Time	\$ 100.00	\$	5.00	·	≤ 4 hours
Renter Take down Time	\$ 100.00	\$	5.00	· · · · · · · · · · · · · · · · · · ·	≤ 4 hours
				ed events - 35	
Rental – Sundog Room					on set-up and license requirments
Licensed Event	\$ 300.00	\$	15.00		per day
Non-licensed Event	\$ 200.00	\$	10.00	•	per day
Non-profit Event (non-licensed)	\$ 100.00	\$	5.00		per day
Hourly Rentals	\$ 25.00	\$	1.25		per hour or part thereof
Set-up	\$ 50.00	\$	2.50		≤ 4 hours
Take down	\$ 50.00	\$ for	2.50	\$ 52.50 ed events - 500	≤ 4 hours
Rental - Arena Pad - Dry Floor	•	-			on set-up and license requirments
Licensed Event	\$ 1,500.00	\$	75.00	\$ 1,575.00	per day
Non-licensed Event	\$ 1,000.00	\$	50.00	\$ 1,050.00	per day
Non-profit Event (non-licensed)	\$ 600.00	\$	30.00	\$ 630.00	per day
Sport – Youth	\$ 25.00	\$	1.25	\$ 26.25	per hour
Sport – Adult	\$ 50.00	\$	2.50	'	per hour
Hourly Rentals	\$ 150.00	\$	7.50		per hour or part thereof
Renter Set-up Time	\$ 400.00	\$	20.00		≤ 8 hours
Renter Take down Time	\$ 400.00	\$	20.00	•	≤8 hours
Rental - Curling Pad - Dry Floor	•	-		ed events - 500	on set-up and license requirments
Licensed Event	\$ 1,000.00	\$	50.00	\$ 1,050.00	
Non-licensed Event	\$ 800.00	\$	40.00		per day
Non-profit Event (non-licensed)	\$ 400.00	\$	20.00	<u> </u>	per day
Sport - Youth	\$ 25.00	\$	1.25	-	per hour
Sport - Adult	\$ 50.00	\$	2.50		per hour
Hourly Rentals	\$ 100.00	\$	5.00	-	per hour or part thereof
Renter Set-up Time	\$ 200.00	\$	10.00		 ≤ 8 hours
Renter Take down Time	\$ 200.00	\$	10.00	•	≤ 8 hours
Rental - Curling Lounge	imum Capacity	•	non-licens	ed events - 50	
		_			on set-up and license requirments
Licensed Event	\$		20.00		per day
Non-licensed Event	\$ 300.00	\$	15.00		per day
Non-profit Event (non-licensed)	\$ 200.00	\$	10.00		per day
Hourly Rentals	\$ 25.00	\$	1.25	\$ 26.25	per hour or part thereof

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		Scriedule A				
Program or Service		Fee		GST	Total	Per
Devites Color Time	ć	50.00	Ċ	2.50	¢ 53.50	d A line and
Renter Set-up Time Renter Take down Time	\$ \$	50.00 50.00	\$ \$		•	≤ 4 hours ≤ 4 hours
Rental - Vicki Billingsley Community Room - Library	Ş	50.00	Ş	2.50	\$ 52.50	≤ 4 nours
Non-licensed Event	\$	150.00	\$	7.50	\$ 157.50	per day
Non-profit Event (non-licensed)	\$	130.00	\$	7.50	no charge	per day
Hourly Rentals	\$	25.00	\$	1.25		per hour or part thereof
Renter Set-up Time	\$	50.00	\$			≤ 4 hours
Renter Take down Time	\$	50.00	\$	2.50	\$ 52.50	≤ 4 hours
CONFERENCE/FACILITY EQUIPMENT			Ť			
Multiple Rental of Conference Equipment						
One day					10% discount	per day
2 to 4 days					15% discount	per day
5 days or more					20% discount	per day
Conference/Facility Equipment	1					
Wireless Internet	\$		\$		\$ 21.00	'
Wireless Projector	\$	100.00	Ė	5.00	\$ 105.00	per day
Desktop Projector	\$	100.00	·	5.00	\$ 105.00	per day
HD Digital Projector	\$	150.00	\$		\$ 157.50	per day
Laptop	\$	50.00	÷		\$ 52.50	· · ·
DVD Player	\$	25.00	\$	1.25		per day
LCD TV Monitor	\$	50.00	\$			per day
Conference Telephone	\$	40.00	\$	2.00	\$ 42.00	' '
Portable Ipod Dock	\$	50.00	\$	2.50	\$ 52.50	per day
Microphones Flip Chart	\$ \$	5.00 5.00	\$ \$		\$ 5.25 \$ 5.25	per day per day - must supply own paper
Lobby - Registration Desk	\$	50.00	<u>ې</u> \$		·	
Podium	\$	15.00	۶ \$	0.75	•	per day
Sound System	\$	250.00	ب \$			per day
Video Conferencing Equipment	\$	100.00	÷		·	per hour
video comercinents Equipment	\$	250.00			\$ 262.50	
Genie Lift Machine	\$	35.00	\$		•	per hour or part thereof
TV/VCR Rental	\$	25.00	\$			per day
Disco Ball	\$	25.00	\$	1.25		per day
Specialty Lights	\$	25.00	\$	1.25	·	per type/per day
Fogging Machine	\$	50.00	\$	2.50	\$ 52.50	per day
Bubble Machine	\$	50.00	\$	2.50	\$ 52.50	per day
Karaoke Machine	\$	150.00	\$	7.50	\$ 157.50	per day
Video Camera	\$	50.00	\$	2.50	\$ 52.50	per day
Stantions	\$	10.00	\$	0.50	\$ 10.50	per stantion/per day
Table Paper	\$	-	\$	-	TBD	
CATERING	_					
Preparation Kitchen & Supplies	\$		\$			per day
Heating/Warming Table	\$	10.00	\$			per day
Coffee Urns	\$		\$	0.50		per day
18.9 L Water & Dispenser	\$	12.50	\$	-		per bottle
Table Cloths	\$	15.00	\$		-	per table
Replacement table cloth	\$	15.00	\$	0.75		per table
Table Skirting	\$	10.00	\$	0.50	\$ 10.50	per table
Replacement Skirting	\$	10.00	\$	0.50	-	per table
Drapery Tables	\$	100.00	\$		\$ 105.00	
Tables Chaire	\$	12.00	<u> </u>			per table
Chairs TRADESHOW EQUIPMENT	\$	5.00	\$	0.25	\$ 5.25	per chair
Set-up Included:						
Standard 10 x 10 booth	\$	50.00	\$	2.50	\$ 52.50	per booth
Standard 10 x 10 booth	\$	25.00	<u>ې</u> \$			per booth
8' high drape only	\$	3.00	۶ \$			per linear foot
3' high drape only	\$	1.50			-	per linear foot
6' table with skirt & cloth	\$	30.00	۶ \$		•	per table
5' round table with skirt & cloth	\$	30.00			-	per table
5 Tourid table with Skirt & Cloth	ې	30.00	Ą	1.50	21.30	per table

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Program or Service		Fee		GST	Total	Per
Set-up Not Included:						
·	<u> </u>	20.00	ć	1.50	ć 24.50	a a a b a a th
Standard 10 x 10 booth	\$	30.00	\$	1.50	•	per booth
Standard 10 x 10 booth	\$	15.00	\$	0.75	\$ 15.75	
8' high drape only	\$	2.00	\$	0.10	•	per linear foot
3' high drape only	\$	1.00	\$	0.05	\$ 1.05	per linear foot
ADMINISTRATIVE SERVICES						
Photocopies						
Colour	\$	0.39	\$			per page/per side
Black and white	\$	0.17	\$	0.01	\$ 0.18	per page/per side
Computer Printer						
Black and white	\$	0.25	\$	0.01	\$ 0.26	
Colour	\$	1.00	\$	0.05	\$ 1.05	
Faxing					•	
Local	\$	1.00	\$	0.05	\$ 1.05	per page
Long Distance	\$	2.00	\$	0.10	-	per page
Laminator	<u> </u>	2.00	Υ.	0.10	ψ 2.10	per page
lamination per foot	\$	2.00	\$	0.10	\$ 2.10	per foot
Plotter	٦	2.00	ڔ	0.10	2.10	per 100t
riottei	$\overline{}$				TBD	
DROP ZONE					TBD	
Drop-in	\$	4.76	\$	0.24	\$ 5.00	per day
Rental	\$	71.43	۶ \$	3.57		per hour
			Ş	3.57		•
Rental Damage/Cleaning Deposit	\$	75.00			\$ 75.00	per rental
PLAY ZONE/PARTY ROOM		1.00	_	0.40	d 2.00	
Drop-in	\$	1.90	\$	0.10	\$ 2.00	<u> </u>
Rental	\$	47.62	\$	2.38		per hour
Rental Damage/Cleaning Deposit	\$	50.00			\$ 50.00	per rental
INUVIK CENTENNIAL LIBRARY						
Fines on overdue materials	<u> </u>					per day per item/max. of 5.00
Fines on overdue movies	ــــــ				-	per day per item/max. of 10.00
Membership Card	<u> </u>				no charge	
Transient Membership	\$	14.29	\$	0.71	\$ 15.00	per person
Lost Materials	ــــــ				TBD	item cost plus \$ 10.00 admin fee
Interlibrary Loans	<u> </u>				no charge*	
ARENA						
Arena - Ice Rates			_			nust be intended for participants
Ice Rental – Youth	\$	50.00				per hour
Ice Rental - Adult	\$	100.00	\$	5.00	\$ 105.00	per hour
Youth Tournament	\$	40.00	\$	2.00	\$ 42.00	per hour
Adult Tournament	\$	95.00	\$	4.75	\$ 99.75	per hour
Public Skating	No	Charge	\$	-	No charge	per program time
U 12 Drop in Shinney Hockey	\$	1.90	\$	0.10	\$ 2.00	per program time
13 + Drop in Shinney Hockey	\$	3.81	\$	0.19	\$ 4.00	per program time
Skate Sharpening	\$	4.76	\$	0.24	\$ 5.00	per pair of skates
FITNESS CENTRE						
Daily Pass	\$	7.00	\$	0.35	\$ 7.35	per day
1 week gym membership	\$	30.00	\$	1.50		per week
1 month gym membership	\$	50.00	\$	2.50	•	per month
3 month gym membership	\$	125.00	\$	6.25		per 3 months
12 month gym membership	\$	450.00	\$	22.50	\$ 472.50	per 12 months
Card deposit	\$	20.00	۶ \$	1.00	\$ 472.30	per 12 months
•			_			nor 12 months
Corporate gym membership	\$ \$	2,500.00	\$	125.00		per 12 months
Corporate card damasit		100.00	\$	5.00	\$ 105.00	<u></u>
Corporate card deposit	_		_	~ ~ - '		
Locker Rental	\$	5.00	\$	0.25	•	per month
Locker Rental SQUASH COURTS	\$ Co ι	5.00 urt rentals -	per	person /	per hour Mus	t wear protective eye wear
Locker Rental SQUASH COURTS Squash Single	\$ Co u	5.00 urt rentals - 8.00	per \$	person / 0.40	per hour Mus \$ 8.40	t wear protective eye wear per person
Locker Rental SQUASH COURTS Squash Single 10 punch pass	\$ Co u \$ \$	5.00 urt rentals - 8.00 75.00	per \$ \$	0.40 3.75	per hour Mus \$ 8.40 \$ 78.75	t wear protective eye wear per person per person/hour
Locker Rental SQUASH COURTS Squash Single	\$ Co u	5.00 urt rentals - 8.00	per \$	person / 0.40	per hour Mus \$ 8.40 \$ 78.75	t wear protective eye wear per person

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Schedule A								
Program or Service	١	Fee		GST	Total	Per		
12 month membership	\$	312.00	\$	15.60	\$ 327.60	per person		
Gear Rental	\$	5.00	\$	0.25		per racquet & ball		
Protective Eye Wear	\$	-	\$	-	no charge			
SWIMMING POOL								
Swim Admissions								
Children (0-6)	No C	harge	\$	-	No Charge			
Youth (7-18)	\$	3.09	\$	0.16	\$ 3.25	per person per swim		
Adult (19-59)	\$	6.19	\$	0.31	\$ 6.50	per person per swim		
Senior (60+)	\$	3.09	\$	0.16	\$ 3.25	per person per swim		
Family	\$	11.43	\$	0.57	\$ 12.00	per family per swim		
Youth - 10 punch pass	\$	28.57	\$	1.43	\$ 30.00			
Adult - 10 punch pass	\$	57.14	\$	2.86	\$ 60.00			
Senior - 10 punch pass	\$	28.57	\$	1.43	\$ 30.00			
Family - 10 punch pass	\$	100.00	\$	5.00	\$ 115.00			
Youth - 3 month pass	\$	78.57	\$	3.93	\$ 82.50			
Adult - 3 month	\$	157.14	\$	7.86	\$ 165.00			
Senior - 3 month pass	\$	78.57	\$	3.93	\$ 82.50			
Family - 3 month pass	\$	157.14	\$	7.86	\$ 330.00			
Youth - 6 month pass	\$	142.86	\$	7.14	\$ 150.00			
Adult - 6 month pass	\$	285.71	\$	14.29	\$ 300.00			
Senior - 6 month pass	\$	142.86	\$	7.14	\$ 150.00			
Family - 6 month pass	\$	500.00	\$	25.00	\$ 570.00			
Youth - 12 month pass	\$	257.14	\$	12.86	\$ 270.00			
Adult - 12 month pass	\$	514.29	\$	25.71	\$ 540.00			
Senior - 12 month pass	\$	257.14	\$	12.86	\$ 270.00			
Family - 12 month pass	\$	861.90	\$	43.10	\$ 1,200.00			
Swim Lesson Programs			_			T		
Preschool 1, 2, 3, 4, 5	\$	63.00		-		per person		
Swimmer 1, 2, 3	\$	63.00	\$	-		per person		
Swimmer 4, 5, 6	\$	73.50	\$	-		per person		
Adult Lessons	\$	90.00	\$	4.50		per person		
Youth Private Lessons	\$	25.00	\$	-		per person		
Adult Private Lessons	\$	25.00	\$	1.25	\$ 26.25	per person		
Leadership Programs	Ι_					T		
Bronze Medallion/Bronze Cross	4	calculated			per person			
NLS	•			-	uctor fees,	per person		
Swim & Lifesaving Instructor		er of antic	-		dates and	per person		
Standard First Aid/CPR/AED	fundii	ng opportu	ınıt	ies		per person		
Pool Rentals		440.00	_		4 4 5 0 0 0	T .		
1 - 35 people	\$	142.86	\$	7.14	\$ 150.00	per hour		
36 - 70 people	\$	171.43	\$	8.57	\$ 180.00	per hour		
71 + people	\$	238.10	\$	11.90	\$ 250.00	per hour		
Miscellaneous		2 20	_	0.40	4 2.50	ı		
Showers	\$	2.38	\$	0.12		per person		
Locker Rental	\$	0.95	\$	0.05	\$ 1.00	per locker/per use		
SUPERPASS	l 4		_		4	T .		
Pool/Gym/Squash Membership	\$	1,047.62	\$	52.38	\$ 1,100.00	per person/per year		
FITNESS PROGRAMS	L		_		4	T		
Registration	\$	57.14	\$	2.86		per person		
Flex Pass	\$	57.14	\$	2.86		per pass		
Drop-in	\$	7.62	\$	0.38		per person/per class		
YOUTH CAMPS			_			np - non supervised lunch		
full week	\$	175.00	\$	-	•	per child		
full week - additional child	\$	135.00	\$	-		per additional child		
drop-in - per day	\$	50.00	\$	-	*	per child		
drop-in - half day - morning	\$	20.00	\$	-	•	per child		
drop-in - half day - afternoon	\$	30.00	\$	-		per child		
cancellation/change fee	\$ Sebe	10.00	\$	0.50		per change or refund		
PD FUN DAYS	Scho	טן אט Days	- n	on superv	ised lunch			

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		Scriedule A				
Program or Service		Fee		GST	Total	Per
full day	\$	38.09	\$	1.91	\$ 40.00	per child
half day - morning	\$	14.29	۶ \$		-	per child
	۶ \$		<u> </u>		-	'
half day - afternoon	Ş	23.81	\$	1.19	\$ 25.00	per child
RECREATION PROGRAMS	_	45.00	4		d 45.00	1.11
Girls Night	\$		\$			per child
Boys Night	\$	15.00	\$	-	\$ 15.00	per child
RESALE MERCHANDISE						
Squash						
Squash Balls	\$	5.00	\$		\$ 5.25	
Rad Wrap	\$	9.00	\$		\$ 9.45	
Rad Cushion	\$	10.00	÷		\$ 10.50	
Ekleton Mirage II	\$	15.00	\$		\$ 15.75	
Head & Wrist Band	\$		\$		\$ 6.30	
Ekleton 03 Bones	\$	30.00	\$	1.50	\$ 31.50	
Swimming Pool						
Splasher Goggles	\$	9.00	\$		\$ 9.45	
Jr. Champ Goggles	\$	9.00	\$	0.45	\$ 9.45	
Vanquisher Goggles	\$	20.00	\$	1.00	\$ 21.00	
Sillicone Nose Clips	\$	7.00	\$	0.35	\$ 7.35	
PVC Ear Plugs	\$	5.00	\$	0.25	\$ 5.25	
Silicone Ear Plugs	\$	7.00	\$	0.35	\$ 7.35	
Latex Swim Caps	\$	5.00	\$	0.25	\$ 5.25	
Silicone Swim Caps	\$	10.00	\$		\$ 10.50	
Miss Glam Swim Caps	\$	8.00	\$		\$ 8.40	
Swim Diapers (reusable)	\$	12.00	\$		\$ 12.60	
Female Swim Suits	т		_		as marked +gst	
Male Swim Suits					as marked +gst	
Aquafit Glove	\$	9.00	\$	0.45	\$ 9.45	
Rainbow Kickboard	\$	7.50	\$	0.38	\$ 7.88	
Swim Towel	\$	5.00			\$ 5.25	
Water Wings (arm bands)	\$	6.00	\$		\$ 6.30	
MISCELLANEOUS EQUIPMENT RENTAL	•					
20' x 20' square tent	\$	200.00	\$	10.00	\$ 210.00	per day
	\$		·		\$ 78.75	'
40' hex tent	\$	400.00			\$ 420.00	
	\$	125.00			•	per succeeding day
SL 100 Portable Stage	\$	700.00			-	first day
01 200 FOR tubble Ottable	\$	125.00	_		\$ 131.25	<u> </u>
25' x 15' Blow Up Screen	\$	400.00	_		\$ 420.00	per day
Tailgate Barbecue	\$		\$		\$ 262.50	per day
Bouncy Castle	\$		\$		\$ 157.50	per day - organizations only
SPONSORSHIP ADVERTISING	7	130.00	7	7.50	ÿ 157.50	per day organizations only
Zamboni Top	\$	1,000.00	\$	50.00	\$ 1,050.00	top - per ice season
Zamboni Side	\$		۶ \$			
	_	1,000.00 300.00	_			per side per ice season
Arena Wall Signs – 4' x 4 '	\$		_		-	per year (sign extra)
-4' x 8 '	\$	500.00	_			per year (sign extra)
Arena Dasher Boards – half board	\$	300.00	\$		\$ 315.00	
– full board	\$	500.00	·		\$ 525.00	. , , , , , ,
On-ice Logo – Centre ice	\$	1,000.00	\$			per season (logo extra)
- Other	\$	600.00	\$		\$ 630.00	
Scrolling Video (Lobby)	\$	10.00	_		-	per day
	\$		\$			per week (7 days)
	\$	150.00	\$	7.50	\$ 157.50	per month (28-31 days)
Pool Swim Sponsorship (sign extra)						
per hour	\$15	0.00	\$7	7.50	\$157.50	
1 week — public/teen	\$		\$			average of 12 hours/week
– family	\$	500.00			\$ 525.00	average of 7 hours/week
– public/teen/family	\$	1,500.00	\$	75.00	\$ 1,575.00	average of 19 hours/week
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Program or Service		Fee		Fee		GST	Total	Per
1 month — public teen	\$	2,500.00	\$	125.00	\$ 2,625.00	avgage of 36 hours/month		
– family	\$	1,500.00	\$	75.00	\$ 1,575.00	average of 28 hours/month		
public/teen/family	\$	3,500.00	\$	175.00	\$ 3,675.00	average of 64 hours/month		
July or Aug. – public/teen	\$	4,000.00	\$	200.00	\$ 4,200.00	average of 72 hours/month		
public/teen/family	\$	5,000.00	\$	250.00	\$ 5,250.00	average of 100 hours/month		
OTHER								
Staff hours for delivery / set up / take down of equipment	\$	47.62	\$	2.38	\$ 50.00	per person/per hour		

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