

POLICY NO:	FI 009
POLICY TITLE:	REVENUE FROM COUNTY BUILDINGS
DEPARTMENT:	FINANCE
APPROVAL DATE:	05-05-06 (May 2, 2006)
REVISION DATE:	
REVIEW DATE:	

Policy Statements:

1. The County of Vermilion River No. 24 will provide the opportunity for ratepayers to access County Buildings if it will help the Sustainability of a Hamlet / Village and / or while assisting them to adhere to County Bylaws.
2. Buildings owned by the County of Vermilion River No. 24 are public owned properties therefore a cost recovery approach should be used when obtaining revenues from the Users of County buildings.

Background:

1. Various hamlets have truck routes or parking restrictions for large trucks and yet the county wishes to not unduly interfere with the sustainability of small truck companies.
2. Various county buildings have surplus parking space adjacent to the building with or without electrical plug in ability.
3. Vending machines beside our buildings have provided a local service and funding raising opportunities

Guidelines:

Any “User” of a service or county facility will have to sign a letter of understanding (sample attached) accepting the terms of this access including:

1. Revenue and expenditures for individual arrangement will be estimated amounts and shall flow through the same department
2. All parking fees for the year, October to September, shall be paid in advance before access is permitted and shall be non-refundable for any reason
3. Capital / maintenance / administration costs, to install any improvements to facilitate a service to the ratepayers, shall be recovered by:
 - a. charging each user 10% of the initial capital costs / year if there are multiple users
 - b. 100% up front if there is a single user

4. Annual operating costs shall be charged to recover approximately 100% of costs by:
 - a. recovery through hamlet budget or
 - b. formula based on previous years estimated cost plus 5%
5. No loaded / dangerous goods units will be allowed on County properties
6. Contamination of County properties shall not be tolerated and the following action will be taken:
 - a. a large spill will be report to Alberta Environment
 - b. a small incident will require cleanup of the site by the user at their sole expense
 - c. a warning will be issued and should a second incident occur the individual or company who signed the letter of understanding forfeits their right to access county property
7. The County will not be liable for any:
 - a. vandalism to the vehicle, contents or equipment that are on County property, or
 - b. damage due to electrical systems not being functional; including shut off for non-compliance with this policy, or
 - c. towing signage / action that is wanted if an unapproved vehicle is using the parking space assigned to a ratepayer

LETTER OF UNDERSTANDING

BETWEEN THE County of Vermilion River No. 24 (Owner) and

Full Company or Individual Name/s (the User):

Contact Person if Different than Above:

Address:

(Box / Street – Hamlet / Village – Postal Code)

Contact Information:

(Phone Number / Cell Number / email address)

The User accepts that the annual prepayment of: \$ _____, for the right to (park / access electricity) at the Owner property at _____ is based on acceptance of the following:

1. The prepaid access fee for individual use of a County Building is non-refundable for any reason
2. Hamlet projects shall be brought to hamlet meetings to confirm that the hamlet budget will cover costs
3. **No loaded / dangerous goods units will be allowed on County properties**
4. The County will not be liable for any:
 - a) vandalism to the vehicle, contents or equipment that are parked on County property, or
 - b) damage due to systems not being functional; including if they are shut off for non-compliance with this policy, or
 - c) towing signage / action that is wanted if an unapproved vehicle is using the parking space assigned to a ratepayer
 - d) costs for cleanup of spills on County property

Signature below constitutes acceptance of the above terms.

Signature / Print Name and Position

Date

Witness Signature / Print Name

Address