

## Resort Village of Shields Storage Site Policy

The Resort Village of Shields has established a storage site to lessen the encroachment on public spaces. The Resort Village of Shields storage site is available to store mobile seasonal items, portable storage containers and ice fishing huts. No other buildings of any sort will be permitted.

Items not accepted for storage are:

- any items used as part of commercial or business operation,
- unlicensed vehicles,
- any hazardous item,
- construction or other material not part of seasonal item,
- any item not listed on application.

Property owners can request a space by contacting the Village Administrator. Space is allocated on first come first serve basis. Multiple spots per residence will not be assigned.

Fee is for access to an area of space within storage site. Storage site is approximately 3 metres wide by 4 metres long (10 feet wide by 15 feet long).

This site is available at the discretion of Council. If Council determines this location is no longer suitable for seasonal storage, all items and ice huts will be removed and a prorated refund of paid fees will be made.

The owner of the items stored within the facility accepts full responsibility for their items.

The seasonal administration fee is due prior to seasonal items being placed at the site and any unpaid annual fees may be added to the tax roll as per Section 405 of Municipalities Act. Rates will be reviewed annually by Council.

If the site is not kept free of debris individuals can be asked to leave the site.

A key to the site is provided. If key is lost cost to obtain replacement key is charged to the property owner.

Seasonal storage fees for property owners are \$100 per year. Fees are effective January 1/2013.

## Storage Site Procedures

- Village Administrator
  - Accepts request for storage space from property owners (requester)
  - If space is available within storage site emails Application Form to requester to provide contact information and description of item to be stored.
  - If space is unavailable, places requester name and date of request on waiting list.
  - Maintains records, provides access keys and processes payments for the Storage Site
  
- Authorized Representative of Resort Village of Shields
  - Receives paid applications.
  - Provides requester with site number where items will be located.
  - Provides access key to requester.
  - Monitors storage location to ensure locations are tidy and acceptable items are being placed in storage.
  
- Requester
  - Prepares Application and submits with required administration fee to Village Administrator.
  - Moves item to be stored to storage site and removes said item seasonally.
  - Keeps area free of debris.
  - Advises Administrator when site is no longer required and returns key.
  - Pays for replacement of lost keys.

Date: August, 2013