

OFFICE SERVICES POLICY

Date Approved: Jan 20/2016	Resolution: #38/15 & 39/15 & 41/16
Date Amended: Nov 4, 2016	Amendment: #319/16

Purpose:

To adopt a policy for rates for various office services

Policy:

The following are the rates to be charged for various office services:

FEE FOR PHOTOCOPIES:

That we set the rate for photocopying as follows:

Black and white (one-sided)	\$.25/copy	(two-sided)	\$.35/copy
Color (one-sided)	\$.35/copy	(two-sided)	\$.45/copy

Recognized community groups:

Black and white (one-sided)	\$.10/copy	(two-sided)	\$.15/copy
Color (one-sided)	\$.20/copy	(two-sided)	\$.25/copy.

FEE TAX SEARCH AND TAX CERTIFICATES:

That we set the rate for the providing taxation information (tax search) at \$15.00 per parcel and for the issuance of a Tax Certificate at \$25.00 per parcel.

SALE OF RM MAPS:

That we add the sale of municipal maps to the "Office Services Policy" as follows: Ratepayer – free (one per ratepayer/print)
Non Ratepayer - \$15.00 per map plus cost of postage if mailed.

FEE FOR SEARCHING RECORDS AND PROVIDING COPIES:

For searching for, locating, retrieving, and copying a record \$30.00/hour, minimum charge 1 hour.

For producing a paper copy of a record:

- (a) Photocopies and computer printouts:
 - (i) Black and white up to 8 ½" x 14" \$0.25/one sided page
 - (ii) Black and White (double sided) \$0.35/page
 - (iii) Color up to 8 ½" x 14" \$0.35/one sided page
 - (iv) Color (double sided) \$0.45/page

- (b) Plans, surveys and blueprints Actual Cost to Produce