

HAMIOTA MUNICIPALITY

Policies and Procedures

Policy Number: 100.3

Section: Administration

Subject: Office Services & Supplies

Passed by Resolution of Council: #5 – April 20, 2016

BACKGROUND

Various Community Groups and individuals in and around the Hamiota Municipality require photocopying and other services as well as the purchase of supplies. Council deems it necessary to be able to track the flow of such goods and services and have the ability to account for it and, where necessary, recover the costs. A preferred rate will be set up for approved community groups. A separate rate will be set for use by the general public.

POLICY/PROCEDURE

1. Rates will be charged out as per the attached chart;

Goods or Service	At Cost (Municipal Based Groups) 'MG'	Approved Group 'AG'	General Public 'GP'
*Photocopy (black) per side	.02	.10	.25
*Photocopy (color) per side	.11	.25	.50
Fax, per page	.02 to .05 Per fax	1.00	1.00 per page up to 5 pages/.50 after
Scanned & Emailed	n/a	n/a	2.00
Lamination, per page (8.5" x 11")	1.50	2.00	3.00
Archival Research	n/a	n/a	\$25.00 per hour
Sale of Maps	\$20	\$20	\$20
Laminated Maps	\$30	\$30	\$30
Copy of Tax Statements	\$5	\$5	\$5
Tax Receipts – No Charge			

***Note:**

- A copy on one side of a page is considered one (1) copy and two sided is considered two (2) copies.
- 11" X 17" paper is considered 2 copies per side.
- Rush Orders less than three business days will be charged an additional \$20.00
- Staff has the right to refuse any printing requests

Office supplies are available to Municipal and Approved Community Groups at cost. It will be the responsibility of the group to track and submit their use of goods monthly for billing. The general public will not be allowed to purchase any materials through the office.

