



Policy Type:	General Government
Policy Title:	Office Services Fees
Policy Number:	100-08
Authority:	
Council Resolution #	82/21

Purpose

To set fees to be charged for office services:

Policy

The following fees shall be charged

Photocopies (Black & White)	\$ 0.50 per page
Photocopies (Colour)	\$ 1.00 per page
Faxes	\$ 1.00 per page received/sent
Tax Certificate	\$ 20.00 per property
Tax Statement	\$ 10.00 per property
Commissioner of Oaths (non-ratepayer)	\$ 20.00
Commissioner of Oaths (ratepayer)	N/C
Annual Audited Financial Statement	N/C
Minutes	\$ 1.00 per page
SAMA Detailed Property Report	\$ 10.00 per property
General office services (document search)	\$ 20.00 per ½ hour minimum charge

All prices include applicable taxes

Exclusion

Fees set out in the *Local Authority Freedom of Information and Protection of Privacy Act (LAFOIP) Regulations* shall apply to any documents requested through LAFOIP

Effective Date/Repeal

This policy will come into effect on May 5, 2021 unless otherwise specified and shall be implemented as outlined in this policy. This policy repeals and replaces all resolutions and any policies pertaining to Office Service Fees and replaces all past practices. This policy may only be amended or repealed by resolution of Council.