

Town of Eatonia Statement of Policy and Procedure			
Subject:	Office Fees and Supplies	Policy No:	10
Date of Council Approval:	October 13, 2020	Resolution No.	25/10/20

Policy Objective:

To provide a schedule of fees for staff in regards to general municipal office services and supplies. These fees are subject to applicable taxes.

Schedule of Standard Fees:

Copy/Print

- Black & white - \$0.25 per page
- Colour - \$0.50 per page
- There will be no fee for black & white copies for Town Committees.

Faxes

- Toll Free Faxing - \$0.25 (for the auto-print receipt page)
- Sending - \$2.00 for the first page and \$1.00 for each page after
- Receiving - \$0.25 per page

Notary Public Services

- Provided at no charge during office hours

Title Transfers

- Administration fee of \$50.00 per transfer plus the fee charged by Information Services Corporation.

Copies of Approved Minutes

- Any requested version of paper minutes plus supporting documents shall be at a flat cost of \$1.00 per page with a minimum charge of \$5.00 per month plus postage if mailed.
- Electronic copies are free of charge.

Copies of Bylaws:

- Any request for a paper bylaw shall be at a flat cost of \$4.00 per bylaw or portion thereof plus postage if mailed.
- Electronic copies are free of charge.

NSF Fees

- Administration fee of \$40.00 per NSF cheque plus the fee charged by the returning institution.

Notices and Field Sheets

- A copy of a property owner's Assessment Notice, Tax Notice, or field sheet shall be provided to the property owner at no charge.
- A fee of \$10.00 for a copy of a property owner's Assessment/Field sheet will be charged to a third party (Realtor, Lawyer, etc.). A Request for Information (Form B) under the Local Authority Freedom of Information and Protection of Privacy Policy No. 11 must be submitted with the request.

Town Souvenirs

- Pins \$2.00 each
- Magnets \$2.00 each
- Postcards \$2.00 each

Eatonia News Bulletin Rates (Published by the Town of Eatonia)

- Regular classified ad of 5 to 6 Lines is \$12.00 if prepaid; otherwise it is \$21.00
- Boxed classified ad is \$21.00
- Business Rates:
 - 1/8 Page Ad \$19.00
 - 1/4 Page Ad \$37.00
 - 1/2 Page Ad \$58.00
 - Full Page Ad \$105.00
- Non-Profit Organizations:
 - 1/4 Page Ad \$20.00
 - 1/2 Page Ad \$28.00
 - Full Page Ad \$51.00