



# TOWN POLICY

## ADMINISTRATION POLICY:

# Photocopying & Faxing Costs Policy

**DEPARTMENT:** Financial Administration

**POLICY NUMBER:** FA-032

**EFFECTIVE DATE:** June 14, 2016

**SUPERSEDES:** Policy #P-20-1

**UPDATED:** August 9, 2024

**UP FOR REVIEW:** August 12, 2029

### Policy Statement:

The Town of Cardston desires to establish a policy related to the fees for photocopying and faxing by Town Staff and other Public Groups or Individuals.

### The purpose of this policy is to:

Cover the costs of long distance charges for faxing, ink, paper and general maintenance of the photocopying machines.

The CAO shall have discretion to charge no fee for documents requested by the general public related to their business with the Town. For example, copies of policies or bylaws, within reason can be copied for the public for no charge. Large documents such as the land use bylaw, municipal development plan or other similar documents would require a charge to the member of the public. The public will, at all times possible have access to documents such as policies and bylaws in electronic format via the Town web site, requiring no printing or copying.

## REVISION HISTORY

Date	Description
June 14, 2016	New Policy
September 12, 2017	Adopt as Admin Policy

**APPROVAL:** *Jeff Shaw* ..... **DATE:** *August 14, 2024* .....  
*Chief Administrative Officer, Jeff Shaw* ..... *(signed copy kept in CAO policy binder)*





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## Photocopies

The following costs are for paper up to 11"X17":

		Town Staff and Town Organizations*	Non-Profit Organization	General Public
<b>B&amp;W</b>	One-sided	5¢	10¢	25¢
	Two-sided	7¢	15¢	30¢
<b>Colour</b>	One-sided	10¢	25¢	50¢
	Two-sided	15¢	50¢	\$1.00

\*For staff use, staff shall pay fees through another staff member.

**\*For prints larger than 11" X 17":**

1¢ per square inch or \$1.44 per square foot.

## Faxing Costs

### Local faxing charges

**No Charge** to send or receive *local* faxes.

### Long distance faxing charges

#### Receiving

50¢ per page

#### Town Staff and Town Organizations

50¢ per document up to 10 pages.

An additional 10¢ per page over 10 pages

#### Sending

#### General Public

\$1.00 per document up to 10 pages.

An additional 25¢ per page over 10 pages

**ALL PRICES INCLUDE GST.**

