

**Town of Osler
POLICIES**

**TITLE: CUSTOM WORK & OFFICE SERVICES
PROVIDED TO THE GENERAL PUBLIC**

INITIAL EFFECTIVE DATE: JANUARY 15, 2008

MOST RECENT AMENDMENT: AUGUST 12, 2014

POLICY NUMBER: OSL.19

Purpose of Policy:

This policy is intended to set out fees charged for office services and custom work provided to the Osler citizens as well as those from outlying areas requiring our service.

Policy Statements

1. "Office Services" is defined as typing, copying, faxing, and other office related work that may be undertaken by the staff at the request of a member of the public.
2. "Custom Work" is defined as work undertaken by our maintenance staff at the request of a member of the public including but not limited to grader and bobcat work, locating of property pins, work with water or sewer systems not specifically included in the Utilities Maintenance Bylaw.
3. Town equipment must be operated by one of the Town Employees, unless a State of Emergency has been declared. Equipment and tools are not available for rent.
4. This policy applies to all services provided by the Town not specifically addressed in other policies or bylaws.
5. Council recognizes the need for office and maintenance type service for members of the public, but does not wish to compete in any way with private industry in this regard.
6. Fees to be charged are outlined in Schedule "A" attached noting that this is a guideline and if it appears that services are interfering with the expected work of the employees the CAO may use discretion.
7. Council and Administration retain the right to refuse to provide these services if they are, in any manner, interfering with the usual work of the Town office or maintenance staff.

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**Accepted as Policy by the Council of the Town of Osler
Date: January 15, 2008**

**Amended by the Council of the Town of Osler
Date: July 26/August 23, 2011 – to update rates**

**Amended by the Council of the Town of Osler
Date: Oct 8, 2013 – to update rates, specifically under General Office Services**

**Amended by the Council of the Town of Osler
Date: August 12, 2014 – to update rates and remove Tax Information, Schedule A**

SCHEDULE 'A'
POLICY OSL.19
CUSTOM WORK AND OFFICE SERVICES FEES

General Office Services:

***Osler Minor Ball and Osler Soccer Association (and other groups on Council approval) will be charged at 'costs'**

Photocopying

Single Page	\$0.25 per copy
Double Sided Copies	\$0.40 per copy
Colour Page	\$0.50 per copy

Faxing

Local Number (up to 5 pages)	\$1.00
Long Distance (up to 5 pages)	\$2.00

Laminating

\$1.00 per sheet

Major Research or Copying Projects

\$60.00 per hour

(minimum of ½ hour)

Tax Information (request must be in writing)

Tax Certificate \$25.00

Zoning Compliance \$10.00 with Surveyor's Certificate
\$25.00 without

Field Sheets (recommend SAMAVIEW 1st) \$5.00 per property

Copy Financial Statements (current or audited) photocopy rates

Custom Work:

Grader Work \$115.00 per hour

Tractor or Bobcat Work \$90.00 per hour

Snow Removal (driveways) \$35.00 minimum

(1/2 hour min – extra time at Bobcat rate)

Haul gravel/topsoil Bobcat Rate

Plumber's Snake \$20.00 Refundable Deposit

Locate Property Pins (waiver) No Charge (first locate)

Additional locates on same property \$40.00 flat fee

Miscellaneous:

Rental of Council Chambers for meetings \$25.00 per hour
(only during regular office hours)

Town Personnel After Hours Call Out \$65.00 per hour

Commissioner for Oaths Signature \$10.00 (n/c to Osler Taxpayers)

Notary Public Signature/Stamp (up to 10 pages) \$20.00

PID (Policy OSL.29) \$15.00

*last updated August 12, 2014