



## Town of Arcola

### Policy Manual

<b>Policy Description:</b>	<b>Policy Number:</b> Office-001
Office Services	<b>Date Approved:</b> February 9 <sup>th</sup> , 2016
	<b>Date Revised:</b>

**Purpose of Policy:** To regulate the use and access to Town Office equipment by the general public.

Rates for the provision of the following office services are established as follows:

- **Assessment information/field sheets-**
  - May be provided to owners (or agents on their behalf) free of charge
  - May be provided to others at cost of \$2.00 per property
- **Building Permits-**
  - \$25.00 per application plus inspection costs (Bylaw 2004-5)
- **Fax Services-**
  - \$2.00 to send or receive- Unlimited pages
- **Information Searches-**
  - \$25.00 per hour at Administration discretion
- **Notary or Commissioner Services-**
  - Provided at no charge on Town related business
  - On non-Town related business, Administration may charge at their discretion
- **Photocopying-**
  - Black/white- \$0.25 per page
  - Color- \$0.50 per page
- **Tax Certificates-**
  - \$20.00 per certificate (Bylaw 7-2008)
- **Title Searches-**
  - To be conducted at cost for owners only