



Policy Title: FEE STRUCTURE FOR SALES OF MATERIALS AND OFFICE SERVICES

Policy Objective	To establish the fee structure for sales of materials and office services
Authority	Resolution # 10/2018
Supporting Bylaw	
Related Policy	ADM-007

LEGISLATIVE AUTHORITY

The Municipalities Act

Legal status and capacity

4(2) The purposes of municipalities are the following:

- (a) to provide good government;
- (b) to provide services, facilities and other things that, in the opinion of council, are necessary and desirable for all or a part of the municipality;
- (c) to develop and maintain a safe and viable community;
- (d) to foster economic, social and environmental well-being;
- (e) to provide wise stewardship of public assets.

(3) For the purpose of carrying out its powers, duties and functions, a municipality has the capacity and, subject to any limitations that may be contained in this or any other Act, the rights, powers and privileges of a natural person.

(4) Notwithstanding subsection 10(1), a municipality may exercise its capacity, rights, powers and privileges as a natural person outside its boundaries if the exercise of those powers is in pursuit of a municipal purpose as set out in subsection (2).



OBJECTIVE

This Fee Structure for Sales of Materials and Office Services policy is implemented to establish the fee structure that the Council of the Rural Municipality of McKillop No. 220 (the RM) requires when materials belonging to the RM are sold or when office staff provides office services to the public.

This policy is adopted as an affirmation of Council's commitment to accountability and transparency to the ratepayers of the RM by ensuring that private individuals are required to pay fair value for material or office services acquired from the RM staff . Council also recognizes its responsibility and accountability to all ratepayers for the decisions that are made by Council. By implementing this policy, Council seeks to reconcile these two objectives.

SCOPE

Establishment of the fees applicable to the sales of various materials and completion of various office services.

DEFINITIONS

- a) "Council" means the Council of the Rural Municipality of McKillop No. 220
- b) "RM" means the Rural Municipality of McKillop No. 220

POLICY

Criteria

1. The RM will offer various materials for sale that are determined to be of value to the property owners and residents of the RM.
2. General office services will be made available to the public as time allows and when there is no other RM administration work that must be completed for purposes of providing services to the general RM ratepayers and residents.



Rates to be Charged

3. The RM will charge the following rates for sale of materials:

Used grader blades	6 foot blade	\$ 4.00 per foot
	8 foot blade	\$ 4.00 per foot
Used culvert – 400mm/16"		\$ 21.00 per metre
"No Hunting" sign	Cardboard	\$ 4.00 per sign
	Metal	\$ 6.00 per sign
"Slow Moving" sign		\$ 8.00 per sign
Rat poison – Warfarin (oatmeal) 1 lb bag	Non-ratepayers	\$ 2.00 per bag
	Ratepayers	Free
Rat poison – Ratak	Non-ratepayers	\$ 2.00 per packet
	Ratepayers	Free
Rat poison – Parafin blocks (Pail)	Non-ratepayers	\$ 25.00 per pail
	Ratepayers	Free
RM map – Picked up		\$ 10.00 per map
RM map – Mailed		\$ 13.00 per map

4. The RM will charge the following rates for office services:

Photocopies	\$ 0.50 per page
Faxes – First page	\$ 2.00 per page
Faxes – Additional pages	\$ 0.50 per page
Organized Hamlet mailouts	Cost of postage
Office services labour	\$ 30.00 per hour