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CENTRAL COAST REGIONAL DISTRICT
POLICIES

A-8 - Office Services to the Public

Preamble: Due to the lack of available services to the general public and due to an obvious need, the Central Coast Regional District agrees to provide certain services to the public.

Policy: The following are available to the public during normal working hours at the following rates:

<u>Photocopies:</u>	<u>Black & White</u>	<u>Colour</u>
letter size	\$0.30 / page	\$0.80 / page
2 sided letter	\$0.50 / page	\$1.40 / page
legal size	\$0.35 / page	\$0.95 / page
2 sided legal	\$0.55 / page	\$1.55 / page
11" x 17"	\$0.50 / page	\$1.40 / page
2 sided 11 x 17	\$0.85 / page	\$2.45 / page
Letter own paper	\$0.15 / page	\$0.70 / page
Letter 2 sided own paper	\$0.20 / page	\$1.30 / page
Legal own paper	\$0.20 / page	\$0.80 / page
Legal 2 sided own paper	\$0.40 / page	\$1.40 / page

Facsimile Transmission & Receiving:

\$2.00 base rate + \$0.50 / page

Electronic/scanned documents

PDF - \$2.00 base rate + \$0.25/page

This policy specifically excludes public use of the office telephone and specifically prohibits the removal of office machines from the premises.

The Central Coast Regional District meeting room is available to user groups provided that a staff member or regular personnel is present, as specified in CCRD Policy A-3, Office Security & File Security.

Date: May 10, 1994
Amended: November 16, 1995
Amended: May 07, 1997
Amended: May 09, 2001
Reviewed: June 13, 2001
Amended: February 12, 2009
Amended: December 13, 2012
Proposed Rescind: May 8, 2014



Rationale: This policy was originally intended to provide needed service for the public. The public now has other sources and resources available to them. It is therefore proposed that this service is no longer needed and therefore should be rescinded.