

# Faxing & Photocopying Policy

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Date Approved by Council: July 18, 2015

Resolution: 14.07.15

Review Date: July (Annually)

Related Bylaw: N/A

Amendments: 2017-01-23-16

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## **Purpose**

This policy has been adopted to provide guidelines for faxing and photocopying requests from the public.

## **Guidelines**

The Village of Hussar will provide photocopy, printing, scanning and fax services to the public up to twenty-five (25) pages maximum at one time for business not relating to the Village.

The Village of Hussar will provide photocopy, printing, scanning and fax services to the public with no maximum for documents relating to the Village, including but not limited to bylaws, policies, minutes and personal account information (taxes and utilities).

The Village of Hussar may charge a fee for all photocopying, printing, scanning and fax services not related to personal account information as per Administrative Policy 5.3.