



# Clear Hills County

Effective Date: <b>April 25, 2017</b>	Policy Number <b>6202</b>
Title: <b>PHOTOCOPYING FOR NON-PROFIT GROUPS</b>	

## 1. POLICY STATEMENT

- 1.1. Clear Hills County Council sees the benefit of assisting non-profit groups by offering free photocopying.

## 2. GENERAL

- 2.1. Annually Council will include funds in the Operating Budget to cover costs for free photocopying for non-profit groups.
- 2.2. Groups seeking this service must provide proof of non-profit status.
- 2.3. Groups seeking this service will provide the materials they wish copied a minimum of two weeks before they require the materials.
- 2.4. Photocopying will include:
  - a) White paper in 8.5 x 11 inch (letter), 8.5 x 14 inch (legal), or 11 x 17 inch sizes
    - Groups may bring their own color paper
    - NO cardstock, heavy vellum or thick photo paper as these are not compatible with the high capacity high speed copier.
    - NO speciality sizes of paper
  - b) Black & White or Color copying
  - c) Single or double sided
- 2.5. Free photocopying will be limited to a maximum of \$150.00 per group per year, with rates for copying to be calculated as set out in the current Schedule of Fees Bylaw.
- 2.6. The County's printing and photocopying projects take priority and the County retains the right to delay copying for non-profit groups for large volume County printing projects and when there is limited toner or paper on hand.

## 3. END OF POLICY

**ADOPTED**

**Resolution C218-17(04/11/17)**

**Date: April 25, 2017**