



## TOWN OF DALMENY COUNCIL POLICY

POLICY TITLE	ADOPTED BY:	EFFECTIVE DATE	POLICY NO.	ORIGIN/AUTHORITY
Custom Work and Office Services	Mierau/Slack	December 21, 2015	7-2015	Council

### 1. PURPOSE

This policy is intended to set out the rates that the Town plans to charge as a result of custom work and office services provided to the residents of the Town of Dalmeny.

### 2. DEFINITIONS

Town Administrator/CAO – defined as the person appointed by the Town as the CAO, and in his absence, either the Administrative Assistant or the Office Manager.

Town Foreman – defined as the person appointed by the Town as the Town Foreman, and in his absence, the person designated by Council or him to oversee his duties and responsibilities.

### POLICY

These custom work rates and office service rates shall be reviewed annually prior to the preparation of the budget.

Rates shall be listed on Appendix "A" attached.

All of the equipment listed in Appendix "A" shall be operated by a Town employee.

All office services listed in Appendix "A" shall be completed by a Town employee.

It will always be at the discretion of the Town Foreman or in the case of office services, the Town Administrator/CAO, if the work/task should be completed by the Town.

APPENDIX "A" TO POLICY 7-2015

CUSTOM WORK	RATE
1. Mower	\$125.00 per hour
2. Tractor	\$125.00 per hour
3. Bobcat	\$125.00 per hour
4. Gravel Truck	\$125.00 per hour
5. Packer	\$85.00 per hour
6. Public Works Employee	\$30.00 per hour per man

OFFICE SERVICES PROVIDED	RATE
1. Black & White Photocopy	\$0.25 per page
2. Colour Photocopy	\$0.50 per page
3. Sent Fax	\$1.00 per page
4. Tax Certificate	\$25.00 each
5. Building Abstract	\$50.00 each
6. Tax Search	Free
7. Criminal Record Check – Work*	\$25.00 each
8. Criminal Record Check – Volunteer*	Free

*\*NOTE: Must be a current resident of Dalmeny or have a Dalmeny address.  
Applicants residing outside of Dalmeny must have their Criminal Record Check  
completed by the RCMP or Municipal Police in the jurisdiction where they reside.*

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