

**TOWN OF MORDEN**  
**POLICY & PROCEDURES MANUAL**

<i>Reference</i>	Finance and Administration	<i>Classification</i>	Policy
<i>Subject</i>	Photocopy Fees	<i>Pages</i>	1
<i>Authority</i>	Council	<i>Effective Date</i>	March 11, 2003
<i>Approved</i>	March 11, 2003 #12	<i>Index</i>	F/A-003

**Purpose:**

There are occasions where groups such as the Morden Chamber of Commerce, the Corn & Apple Committee, the Morden Museum, as well as various departments of the Town of Morden require photocopying service be supplied by the Town of Morden Administration Office. The Town departments get these costs allocated to them at year end and other groups get invoiced these costs at year end. There are frequent occasions where the Town of Morden are not able to access the photocopier for Town use as it is occupied by groups as mentioned above. The Town of Morden should have access to the copier when required.

**Procedure:**

- 1) The Town of Morden fees for photocopies to groups shall be as set out in By-law.
- 2) Any requests from the Public for photocopying will be referred to private business.
- 3) The photocopier shall be made available to groups funded by the Town or located in the Civic Centre at the cost as stated in the By-law.
- 4) The use of the photocopier by these groups is not intended to inconvenience the Town Departments and Staff. As a result, where the group requires photocopying in excess of 100 copies at one time, the group is expected to seek an alternative provider.