

Resort Village of South Lake

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Administration Department User Fee Policy

The Resort Village of South Lake is a progressive municipality, which recognizes the demands on the administration staff to provide accurate information to those individuals requesting it and in a timely manner. In order to meet these deadlines and recover any costs attributed to producing subject information, it is necessary for the Resort Village of South Lake to implement such a policy.

POLICY:

It shall be the policy of the Resort Village of South Lake that all information requests of staff be subject to the following conditions:

CONDITIONS:

1. Tax Certificates. A request for a tax certificate must be received in writing and accompanied with a payment of \$15.00.
2. Duplicate copy of Tax Bill and/or Receipt. If this office is requested to prepare a duplicate copy of a tax bill and/or Receipt, there will be a \$10.00 charge to recover staff time to respond to such a request. As well, such a request must be received in writing.
3. Photocopying. Charges for photocopying will apply as follows:
 - 8 ½ X 11 paper (single sided) 0.50 each
 - 8 ½ X 14 paper (single sided) 0.75 each
 - 11 X 17 paper (single sided) 1.00 each
 - 8 ½ X 11 paper (double sided) 1.00 each
 - 8 ½ X 14 paper (double sided) 1.50 each
 - 11 X 17 paper (double sided) 2.00 each

Facsimile. Charges for faxing will apply as follows:

\$1.00 / page + \$1.00 for phone call.





Administrator