

Purpose:

The purpose of this policy is to provide authorization for the levy of an administration charge when invoicing third party services.

Policy Statement(s):

A 10% administration charge shall be charged when invoicing for third party services provided, other than those services set by bylaw or resolution of Council.

Authority/Responsibility to Implement:

City Manager

Document History:

Approved: September 9, 1996
Administrative Revision (new template): March 12, 2010