

**General Town Office Policy**

**Policy No. 1.1.1**

**Date of Policy:** September 10, 2018

**Revision:**

**Motion Number:** 2018-520

**Office Hours**

8:30 a.m. - 12:00 noon and 1:00 p.m. - 4:30 p.m. (staff begin work at 8:00 a.m.)

**Council Chambers**

The Council chambers may only be used by the following:

- Standing Committees of Council
- Boreal Area Regional Waste Authority
- Regional Fire Partners
- Carrot River Valley Mutual Aid Partners
- Twin Lakes District Planning Commission
- Other boards, committees or organizations during regular office hours as approved by Administration
- Boards, committees or organizations after regular office hours provided a member of Council or employee of the Town of Nipawin is present and responsible for ensuring security of the building after the meeting has ended (set alarm, ensure all doors are locked).

**Photocopying**

The photocopier in the Town Office may only be used for Town business and business of Town-appointed Boards and Commissions.