VILLAGE OF FROBISHER

BYLAW NO. 02-2024

A BYLAW TO ESTABLISH ADMINISTRATIVE FEES AND CHARGES

The Council of the Village of Frobisher in the Province of Saskatchewan enacts as follows:

TITLE

1) This Bylaw shall be cited as "Fees & Charges Bylaw."

AUTHORITY

2) The authority for this Bylaw is:
   a) Part II, of *The Municipalities Act*, clause 8(1)(i), providing Council the power to pass bylaws for services provided by or on behalf of the Village, including establishing fees for providing those services; subsection 224(1) regulating the establishment of assessment appeal fees; and subsection 19(1) of *The Tax Enforcement Act*.
   b) Part 4 of *The Construction Codes Act*, subsection 17(3).

PURPOSE

3) The purpose of this Bylaw is to establish certain fees and charges as well as related conditions or requirements for certain information requested from administrative staff.

   a) The aforementioned fees shall be as set out in Schedule "A", as attached to and forming part of this bylaw, plus any applicable taxes.

   b) The provision of any service or information is subject to the restrictions of *The Local Authority Freedom of Information and Protection of Privacy Act* or any other *Act*.

   c) Unless otherwise authorized in this bylaw, all fees prescribed in Schedule "A" shall be paid prior to the service or information being provided.

   d) The Administrator shall determine the method and location of payment of the fees.

   e) If a cheque used for payment of fees or services is returned to The Village of Frobisher due to Non-Sufficient Funds (NSF), the fee is deemed to have not been received and an NSF Fee will be charged as noted in Schedule "A".

   f) The Assessment Appeal Fee provided for in Schedule "A" shall be paid by cheque, subject to the following:
      i) The Assessment Appeal Fee must be paid at the time the appeal is filed;
      ii) The cheque must be dated no later than the date the appeal is filed; and
      iii) Should the cheque be returned to The Village of Frobisher due to non-sufficient funds or closure of the account, the fee is deemed to have not been received for the purpose of filing the assessment appeal.

   g) For other information or services that do not expressly require Council approval and are not defined within Schedule "A", the Administrator shall have the authority to determine an appropriate fee or charge.

REPELAED BYLAWS

4) Bylaw 01-2023; Bylaw to Establish Certain Fees and Charges in the Financial Services, is hereby repealed.

Read a third time and adopted this 21st day of May, 2024.

[SEAL]



Mayor

Administrator

Certified a true copy of
Bylaw No. 02-2024 adopted by
resolution of Council on the
21st day of May, 2024.

Administrator

SCHEDULE " A"
TO BYLAW 02-2024

Taxation Fees and Charges

Service or Information	Description	Fee
Tax Certificate	Issued pursuant to section 276 of The Municipalities Act.	$25 per property
Tax/Assessment Roll Search	General tax and/or assessment information provided about a property.	Free to the owner of the property. Not provided to others unless necessary, estate matters, listing real estate agent, etc.
Tax Notice	Providing tax notices to lending institutions to assist in the processing of tax payments or for monitoring the payment of taxes on accounts where the institution has a mortgage and has provided proof of such mortgage or upon request of the property owner.	Free
Statement of Account	Providing a statement of account to lending institutions to assist in the processing of tax payments or for monitoring the payment of taxes on accounts where the institution has a mortgage and has provided proof of such mortgage or upon request of the property owner.	Free
Tax Installment Payment Plan Confirmation	Documentation to confirm that a tax installment payment plan is active on an account.	Free
Historical Tax Analysis	Development of a spreadsheet for a property tax account, providing information on levies, payments, and adjustments to the property tax account.	$50 per account for up to two years of analysis, each additional year provided at a price of $25 per year, or portion thereof.
Duplicate Copies of Tax Notice		Current Year: No charge Previous Years: $5 per notice

Assessment Fees and Charges

Service or Information	Description	Fee
Inspection of the assessment roll	Inspection of the paper version of the assessment roll while the roll is open to the public pursuant to section 213 of The Municipalities Act.	No charge for inspection of the roll.
Summary Assessment Field Sheet	Basic property information about a property.	Free to property owner $20 per property for all others; this information is publicly available via SAMAView.
Detailed Assessment Field Sheet	Assessment details and calculations for a property.	$25 per property.
Custom Research & Reports	Generation of a custom report based on the customer's specifications, with assessment or tax information. The availability of the report is at the discretion of the Assessor based on the availability of resources.	$100 per hour for developing, testing, and producing the report.
Assessment Appeal Fee	Pursuant to section 226 of The Municipalities Act.	$250 for Residential Properties $500 for Commercial Properties

Other Fees and Charges

Service or Information	Description	Fee
Commissioner of Oaths	Providing Commissioner of Oaths Services.	No charge if oath is required for Village related business; or for a Village rate Payer. $10.00 per document, if the aforementioned does not apply.
NSF Charge		$30.00 per NSF Cheque
Provision of Bylaws, Policies, or other public documents	Printing, copying, etc. documents as requested.	$25/hour for research, scanning documents, emailing, prepping for mailing, etc. .50 per page for copying. Postage at cost.

Tax Enforcement Fees and Charges

Service or Information	Description	Fee (per Property)
Advertising	Prepare List of Lands in Arrears for presentation to head of Council & authenticate for advertising.	$65.00 + costs
Lien Registration	Register tax lien with ISC.	$50.00 + costs
Serve Six-Month Notice	Service of Six-month notice on all parties with an interest registered on title.	$175.00 + costs
Application to Provincial Mediation Board (PMB)	Application to PMB for requesting consent to transfer title.	$130.00 + costs
Serve 30-Day Final Notice	Service of 30-day notice on all parties with an interest registered on title.	$175.00 + costs
Transfer Title	Title transfer request to ISC.	$100.00 + costs
Costs to Dispose of Unclaimed Property	Time spent by Village staff and contractors to clean-up tax enforcement properties with unclaimed property.	Actual Costs
Sale of Property	Tendering, open houses, advertising, preparing property for sale upkeep until sale, etc.	Actual Costs

Building Bylaw Fees and Charges

Service or Information	Description	Fee
Building Permit Application		$50
Demolition Permit		$25
SAMA Inspection	Fees for inspection of property when assessable or call backs, as required.	$25 per review
Deposit	Amount to be held and used toward the fees charged by building official.	$200
Building Official	Fees for plan review, field inspection of construction, enforcement, and other fees as may be required.	Actual cost as invoiced by building official, based on contract with Village.