

CITY OF MARTENSVILLE
ADMINISTRATIVE FEES AND CHARGES
BYLAW NO. 13-2018

**A BYLAW OF THE CITY OF MARTENSVILLE TO ESTABLISH ADMINISTRATIVE
FEES AND CHARGES IN THE CORPORATE SERVICES DEPARTMENT.**

The Council of the City of Martensville in the Province of Saskatchewan enacts as follows:

Authority:

1. The authority for this Bylaw is Part II, of *The Cities Act*, subsection 8(1)(i), providing Council the power to pass bylaws for services provided by or on behalf of the City, including establishing fees for providing those services; and subsection 196(1) regulating the establishment of assessment appeal fees.

Intent:

2. The purpose of this bylaw is to establish certain fees and charges, as well as related conditions or requirements for certain information requested from the Corporate Services Department.
 - a) The aforementioned fees shall be as set out in Schedule “A”, 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, and any other act.
 - c) Unless otherwise provided for in this bylaw, all fees prescribed in Schedule “A” shall be paid prior to the service or information being provided.
 - d) If a cheque used for payment of fees or services is returned to the City of Martensville due to Non-Sufficient Funds (NSF), the fee is deemed to have not been received and an NSF fee will be charged.
 - e) For any other information or service that does not expressly require Council approval and is not defined within Schedule “a”, the Director of Corporate Services shall have the authority to determine an appropriate fee or charge.
 - f) The Director of Corporate Services and/or City Clerk reserve the right to waive research and processing fees if such fees are deemed unnecessary.

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Coming into Force:

3. This Bylaw shall come into force upon final passage by City Council.

Read a first time this 15th day of January 2019

Read a second time this this 15th day of January 2019

Read a third and final time this this 15th day of January 2019

MAYOR

CITY CLERK

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SCHEDULE "A"

1. TAXATION

Description	Amount of Fee
Registration of Tax Lien	\$50.00 per title
Registration of all other interests, except tax liens	\$75.00 per title
Tax Enforcement – Six-Month Notice	\$120.00 per title
Tax Enforcement – Final Notice	\$250.00 per title
Tax Certificate Fee	\$20.00 per certificate

2. ASSESSMENT

Description	Amount of Fee
Assessment Appeal Fee – Residential	\$100.00
Assessment Appeal Fee – Commercial	499,999 or less - \$200 500,000 to 1,000,000 - \$500 Greater than 1,000,000 - \$750
Tax Enforcement – Six-Month Notice	\$120.00 per title
Tax Enforcement – Final Notice	\$250.00 per title
Tax Certificate Fee	\$20.00 per certificate

3. GENERAL

Description	Amount of Fee
Administrative Research Fee	\$25.00 per hour
Digital Media copy – cd, dvd, data stick	\$5.00 per copy; applicant to provide the digital device
Faxing	\$5.00 per request
NSF Charge	\$30.00 per NSF Cheque
Photocopying	\$1.00 per copy
Registered Letter	\$25 per letter
Reprint of Tax Notices	\$5.00 per notice

4. LEGISLATIVE

Description	Amount of Fee
Application Fee per LAFOIP	\$20.00 or prescribed fee, whichever is the greater
LAPOIP Application Processing Fee	\$25.00 per hour