

**CITY OF MELFORT
BYLAW NO. 2017-23**

**A BYLAW OF THE CITY OF MELFORT TO ESTABLISH ADMINISTRATIVE FEES AND
CHARGES IN THE LEGISLATIVE & FINANCE DEPARTMENT**

**THE COUNCIL OF THE CITY OF MELFORT, IN OPEN MEETING ASSEMBLED, ENACTS
AS FOLLOWS:**

Authority:

- I. 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.

Severability:

- II. If any section, subsection, sentence, clause, phrase or other portion of this Bylaw is for any reason held invalid or unconstitutional by any Court of competent jurisdiction, that portion shall be deemed a separate, distinct and independent provision and the holding of the Court shall not affect the validity of the remaining portions of the Bylaw.

Intent:

- III. 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 Legislative & Finance Department.
 1. The aforementioned fees shall be as set out in Schedule "A", attached to and forming part of this bylaw, plus any applicable taxes.
 2. 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.
 3. Unless otherwise provided for in this bylaw, all fees prescribed in Schedule "A" shall be paid prior to the service or information being provided, or paid through a charge to a deposit account held by the City of Melfort on behalf of the person requesting the service or information.
 4. The City Treasurer shall determine the method and location of the payment of fees or deposits.
 5. If a cheque used for payment of fees or services is returned to the City of Melfort due to non-sufficient funds or closure of the account, the fee is deemed to have not been received.
 6. For any other information or service that does not expressly require Council approval and is not defined within Schedule "A", the City Treasurer shall have the authority to determine an appropriate fee or charge.

Coming Into Force:

- IV. Bylaw 2011-27 is hereby repealed.
- V. This bylaw shall come into force on the 1st day of January, 2018.

INTRODUCED AND READ a first time this 11th day of December, 2017

READ A SECOND TIME this 11th day of December, 2017

READ A THIRD TIME AND PASSED this 11th day of December, 2017

Mayor

SEAL

City Clerk

CERTIFIED a true copy of Bylaw No.
2017-23, adopted by resolution of Council on the
11th day of December, 2017

City Clerk

**SCHEDULE "A" TO
CITY OF MELFORT**

BYLAW NO. 2017-23

Fees & Charges effective January 1, 2018

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
Tax Search	\$10.00 per search

2. ASSESSMENT

Description	Amount of Fee
Assessment Appeal Fee – residential	\$50.00
Assessment Appeal Fee – commercial	0-1,000,000 - \$100 1,000,001 – 5,000,000 - \$200 >5,000,000 - \$300
Assessment Field Sheet	Free to property owner; \$10 per property otherwise

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	\$20.00 per NSF cheque
Photocopying	\$1.00 per copy
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
LAFOIP Application Processing Fee	\$25.00 per hour
Notary and/or Commissioner of Oaths Services	\$10.00 per document

The City Treasurer and City Clerk reserve the right to waive research and processing fees if such fees are deemed unnecessary.