

**RM of Coalfields No 4**

**BYLAW NO: 2017-05**

**A Bylaw of The RM of Coalfields No 4 to Establish  
Certain Fees and Charges for Financial Services**

WHEREAS it is necessary to establish fees and charges to conduct business for Financial Services Department;

AND WHEREAS the Council of The RM of Coalfields No 4 deems it desirable to set such fees;

NOW THEREFORE THE COUNCIL OF THE RM OF COALFIELDS NO 4 IN OPEN MEETING ASSEMBLED  
ENACTS AS FOLLOWS:

This Bylaw may be cited as "The Financial Services Fees and Charges Bylaw."

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 Financial Services Department.

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1. The provision of providing 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.
2. A person must pay the fees and charges as outlined in Schedule "A" attached and forming part of this Bylaw.
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 RM of Coalfields No 4 on behalf of the person requesting the service or information;
4. The Director of Financial Services shall determine the method and location of the payment of the fees or deposit;
5. The Director of Financial Services shall determine the initial deposit required, subject to a minimum deposit of \$50.00.
6. A deposit account shall be replenished as required, by the person establishing the deposit account. If a deposit account is depleted or has insufficient funds to pay for the service of information, the service or information requested can be withheld until the deposit account is replenished.
7. Unless otherwise provided for in this Bylaw, where a cheque is submitted to The RM of Coalfields No 4 for payment on account; for payment of an appeal fee, or payment of a fee or charge not prescribed in Schedule A, and where the cheque is returned to The RM of Coalfields No 4 for any reason by a financial institution:
  - (a) A fee of \$30.00 will be charged and added to the account that was to be paid by the returned cheque.

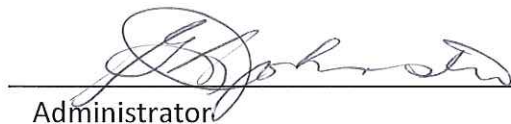


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- (b) Where the returned cheque was to apply to more than one account of service provided by The RM of Coalfields No 4, a fee of \$10.00 will be charged and added to each account subject to the returned cheque.
8. The Assessment Appeal Fee provided for in section 2 of Schedule A, shall be paid by cheque, subject to the following:
- (a) The Assessment Appeal Fee must be paid at the time the appeal is filed;
- (b) The cheque must be dated no later than the date the appeal is filed, and,
- (c) If the cheque is returned to The RM of Coalfields No 4 due to non-sufficient funds or closure of the account, the fee is deemed to have not been received for the purpose of filing of the assessment appeal.
9. For other information or services that do not expressly require Council approval and are not defined within Schedule A, the Director of Financial Services shall have the authority to determine an appropriate fee or charge.
10. The following bylaws are hereby repealed 4/2000; Bylaw to establish a fee to be Charged for Providing a Tax Certificate and 5/97; Bylaw to establish a fee for filing a Notice of Appeal to the Board of Revisions.
11. This Bylaw shall come into force and take effect on April 20, 2017 after third reading.



Reeve



Administrator

This is a true Certified Copy of Bylaw No. 2017-05

Dated this April 20, 2017

**Schedule A**

**1. Taxation Fees and Charges**

Service or Information	Description	Fee
Tax Certificate	Issued pursuant to section 276 of <i>The Municipalities Act</i> .	\$25 per property
Tax/Assessment Roll Search	General tax and/or assessment information provided about a property.	Free to the owner of the property
Set-up, Change, or Remove an Interest in property for a Lending Institutions	For any change that is processed to set-up, change, or remove an interest that a mortgage company has on a property.	\$10 per property
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.	Free
Statement of Account	Providing tax 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.	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.	\$20 per account for up to two years of analysis, with an additional \$10 for each year, or portion thereof, added to the analysis.

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**2. 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 <i>The Municipalities Act</i>	No charge for inspection of the roll.
Summary Assessment Field sheet	Basic property information about a property.	Free to property owner; \$5 per property for all others.
Detailed Assessment Field sheet	Assessment details and calculations for a property.	\$10 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.
Property diagram	Copy of the building diagram where available	\$5 per diagram
Property Photo	Copy of the exterior photo of the property	\$5 per photo
Neighborhood sales report	Report listing the adjusted sales prices used in the determination of market adjustment factors.	\$10 per page.
Assessment Appeal Fee		\$30.00 per \$200,000 of Assessment Value to a maximum of \$500.00

**3. Other Fees and Charges**

Commissioner of Oaths	Providing Commissioner of Oaths Services	No charge if oath is required for Village related business; or for a Village rate Payer; or \$10.00 per document otherwise.
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4. Tax Enforcement - Administration Fees

Service or Information	Description	Fee
Register Lien	Prepare & Authenticate for advertising & lien registration	\$65.00 + costs
Serve Six-month notice	Service of Six-month notice on all parties with an interest	\$175.00 + costs
Application to PMB	Application to PMB for consent to take title	\$130.00 + costs
Serve 30-day final notice	Service of 30-day notice on all parties with an interest	\$190.00 + costs
Administration fee	Costs to write and review various reports	\$1,000.00
Sale of property	Tendering, open houses, advertising, preparing property for sale upkeep until sale, etc.	Actual Costs

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