

CITY OF PRINCE ALBERT BYLAW NO. 5 OF 2006

A Bylaw of The City of Prince Albert to establish certain Fees and Charges in the Financial Services Department.

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

WHEREAS Subsection 8(3) of The Cities Act provides that the Council, may by Bylaw, establish fees for an activity authorized for the purpose of raising revenue;

WHEREAS Subsection 196(1) of The Cities Act provides that the Council may, by Bylaw, set fees payable by persons wishing to appeal their assessments or to be involved as a party or intervener in a hearing before the Board of Revision and for obtaining copies of the Board of Revision's decisions and other documents;

AND WHEREAS the Council of The City of Prince Albert deems it desirable to set such fees;

NOW THEREFORE THE COUNCIL OF THE CITY OF PRINCE ALBERT 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.

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 City of Prince Albert 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 City of Prince Albert 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 City of Prince Albert for any reason by a financial institution:
 - (a) a fee of \$20.00 will be charged and added to the account that was to be paid by the returned cheque; or where the returned cheque was to apply to more than one (1) account of service provided by The City of Prince Albert, a fee of \$10.00 will be charged and added to each account subject to the returned cheque.
 - (b) where the returned cheque was to apply to more than one account of service provided by The City of Prince Albert, a fee of \$10.00 will be charged and added to each account subject to the returned cheque.
8. Pursuant to Section 2 of Schedule A, the City Assessor, acting in his capacity as the Assessor of The City of Prince Albert, is exempt from payment of an Assessment Appeal Fee.
9. 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 City of Prince Albert 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.

10. 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.

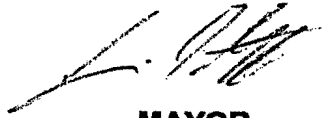
11. Bylaw No. 3 of 2003 is hereby repealed.

12. This Bylaw shall come into force and take effect on April 1st, 2006.

INTRODUCED AND READ A FIRST TIME THIS 27 DAY OF February ,AD 2006.

READ A SECOND TIME THIS 27 DAY OF February ,AD 2006.

READ A THIRD TIME AND PASSED THIS 27 DAY OF February ,AD 2006.



MAYOR



CITY CLERK



City of Prince Albert

SCHEDULE A

1. Taxation Fees and Charges

Service or Information	Description	Fee
Tax Certificate	Issued pursuant to section 246 of <i>The Cities 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; \$5 per property otherwise.
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.	\$5 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.

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 183 of <i>The Cities Act</i> .	No charge for inspection of the roll.
Summary Assessment Fieldsheet	Basic property information about a property.	Free to property owner; \$5 per property for all others.
Detailed Assessment Fieldsheet	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 City 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 Oath services.	No charge if oath is required for City related business, or \$10 per document otherwise.
Photocopying	Providing photocopies of original copies that cannot leave City Hall (e.g. maps, change of ownership documents, old fieldsheets)	\$1 per page
Faxing	Sending information to clients of Assessment and Taxation (e.g. Law offices, Tax agents, etc)	\$5 per request
E-mailing	To send any of the above mentioned or similar documents by E-mail (where practical)	No additional charge
Regular Mail	To send any of the above mentioned or similar documents by regular mail. (where practical)	No additional charge

Courier	To send any of the above mentioned or similar documents by courier. (where practical)	\$15
Saving to digital media	To save or burn any of the above mentioned or similar documents to digital media such as floppy disk, CD, or DVD. (where practical)	\$5 per copy