

# **CITY OF PRINCE ALBERT**

## **BYLAW NO. 32 OF 2024**

*A Bylaw of The City of Prince Albert to establish certain fees and charges as well as related conditions or requirements for certain information requested from the Financial Services Department*

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

WHEREAS Clause 8(1)(i) of The Cities Act provides that Council, may by Bylaw, establish fees for the services provided by or on behalf of the city;

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 in a hearing before the Board of Revision and for obtaining copies of the Board or Revision's decisions and other documents.

WHEREAS Section 264 of The Cities Act provides that Council may set fees in connection with any services provided by the City.

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 the Province of Saskatchewan, enacts as follows:

## **General Provisions**

1. The provision of providing any service or information is subject to the restrictions in *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. Fees may be waived at the discretion of the Director of Financial Services.
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. For deposit accounts held by the City, the Director of Financial Services shall determine the initial deposit required, subject to a minimum deposit of \$200.00.
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 or information, the service or information requested can be withheld until the deposit account is replenished.
7. Where a cheque is submitted to the City for payment on account; for payment of an appeal fee, or payment of a fee or charge not prescribed in this Bylaw, and where the cheque is returned to the City for any reason by a financial institution a fee of \$30.00 will be charged and added to the first account that was to be paid by the returned cheque, and a fee of \$10.00 will be charged and added to each additional account that was to be paid by the returned cheque, if applicable.
8. Pursuant to section 196 of *The Cities Act*, and subject to section 14 of this Bylaw, the City Assessor, acting in their capacity as the Assessor of the City of Prince Albert, be exempt from payment of the said fee.
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 City of Prince Albert makes no warranty either express or implied, and assume no responsibility as to the accuracy, content or completeness of the documents or information provided under this Bylaw.

## Personal or Confidential Information

11. Notwithstanding the provisions of this Bylaw, if a document available for sale under this Bylaw contains personal information pursuant to *The Local Authority Freedom of Information and Protection of Privacy Act* or information that is required by *The Cities Act*, or by law or by contract to be kept confidential, then that personal and/or confidential information will be removed from or obscured on the document, however, the document fee will still apply.
12. Notwithstanding section 11, where the City of Prince Albert is required by law to provide personal or confidential information for the purposes of an assessment appeal, the document or information provided shall be subject to:
  - (a) a declaration of confidentiality by the City of Prince Albert;
  - (b) an undertaking by the person receiving the information respecting confidentiality under the appeal provisions of *The Cities Act*; and/or
  - (c) a ruling of confidentiality under *The Cities Act*.
13. Property specific income and expense information collected for assessment purposes must be kept confidential according to subsection 171(5) of *The Cities Act*.

## Assessment Appeals Fees

14. Pursuant to section 196 of *The Cities Act*, and subject to section 15 of this Bylaw, the assessment appeal fees for an appeal filed with the Prince Albert Board of Revision are:
  - (a) Residential Property.....\$100
  - (b) Residential Condominium Unit.....\$100
  - (c) Multi-unit Residential and Commercial/Industrial
    - i. Assessed Value of less than \$500,000.....\$200
    - ii. Assessed Value of \$500,000 to \$1,000,000.....\$600
    - iii. Assessed Value more than \$1,000,000.....\$1,000
15. The appeal fee provided for in section 14 of this Bylaw, shall be paid by cheque, money order or cash, subject to the following:
  - (a) the appeal fee must be paid at the time the appeal is filed;
  - (b) the cheque or money order must be dated no later than the date the appeal is filed; and

- (c) if the cheque is returned to the City 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 and additional fees apply as per section 7.

### **Use of Information**

16. The documents or information provided under this Bylaw may not be further copied, distributed, shared or sold to any other person without the prior written consent of the City of Prince Albert.
17. Notwithstanding section 16, documents or information obtained for the purposes of a specific assessment appeal may be copied or distributed for the purposes of the appeal subject to an undertaking of confidentiality and/or ruling of confidentiality under *The Cities Act*.
18. Information or documents provided in this Bylaw will be provided in paper or PDF format only.

### **Repeal and Coming into Force**

19. Bylaw No. 27 of 2021 and all amendments are hereby repealed.
20. This Bylaw shall come into force and take effect on, from and after the final passing thereof.

**INTRODUCED & READ A FIRST TIME THIS 16<sup>th</sup> DAY OF December , A.D. 2024.**  
**READ A SECOND TIME THIS 16<sup>th</sup> DAY OF December , A.D. 2024.**  
**READ A THIRD TIME AND PASSED THIS 16<sup>th</sup> DAY OF December, A.D. 2024.**

  
**MAYOR**

  
**CITY CLERK**

## **Schedule A**

### **1. Assessment Fees and Charges**

<b>Service or Information</b>	<b>Description</b>	<b>Fee</b>
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.
Summary Assessment Report	Basic property information about a property.	No charge for property owner; \$10 per property for all others. Also available online.
Assessment Property Details Report	Assessment details and calculations for the valuation of a property. Includes: MRA Details, Marshall & Swift Details, Market Land Details and/or Income Details that pertain to the valuation.	No charge for property owner of residential dwellings and residential condominiums. \$25 charge for the owner of any other type of property being searched and \$25 per property where someone other than the owner is searching the property.
Sale Listing by Market Analysis Stratification	List of sales used in a specific market analysis stratification. No confidential information is included as this is a summary listing of the sales.	Free to property owner for the current revaluation cycle for the property it pertains to as an explanation of the assessment valuation; otherwise \$5 per sale property.
Historical Property Assessment Reports	Historical property profiles include property assessment information for any year prior to the current assessment roll year.	\$35 per property
Property At Time of Sale Report	The property details of the sale at the time the sale occurred. Includes: MRA Details, Marshall & Swift Details, Market Land Details and/or Income Details that pertain to the valuation.	\$35 per sale property
Building Sketch		\$10 per property
Assessment Appeal Fees		See Section 14 and 15.

## 2. 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 verbally about a property.	Free to the owner of the property; \$5 per property to a lawyer/solicitor.
Set up, change or remove an interest in property for a Lending Institution	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 for property owner	Providing tax notices to lending institutions on behalf of the property owner; or providing a duplicate copy of a tax notice to the property owner.	\$10 per property.
Statement of Account	Providing a tax statement 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; or providing a property owner with a statement detailing payments made on their account.	\$10 per property.

## 3. Tax Enforcement Fees

Service or Information	Description	Fee
Register Lien	Prepare and authenticate for advertising and lien registration.	\$150.00 plus costs.
Service of six month notice	Service of six month notice on all parties with an interest.	\$250.00 plus costs.
Application to Provincial Mediation Board (PMB)	Application to PMB for consent to take title.	\$130.00 plus costs.
Serve 30 day final notice	Service of 30 day notice on all parties with an interest.	\$190.00 plus costs.
Transfer title	Title transfer request to ISC.	\$230.00 plus costs.
Sale of property	Tendering, open houses, advertising, preparing property for sale, upkeep until sale, etc.	Actual costs.

#### 4. Other Fees and Charges

Service or Information	Description	Fee
Commissioner of Oaths	Commissioner of Oaths Services.	No charge if the oath is required for City related business; \$25 for the first document, \$5 for each additional document.
Notary Public	Notary Public services.	No charge if the oath is required for City related business; \$50 for the first document, \$10 for each additional document.
Faxing and emailing	Sending information by email or fax for requested documents/reports.	\$5 per fax/email sent.
Custom Research & Reports	Research, collecting, compiling, development, testing and production of a customer report based on the customer's specifications, along with any further/additional request for modification or additional data input within the custom report. The availability of the report is at the discretion of the Director of Financial Services based on the availability of resources.	\$200 per hour for researching the scope of the request and for collecting, compiling, developing, testing and/or providing the information. The minimum fee of \$200 and/or actual cost incurred from a 3 <sup>rd</sup> party (ex. Software provider). In addition to the minimum \$200 fee, \$5 per 50 rows of data is also charged. Note: time to remove or obscure personal or confidential information is included in the time to compile/provide the information.