

## VILLAGE OF PAYNTON

### BYLAW NO. 6-2023

#### A BYLAW TO ESTABLISH ADMINISTRATIVE FEES AND CHARGES

The Council of the Village of Paynton in the Province of Saskatchewan enacts as follows:

#### TITLE

1. This Bylaw shall be cited as "Fees & Charges Bylaw."

#### AUTHORITY

2. The authority for this Bylaw is Part II, of *The Municipalities Act*, clause 8(1)(i), providing Council the power to pass bylaws for services provided by or on behalf of the Village, including establishing fees for providing those services; subsection 224(1) regulating the establishment of assessment appeal fees; and subsection 19(1) of *The Tax Enforcement Act*.

#### PURPOSE

3. The purpose of this Bylaw is to establish certain fees and charges as well as related conditions or requirements for certain information requested from administrative staff.

- a) The aforementioned fees shall be as set out in Schedule "A", as 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* or any other Act.
- c) Unless otherwise authorized in this bylaw, all fees prescribed in Schedule "A" shall be paid prior to the service or information being provided.
- d) The Administrator shall determine the method and location of payment of the fees.
- e) If a cheque used for payment of fees or services is returned to the Village of Paynton due to Non-Sufficient Funds (NSF), the fee is deemed to have been received and an NSF Fee will be charges as noted in Schedule "A".
- f) The Assessment Appeal Fee provided for in Schedule "A" shall be paid by cheque, cash, or e-transfer, subject to the following:
  - i) The Assessment Appeal Fee must be paid at the time the appeal is filed;
  - ii) The cheque must be dated no later than the date of the appeal is filed; and
  - iii) Should the cheque be returned to The Village of Paynton due to non-sufficient funds or closure of the account, the fee is deemed to have not been received for the purpose of filing the assessment appeal.

**BYLAW NO. 6-2023 FEES AND CHARGES BYLAW**

g) For other information or services that do not expressly require Council approval and are not defined within Schedule "A", the Administrator shall have the authority to determine an appropriate fee or charge.

**REPEALED BYLAWS**

4. Bylaw 2-2021; Bylaw to Establish an Assessment Appeal Fee, Bylaw 5-2021 A Bylaw to Establish A Fee For Tax Certificate (s), is hereby repealed.

5. This bylaw should come into effect on July 18, 2023.



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Joseph Mosher, Mayor

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Stephanie Knorr, Administrator

Read a first time this 18<sup>th</sup>, day of July, 2023.

Read a second time this 18<sup>th</sup>, day of July, 2023.

Read a third and final time on this 18<sup>th</sup> day of July, 2023.

Certified a true copy of Bylaw# 6-2023  
Passed by Council of the Village of  
Paynton on the 18 day of July, 2023

\_\_\_\_\_  
Administrator

**BYLAW NO. 6-2023 FEES AND CHARGES BYLAW**

**BYLAW NO. 6-2023-FEES AND CHARGES BYLAW**

**SCHEDULE "A"**

**TO BYLAW 6-2023**

**Taxation Fees and Charges**

<b>Service or Information</b>	<b>Description</b>	<b>Fee</b>
Tax Certificate	Issued Pursuant to section 276 of The Municipalities Act.	\$25.00 per lot
Tax/Assessment Roll Search	General tax and/or assessment information provided about a property.	Free to the owner of the property. Not provided to others unless necessary, estate matters, listing real estate agent, etc.
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 and has provided proof of such mortgage or upon request of the property owner	Free
Statement of Account	Providing 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 and has provided proof of such mortgage or upon request of the property owner.	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.	\$50.00 per account for up to two years of analysis, each additional year provided at a price of \$25.00 per year, or portion thereof.
Duplicate Copies of Tax Notice		Current Year: No charge Previous Years: \$5.00 per notice

**BYLAW NO. 6-2023 FEES AND CHARGES BYLAW**

**Assessment Fees and Charges**

<b>Service or Information</b>	<b>Description</b>	<b>Fee</b>
Inspections of the assessment roll	Inspection of the paper version of the assessment roll while the rolls is open to the public pursuant to section 213 of the Municipalities Act.	No charge for inspection of the roll.
Summary Assessment Field Sheet	Basic property information about a property.	Free to property owner \$20.00 per property for all other; this information is publicly available via SAMAView.
Detailed Assessment Field Sheet	Assessment details and calculation for a property.	\$25.00 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.	\$100.00 per hour for developing, testing, and producing the report.
Assessment Appeal Fee	Pursuant to section 226 of The Municipalities Act.	\$100.00 for Residential Properties \$200.00 for Commercial Properties.

**Other Fees and Charges**

<b>Service or Information</b>	<b>Description</b>	<b>Fee</b>
NSF Charge		\$30.00 per NSF Cheque
Administration Fee	Entering charges on accounts for tax enforcement fees, custom work, unpaid fire invoices, research for information requested, etc.	Hourly rate \$30.00. Minimum charge of \$15.00 on Administration Fee for each entry.



**BYLAW NO. 6-2023 FEES AND CHARGES BYLAW**

**Tax Enforcement Fees and Charges**

<b>Service or Information</b>	<b>Description</b>	<b>Fee (per Property)</b>
Advertising	Prepare List of Lands in Arrears for presentation to head of Council & authenticate for Advertising	\$65.00 + costs
Lien Registration	Register tax lien with ISC	Administration Fee + costs
Serve Six-Month Notice	Service of Six-Month notice on all parties with an interest registered on title.	Administration Fee + costs
Application to Provincial Mediation Board (PMB)	Application to PMB for requesting consent to transfer title.	Administration Fee + costs
Serve 30-Day Final Notice	Service of 30-day notice on all parties with an interest registered on title.	Administration Fee + costs
Transfer Title	Title transfer request to ISC	Administration Fee + costs
Costs to Dispose of Unclaimed Property	Time spent by Village staff and contractors to clean-up tax enforcement properties with unclaimed property.	Actual Costs
Sale of Property	Tendering, open houses, advertising, preparing property for sale, upkeep until sale, etc.	Actual Costs

# MILL RATE FACTOR BYLAW

## VILLAGE OF PAYNTON

BYLAW NO. 4-2023

### A BYLAW TO ESTABLISH MILL RATE FACTORS

The Council of the Village of Paynton in the Province of Saskatchewan enacts as follows:

1. This bylaw shall be known as the "A BYLAW TO ESTABLISH MILL RATE FACTORS."
2. The following mill rate factor(s) shall be applied to the municipal uniform mill rate levied against all taxable property:

Property Class	Factor
Agriculture	16.0
Residential	16.0
Commercial & Industrial	16.0

3. This bylaw shall come into effect on July 18, 2023.



Read a third time and adopted  
this 18 day of July.

Stephanie Khon  
Administrator

[Signature]  
Mayor

Stephanie Khon  
Administrator

Certified a true copy of Bylaw# 4-2023  
Passed by Council of the Village of  
Paynton on the 18 day of July, 2023.

Stephanie Khon  
Administrator