



*RM of Torch River No.488*

## **BYLAW NO 06-2014**

### **A BYLAW TO ESTABLISH ADMINISTRATIVE FEES AND CHARGES FOR SERVICES PROVIDED BY THE MUNICIPALITY**

*Section 8 (1) (i) The Municipalities Act*

The Council of the Rural Municipality of Torch River No.488 in the Province of Saskatchewan enacts as follows:

**Short Title:**

1. This bylaw may be referred as the “Admin Fees and Charges Bylaw”

**Purpose:**

2. The purpose of this bylaw is to establish certain fees and charges for services provided by the Rural Municipality of Torch River No. 488.

**Intent:**

3. The fees shall be set out in Schedule “A” attached hereto and forming part of this bylaw, plus any applicable taxes.
4. The provision of any service or information is subject to the restrictions of section 117(1) of *The Municipalities Act*, *The Local Authority Freedom of Information and Protection of Privacy Act* and any other Acts.
5. Unless otherwise provided for in in this bylaw, all fees prescribed in Schedule “A” shall be paid prior to the service or information being provided.
6. If a cheque used for payment of fees or services is returned to the Rural Municipality of Torch River No.488 due to non-sufficient funds or closure of the account, the fee is deemed to not have been received.
7. For any information or service that does not expressly require Council approval and is not defined in Schedule “A”, the Administrator shall have authority to determine an appropriate fee or charge.

[SEAL]

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Dave Smith, Reeve

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Nathalie Hipkins, Administrator

Introduced and read a first time this 13<sup>th</sup> day of June, 2014.

Read a second time this 13<sup>th</sup> day of June, 2014.

Read a third time and passed this 13<sup>th</sup> day of June, 2014.



**Schedule “A”**

**1. General**

Description	Fee	Unit
RM Map - wall	\$20.00 \$5.00	Per map Shipping & Handling
RM Map – Laminated book	\$40.00	Per book
RM Map – Non-Laminated book	\$30.00 \$10.00	Per book Shipping & Handling
Reprint of Tax notice	\$10.00	Per Document
Reprint of Receipt	\$5.00	Per document
Tax account history - up to 2 years	No charge	
Tax account history - 3 years and over	\$25.00	Per hour with a min of 1 hour
NSF Cheque	\$30.00	Per cheque
<b>Photocopies</b>		
8x11 black & white	\$0.25	Per page/per side
8x11 colour	\$0.50	Per page/per side
8x14 black & white	\$0.25	Per page/per side
8x14 colour	\$0.50	Per page/per side
11x17 black & white	\$1.00	Per page/per side
11x17 colour	\$3.00	Per page/per side
Facsimile	\$1.00	Per page/per side
Special council meeting requested by a ratepayer, group or corporation for their sole purpose	\$700.00	Per meeting

**2. Copies of Municipal Documents not available online**

Description	Fee	Unit
Any Contract approved by Council	\$5.00 admin fee 0.25	Per contract Per page
Bylaw or Resolution	\$5.00 admin fee 0.25	Per bylaw/resolution Per page
Accounts paid by Council	\$5.00 admin fee 0.25	Per monthly document Per page
Audited Financial Statement	\$15.00	Per yearly document
Committee reports ( <i>except any opinion or report of lawyer</i> )	\$5.00 admin fee 0.25	Per report Per page
Minutes ( <i>after approved by Council</i> )	\$5.00 admin fee 0.25	Per monthly minutes Per page

**3. Copies of Municipal Documents available online**

Description	Fee	Unit
Any Contract approved by Council	\$10.00 admin fee 0.25	Per contract Per page
Bylaw or Resolution	\$10.00 admin fee 0.25	Per bylaw/resolution Per page
Accounts paid by Council	\$10.00 admin fee 0.25	Per monthly document Per page
Audited Financial Statement	\$25.00	Per yearly document
Committee reports ( <i>except any opinion or report of lawyer</i> )	\$10.00 admin fee 0.25	Per report Per page
Minutes ( <i>after approved by Council</i> )	\$45.00	Yearly



**Schedule “A” Continued**

**4. Legislative – Freedom of Information**

<b>Description</b>	<b>Fee</b>	<b>Unit</b>
Application Fee per LAFOIP	\$20.00	Per application
Record Search and preparing for release	Free \$15.00	1 <sup>st</sup> hour Per ½ hour or portion thereof
Photocopy	0.25	Per page
Computer printout	0.25	Per page
Print of photograph	<i>See regulations</i>	<i>See regulations</i>

**5. Assessment**

<b>Description</b>	<b>Fee</b>	<b>Unit</b>
SAMA Property Report ( <i>available online</i> )	\$15.00 (1) \$20.00 (2 and over)	Per record Per record
Property Value estimates	\$70.00 <i>or</i> \$600.00	Per hour Per day