

**TOWN OF PENSE**

**BYLAW NO 22/2013**

**ASSESSMENT AND TAXATION INFORMATION FEE BYLAW**


**A BYLAW TO ESTABLISH FEES FOR THE PROVISION OF TAX CERTIFICATES  
AND OTHER ASSESSMENT OR TAXATION INFORMATION**

The Council of the Town of Pense in the Province of Saskatchewan enacts as follows:

1. This bylaw shall be referred to as the Assessment and Taxation Information Fee Bylaw.
2. In this bylaw:
  - a) "Act" shall mean *The Municipalities Act*;
  - b) "Designated officer" shall mean the Administrator of the municipality or any other person who has been assigned responsibility to issue tax certificates by the council of the municipality;
  - c) "Municipality" shall mean the Town of Pense.
3. Upon receipt of:
  - a) a request for information or service, and
  - b) the appropriate fee as described in Schedule 1, attached hereto and forming a part of this bylaw, the municipality shall provide to the applicant the requested information or service.
4. Notwithstanding Section 3 of this bylaw, no person shall be required to pay a fee to inspect:
  - a) the assessment roll for the current year during the period the roll is open for inspection pursuant to subsection 213(1) of the Act; and
  - b) that portion of the assessment roll for the current year which council has authorized to be available for public inspection at any additional times.
5. In addition to the requirements described within subsection 276(1) of the Act, tax certificates issued by the municipality shall contain the following information:
  - a) tax levy for the previous year, if the taxes for the current year have not yet been levied;
  - b) date of registration and/or the interest number of a tax lien in favour of the municipality;
  - c) the amount of outstanding amounts which may be added to property taxes pursuant to section 405 of the Act.



Read a third time and adopted  
this 14<sup>th</sup> day of August, 2013.

  
Administrator

  
Mayor

  
Administrator

**Schedule 1 to Bylaw No 22/2013**

**PROPERTY ASSESSMENT AND TAXATION FEES**

Service / Information	Fee
1. Tax Certificate a) each certificate b) each property c) first property d) each additional property requested at the same time	\$25.00 \$25.00 \$25.00 \$25.00
2. General property assessment and/or tax information relating to a single property a) provided verbally i) to the property owner ii) to other than the property owner b) provided in written or electronic format i) to the property owner ii) to other than the property owner	No Charge \$10.00 No Charge \$10.00
3. SAMA Property Report a) to the property owner b) to other than the property owner	No Charge \$5.00