

TOWN OF BIRCH HILLS

BYLAW NO. 13 OF 2025

A BYLAW TO ESTABLISH ADMINISTRATIVE FEES AND CHARGES

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

TITLE

1. This Bylaw shall be cited as “Fees and 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 Town, including establishing fees for providing those services; subsection 224(1) regulating the establishment of assessment appeal fees.

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. The Administrator reserves the right to waive research and processing fees if such fees are deemed unnecessary.
 - f. If a cheque used for payment of fees or services is returned to the Town of Birch Hills due to Non-Sufficient Funds (NSF), the fee is deemed to have not been received and an NSF Fee will be charged as noted in Schedule “A”.
 - g. The Assessment Appeal Fee provided for in Schedule “A” shall be paid by cheque, 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 the appeal is filed; and
 - iii. Should the cheque be returned to the Town of Birch Hills 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.

h. For other information or services that are not defined within Schedule "A", shall be set by resolution.

4. This Bylaw shall come into force on the final date of passing by Council.

Introduced and read a first time this 12th day of November, 2025

Read a second time this 26th day of November, 2025.

Read a third time and adopted this 14th day of January, 2026





Mayor



Chief Administrative Officer

Certified a true copy of Bylaw No. 13 of 2025
adopted by resolution of council on the
____ day of _____, 2026.

Chief Administrative Officer

SCHEDULE "A"

Service or Information	Description	Fee
Administrative Research Fee	To cover costs related to administrative tasks such as paperwork, staff time, record-keeping, and general office operations	\$75.00
Faxing		\$2.00 per page / plus GST
Non-Sufficient Funds (NSF)	If a cheque or pre-authorized payment is returned to the Town of Birch Hills due to non-sufficient funds (NSF), an NSF fee will be applied to the corresponding account associated with the payment	\$50.00 per NSF payment
Photocopying		\$1.00 per copy / plus GST
Registered Letter		\$25.00 per letter
Reprint of Tax Notices / Assessment Notices / Water Bills	Duplicate copies other than the current year for tax / assessment notice and current month for utility bill will be subject to a reprint fee	Current Year / Current Month reprint – no charge \$5.00 per notice / bill
Tax Certificate	Issued pursuant to section 276 of <i>The Municipalities Act</i>	\$30.00 per property
Summary Assessment Field Sheet	Basic property information about the property	Free to property owner \$20.00 per property for all others; publicly available via SAMAvuew
Assessment Reinspection	A request for an inspection of a property is placed on the SAMA annual maintenance list by the property owner	\$25.00 per property
Assessment Appeal Fee	Pursuant to Section 226 of <i>The Municipalities Act</i>	Residential - \$250.00 per appeal Commercial - \$500.00 per appeal
Fire Pit Permit		\$10.00 per permit per lifetime
Business License		\$100.00 per license per year
Application Fee per LAFOIP		\$20.00 or prescribed fee, whichever is the greater
Commissioner of Oaths	Providing Commissioner of Oaths services	No charge if oath is required for a resident of Birch Hills; \$10.00 per document, if the aforementioned does not apply.

Compost Site Fees	24 hour notice in advance is required for the use of the compost site on weekdays	Resident - \$15.00 Non-Resident - \$75.00
Key Fob – Bulk Water		\$15.00 per fob
Fishing License		Resident - \$20.00 per year Non-Resident - \$30.00 per year
Sewage Disposal	Disposal of household sewage into the Town's sewage system	\$35.00 per disposal for each septic tank customer