

**TOWN OF SHAUNAVON
BYLAW NO. 2019-06**

**A BYLAW TO PROVIDE FOR ESTABLISHING FEES FOR MUNICIPAL
SERVICES**

This Bylaw may be cited as the “Fee Bylaw”

Under the authority granted by section 203 of *The Municipalities Act*, the Town of Shaunavon in the Province of Saskatchewan, by and with the advice and consent of the Town of Shaunavon Council, enacts as follows:

1) DEFINITIONS

- a) “**CAO**” shall mean the Chief Administrative Officer or Administrator of the Town of Shaunavon pursuant to section 110 of *The Municipalities Act*, or any person authorized to act on his or her behalf due to an absence from duty for any cause.
- b) “**Town**” shall mean the Town of Shaunavon.

2) FEE REQUIRED

- a) Any person requesting or applying for the services or approvals listed in Schedule A, attached hereto and forming part of this bylaw, shall pay the fees listed for that service or approval as set out in Schedule A.
- b) No request by any person for a service or approval listed in Schedule A shall be performed by the Town unless and until the person requesting the service or approval has paid the fee or charge for the service or approval as set out in Schedule A.
- c) The Town may request a deposit of up to fifty percent (50%) of the applicable fee or charge, payable in advance, if one or more of the following circumstances are applicable:
 - i) the applicant is a non-resident;
 - ii) the applicant does not carry on business in the Town;
 - iii) the applicant is a first-time applicant;
 - iv) the applicant:
 - (1) has previously failed to pay a fee or charge imposed by the Town in a timely manner; or
 - (2) is currently or has previously been indebted to the Town;
 - v) the service or activity to be provided by the Town is for a substantial period of time;
 - vi) the service or activity requested by the applicant is not the usual type of service or activity provided by the Town; or
 - vii) the past conduct of the applicant or, if applicable, or the organization he or she represents has been such that the Town on reasonable grounds may anticipate damage resulting from the applicant's or the organization's use of Town property.

3) PROVINCIAL AND FEDERAL TAX APPLICABLE

- a) The fees and charges listed in the schedules to this bylaw shall, where applicable, be subject to any applicable provincial and federal taxes.

4) SEVERABILITY

- a) If a court of competent jurisdiction declares any provision, or any part of a provision of this bylaw to be invalid, or to be of no force and effect, it is the intention of Council in enacting this

bylaw, that each and every other provision of this bylaw be applied and enforced in accordance with its terms to the extent possible by law.

5) REPEAL

- a) That Bylaw No. 2001-04 be hereby repealed.

6) COMING INTO FORCE

- a) This Bylaw shall come into force and take effect on and from and after final passing thereof.

(Seal)

Mayor

Town Administrator

Read a third time and adopted this
08th day of October, 2019.

GENERAL

Item	Unit	Fee
Tax Certificates	Per Property	\$25
Public Document Search and providing results	Per Hour or per property	\$20 (<i>Minimum charge</i>)
Photocopies	Black and White, Per Sheet	\$0.25
Photocopies	Colour, Per Sheet	\$0.50
Faxing	Local or Toll Free, Per Page	\$0.50
Faxing	Long Distance, Per Page	\$1
Photo Scanning	Per Photo	\$5
Document Scanning	Initial Fee	\$5
Document Scanning	Per Page	\$0.50
Shipping a Record or a Copy of a Record		Actual Cost
NSF Cheque Processing Charge	Per Charge	\$25

LOCAL AUTHORITY FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

Item	Unit	Fee
Access to Information Request	Initial Fee	\$20
Searching For, Locating, Retrieving, and Copying a Record	After the First Hour, Per Half Hour	\$15
Photocopies and Computer Printouts	Black and White, Per Sheet	\$0.25
Shipping a Record or a Copy of a Record		Actual Cost