

Town of Naicam Policy Manual

POLICY TITLE: OFFICE FEES & PROCEDURES	POLICY NUMBER: 9/2017	EFFECTIVE DATE: June 13, 2017
ORIGIN: Administration	ADOPTED BY COUNCIL ON: June 13, 2017	AMENDED DATE: June 12, 2018

Purpose:

To provide a guideline for staff and council with regards to general Municipal Office fees and procedures. In this policy,

- a. "Administrator" means the administrator of the municipality;
- b. "Council" means the council of the municipality; and
- c. "Municipality" means the Town of Naicam.
- d. "Minutes" means the official minutes from a meeting of the Council of the Municipality including all attachments forming a part of those minutes, unless otherwise specified herein.

Schedule of Standard Fees

Copy/Print

- B&W: Single sided/Single page: \$0.25/page
- B&W: Double sided/Single page: \$0.50
- Colour: Single sided/Single page: \$0.50/page
- Colour: Double sided/Single page: \$1.00
- Minutes - \$5.00 per month

Fax Fees

- Toll Free Faxing – \$0.25 (for the auto-print receipt page)
- Sending: \$1.00/page (single sided)
- Receiving: \$0.25/page

Administration Time Fees

- \$50 per hour, minimum ½ hour charge and billed in 15 minute increments thereafter.

Minutes & Official Document Fees

In all cases, Municipal fees are in addition to any application fee under the Local Authority Freedom of Information and Protection of Privacy Act (LAFOIP) upon submission of "Form A", *Access to Information Request Form*.

Municipal fees for a single request (regardless of number of records requested) shall not exceed a maximum finding fee to the citizen of \$100.00 in addition to any FOIP fees and standard copying fees. See additional information regarding providing documentation under "Procedures" in this policy.

- Any requested version of minutes (paper, electronic, PDF, USB, etc.) be at a flat cost of \$5.00 (plus applicable taxes) per month. It is understood that these must be paid for prior to being released.

- Printing of electronic copies of approved/ratified minutes, documents, or resolutions from any year (no attachments, not signed copies from the minute book, subject to availability, no guarantees attached). *See schedule of Copy/Print Fees.*
- **CURRENT:** Copies of official minutes, resolutions or other official documents (and/or attachments forming a part of the minutes) within the current year or the three previous years. *See schedule of Copy/Print Fees*
- **PAST:** Copies of official minutes, resolutions or other official documents (and/or attachments forming a part of the minutes) four years prior or older (i.e. if it is 2020, this would be minutes from 2016 or before).
 - *For records from the same year within the past 10 years:*
\$1 records finding fee per record/set of minutes
 - *For records from multiple years and/or older than 10 years:*
\$30 records finding fee (flat fee)

Taxation, Assessments & Account Information

Notices & Field Sheets: A copy of a property owner's Assessment Notice, Tax Notice, or field sheet may be provided to the property owner at no charge. Additional copies may be subject to the standard Copy/Print fee. No charge to email.

Assessment Appeals: \$50 for residential assessment appeals and \$150 for commercial assessment appeals.

Tax Certificates: Tax certificates may be provided upon receipt of an official request and payment of the fee. Fee is \$20 per parcel/title, regardless of how many certificates are generated at the time of printing. Any person/entity may pay the fee to obtain a tax certificate, authorization from the property owner is not required or needed.

Account Information: may not be provided without authorization of the named individual on account (subject to LAFOIP). Third parties wishing to obtain account information must complete the attached Request for Information form. If the named individual is unavailable for signing they may return authorization by having the individual contact the municipal office to provide permission to release the information.

Procedures

Minutes & Official Documents

Citizens are not required to submit a FOIP form to obtain information, however if a form is submitted staff are required to provide them the information within 30 days of receipt of the form and application fee as per the *Act*.

If no form is submitted, staff are still to make all reasonable efforts to provide the information within 7 days for a CURRENT request and within 30 days for a PAST request. The information request form attached as "Records Request Form" to this policy shall be started at the time of the request, and completed upon providing the information to the requestor.

- If in person, the requestor shall sign for receipt of the items and be provided a copy of the signed form.
- If provided electronically, a returned Delivery Receipt shall be sufficient evidence of receipt.
- If provided by mail, a shipping and handling fee of \$10 shall apply to each request for items, the items shall be mailed with tracking information and signature required for delivery, and delivery confirmation shall be considered sufficient evidence of receipt.

Donation/Sponsorship Requests

- **Products and/or services:** Requests with a value of less than \$100 shall come in writing to the office for approval by the Administrator. Donation/sponsorship of \$101 or more must

- proceed through Council.
- **Monetary:** All requests for monetary donations/sponsorships must come in writing and proceed through council, unless a resolution, policy, or understanding is already place for approval to allow Administration to proceed.

Town of Naicam

Records Request Form

All fields are required to be completed. Incomplete forms will not be accepted.

NAME OF Person Making Request:

MAILING & CIVIC ADDRESS OF Requestor

PHONE NUMBER: _____ Email: _____

METHOD of DELIVERY: ☐ Electronic PDF ☐ Hardcopy for Pickup ☐ Hardcopy mailed
(specify address if different than above)

PARTICULARS OF REQUEST:

By signing this form I, the Requestor, confirm I understand the fees involved in processing this request and am confirming my promise to pay these fees before the item(s) requested are released to my custody.

Signature of Requestor Date

Staff Receiving Request (Print Name) INITIAL Date

Request filled and completed this ____ day of _____, 20____.

Staff Verify Completed (Print Name) INITIAL

Requestor Notified Ready for Pickup: Date _____ Time _____ Method _____
OR SENT ☐ Electronic PDF ☐ Hardcopy MAILED
(notice of receipt or proof of delivery attached)

Notes:

FINDING FEE: _____ + Copy/Print Fee: # of pages _____ @ \$ _____/page = **Total Fee Due:** _____

Receipt # _____

Signature of Requestor (verifying receipt)



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REQUEST FOR INFORMATION FORM

To provide information regarding a property or account, this form, duly authorized and signed by the property owner/tenant or other authorized representative, must be received by our office prior to the disclosure of this information. Please fill in the form for the information required and sign and date the form.

Requestor's Name: _____ Date Requested: _____

Company/Organization: _____ Date needed by: _____

Reason for Request: _____

The following request applies to the following property and/or title:

☐ Legal Land Description: _____ -W2 /OR/ Lot: _____ Blk: _____ Parcel: _____
Part Sec Twn Rge

☐ Civic Address: _____

☐ Title #: _____

☐ Request is based on the sale of the above listed property.

Please provide the following information:

☐ Assessment / Field Sheet

☐ Taxes per year (current or prior year levy, amounts outstanding, or status of account)

☐ Utility billing (amounts outstanding, or status of account)

☐ Other _____

Tax Certificates: If you require an official tax certificate, please indicate this below (property owner permission not required). A fee of \$20 per title must be supplied to the Municipality with a copy of a written request prior to our office sending the tax certificate.

Tax Certificate Requested? ☐ YES ☐ NO

PERMISSION FROM OWNER(S) / TENANT(s) / CLIENT(s) and/or realtor (if applicable) GRANTED TO RELEASE INFORMATION

Name (Owner) – Print Name

Signature

Name (Owner) – Print Name

Signature

Name (Tenant) – Print Name

Signature

Name (Tenant) – Print Name

Signature

Name (REALTOR) – Print Name

Signature

Date: _____

OFFICE USE ONLY

Request Received Date: _____ Staff Initial: _____

Request Fulfilled Date: _____ Via: Post / E-mail / Fax Staff Initial: _____

Tax Certificate Payment Received: _____ Chq#: _____ Receipt #: _____ Staff Initial: _____