
**TOWN OF KYLE
BYLAW 06-2020**

A BYLAW TO SET MANAGEMENT FEES TO BE CHARGED FOR CERTIFICATES, STATEMENTS, SEARCHES, REALTOR/BANK REQUEST FOR INFORMATION, NSF CHEQUES, ZONING COMPLIANCE DOCUMENTATION, COLLECTIONS AND UTILITIES

Council of the Town of Kyle, in the Province of Saskatchewan, enacts as follows:

1. This Bylaw shall be cited as “The Management Fees and Charges Bylaw”.
2. The following schedule of fees shall apply:
 - a) There shall be an administration fee of Twenty-Five Dollars (\$25.00) for the issuance of a Tax Certificate.
 - b) There shall be an administration fee of Twenty Dollars (\$20.00) levied against the payor for any and all cheques returned by a banking or financial institution.
 - c) There shall be an administration fee of Twenty-Five Dollars (\$25.00) for the issuance of a zoning compliance document.
 - d) There shall be a charge of Twenty-Five Dollars (\$25.00) per half hour for employees to research information, billings and or other documents from a period prior to the most recent 3 (three) years.
 - e) There shall be a charge of Twenty-Five Dollars (\$25.00) for a Realtor or Bank/Financial Institution request for Information or Tax Certificate (must be in writing and have landowner consent).
 - f) There be an administration fee equal to 25% of the outstanding amount added to any account more than 90 days overdue (utilities, accounts receivable or other) before it is turned over to a collection agency, up to a maximum of \$500.00.
 - g) There shall be a fee of \$25.00 to transfer a water utility account held by a current account holder who is transferring to another property within the town.
 - h) There shall be a monthly fee of \$10.00 per waste collection cart and recycle cart to be itemized on the monthly utility billing.
3. The above management fees or charges shall be levied through Accounts Receivable with 30 days allowed for payment. At the end of the 60 day period, all unpaid accounts will be issued a statement with a second and final notice and an additional 30 day payment period. At the end of the 90 period, all unpaid accounts shall be sent to the Town collection agency.
4. Each utility application shall be accompanied by the payment of a utility consumer deposit in the sum of One Hundred Dollars (\$100.00).
5. The utility service of any person who contravenes any section of the current water and sewer bylaw may be discontinued and a fine of One Hundred (\$100.00) may be imposed for breach of the bylaw.
6. Homeowners/renters who wish to discontinue or disconnect their utility account

for water service for a period of time shall pay an administrative fee of \$25.00 per change. Homeowners/renters who wish to reconnect their account shall pay an administrative fee of \$25.00 per change.

7. Homeowners/renters who wish to discontinue or disconnect or reconnect their utility service by turning the water off or on at the curb stop and or removing or installing the water meter shall be charged a fee of \$50 per change during regular working hours. A fee of \$150 will be charged for any change outside of normal working hours of Mon – Fri 8 am to 5 pm.
8. Bylaw 11-2017 is hereby repealed.
9. The fees and charges contained in this bylaw shall come into force and take effect on the 11th day of March, 2020.

Read a Third time and adopted by
Council this ___ day of
March, 2020

Administrator Karla Marshall

SEAL

Mayor- Doug Barker

Administrator – Karla Marshall