

LOCAL IMPROVEMENTS FORMS

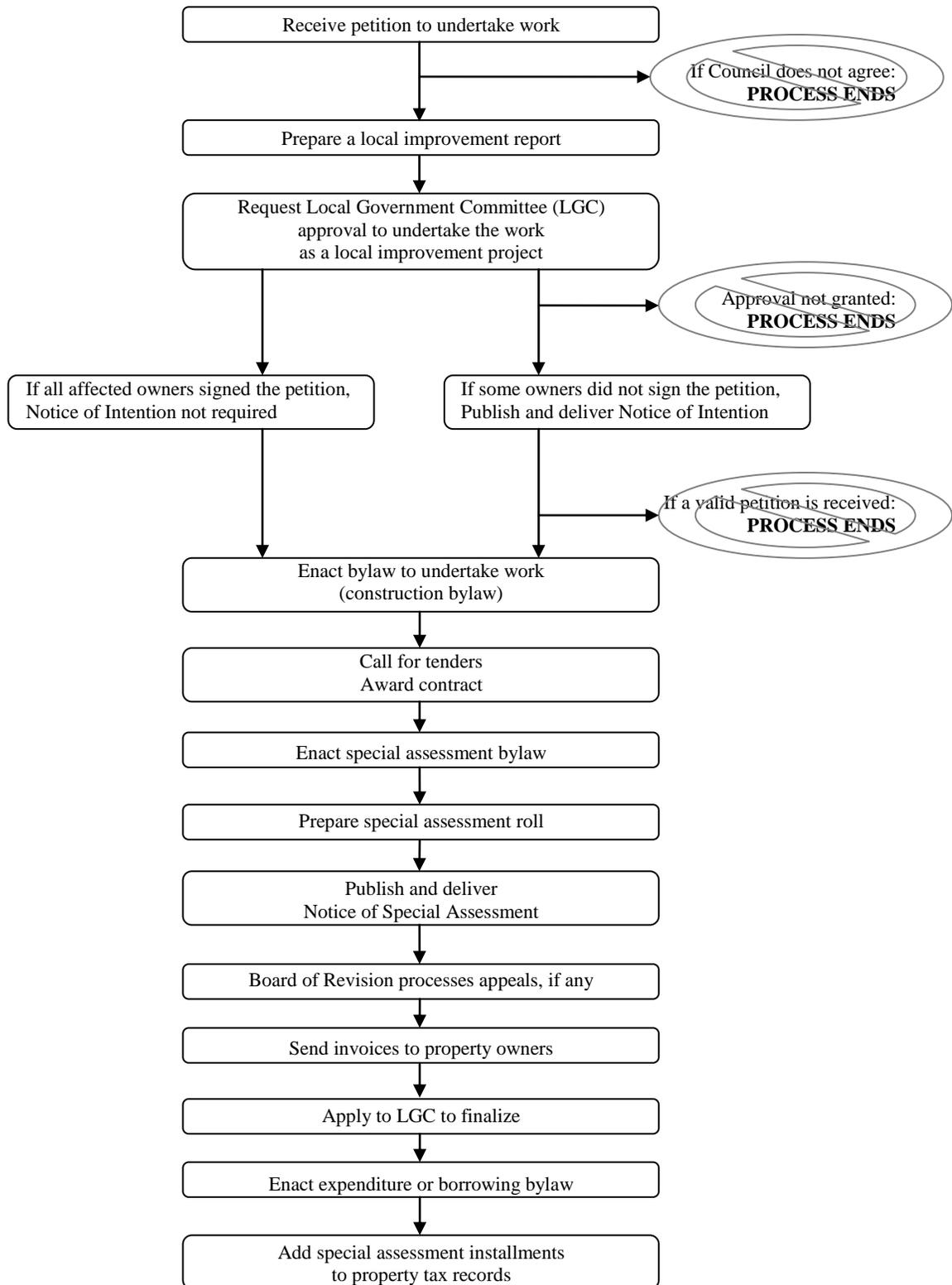


January 2011

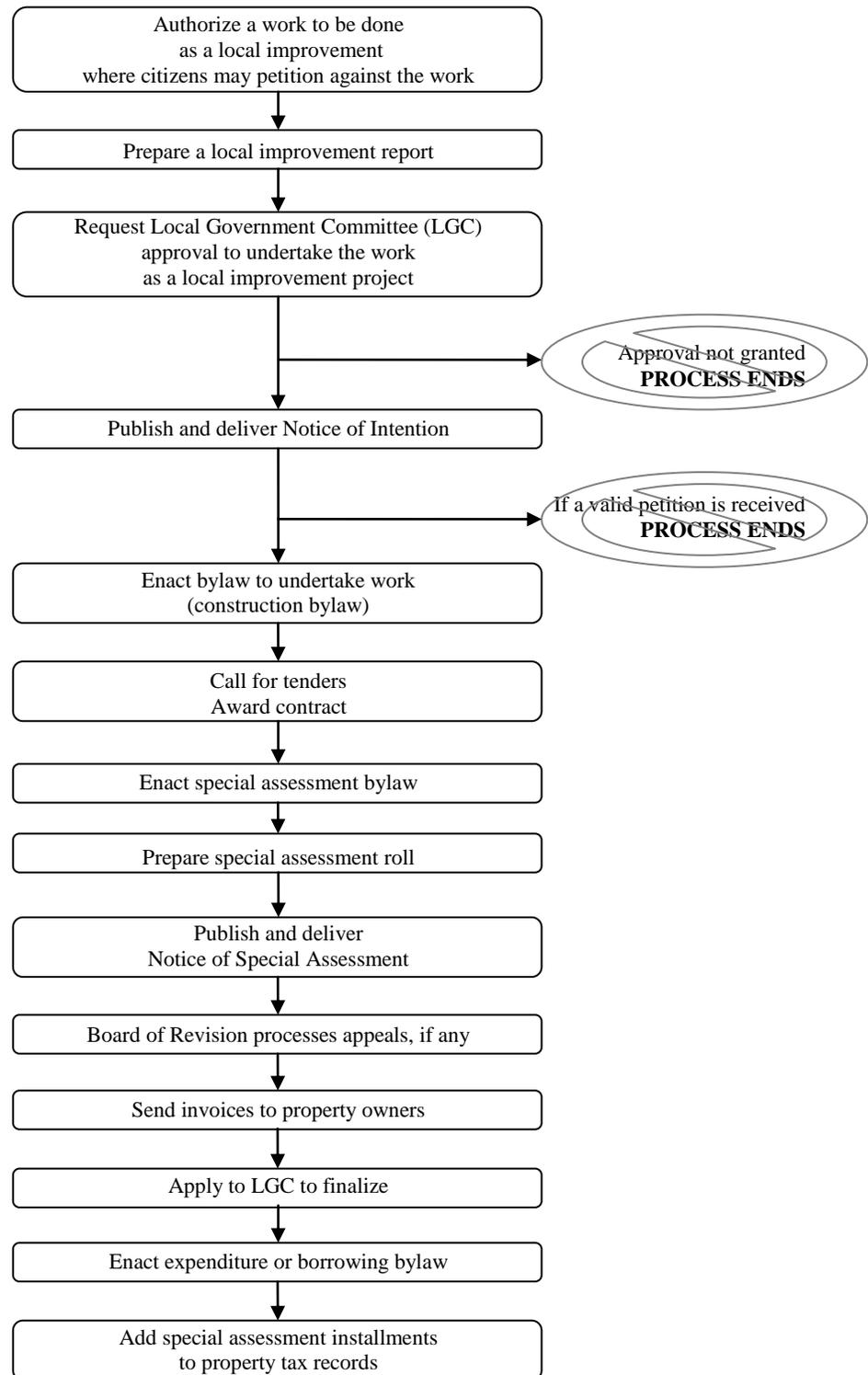
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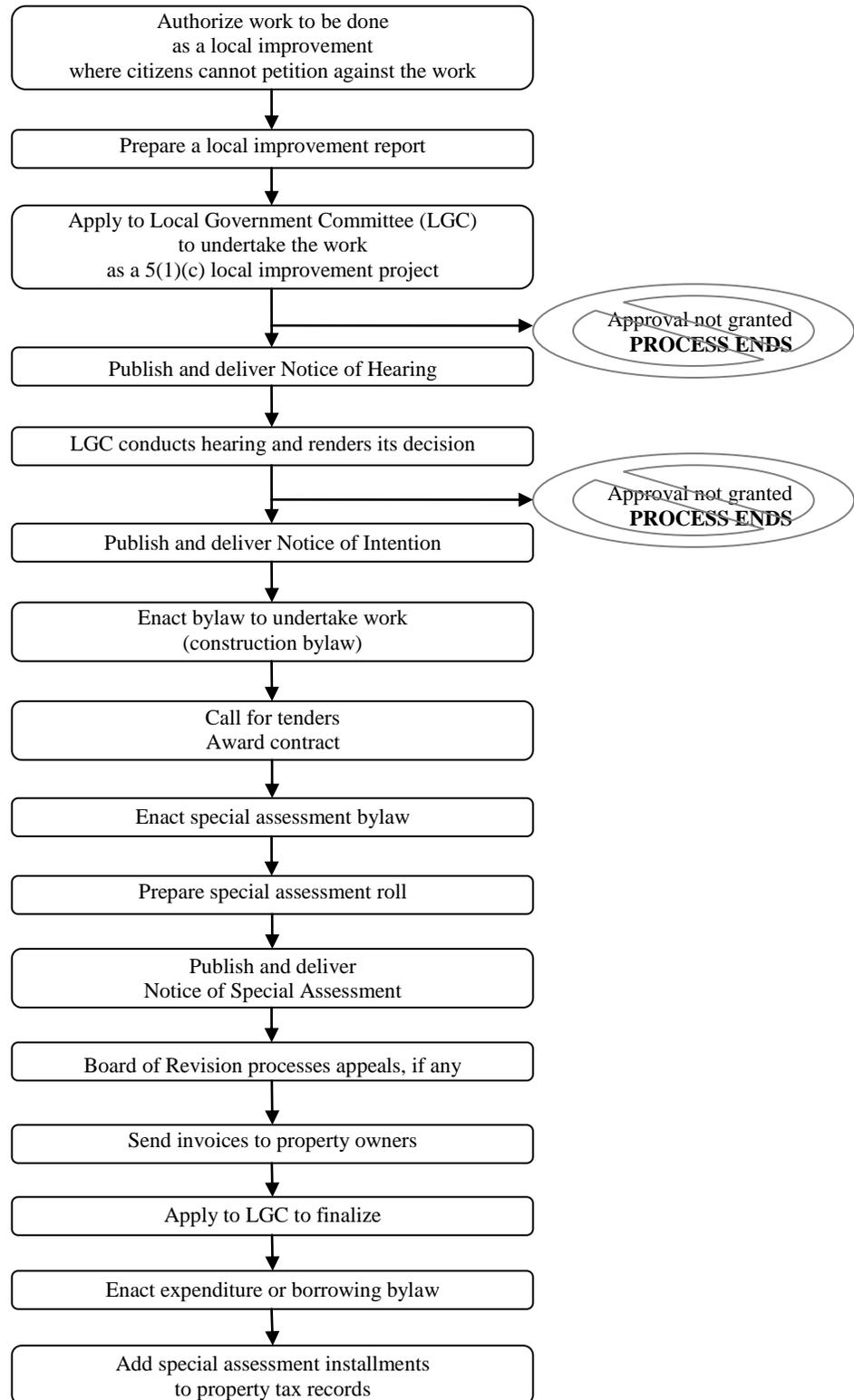
A: Flow Chart – 5(1)(a)



B: Flow Chart – 5(1)(b)



C: Flow Chart – 5(1)(c)



D: Checklist

Local Improvement Checklist

(Go through each point on the checklist in sequence, even if just to mark "n/a")

INITIATING THE LOCAL IMPROVEMENT

[Section 5]

Clause 5(1)(a) petition received from property owners to initiate a local improvement project

Date | N/A: [_____]

Council decision to proceed with local improvement project as a result of 5(1)(a) petition or on its own authority pursuant to clause:

Date: [_____]

Authority – 5(1)(a)/(b)/(c): [_____]

PLANNING

[Sections 4, 16 – 30]

Preliminary work should be done - engineering studies, development of cost estimates, financing details and preliminary assessment schedules, surveys of landowners, public meetings, etc.

Estimated cost of work / service (16): [_____]

Municipal share (21): [_____]

Property owners' share: [_____]

Estimated lifetime of work: [_____]

Resolution declaring works or services as a single local improvement (4)

Date | N/A: [_____]

Option: Flankage exemption bylaw (24)

Date | N/A: [_____]

#: [_____]

Basis / Bases of special assessment (19): [_____]

Total assessable units: [_____]

Required / discretionary adjustments

Irregularly shaped lots (25) – YES / NO: [_____]

Agricultural land (26) – YES / NO: [_____]

Railway right-of-way or station grounds (26) – YES / NO: [_____]

Unfit for building purposes (27) – YES / NO: [_____]

Net effect of adjustments (assessable units): [_____]

Net assessable units: [_____]

Total assessable units minus Net effect of adjustments

Agreements with other municipalities

Exemption from taxation (30)

Number of owners: [_____]

Assessable units: [_____]

Option: Bylaw to assess both sides for sidewalks (23)
Date | N/A: [_____]
#: [_____]

Option: Uniform rates bylaw – caution advised (20)
Date | N/A: [_____]
#: [_____]

Has the municipality passed a uniform rates bylaw within the past 3 years?
Yes | No: [_____]

Special assessment rate (prepaid): [_____]
Property owners' share divided by Net assessable units
Special assessment rate (installments): [_____]

LOCAL IMPROVEMENT REPORT

[Sections 4, 6, 8]

Resolution authorizing preparation of local improvement report
Date: [_____]

Resolution to adopt local improvement report
Date: [_____]

Resolution authorizing application to LGC:
Date (Resolution): [_____]
Date (Sent to LGC): [_____]

- Documentation to be included with report:
- Certified true copy of resolution and local improvement report;
 - Preliminary Assessment Schedule(s);
 - Map of the area indicating location of work/service and/or benefiting property;
 - Copies of current year budget, latest 5-year capital works plan and latest annual audited financial statement; and
 - Any related approvals / permits / etc.

APPROVAL: LOCAL GOVERNMENT COMMITTEE

[Sections 7, 11, 12]

Applies only if application has been made under authority of clause 5(1)(c):
Received LGC approval to hold a hearing – Date: [_____]
Publish and deliver notice of LGC hearing
Date (Published): [_____]
Date (Delivered): [_____]
Date (Hearing): [_____]

Applies to all applications
Date (Approval from LGC): [_____]

NOTICE OF INTENTION

[Section 9, 10, 15]

Required ~~ Yes | No: [_____]
1st publication ~~ Date | N/A: [_____]
2nd publication ~~ Date | N/A: [_____]

Delivered / Mailed ~~ Date | N/A: [_____]
 Statement of publication and mailing/delivery of notice
 Date | N/A: [_____]

PETITIONS AGAINST THE PROPOSED LOCAL IMPROVEMENT

[Sections 5, 14]

ALLOWED – Yes | No: [_____]
 Deadline ~~ Date | N/A: [_____]
 Received ~~ Date | N/A: [_____]
 Verified ~~ Date | N/A: [_____]

BYLAW TO UNDERTAKE WORK / SERVICE

[Section 3, 42]

Date: [_____]
 #: [_____]
 Temporary borrowing included – Yes | No: [_____]
 SMB approval required – Yes | No: [_____]
 Date: [_____]
 Bylaw #: [_____]

Temporary loans / Advances

<i>Date</i>	<i>Amount</i>

CONSTRUCTION

Call for tenders
 Advertising date(s): [_____]
 Deadline for receipt: [_____]

Contract awarded
 Date of award: [_____]
 Name of contractor: [_____]
 Amount: [_____]
 Amount of bid bond: [_____]
 Date completed: [_____]

SPECIAL ASSESSMENT

[Sections 32 – 37, 40]

Special assessment roll competed: [_____]
Special assessment notices:
 Date published: [_____]
 Date mailed / delivered: [_____]
 Statement confirming publication / delivery: [_____]

Deadline for appeals: [_____]

Board of revision
 Date of initial hearing: [_____]
 Notices sent to affected owners: [_____]
 Date of reconvened hearing: [_____]
 Decisions received: [_____]
Special assessment roll corrected: [_____]
Deadline – appeals to Assessment Appeals Committee: [_____]

Certification of special assessment roll: [_____]

Invoices sent to property owners: [_____]
Deadline for prepayments: [_____]

FINAL STEPS

[Sections 38, 42, 44]

Bylaw to provide for variation of payment of special assessments
 Date | n/a: [_____]
 #: [_____]

Final assessment schedule completed: [_____]

Request to LGC to finalize financing: [_____]

Type of bylaw – Borrowing | Expenditure: [_____]
 Date: [_____]
 #: [_____]

Special assessment installments
 First year: [_____]
 Final year: [_____]
 Entries made to property tax records: [_____]

If borrowing by way of debentures:
 Establish program for sale of securities [_____]
 Securities / debenture register prepared [_____]

E: Resolution [s4]

“That due to their continuous or interlocking construction (or "carrying out" in the case of services), the following works/services (describe) be declared a single local improvement.”

F: Resolution [s6]

“That the (Administrator/Engineer or _____) prepare a report in accordance with Section 6 of *The Local Improvements Act, 1993* with respect to the proposed local improvement listed below:

Work/Service _____ On _____ From _____ To _____

Which has an estimated cost of \$ _____.

(Describe work/service, location and estimated cost.)”

G: Local Improvement Report



Saskatchewan
Municipal
Board

Local Improvement Report

Pursuant to Sections 5(1)(a), 5(1)(b) or 5(1)(c) of *The Local Improvements Act, 1993*

Check (√) list for local improvement application to be submitted to Local Government Committee

Included Material Required:

- Sealed certified copy of resolution adopting the local improvement report
- Completed local improvement report
- Preliminary assessment schedules
- Map of area
- Current budget and latest financial statement
- Capital works plan (if available)
- If applicable, written confirmation – outside source of funds, such as grants
- If applicable, confirmation of approvals from appropriate agencies, such as, Saskatchewan Environment or Saskatchewan Watershed Authority

Send this completed report to:

Local Government Committee, Saskatchewan Municipal Board
Room 480, 2151 Scarth Street
REGINA, SK S4P 2H8
Or
Fax to: (306) 787-1610

For information call: (306) 787-6221 or E-mail: info@smb.gov.sk.ca
Web Site: <http://www.smb.gov.sk.ca/>

Date: _____	Project No. _____ (if applicable)
1. Description of work/service:	
2. Location(s): Attach preliminary assessment schedule(s)	
3. Cost and Financing	
(a) Estimated Local Improvement Cost:	
Project(s) Detail	Cost
(1)	\$
(2)	\$
(3)	\$
(4)	\$
Estimated Total Project Cost	\$
(b) Financing of Project	
(1) Estimated Municipal Share (excludes municipality owned property)	
(i) Debenture	\$
(ii) Loan	\$
(iii) Grant (specify source)	\$
(iv) Reserve Funds (specify fund)	\$
(v) Current budget	\$
(vi) Specify other	\$
Total Municipal Share	\$
(2) Estimated Owners' Share	
_____ % Prepayments	
Total Prepayments	\$
_____ % Unprepaid	Proposed Financing for Unprepaid share
(i) Debenture	\$
(ii) Loan	\$
(iii) Financing by Municipality	\$
Total Unprepaid	\$
Total Owners' Share	\$
Estimated Total Financing	\$ *

*This amount should equal "Estimated Total Project Cost"

4. If applicable, provide an explanation of difference in benefit when more than one bases of determining special assessment is used as indicated in section 19 of <i>The Local Improvements Act</i>

5. Additional information required for local improvement initiatives applied for under Section 5(1)(c) of <i>The Local Improvements Act</i>
(a) Reason for initiative:
(b) Identify any of the proposed work previously petitioned out. Indicate the year in which the work was previously petitioned out.

K: Uniform Rates Bylaw

SAMPLE BYLAW TO PROVIDE FOR UNIFORM RATES

_____ OF _____

BYLAW NO. _____

A BYLAW TO PROVIDE FOR A UNIFORM RATE(S) OF SPECIAL ASSESSMENT

The Council of the _____ of _____, in the Province of Saskatchewan, enacts as follows:

1. In the case of any (describe type of works/services; may be varied according to construction standards or specifications) undertaken as a local improvement in the _____ of _____, the rate (should include interest charges of \$ _____ per (metre frontage, lot, etc.) shall be chargeable on a prepaid basis and \$ _____ per (metre frontage, lot, etc.) on an annual (or other) basis, as a special assessment upon lands benefited by the work/service.

(A separate paragraph would be required for each uniform rate)

or

(Various works/services may be listed in table form, together with applicable rates, e.g.):

2. In the case of the following works/services (describe type of works/services - may be varied according to construction standards or specifications) undertaken as a local improvement in the _____ of _____, the following rates shall be chargeable as a special assessment upon lands benefited by the work/service:

	Prepaid:	Annual (or other):
<u>Work/service</u>	<u>Rate per (_____)</u>	<u>Rate per (_____)</u>

3. The uniform rate(s) fixed in this bylaw shall remain in force, unless repealed or amended, for three (3) years from the date on which this bylaw is adopted.

Mayor/Reeve

{Seal}

Administrator

(Section 20 of *The Local Improvements Act, 1993*)

L: Flankage Exemption Bylaw

SAMPLE FLANKAGE EXEMPTION BYLAW

_____ OF _____

BYLAW NO. _____

A BYLAW TO PROVIDE FOR THE EXEMPTION OF CORNER LOTS FROM
LOCAL IMPROVEMENT SPECIAL ASSESSMENTS

=====

The Council of the _____ of _____, in the
Province of Saskatchewan, enacts as follows:

On any * local improvement undertaken in the _____ of
_____ where a corner lot abuts a work, _____ per cent of
the flank shall be exempt from liability for special assessment.

NOTES

1. *Exemption may be varied according to type or classification of work or service and may apply to all local improvements or to specific local improvements.*
2. *Exemption may be provided within the bylaw to undertake work and special assessment bylaw instead of in a separate exemption bylaw.*

Mayor/Reeve

{Seal}

Administrator

(Subsection 24(1) of *The Local Improvements Act, 1993*)

M: Petition – 5(1)(a)

SAMPLE PETITION

Clause 5(1)(a) of *The Local Improvements Act, 1993*

We, the undersigned owners, do hereby request the council of the _____ of _____ to undertake

(describe work or service)

as a local improvement as follows:

_____ On _____ From _____ To _____

Or

Describe location of work or service

Name of Assessed Owner (print)	Sec / Twp / Rge Lot / Block / Plan	Civic Address	Signature

Note:

In order for this petition to be valid, it must be signed by a majority in number of the owners of the lands that will be specially assessed for the local improvement.

Only owners whose land will be specially assessed for the local improvement may sign.

Each person must sign on his/her own behalf. If more than one person is the owner of property, a majority of owners must sign the petition. For example:

- Husband and wife assessed as owners, both must sign the petition.
- If three different persons are assessed as owners, two must sign the petition.
- If all owners sign and file with the assessor a statement that one signature is on behalf of all owners, that signature is valid.

If a person owns more than one lot that will be specially assessed for the local improvement, that person is considered to be one owner only.

No person may add or delete a signature from this petition once it has been filed with the administrator of the municipality.

N: Petition – 10(3)

SAMPLE PETITION

Subsection 10(3) of *The Local Improvements Act, 1993*

We the undersigned owners, do hereby petition against the undertaking by the council of the _____ of _____ of _____

(describe work or service)

as a local improvement, as follows:

_____ On _____ From _____ To _____

Or

Describe location of work or service

Name of Assessed Owner (print)	Sec./Twp/Rge Lot/Block/Plan	Civic Address	Signature

Note:

In order for this petition to be valid, it must be signed by a majority in number of the owners representing at least one-half of the special assessment for the local improvement.

Only owners whose land will be specially assessed for the local improvement may sign.

Each person must sign on his/her own behalf. If more than one person is the owner of property, a majority of owners must sign the petition. For example:

- Husband and wife assessed as owners, both must sign the petition.
- If three different persons are assessed as owners, two must sign the petition.
- If all owners sign and file with the assessor a statement that one signature is on behalf of all owners, that signature is valid.

If a person owns more than one lot that will be specially assessed for the local improvement, that person is considered to be one owner only.

No person may add or delete a signature from this petition once it has been filed with the administrator of the municipality.

O: General Notice of Intention

FORM A
[Section 4]
Notice of Proposed Local Improvement to be Published Pursuant to
Clause 15(1)(a) of *The Local Improvements Act, 1993*

=====

Notice is given that:

1. The council of the _____ of _____
(class of municipality) (name of place) (R.M. number if applicable)
 proposes to pass a bylaw to undertake the following as a local improvement:

Proposed Local Improvement(s)

<u>Number</u>	<u>Description of Work or Service</u>	<u>Proposed Timing</u>	<u>Location</u>	<u>From</u>	<u>To</u>
---------------	---	----------------------------	-----------------	-------------	-----------

and proposes to specially assess a part of the cost against the lands benefited by this local improvement.

2. The estimated cost, and rate of special assessment chargeable for, the proposed local improvement(s) are:

Estimated Cost and Rate of Local Improvement(s)

<u>Number</u>	<u>Estimated Total Cost</u>	<u>Estimated Municipality's Share of Cost</u>	<u>Estimated Owners' Share of Cost</u>	<u>Estimated Rate and Bases of Special Assessment</u>
	\$	\$	\$	\$ ____ Per ____

(If rates are proposed to vary, location will have to be given as well.)
 The special assessment levied for the proposed local improvements(s) may be based on the actual cost. The special assessment will be payable _____.
(describe manner in which payable)

3A. Owners of land to be specially assessed may petition against the proposed local improvement. The petition must be submitted to the clerk/administrator of the municipality not later than _____ a.m./p.m., on the _____ day of _____, 20____.

(time) (date) (month) (year)

(This deadline must be set at least 21 days after the last publication of this notice.)
To be successful, the petition must be signed by a majority in number of owners of lands to be specially assessed for the proposed local improvement, representing at least one-half of the amount of the special assessment pursuant to section 19 of *The Local Improvements Act, 1993*.¹ Advice on preparing the petition to ensure its validity is available from the municipal administrator.

OR

3B. Owners of land to be specially assessed for this local improvement do not have the right to petition to prevent the undertaking of the local improvement, but the Saskatchewan Municipal Board is required to conduct a hearing into this matter.

4. The council proposes to meet to consider a bylaw respecting this matter on the _____ day of _____, 20____, at _____ o'clock __ m. at _____.

(date) (month) (year) (time) (address of place of council meeting)

Dated at _____, Saskatchewan, this _____ day of _____, 20____.

(name of place) (date) (month) (year)

Clerk or Administrator (as the case may be)

¹ This prescribed form has been modified to reflect an amendment to subsection 10(3) of the Act.

P: Individual Notice of Intention

FORM B
[Section 5]

Notice of Proposed Local Improvement Sent or Delivered to Owner
Pursuant to Clause 15(1)(b) of *The Local Improvements Act, 1993*

Owner's Name: _____
Address: _____

You are advised that:

1. The council of the _____ of _____
(class of municipality) (name of place) (R.M. number if applicable)
proposes to pass a bylaw to undertake the following as a local improvement:

Proposed Local Improvement(s)

<u>Number</u>	<u>Description of Work or Service</u>	<u>Proposed Timing</u>	<u>Location</u>	<u>From</u>	<u>To</u>
---------------	---	----------------------------	-----------------	-------------	-----------

and proposes to specially assess a part of the cost against the lands benefited by this local improvement, including the land described in this notice.

2. The land to which this notice relates is:

Plan No. _____ Lot _____ Block _____ Subdivision _____

or, where applicable:

(Portion of) Section _____ Township _____ Range _____ Meridian _____

Civic address (if applicable):

3. The estimated cost of the proposed local improvement is \$ _____, of which the
(estimated total cost)
municipality's share of the cost is estimated to be \$ _____ and the owners'
(estimated amount of municipality's share)
share of the cost is estimated to be \$ _____. The special assessment
(estimated amount of owners' share)
levied for this proposed local improvement may be based on the actual total cost of the local improvement.

4. The estimated rate or actual rate (when available) or amount of the special assessment chargeable to your land for the proposed local improvement on the basis of _____

(describe the bases to be used in determining the special assessment, that is, per amount of frontage, per lot, per amount of area or other)

is \$ _____. (Add explanation of any differences in rates and to what they apply.)
(rate or estimated amount)

5. The special assessment is to be payable in _____

(describe the manner in which the special assessment will be payable, that is, lump sum, annual installment or other)

and the estimated amount of (each) payment for the lands described in this notice is \$ _____ to be paid in _____ installment(s).
(estimated amount of payment) (number of)

6. The council proposes to meet to consider a bylaw respecting this matter on
(date not less than 21 days after the date of the last publication of the notice)

the ___ day of _____, 20___, at ___ o'clock a.m./p.m. at _____
(month) (year) (time) (address of place of council meeting)

7A. Owners of land to be specially assessed for the proposed local improvement may petition against it, and any such petition must be filed with the administrator of the municipality at _____

(place for filing petition)

(date not less than 21 days after the date of the last publication of the notice)

not later than ___ o'clock ___ a.m./p.m. on the ___ day of _____, 20___.
(time) (month) (year)

The validity of the petition shall be determined according to the rules in section 14 of *The Local Improvements Act, 1993*. The petition must be signed by a majority in number of the owners of lands to be specially assessed for the proposed local improvement, representing at least one-half of the amount of the special assessment pursuant to section 19 of *The Local Improvements Act, 1993*,² in order to prevent the council from proceeding with the local improvement.

OR

7B. Owners of land to be specially assessed for the proposed local improvement, which is being undertaken pursuant to clause 5(1)(c) and sections 11 and 12 of *The Local Improvements Act, 1993*, do not have the right by petition to prevent the undertaking of this work or service as a local improvement, but the Saskatchewan Municipal Board is required to conduct a hearing into this matter.

Dated at _____, Saskatchewan, this _____ day of _____, 20___.
(name of place) (date) (month) (year)

Clerk or Administrator (as the case may be)

² This prescribed form has been modified to reflect an amendment to subsection 10(3) of the Act.

Q: Confirmation of Delivery

FORM FOR
STATEMENT TO CONFIRM PUBLICATION AND DELIVERY OF NOTICES FOR PROPOSED
LOCAL IMPROVEMENTS PURSUANT TO SUBSECTION 15(7) OF
THE LOCAL IMPROVEMENTS ACT, 1993

I, _____ being the administrator for the _____ of
(name) (class of municipality)
_____ certify that notice of the proposed

(name of municipality and RM #, where applicable)
local improvements indicated below as required pursuant to section 15 of *The Local
Improvements Act, 1993* have been published and delivered to the owners of lands to be
specially assessed with respect to the proposed local improvement.

Proposed Local Improvement

<u>Number</u>	<u>Description of Work or Service</u>	<u>Location</u>	<u>From</u>	<u>To</u>
---------------	---	-----------------	-------------	-----------

Dates Published: _____
(dates published)

Place Published: _____
(newspaper)

Dates Delivered: _____
(dates delivered or mailed)

Manner of Delivery: _____
(personally, at residence or business, or mailed)

Administrator's Signature

R: Construction Bylaw

SAMPLE BYLAW TO UNDERTAKE A LOCAL IMPROVEMENT

_____ OF _____

BYLAW NO. _____

A BYLAW TO UNDERTAKE (DESCRIBE WORK/SERVICE) AS A LOCAL IMPROVEMENT

The Council of the _____ of _____, in the Province of Saskatchewan, enacts as follows:

- 1. The undertaking of (describe works/services) as a local improvement is hereby authorized on:

Street From To

Or

(describe location of work/service)

- 2. The estimated cost of the undertaking is \$ _____; the estimated sum of \$ _____ is to be paid by the municipality and the estimated sum of \$ _____ is to be paid by benefiting landowners by way of special assessment.
3. The estimated special assessment rate^3 on a prepaid basis is \$ _____ per (metre, frontage, lot, etc.). If not prepaid, the estimated special assessment rate* to be paid during the years 20 ____ to 20 ____ inclusive is \$ _____ per (metre, frontage, lot, etc.) and will be payable as follows: (provide details of proposed payment plan, including number of annual, or other, installments).
4. The mayor/reeve and administrator are authorized to raise by way of temporary loans or advances from any bank, credit union or person, the moneys necessary to meet the cost of the undertaking. Any such loans or advances shall be a first charge upon the proceeds of the sale of any debentures. The mayor/reeve and administrator are authorized to sign and seal any promissory note, notes or renewals to effect such loans or advances.^4
5. The lifetime of the work described above, as estimated by the engineer, is _____ years.

{Seal}

Mayor/Reeve

Administrator (Sections 3, 5, 11 of The Local Improvements Act, 1993)

^3 Different rates may apply to different lands, based on differences in benefit.

^4 If this section is retained, ensure the temporary borrowing does not cause the municipality to exceed its debt limit. Also, ensure appropriate public notice is provided as per municipal Public Notice Bylaw.

S: Special Assessment Bylaw

SAMPLE BYLAW TO PROVIDE FOR SPECIAL ASSESSMENTS

_____ OF _____

BYLAW NO. _____

A BYLAW TO AUTHORIZE A SPECIAL ASSESSMENT WITH RESPECT TO THE UNDERTAKING OF (SPECIFY WORK/SERVICE) AS A LOCAL IMPROVEMENT

The Council of the _____ of _____, in the Province of Saskatchewan, enacts as follows:

1. A special assessment is authorized and shall be charged against all lands shown in the special assessment roll (identified as schedule "A", attached to and forming part of this bylaw) as follows:
 - a) On a prepayment basis, (\$ rate or amount) per (metre frontage, lot, etc.) shall be assessed.
 - b) Where the charges are not prepaid, (equal annual or other) installments in the amount of \$(amount of each installment) per (metre, frontage, lot, etc.) shall be added to and form part of the taxes on the said lands in each year for a period of _____ years commencing in the year _____.
2. The amounts fixed in 1(b) above include interest at the rate of _____ per cent per _____.
3. (If "uniform rates bylaw" is in effect)
The special assessments charged in 1 above are in accordance with the rates established in Bylaw No. _____ of the _____ of _____ adopted by council on the _____ day of _____, 20 _____.

Mayor/Reeve

{Seal}

Administrator (Section 31 of *The Local Improvements Act, 1993*)

U: Special Assessment Notice [General]

NOTICE OF LOCAL IMPROVEMENT SPECIAL ASSESSMENTS AND BOARD OF REVISION
SITTING TO BE PUBLISHED PURSUANT TO SUBSECTION 33(2) OF THE LOCAL
IMPROVEMENTS ACT, 1993

Notice is given that:

1. The council of the _____ of _____
(class of municipality) (name of municipality and RM #)
has prepared a special assessment roll for the following local improvement(s):

<u>Number</u>	<u>Description of Work or Service</u>	<u>Local Improvement(s)</u>		
		<u>Location</u>	<u>From</u>	<u>To</u>

and proposes to levy a part of the cost of this local improvement against the lands which benefited.

2. The special assessment roll is open for inspection at the office of the assessor of the municipality during regular hours until _____ o'clock _____ m., on the _____
(time) (date)
day of _____, 20 _____, at _____.
(month) (location of office)
3. Any person who desires to appeal a proposed special assessment must submit an appeal in writing, stating the grounds of the appeal, at the office of the assessor during regular office hours not later than _____ o'clock _____ m., on the _____
(time) (date)
day of _____, 20 _____, at _____.
(month) (location of office)
4. The Board of Revision will sit to hear any appeals of proposed special assessments received by the time and date indicated above at _____ o'clock _____ m., on
(time)
the _____ day of _____, 20 _____, at _____.
(date) (month) (location of sitting of Board of Revision)

Dated at _____, Saskatchewan, this _____ day of _____, 20 _____.
(name of place) (date) (month)

Administrator

V: Special Assessment Notice [Individual]

FORM C
[Section 6]

Notice of Local Improvement Special Assessments and Board of Revision
Sitting to be Served on Owners Pursuant to Subsection 33(2)
of *The Local Improvements Act, 1993*

Owner's Name: _____

Address: _____

You are advised that:

1. The council of the _____ of _____
(class of municipality) (name of place) (R.M. number if applicable)
has had prepared a special assessment roll for the following local improvement:

Local Improvement

<u>Number</u>	<u>Description of Work or Service</u>	<u>Location</u>	<u>From</u>	<u>To</u>
---------------	---	-----------------	-------------	-----------

and proposes to levy as a special assessment a part of the cost of this local improvement against lands owned by you at the following location:

Land to be Specially Assessed

<u>Owner</u>	<u>Plan No.</u>	<u>Lot</u>	<u>Block</u>	<u>Subdivision</u>	<u>Civic Address</u> <i>(if applicable)</i>
--------------	-----------------	------------	--------------	--------------------	--

or, where applicable:

(Portion of) Section _____ Township _____ Range _____ Meridian _____

2. The total cost of this local improvement is \$ _____.
(total cost)
The owners' share of the cost is \$ _____, and the municipality's
(amount of owners' share)
share is \$ _____.
(amount of municipality's share)
3. Your lands are proposed to be specially assessed at the rate of \$ _____
(rate or amount)
per _____, for a total cost for your lands at the above location of \$ _____
(bases of special assessment) (total special assessment for lot)

4. This special assessment is payable in (either) _____
(describe method or methods in which special assessment is payable, that is a lump sum, prepayment or
number of equal annual or other installments)
in the amount(s) of \$ _____. Interest charges at the rate of _____ %
(amount of each installments) (applicable rate of interest)
per annum are included in calculating these amounts.

(If applicable)

5. This special assessment is calculated taking into account the following exemptions,
reductions or adjustments authorized pursuant to *The Local Improvements Act, 1993*:

(Describe the exemption, reduction or adjustment, if any, and the amount of
change in the special assessment resulting from this:

- flanking exemption for corner lots;
- adjustments for sidewalk or curbing;
- paving;
- irregularly shaped lots;
- agreements for agricultural lands or railway right of way or station grounds;
- changes in circumstances;
- lots unfit for building purposes; and/or
- other exemptions.)

6. The special assessment roll is open for inspection at the office of the assessor of
the municipality during regular office hours until _____ o'clock ____ a.m./p.m., on
the _____ day of _____, 20_____, at _____
(date) (month) (year) (time) (location of office)
(The roll must be open for at 30 days from the day of advertising the roll to the last day for lodging an appeal)

7. If you desire to appeal this proposed special assessment, an appeal in writing
stating the grounds of the appeal must be received at the office of the assessor
during regular office hours not later than _____ o'clock _____ a.m./p.m.,
on the _____ day of _____, 20_____.
(date) (month) (year) (time)
You may use the attached "Notice of Appeal" to file your intention to appeal your special
assessment, if you wish to do so.

8. The Board of Revision will sit to hear any appeals of proposed special assessments
received by the time and date indicated above at _____ o'clock ____ a.m./p.m.,
on the _____ day of _____, 20_____, at _____
(date) (month) (year) (time) (location of sitting of Board of Revision)

Dated at _____, Saskatchewan, this _____ day of _____, 20_____.
(name of place) (date) (month) (year)

Clerk or Administrator (as the case may be)

W: Confirmation Statement

FORM FOR
STATEMENT TO CONFIRM PUBLICATION AND DELIVERY OF NOTICES
OF PROPOSED SPECIAL ASSESSMENTS PURSUANT TO
SUBSECTION 33(7) OF *THE LOCAL IMPROVEMENTS ACT, 1993*

I, _____ being the administrator for the _____ of
(name) *(class of municipality)*
_____ certify that notices of the proposed
(name of municipality and RM#, where applicable)
special assessments for the local improvements indicated below as required pursuant to
section 33 of *The Local Improvements Act, 1993* have been published and delivered to
owners of lands proposed to be specially assessed with respect to the local improvement.

Local Improvement

<u>Number</u>	<u>Description of Work or Service</u>	<u>Location</u>	<u>From</u>	<u>To</u>
---------------	---	-----------------	-------------	-----------

Dates Published: _____
(dates published)

Place Published: _____
(newspaper)

Dates Delivered: _____
(dates delivered or mailed)

Manner of Delivery _____
(personally, at residence or business, or mailed)

Administrator's Signature

X: Board of Revision Notice

FORM D
[Section 7]

Board of Revision's Notice of Proposed Special Assessment
for Local Improvement Sent or Delivered to Owner
Pursuant to Subsection 35(1) of *The Local Improvements Act, 1993*

Owner's Name: _____

Address: _____

You are advised that:

1. The council of the _____ of _____
(class of municipality) (name of place) (R.M. number if applicable)
has undertaken as a local improvement _____ at or in the following location:
(describe the work or service)

Local Improvement

<u>Number</u>	<u>Description of Work or Service</u>	<u>Location</u>	<u>From</u>	<u>To</u>
---------------	---	-----------------	-------------	-----------

2. The total cost of the work or service incurred between _____ and _____
(start date) (end date)
was \$ _____. The owners' share of the cost is \$ _____.
(total cost) (amount)
The municipality's share of the cost is \$ _____.
(amount)

3. A special assessment of \$ _____ per _____ will be levied against the
(rate or amount) (bases of special assessment)
lands benefited by the local improvement and such special assessment with
interest added will be payable in _____.
(describe manner in which the special assessment will be payable)
(If more than one rate is used, these should be indicated and explanation added.)

4. You are served with this notice for the reason that the board of revision of the
municipality, acting on an appeal to it, is of the opinion that your lands, as
described in this notice, _____
(should be specially assessed/should not have been specially assessed/have been improperly assessed)
with respect to the cost of the work or service.

5. It is proposed to specially assess your land as described in this notice for a total cost of \$ _____ calculated from the rate indicated above. (where applicable)
(amount)

6. An adjourned sitting of the Board of Revision will be held on the _____ day
(date)
of _____, 20____, at _____ o'clock _____ a.m./p.m., at _____
(month) (year) (time) (address of place of adjourned sitting)

to determine this matter, at which adjourned sitting you, as owner of the lands described in this notice, shall have the opportunity to be heard by the board respecting this matter.

7. The land to which this notice relates is:

Plan No. _____ Lot _____ Block _____ Subdivision _____ Civic Address (if applicable)

or, where applicable:

(Portion of) Section _____ Township _____ Range _____ Meridian _____

Dated at _____, Saskatchewan, this _____ day of _____, 20____.
(name of place) (date) (month) (year)

Secretary to the Board of Revision

Y: Board of Revision Notice

BOARD OF REVISION'S NOTICE OF DECISION
RELATING TO A LOCAL IMPROVEMENT SPECIAL ASSESSMENT APPEAL
PURSUANT TO SUBSECTION 35(4) OF *THE LOCAL IMPROVEMENTS ACT, 1993*

Name: _____

Address: _____

In the matter of an appeal to the Board of Revision of the _____ of
(class of municipality)
_____ against the local improvement special
(name of municipality and #, if applicable)
assessment charged on _____ in respect of the
(legal description)
_____ carried out at _____,
(describe local improvement) *(give location of local improvement)*
the Board of Revision did sit on the _____ of _____, 20 _____.

DECISION:

REASONS:

The owner of the subject property may appeal this decision to the Assessment Appeals Committee of the Saskatchewan Municipal Board. Information regarding the process for appeal (including deadline for submission) is available from the office of the municipality during regular office hours.

Dated this _____ day of _____, 20 _____.

Z: Resolution [s38]

“That the deadline for owners to prepay the local improvement special assessment as authorized by bylaw No. _____ and

(bylaw to undertake work)

bylaw No. _____

(special assessment bylaw)

be _____, 20 _____.”

(not less than 30 days after special assessment roll is certified)

AA: Payment Variation Bylaw

SAMPLE PAYMENT VARIATION BYLAW

_____ OF _____

BYLAW NO. _____

A BYLAW RESPECTING THE VARIATION OF PAYMENT
OF (ALL/CERTAIN) LOCAL IMPROVEMENT SPECIAL ASSESSMENTS

The Council of the _____ of _____, in the
Province of Saskatchewan, enacts as follows:

1. On any local improvement (or specify which local improvement the bylaw applies to) undertaken in the _____ of _____, the owner of a lot which has been specially assessed in respect of the local improvement may, at any time:
 - (pay or defer) (some or all) of the remaining installments; or
 - pay the outstanding principal of the special assessment on the following terms and conditions:

(specify terms and conditions such as:

- payment to include interest, at what rate and how calculated;
- number of installments allowed to be paid;
- number of installments allowed to be deferred and for how long;
- what purpose(s) amounts paid to be set aside for, e.g., debt retirement, future local improvements, payment of installments as they come due, general revenues, etc.;
- extent of adjustment to or removal from local improvement special assessment roll of installments/principal;
- etc.....)

Mayor/Reeve

{Seal}

Administrator
(Section 39 of *The Local Improvements Act, 1993*)

