



# Rural Municipality of Meadow Lake #588 Policy

Policy #GG-004

Policy Title: General Procedures

**Policy Objective:**

To provide a guideline of General Procedures in the RM of Meadow Lake

**Authority:**

Council Resolution # 179-23

Dated: August 14, 2023

**Background:**

1. A general guideline is needed by the Management and Council to follow in the various aspects of Government Relations

**Policy:**

1. Assessment and Taxation
  - a. Assessment Cancellations
    - i. While the Assessment roll is open, anyone may appeal the assessment for that year;
      1. If the assessment roll opening has been missed, then the appellant may leave a form with the prescribed fee for an appeal in the following year.
    - ii. Any appeals brought forward after the assessment appeal date has been closed for the year will not be recognized
  - b. Tax Cancellations
    - i. Council will not abate municipal taxes, unless an error is found, and an abatement is recommended by the CAO and only for the previous years' levy.
  - c. Tax Collections
    - i. All taxes are due on or before the last **working** day of the year they are levied.
    - ii. Any money received either by fax, EFT, cheque or otherwise that is not in the hands or the bank account of the Municipality on or before the last **working** day of the year that the taxes are levied will be considered as a late payment and the penalty shall be charged in accordance with the Penalty Bylaw of the RM of Meadow Lake.
  - d. Forest Area Assessments/Taxation
    - i. The Assessor is to assess all properties within the Forested area as per the information that is given from time to time by Sask. Environment. And Sask. Environment shall give information on the Leasee and the type of permit that they may hold;
    - ii. The Assessor is to exempt from taxation all those who have a building which is being used as a "trapping cabin" under the premise that:
      1. A valid fur/trappers license is to be submitted to the RM of Meadow Lake in order to comply with the exemption of the assessed value on a yearly basis;
      2. Valid fur/trappers license is to be received by the Assessor on or before January 31<sup>st</sup> of the taxation year.

2. Custom Work and Fire Calls

- a. All outstanding Accounts Receivable for Custom Work and fire fees/calls will be placed on the property for which the costs were incurred and this will be completed on December 31<sup>st</sup> of the year in which the invoice occurred.

3. Donations

- a. The RM of Meadow Lake #588 will not donate to any charitable organization, but Council has the authority to override this at anytime by Resolution.