

The Urban Municipality Regulations (No. 2)

Repealed

by Chapter M-36.1 Reg 1 (effective January 1, 2006).

Formerly

Chapter U-11 Reg 2 (effective March 29, 1985) as amended by Saskatchewan Regulations 66/85, 91/88, 83/89, 15/95, 99/96, an Errata Notice published in Part II of *The Saskatchewan Gazette*, February 28, 1997, SR 2/98 , 38/2001 and 24/2002.

NOTE:

This consolidation is not official. Amendments have been incorporated for convenience of reference and the original statutes and regulations should be consulted for all purposes of interpretation and application of the law. In order to preserve the integrity of the original statutes and regulations, errors that may have appeared are reproduced in this consolidation.

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CHAPTER U-11 REG 2
The Urban Municipality Act, 1984

Title

1 These regulations may be cited as *The Urban Municipality Regulations (No. 2)*.

Interpretation

2 In these regulations:

- (a) “**Act**” means *The Urban Municipality Act, 1984*;
- (b) “**minister**” means the Minister of Municipal Government.

4 Apr 85 cU-11 Reg 2 s2; 27 Dec 96 SR 99/96
s4.

Petition for incorporation of resort village

3 Form A is the form to be used as the petition to incorporate a resort area as a resort village pursuant to section 4 of the Act.

4 Apr 85 cU-11 Reg 2 s3.

Notice re objections against incorporation of resort village

4 Form B is the form to be used as the notice stating the time by which objections are to be filed with the minister against the incorporation of a resort village pursuant to subsection 4(4) of the Act.

4 Apr 85 cU-11 Reg 2 s4.

Petition for incorporation of village

5 Form C is the form to be used as the petition to incorporate an organized hamlet as a village pursuant to section 5 of the Act.

4 Apr 85 cU-11 Reg 2 s5.

Notice re objections against incorporation of village

6(1) Form D is the form to be used as the notice stating a time by which objections are to be filed with the minister against the incorporation of an organized hamlet as a village pursuant to subsection 5(3) of the Act.

(2) A notice described in subsection (1) is to be:

- (a) published at least once each week for two successive weeks in a newspaper circulating in the area of the proposed village;
- (b) posted in a conspicuous location in the building in which the offices of the rural municipality in which the proposed village is located are contained; and
- (c) posted in at least three conspicuous places within the boundaries of the organized hamlet.

4 Apr 85 cU-11 Reg 2 s6.

U-11 REG 2**URBAN MUNICIPALITY (NO.2)****Application for boundary alteration or amalgamation**

7 Form E is the form to be used as the application for the alteration of boundaries or for amalgamation with another municipality pursuant to subsection 13(7) of the Act.

4 Apr 85 cU-11 Reg 2 s7.

Listing of property by council members

7.1 Form E.1 is the form to be used pursuant to subsection 32(3) of the Act for the listing of all land and building owned by a member of council.

28 Oct 88 SR 91/88 s3.

Listing of property by municipal officers and employees, etc.

7.2 Form E.2 is the form to be used pursuant to subsection 36(2) of the Act for the listing of all land and buildings that are owned by every:

- (a) commissioner, manager, clerk, treasurer, assessor and solicitor;
- (b) municipal employee that may be designated by a council;
- (c) employee of a board, association, commission or other organization established pursuant to this Act by a council that may be designated by the council;
- (d) person appointed by a council as a member of a municipal planning commission or district planning commission within the meaning of *The Planning and Development Act, 1983*; and
- (e) person appointed by a council as a member of any board, association, commission or other organization established pursuant to the Act by a council that may be designated by the council.

28 Oct 88 SR 91/88 s3.

Oath of office for council members

7.3 Form E.3 is the form to be used as the oath of office required to be taken by a member of a council pursuant to subsection 38(1) of the Act.

27 Dec 96 SR 99/96 s5.

Declaration of office for employees

7.4(1) Subject to subsection (2), Form E.4 is the form to be used as the declaration of office required to be taken by every employee pursuant to subsection 56(1) of the Act.

(2) Form E.5 is the form to be used as the declaration of office required to be taken by a manager, commissioner, solicitor or auditor.

27 Dec 96 SR 99/96 s5.

Notice of order

7.5 Form E.6 is the prescribed form to be filed with the Registrar of Titles Office pursuant to the following provisions of the Act:

- (a) subsection 124(3.2);
- (b) subsection 126(5.1); and
- (c) subsection 136(7).

27 Dec 96 SR 99/96 s5; 22 Mar 2002 SR 24/
2002 s25.

Removal notice

7.6 Form E.7 is the prescribed form to be filed with the Registrar of Titles Office pursuant to the following provisions of the Act:

- (a) subsection 124(3.4);
- (b) subsection 126(5.3); and
- (c) subsection 136(9).

27 Dec 96 SR 99/96 s5; 22 Mar 2002 SR 24/
2002 s26.

Assessment of railway roadway

8 Pursuant to subsection 238(7) of the Act, the value of a railway roadway owned or occupied by a railway company is to be assessed at:

- (a) \$18,000 per mile or \$11,187.07 per kilometer in cities;
- (b) \$15,000 per mile or \$9,322.56 per kilometer in towns;
- (c) \$9,000 per mile or \$5,593.54 per kilometer in villages and resort villages.

4 Apr 85 cU-11 Reg 2 s8.

Assessment of improvements

9 Pursuant to subsections 239(5) and (6) of the Act, improvements are to be assessed at:

- (a) 60% of their fair value, in the case of improvements that are:
 - (i) assessed at the 1947 level of values;
 - (ii) assessed at the 1965/66 level of values and located in municipalities in the Northern Saskatchewan Administration District; or
 - (iii) assessed at the 1950 level of values and located in the City of Saskatoon; or
- (b) 50% of their fair value, in the case of improvements, other than those described in subclause (a)(ii), that are assessed at the 1965/66 level of values.

4 Apr 85 cU-11 Reg 2 s9.

10 to 13 Repealed. 27 Dec 96 SR 99/96 s6.

14 Repealed. 22 Jun 2001 SR 38/2001 s3.

Statement of account of school taxes

15 Form K is the form to be used as the statement of the account of an urban municipality with a school division that is required to be submitted by the treasurer of every urban municipality to the board of education of each school division within the municipality pursuant to section 292 of the Act.

4 Apr 85 cU-11 Reg 2 s15.

16 Repealed. 22 Jun 2001 SR 38/2001 s4.

Maximum discount for the prompt payment of taxes and assessments

16.1(1) The maximum percentage discount rate that may be allowed pursuant to section 294 of the Act by a council for the prompt payment of:

- (a) current year's taxes on land;
- (b) current year's taxes on improvements; or
- (c) local improvement special assessments;

is 15% per annum.

(2) Where a council provides for any of the taxes or the assessments mentioned in subsection (1) to be paid in instalments, the cumulative discount that may be allowed for the payment of the instalments shall not exceed 15% per annum.

5 Jan 90 SR 83/89 s3.

Maximum discount for the prepayment of taxes and assessments

16.2 The maximum discount rate that may be allowed pursuant to section 295 of the Act by a council for the payment of:

- (a) taxes on land;
- (b) taxes on improvements; or
- (c) local improvement special assessments;

in advance of the day that may be fixed by bylaw for payment of those taxes or assessments is 15% per annum.

5 Jan 90 SR 83/89 s3.

Maximum discount for the payment of arrears and penalties

16.3 The maximum percentage discount rate that may be allowed pursuant to section 296 of the Act by a council for the payment of the whole or a portion of the arrears of taxes and penalties on:

- (a) land;
- (b) improvements; or
- (c) local improvement special assessments;

is 15% per annum.

5 Jan 90 SR 83/89 s3.

Maximum rebate for the payment of arrears and penalties

16.4 The maximum rebate that may be allowed by a council pursuant to section 296 of the Act for the payment of the whole or a portion the arrears of taxes and penalties on:

- (a) land;
- (b) improvements; or
- (c) local improvement special assessments;

is an amount equal to the amount of the penalty.

5 Jan 90 SR 83/90 s3.

Appendix**FORM A**

[Section 4]

Petition To Incorporate a Resort Village

We, the undersigned persons within the resort area of _____, in the Rural Municipality of _____, No. _____, in the Province of Saskatchewan, who would be electors of the proposed resort village if it were incorporated, hereby petition the Minister of Urban Affairs to have incorporated as the Resort Village of _____, that portion of the province of Saskatchewan, the boundaries of which are shown in detail on the map or plan attached, and severally declare each for himself, that we:

- (a) are Canadian citizens;
- (b) are of the full age of 18 years;
- (c) have resided in Saskatchewan for at least six months immediately preceding the date of the submission of this petition; and
 - (i) have resided within the proposed resort village for at least three months immediately preceding the date of the submission of this petition;
 - (ii) are the owners of assessable land in the proposed resort village for at least three months immediately preceding the date of the submission of this petition;
 - (iii) are the lessees of land in the proposed resort village for at least three months immediately preceding the date of the submission of this petition; or
 - (iv) are the spouses of persons mentioned in subclause (i), (ii) or (iii).

NAME (Signature)	ADDRESS (Permanent)	LOT (Within the proposed resort village)	BLOCK	REG. PLAN NO.
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FORM B
(Section 4)

**Notice of Entitlement to File Objection
Proposed Incorporation of the Resort Area of**

INTO A RESORT VILLAGE

Pursuant to subsection 4(4) of *The Urban Municipality Act, 1984*, notice is hereby given that an application has been made to the Minister of Urban Affairs pursuant to subsection 4(1) of the said Act to have the resort area of _____, in the Rural Municipality of _____, No. _____, the boundaries of which are shown in detail on the map attached, incorporated as a resort village.

Any objection to the proposed incorporation may be filed with the Minister of Urban Affairs in care of:

Supervisor of Municipal Boundaries,
Saskatchewan Urban Affairs,
2151 Scarth Street,
Regina, Saskatchewan.
S4P 3V7

Every complainant shall state clearly in his objection the reasons why he is opposed to the incorporation of the resort village.

Any objection to the application is to be filed with the Minister of Urban Affairs not later than the _____ day of _____, 20 _____.

If reasonable objections are received to this application, a public meeting may be held to discuss the proposal to incorporate the resort village.

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

Communicator

FORM D
(Section 6)

**Notice of Entitlement to File Objection
Proposed Incorporation of the Organized Hamlet of**

AS A VILLAGE

Pursuant to subsection 5(3) of *The Urban Municipality Act, 1984*, notice is hereby given that an application has been made to the Minister of Urban Affairs pursuant to subsection 5(1) of the said Act to have the Organized Hamlet of _____, in the Rural Municipality of _____, No. _____, the boundaries of which are shown on the map attached, incorporated as a village.

Any objection to the proposed incorporation may be filed with the Minister of Urban Affairs in care of:

Supervisor of Municipal Boundaries,
Saskatchewan Urban Affairs,
2151 Scarth Street,
Regina, Saskatchewan.
S4P 3V7

Every complainant shall state clearly in his objection the reasons why he is opposed to the incorporation of the village.

Any objection to the application is to be filed with the Minister of Urban Affairs not later than the _____ day of _____, 20 _____.

If reasonable objections are received to this application, a vote of those persons who would be electors of the proposed village if it were incorporated may be taken on the question of the incorporation of the village.

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

Communicator

FORM E
 (Section 7)
**Application for Alteration of Municipal
 Boundaries or Amalgamation**

APPLICATION

1. Submit to: The Minister of Urban Affairs OR The Municipal Boundary Commission (if applicable):

C/o Supervisor of Municipal Boundaries, Saskatchewan Urban Affairs, 2151 Scarth Street, Regina, Saskatchewan. S4P 3V7	Municipal Boundary Commission, 2151 Scarth Street, Regina, Saskatchewan. S4P 3V7
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PROPOSAL

2. In accordance with subsection 13(7) of *The Urban Municipality Act, 1984*, the council of the _____

(City/Town/Village/Resort Village/R.M./Northern Municipality)

of _____ hereby applies for:

- (a) alteration of its boundaries;
- (b) amalgamation with the urban/rural/northern municipality of _____

REASONS

3. The reasons for the request are:

- (a)
- (b)
- (c)
- (d)
- (e)

(Attach extra sheets if necessary)

RESOLUTIONS

4. A certified copy of a resolution of the council requesting this bounday alteration/ amalgamation is attached as Schedule 1.

5. The council of the _____ of _____
(Northern Municipality/R.M./City/Town/Village/Resort Village)

_____ has consented/has not consented to this proposal. Accordingly, a certified complementary resolution of the council is/is not attached as Schedule 2.

MAP

6. A map showing in detail the proposed boundary alteration/amalgamation is attached as Schedule 3.

PUBLIC MEETING

7. A written summary of the public meeting held pursuant to subsection 13(4) of the said Act is attached as Schedule 4.

8. Copies of all written submissions respecting the proposed boundary alteration/amalgamation received by the council are attached as Schedule 5.

DECLARATION

9. I, _____, being the Clerk/Administrator of the _____ of the _____
(City/Town/Village/Resort Village/R.M./Northern Municipality)

_____, hereby certify: That I have personal knowledge of the matters herein deposed to.

That this application was duly authorized by the council of the

(City/Town/Village/Resort Village/R.M./Northern Municipality)
of _____.

That the preliminary proceedings required by subsections 13(2), (3), (4), (5) and (6) of *The Urban Municipality Act, 1984*, were carried out.

That the statements contained within this application are true.

AND I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the *Canada Evidence Act*.

DECLARED before me at

in the Province of Saskatchewan,
this _____ day of _____
19 _____.

A Commissioner, etc. (or as the case may require) *Signature of Clerk/Administrator*

FORM E.1
 [Subsection 32(3)]
**Disclosure of Ownership of Land and Buildings
 by Members of Council**

City/Town/Village/Resort Village of _____

Pursuant to subsection 32(3) of *The Urban Municipality Act, 1984*, I, _____ ,
 member of the council of the _____ of _____ ,
 (City/Town/Village/Resort Village)

hereby disclose that I or my spouse or a corporation incorporated or continued
 pursuant to *The Business Corporations Act* of which I or my spouse is a director or
 senior officer or in which I or my spouse have a controlling interest, and that is located
 in the urban municipality or in an adjoining municipality, (*own or owns no land or
 buildings*) or own or owns land or buildings, in the _____ of
 (City/Town/Village/Resort Village)

_____, the particulars of which ownership are shown below:

Property Description and Location	Names in Which Property is Held	Nature of Ownership
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DECLARATION

I, _____ , of the _____ of
 _____ in the Province of Saskatchewan, do hereby
 declare that to the best of my knowledge, information and belief, the statements and
 allegations contained and made in this form are true and complete, and I make this
 declaration for the purpose of official registration, in the full knowledge that it will be
 available for public examination.

Declared before me at the _____ }
 of _____, in the Province }
 of Saskatchewan, this _____ day }
 of _____ A.D. 19 _____ . } _____
Signature of Declarant

*A Notary Public/Commissioner for Oaths in
 and for the Province of Saskatchewan.*

My appointment expires December 31,
 19 ____ .

FOR USE BY CLERK

Date received: _____

Received by: _____

Date copy returned

to member: _____

[] Mailed

[] Delivered in Person

Signature of Clerk _____

Note 1: Land and buildings shall be listed and their location identified by civic address or legal description.

Note 2: A person or corporation owns land or a building when the person or corporation has any right, title, estate or interest in the land or building.

Note 3: Pursuant to subsection 32(4) of the Act, every member is required to notify the clerk within 30 days of any disposal or acquisition of land and buildings described in Note 1.

28 Oct 88 SR 91/88 s4.

FORM E.2

[Subsection 36(2)]

**Disclosure of Ownership of Land and Buildings
by Municipal Employees and Officials and Others**

City/Town/Village/Resort Village of _____

Pursuant to subsection 36(2) of *The Urban Municipality Act, 1984*, I, _____
_____, of _____ hereby disclose

(City/Town/Village/Resort Village)

that I or my spouse or a corporation incorporated or continued pursuant to *The Business Corporations Act* of which I or my spouse is a director or senior officer or in which I or my spouse have a controlling interest, and that is located in the urban municipality or in an adjoining municipality, (*own or owns no land or buildings*) or own or owns land or buildings, in the _____ of

(City/Town/Village/Resort Village)

_____, the particulars of which ownership are shown below:

Property Description and Location	Names in Which Property is Held	Nature of Ownership
---	---------------------------------------	---------------------

DECLARATION

I, _____, of the _____ of _____ in the Province of Saskatchewan, do hereby declare that to the best of my knowledge, information and belief, the statements and allegations contained and made in this form are true and complete, and I make this declaration for the purpose of official registration, in the full knowledge that it will be available for public examination.

Declared before me at the _____ of _____, in the Province of Saskatchewan, this _____ day of _____ 19____. } _____ Signature of Declarant

_____,
A Notary Public/Commissioner for Oaths in
and for the Province of Saskatchewan.

My appointment expires December 31, 19____.

FOR USE BY CLERK

Date received: _____
Received by: _____
Date copy returned
to member: _____

[] Mailed
[] Delivered in Person

Signature of Clerk _____

Note 1: Land and buildings shall be listed and their location identified by civic address or legal description.

Note 2: A person or corporation owns land or a building when the person or corporation has any right, title, estate or interest in the land or building.

Note 3: Pursuant to subsection 36(2) of the Act, every person who is required to furnish a list of land and buildings owned by him is required to notify the clerk within 30 days of any disposal or acquisition of land and buildings described in Note 1.

FORM E.3
Declaration of Elected Officials
 [Section 7.3]

I, _____, having been elected to the office of _____
 in the _____ of _____

DO SOLEMNLY PROMISE AND DECLARE:

1. That I will truly, faithfully and impartially, to the best of my knowledge and ability, perform the duties of this office;
2. That I have not received and will not receive any payment or reward, or promise of payment or reward, for the exercise of any corrupt practice or other undue execution of this office;
3. That I will disclose any pecuniary interest as required by and in accordance with *The Urban Municipality Act, 1984*.

DECLARED before me at

_____ in
 the Province of Saskatchewan,
 this ____ day of _____ 19 __ .

A Commissioner, etc.
(or as the case may be)

Signature of Declarant

27 Dec 96 SR 99/96 s7.

FORM E.4
Declaration of Appointed Officials
 [Section 7.4]

I, _____, having been appointed to the office(s) of _____
 in the _____ of _____

DO SOLEMNLY PROMISE AND DECLARE:

1. That I will truly, faithfully and impartially, to the best of my knowledge and ability, perform the duties of the said office(s);
2. That I have not received and will not receive any payment or reward, or promise of payment or reward, for the exercise of any corrupt practice or other undue execution of the said office(s);
3. That I am not for any reason disqualified from holding the said office(s).

DECLARED before me at

_____ in
the Province of Saskatchewan,
this ____ day of _____ 19 __ .

A Commissioner, etc.
(or as the case may be)

Signature of Declarant

27 Dec 96 SR 99/96 s7; errata 28 Feb 97.

FORM E.5
Declaration of Office
[Section 7.4]

I, _____, having been appointed to the office of _____
_____ for the _____
(manager, commissioner, solicitor, auditor) *(City, Town, Village, Resort Village)*
of _____

DO SOLEMNLY PROMISE AND DECLARE:

1. That I will faithfully perform the duties of this office to the best of my judgment and ability;
2. That I am not now and was not during the preceding year with respect to this _____ :
(City, Town, Village, Resort Village)
 - (a) a member of the council;
 - (b) *(applicable to appointment of auditor only)* an employee of the urban municipality in any other capacity; or
 - (c) directly or indirectly, alone or with another person, involved in any share or interest in any contract with the urban municipality except as manager, commissioner, solicitor or auditor, as the case may be.

DECLARED before me at

_____ in
the Province of Saskatchewan,
this ____ day of _____ 19 __ .

A Commissioner, etc.
(or as the case may be)

Signature of Declarant

27 Dec 96 SR 99/96 s7; errata 28 Feb 97.

FORM E.6
Notice of Order
 [Section 7.5]

To the Registrar of Titles,

(Please check one box only)

Take notice that an application is being made to register an interest against the title(s) for the parcel(s) of land described below, with respect to:

- an order issued pursuant to subsection 124(3) of *The Urban Municipality Act, 1984* on _____, 20 _____, to demolish, remove or remedy the condition of a building or site where a building has been declared to be a nuisance.
- an order issued pursuant to subsection 126(4) of *The Urban Municipality Act, 1984* on _____, 20 _____, to repair a building that does not conform to minimum standards, or to clear a site.
- an order issued pursuant to subsection 136(5) of *The Urban Municipality Act, 1984* on _____, 20 _____, for contravening a fire prevention bylaw.

Legal description(s) of title(s), including title number(s):

Dated this _____ day of _____, 20 _____.

SEAL

 (Mayor or Authorized Municipal Employee)

_____ of _____
 (Name of Municipality)

27 Dec 96 SR 99/96 s7; 22 Mar 2002 SR 24/
 2002 s27.

FORM E.7
Removal Notice
[Section 7.6]

To the Registrar,

_____ Land Registration District
_____, Saskatchewan

Take notice that Notice of Order registered as No. _____ shall be removed insofar as it affects the following land:

Dated this _____ day of _____, 19 _____.

SEAL

(Mayor or Authorized Municipal Employee)

_____ of _____
(Name of Municipality)

27 Dec 96 SR 99/96 s7.

Form F

Repealed. 27 Dec 96 SR 99/96 s7.

Form F.1

Repealed. 27 Dec 96 SR 99/96 s7.

Form G

Repealed. 27 Dec 96 SR 99/96 s7.

Form H

Repealed. 27 Dec 96 SR 99/96 s7.

Form I

Repealed. 27 Dec 96 SR 99/96 s7.

FORM J

Repealed. 22 Jun 2001 SR 38/2001 s5.

URBAN MUNICIPALITY (NO.2)

U-11 REG 2

FORM K

[Section 15]

Statement of Account of School Taxes for the Year _____

_____ in account with the _____
 (name of municipality) (name of school authority)

Administrator's Name _____ Phone # _____ Fax # _____

Taxable Assessments and Mill Rates:		School Authority Mill Rate: _____	
	Final Taxable Assessment	Adjusted Mill Rate*	Current Levy (Gross)
(A) Other Agricultural	_____	_____	_____
(R) Residential	_____	_____	_____
(N) Non-arable (range)	_____	_____	_____
(C) Commercial & Industrial	_____	_____	_____
(P) Pipelines & Railways	_____	_____	_____
(E) Elevators	_____	_____	_____
(M) Multi-Unit Residential	_____	_____	_____
(S) Seasonal Residential	_____	_____	_____
(B) Business	_____	_____	_____
Other	_____	_____	_____
TOTALS		_____	_____

*If the adjusted mill rate differs from the school authority mill rate, please attach an explanation/calculation of how the adjusted mill rate was determined.

Exemptions (pursuant to subsection 275(2) or (3) of <i>The Urban Municipality Act, 1984</i>)			
Exempt Assessment		Exempt Assessment	
Other Agricultural	_____	Pipelines and Railways	_____
Residential	_____	Elevators	_____
Non-arable (range)	_____	Multi-Unit Residential	_____
Commercial & Industrial	_____	Seasonal Residential	_____
		Total Exemptions	_____

1 Due from School - January 1	_____	9 Due to School - January 1	_____
Payments	_____	10 Gross penalty added to taxes	_____
J - _____ F - _____		11 Current levy (gross)	_____
M - _____ A - _____		12 Local School district levies	_____
M - _____ J - _____		13 Penalty on current year's taxes	_____
J - _____ A - _____		14 Share of trailer licence fees	_____
S - _____ O - _____		15 Share of grants in lieu of taxes:	_____
N - _____ D - _____			
2 To School during year	_____	Federal Gov't/Agencies	_____
3 Discounts given on taxes	_____	Prov. Gov't/Agencies	_____
4 Penalty rebates given	_____	C.P.R.	_____
5 Loss on sale of tax title property	_____	Housing Authorities	_____
6 Share of approved tax collection costs	_____	_____	_____
7 Taxes cancelled/Abatements	_____	16 _____	_____
8 Due to School - Dec. 31	_____	17 Due from School Dec 31	_____
Total	_____	Total	_____

Total cash received (collected) on behalf of this School Authority for the year _____

I hereby certify that the above statement is correct.

Dated this _____ day of January, _____ .

 (Signature)

Note: This statement is to be filed with the school authority no later than January 15th of each year. Keep a copy of this statement for review by your auditor.

