

# **SERVICE FEES & CHARGES BYLAW**

## **VILLAGE OF CRAVEN**

### **BYLAW NO. 09-2025**

#### **A BYLAW OF THE VILLAGE OF CRAVEN, IN THE PROVINCE OF SASKATCHEWAN, TO ESTABLISH CUSTOM WORK FEES AND ADMINISTRATIVE FEES & CHARGES**

The Council of the Village of Craven in the Province of Saskatchewan enacts as follows:

#### **1. SHORT TITLE**

- 1.1 This Bylaw may be cited as “The Fees & Charges Bylaw.”

#### **2. PURPOSE**

- 2.1 As per Clause 8(1)(i) of *The Municipalities Act*, the purpose of this Bylaw is to establish custom work and administrative fees and charges, as well as related conditions or requirements for certain information requested from administrative staff.

#### **3. DEFINITIONS**

- 3.1 In this Bylaw:
- a. **Chief Administrative Officer (CAO)** - The person appointed as Administrator pursuant to Section 110 of *The Municipalities Act*.
  - b. **Council** - The Mayor and Councillors of the Village elected pursuant to the provisions of *The Local Government Election Act, 2015*.
  - c. **Village** - The Village of Craven.

#### **4. GENERAL**

- 4.1 All fees and charges shall be set out in Schedule “A,” which is attached hereto and forms part of this Bylaw.
- 4.2 The provision of any service or information is subject to the restrictions of the *Local Authority Freedom of Information and Protection of Privacy Act*, or any other Act.
- 4.3 Unless otherwise provided for in this Bylaw, all fees prescribed in Schedule “A” shall be paid prior to the service or information being provided.
- 4.4 If a cheque used for payment of fees or services is returned to the Village due to Non-Sufficient Funds (NSF), the fee is deemed to have not been received and an NSF fee will be charged.
- 4.5 For any other information or service that does not expressly require Council approval and is not defined within Schedule “A,” the CAO shall have the authority to determine an appropriate fee or charge.
- 4.6 The CAO reserves the right to waive research and processing fees if such fees are deemed unnecessary.
- 4.7 This bylaw prescribes the Village’s custom service rates. In any circumstance where the Village engages a contractor to carry out the required work, the contractor’s fees shall apply in lieu of the Village’s established rates.

**5. COMING INTO FORCE**

5.1 This Bylaw shall come into force and take effect on the final date of passing by Council.

*Read a first time this* \_\_\_\_\_ day of \_\_\_\_\_, 20

*Read a second time this* \_\_\_\_\_ day of \_\_\_\_\_, 20

*Read a third time and passed this* \_\_\_\_\_ day of \_\_\_\_\_, 20

[SEAL]

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Administrative Officer

Certified to be a true copy of Bylaw  
No. 09-2025 adopted by the Council  
of the Village of Craven, on the  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

[SEAL]

\_\_\_\_\_  
Chief Administrative Officer

**VILLAGE OF CRAVEN  
SCHEDULE "A" TO BYLAW 09-2025  
SERVICE FEES & CHARGES**

**1. SALE OF SUPPLIES**

DESCRIPTION	RATE
<b>Photocopying</b>	
Black & White	\$0.25/copy
Colour	\$1.00/copy

**2. ADMINISTRATIVE SERVICES**

DESCRIPTION	RATE
<b>Office Labour for Printing Services &amp;/or Research time</b>	\$40.00/hour minimum one hour charge
<b>Application Fee per LAFOIP</b>	\$20.00 or prescribed fee, whichever is the greater
<b>LAFOIP Application Processing Fee</b>	\$25.00/hour
<b>Commissioner for Oaths</b>	\$25.00/signature
<b>NSF Charge</b>	\$40.00/cheque

**3. CUSTOM TAX ENFORCEMENT**

DESCRIPTION	RATE
<b>Advertising List of Lands in Arrears</b>	\$65.00 + costs
<b>Lien Registration</b>	\$50.00 + costs
<b>Serve Six-Month Notice</b>	\$125.00 + costs
<b>Application to Provincial Mediation Board</b>	\$125.00 + costs
<b>Serve 30-Day Final Notice</b>	\$175.00 + costs
<b>Transfer Title</b>	\$50.00 + costs
<b>Costs to Dispose of Unclaimed Property</b>	Actual costs
<b>Sale of Property</b>	Actual costs

**4. TAXATION, ASSESSMENT & DEVELOPMENT**

DESCRIPTION	RATE
<b>Tax Certificate</b>	As per current Bylaw rate
<b>Copy of Tax Notice</b>	Free
<b>Tax Statement of Account</b>	Free
<b>Assessment Appeal Fee</b>	As per current Bylaw rate
<b>Summary Assessment Field Sheet</b>	Free to property owner, \$20.00 per property for all others; this information is publicly available via SAMAVIEW
<b>Taxation &amp; Assessment Report Research Time</b>	\$50.00/hour per report
<b>Planning &amp; Development Fees</b>	As per current Bylaw rate

## 5. CUSTOM WORK/PUBLIC WORKS FEES

DESCRIPTION	RATE
<b>Lot Remediation</b>	\$100.00/hour, minimum two hour charge
<b>Water &amp; Sewer Rates</b> (including connection fees)	As per current Bylaw rate
<b>Lagoon Septic Dump Rate</b>	As per current Bylaw rate
<b>Cemetery Rates</b>	As per current Bylaw rate
<b>Garbage Rates</b>	As per current Bylaw rate