

**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____

Mayor

[SEAL]

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
Photocopying	
Black & White	\$0.25/copy
Colour	\$1.00/copy

2. ADMINISTRATIVE SERVICES

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

3. CUSTOM TAX ENFORCEMENT

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

4. TAXATION, ASSESSMENT & DEVELOPMENT

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

5. CUSTOM WORK/PUBLIC WORKS FEES

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