



**BYLAW NO. 448/24  
FEES & CHARGES BYLAW**

**A BYLAW OF THE TOWN OF STRASBOURG, IN THE PROVINCE OF SASKATCHEWAN,  
TO ESTABLISH CUSTOM WORK FEES AND ADMINISTRATIVE FEES & CHARGES**

The Council of the Town of Strasbourg 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 Town elected pursuant to the provisions of *The Local Government Election Act, 2015*.
- c. **Town** - The Town of Strasbourg.

**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 Town 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.



## 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 9<sup>th</sup> day of October, 2024.

Read a second time this 9<sup>th</sup> day of October, 2024.

Read a third time and passed this 9<sup>th</sup> day of October, 2024.



\_\_\_\_\_  
Mayor

*Jennifer O'Connell*  
\_\_\_\_\_  
Chief Administrative Officer

Certified to be a true copy of Bylaw  
No. 448/24 adopted by the Council  
of the Town of Strasbourg, on the  
9th day of October, 2024.

[SEAL]

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



## SCHEDULE "A" TO BYLAW 448/24 FEES & CHARGES

### 1. SALE OF SUPPLIES

DESCRIPTION	RATE
<b>Photocopying</b> Black & White Colour *The Strasbourg Recreation Board is provided free photocopying.	\$0.25/copy \$1.00/copy
<b>Faxing</b>	\$2.00/page
<b>Laminating</b>	\$2.00/page
<b>Town Maps</b>	\$15.00
<b>Town Flags (36" x 72")</b>	\$120.00
<b>Mural with Barn Board Frame</b>	\$30.00
<b>Mural Unframed</b>	\$15.00
<b>Pottery Coffee Mugs</b>	\$35.00
<b>Notepads</b>	Free
<b>Lapel Pins</b>	Free

### 2. ADMINISTRATIVE SERVICES

DESCRIPTION	RATE
<b>Office Labour for Printing Services</b>	\$40.00/hour
<b>Sale of Proprietary Town Policy Manuals</b>	\$250.00/manual
<b>Application Fee per LAFOIP</b>	\$20.00 or prescribed fee, which is the greater
<b>LAFOIP Application Processing Fee</b>	\$25.00/hour
<b>Notary Public</b> *The Notary reserves the right to charge additional funds for time spent on more in-depth documents.	\$25.00/signature
<b>Commissioner for Oaths</b>	\$25.00/signature
<b>Marriage Licenses</b>	\$60.00/license
<b>NSF Charge</b>	\$40.00/cheque
<b>Council Chambers Day-Use Rental</b> *No charge to not-for-profit or volunteer organizations within the Town	\$50.00/day



**3. 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
Sewer Camera	\$250.00/hour
Water Line Thaw	Free for first incident, \$250.00 per subsequent incident
Cemetery Rates (including cremations, plot purchases, and snow clearing)	As per current Bylaw rate
Water & Sewer Rates (including connection fees)	As per current Bylaw rate
Lagoon Septic Dump Rate	As per current Bylaw rate
Garbage Rates (including cart rentals and additional tips)	As per current Bylaw rate