



Town of Norquay

BYLAW NO. 04-2025 FEES & CHARGES BYLAW

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

BE IT ENACTED by the Council of the Town of Norquay in the Province of Saskatchewan enacts as follows:

1. Title

- 1.1. This bylaw shall be known and cited as the “The Fees & Charges Bylaw”.

2. Purpose

- 2.1 To enable the Council of the Town of Norquay to pass bylaws establishing and requiring the payment of fees for custom work and administrative fees and charges, as well as related conditions or requirements for certain information requested from the Administrator.

3. Authority

- 3.1. As per Clause 8(1)(i) of the Municipalities Act. The provision of any service or information is subject to the restrictions of Section 177(1) of the Municipalities Act, The Local Authority Freedom of Information and Protection of Privacy acts, and any other acts.

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. This bylaw enables the authority for council to establish fees and charges for the provision of goods and services and applies to any person on which a fee or charge is imposed under this bylaw
- 4.3. These fees are set out in the Schedule attached to this bylaw and form part of the bylaw.

- 4.4. To recognize the expenditure of funds is a public trust, and endeavor to authorize expenditures efficiently, economically and in the best interest of the municipality.
- 4.5. 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.
- 4.6. 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,
- 4.7. 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.
- 4.8. Unless otherwise provided for in this bylaw, all fees prescribed in Schedule “A” shall be paid prior to the service being performed or information being provided.
- 4.9. These rates will be set out in Schedule “A” to this Bylaw and may be amended by resolution from time to time as deemed necessary.

5. Definitions

- 5.1. “Act” means the *Municipal Government Act*.
- 5.2. “Chief Administrative Officer” or “CAO” means the administrative head of a municipality as appointed as Administrator by Council under section 110 of the Municipalities Act.
- 5.3. “Council” means the Mayor and other members of the Council of the municipality, pursuant to the provisions of the Local Government Elections Act, 2015
- 5.4. business in the municipality (clause 182(c)(ii) of the Act), where so outlined in the Schedule attached to this bylaw.
- 5.5. In addition to the fees established in this bylaw, the Town of Norquay may also establish fees in other bylaws where those fees are specifically related to the matter addressed in that bylaw.

6. Coming into force

- 6.1. This bylaw shall come into force and take effect on the day of the final passing by Council

Read a first time this 3rd day of December, 2025

Read a second time this 3rd day of December, 2025

Read a third time and passed this 3rd day of December, 2025

(SEAL)

Mayor

Administrator



Schedule “A”
Bylaw 04-2025
Fees & Charges

1. Fees & Charges

Photocopying – Black & White	\$.45/page
Photocopying – Colour	\$.55/page
Faxing (sending & receiving)	\$1.25 per page
Nuisance Property Admin Fee	\$30.00 per Nuisance Order
NSF Fee	\$30.00
Tax Certificate	\$25.00
Appeals Fee	\$200.00
Building Permit Fee	\$25.00
SAMA Fee	\$50.00
Laminating	\$1.50
LAFOIP Application Processing Fee	\$25.00
Commissioner of Oaths	\$25.00
NSF Charge	\$25.00
Council Chambers Day use (no charge for committees that council sits on)	\$20.00
Emailing Documents	\$1.50
Scanning Documents	\$1.50
Copies of Audited Financial Statements	\$40.00/set
Copies of Council Minutes	\$10.00 set
Demolition Permit Deposit	\$15,000
Building Inspection Fees	Fee provided by building inspector
Campground	\$20.00
Copies of By-law	\$5.00

2. Public Works Fees – minimum 1 hour fee applies

Grader	\$250.00 hr
Loader	\$200.00 hr
Gravel truck	\$195.00 hr
Steam Boiler	\$275.00 hr
Tractor & Sander	\$195.00 hr
Tractor & 15' Rotary Mower	\$195.00 hr
Small Mower	\$160.00 hr
Weed Trimer	\$130.00 hr
Labourer only – 1 person	\$70.00 hr

3. Transfer Site Fees

Large items (ie. Mattress, freezer, stove)	\$5.00 per item
Utility Trailer or ½ ton	\$10.00
1 ton	\$20.00
3 ton	\$60.00
Free	Trees, grass clippings, leaves, garden refuse, clean lumber (no nails or paint)

4. Tax Enforcement Fees

AS per TAXervice Fees	Actual Cost