



General Operating Administrative

Title: Town Office Hours, Holidays, and Services Policy	Policy Number: GA-01
Authority: Resolution 2026-204 - July 21, 2026 Council Minutes	Next Review: November 2028

Purpose:

This policy is to set out the hours of work for Municipal Staff and to acknowledge holidays and leaves as set out by Saskatchewan Labor Standards.

Town Office Hours:

The office is open from 9:00 a.m. to 4:30 p.m. Monday through Friday. If the office is scheduled to be closed, public notice is to be given one week in advance.

Statutory Holidays:

The Town of Carrot River recognizes the following statutory holidays:

- New Year's Day
- Family Day
- Good Friday
- Victoria Day
- Canada Day
- Saskatchewan Day
- Labor Day
- Thanksgiving Day
- Remembrance Day
- Christmas Day
- And any other proclaimed holiday by the Federal, Provincial, or Municipal Government, as per the LSA

Municipal Holidays:

The Town of Carrot River recognizes the following holiday:

- National Truth and Reconciliation Day
- Boxing Day (Office Closed)

Office Services:

- Fee schedule and procedures for various office services:
- Assessment information/field sheets – may be provided to owners free of charge
- Permits and Inspections – as per Bylaw
- Fax Service - \$2.00 minimum - \$0.50 per page over 2
- Notary or Commissioner of Oath Services – Free of charge to residents
- Administrative Fees - \$60.00/hour to be billed in 15 minute intervals, minimum charge being 30 minutes (\$30.00)

Photocopying:

- \$0.10 per sheet for local residents
- \$0.25 per sheet for non-local residents



Tax Certificates: \$30.00 per parcel as per bylaw

NSF Cheques: Any bank charges to the Town will, in turn, be charged to the customer. The NSF cheque and charges associated can only be replaced with certified cheque, cash, bank draft or money order.