



*Village
of
Muenster*

Box 98 • Muenster • SK • S0K 2Y0
Phone: 682-2794 • Fax: 682-4179
e-mail: muenster@sasktel.net

Call for Tenders – Bylaw Enforcement Services

1. Introduction

The Village of Muenster, Saskatchewan, is inviting tenders from qualified individuals or firms to provide professional bylaw enforcement services on behalf of the municipality. The successful proponent will work in partnership with the municipal administration to ensure compliance with Village bylaws, promote community safety, and support a respectful and fair enforcement process.

2. Scope of Services

The bylaw enforcement contractor will be responsible for, but not limited to:

- Enforcing municipal bylaws, including but not limited to:
 - Property maintenance and nuisance abatement
 - Animal control
 - Traffic, parking, and noise control (where applicable)
 - Zoning and land use regulations
- Conducting inspections and investigations of bylaw complaints.
- Issuing written warnings, notices, and tickets where appropriate.
- Preparing necessary documentation and evidence for court proceedings, and attending court when required.
- Maintaining accurate and timely records of all complaints, inspections, and enforcement activities.
- Reporting monthly to Village Council through administration.
- Providing professional and respectful service to the public, ensuring compliance through education and enforcement.

3. Term of Service

Time commitment may equate to approximately 2 days per month pending demand. The contract will be for a one (1) year term, with the possibility of renewal upon mutual agreement.

4. Minimum Requirements

- Knowledge of municipal bylaws, The Municipalities Act (Saskatchewan), and applicable provincial legislation **OR willingness to learn**. Position would allow for on the job training for the right candidate.
 - Previous experience in bylaw enforcement, policing, or regulatory compliance (preferred).
 - Ability to work independently, exercise sound judgment, and demonstrate strong communication skills.
 - Valid Class 5 Saskatchewan driver's license and access to a reliable vehicle.
 - Provision of proof of insurance coverage, including general liability and errors & omissions.
 - Criminal record check and vulnerable sector check.
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5. Submission Requirements

Interested proponents must submit the following:

1. **Cover Letter** summarizing qualifications, relevant experience, and interest in the position.
2. **Company/Individual Profile** including experience in bylaw enforcement or related work if you have.
3. **Proposed Fee Structure** (hourly rate, call-out fees, mileage, or flat rate options).
4. Any licenses/certifications related to the position.
5. **References**

6. Submission Deadline

Village of Muenster

Box 98, 305 Railway St.

Muenster, SK S0K 2Y0

Email: muenster@sasktel.net

Phone: 306-682-2794

Closing Date: *Friday, October 10, 2025, at 4:00 p.m.]*

7. Contact

For questions or clarification regarding this tender, please contact:

Chief Administrative Officer

Village of Muenster

Phone: 306-682-2794 | Email: muenster@sasktel.net

◇ **Issued this Tuesday, Sept 23, 2025**

On behalf of the **Council of the Village of Muenster**