

PROVINCE OF QUEBEC  
MUNICIPALITY OF GRENVILLE-SUR-LA-ROUGE

**BY-LAW NUMBER 2025-02-200**

**CONCERNING TAXATION OF CERTAIN GOODS, SERVICES, ACTIVITIES AND OTHER  
ADMINISTRATIVE FEES**

- WHEREAS** as part of its activities, it is the Municipality's responsibility to regularly receive, process and review requests that demand an allocation of time and resources so as to maintain an outstanding quality level in the conclusions it is required to pass on;
- WHEREAS** the majority of requests will result in the amendment of one or more urban planning by-laws;
- WHEREAS** it is within the Municipality's authority to adopt any by-law designed to ensure proper financial management and whereas, in order to finance this activity, it intends to adopt a pricing model based on the "user pays" principle, meaning to benefit those who request it;
- WHEREAS** the Municipality has not revised its rates for many years and given the current economic context, it is necessary to adjust and consolidate the rates for Municipality services, as authorized by sections 244.1 et seq. of the Act respecting municipal taxation (RLRQ, c. F-2.1), as well as to provide for the collection terms and conditions;
- WHEREAS** the Municipality also wishes to invoke article 962.1 of the Quebec Municipal Code (hereinafter CMQ), which allows it to set out by by-law the administrative fees it will charge, including those required when a payment is refused.
- WHEREAS** a convocation notice was issued in accordance with the Law;
- WHEREAS** a notice of motion of the present by-law was issued at the regular meeting held on April 8, 2025, and a draft by-law was introduced at the same meeting;
- WHEREAS** the members of the Municipal Council declare, in accordance with the Quebec Municipal Code (RLRQ, c. C-27.1), that they have received a copy of the said draft by-law no later than two (2) legal days prior to the present meeting;
- WHEREAS** copies of the by-laws were made available for public consultation;
- WHEREAS** the Council members declare that they have read said by-law and renounced its reading;

**THEREFORE, IT IS PROPOSED BY COUNCILLOR ISABELLE BRISSON AND RESOLVED THAT THE  
PRESENT BY-LAW NUMBER 2025-02-200 BE ADOPTED AND THAT IT BE STATUED AND  
DECREED AS FOLLOWS:**

## **ARTICLE 1**

### **PREAMBLE**

The preamble is an integral element of the present by-law.

## **ARTICLE 2**

### **DEFINITIONS**

Unless the context indicates otherwise, definitions are:

<b>Membership:</b>	agreement or payment for the use of a good, service or activity offered by the Municipality. In all cases, the membership has a fixed start and end date. It can be annual, seasonal or one-off.
<b>Adult:</b>	any natural person aged 18 or over;
<b>Senior:</b>	any natural person aged 55 or over;
<b>Year:</b>	based on a calendar year running from January 1 to December 31
<b>Deposit:</b>	an amount of money collected as a guarantee of total or partial payment for a good, service, activity or damage that may occur to property belonging to the Municipality and that may be confiscated as total or partial payment for said good, service or damage.
<b>Family:</b>	group of people belonging to the same household and having their residence at the same main address, which must be located within the Municipality of Grenville-sur-la-Rouge.
<b>Resident:</b>	a natural person whose principal residence is within the territory of the Municipality of Grenville-sur-la-Rouge.
<b>Recognized organization:</b>	recognized under any other municipal by-law.

## **ARTICLE 3**

### **PURPOSE AND ENFORCEMENT**

The adoption of this by-law has the effect of repealing and amending the following provisions and regulations:

- Repealing by-law RA-208-03-2021 (fee payable for certain municipal services).
- Repealing by-laws R-92-12 and R-92 (fees payable for services provided by the municipal services of the Municipality of Grenville-sur-la-Rouge) and their amendments.
- Repealing by-law RA-502-02-2023 (fee payable for fire safety services for non-resident vehicle fire interventions) and its amendments.
- Amending by-law RA-121-01-2023 by repealing Articles 5.6, 5.17, 8.2C, and APPENDIX A (operation of libraries).
- Repealing by-law R-70 regarding the installation and placement of civic number identification plates on the territory.
- Repealing by-law R-11-1-09 (by-law on administrative fees for the collection of NSF checks), its amendments, and previous versions.
- Repealing Articles 93, 95, 96, 97, 98, 99, 100, 103, and 102 paragraph 5, Sections 5 and 6 in full of by-law RU-901-2014 (administrative by-law of urban planning regulations).
- Repealing by-law R-74-0-08 (by-law establishing a fee payable for the celebration of marriages and civil unions).
- Repealing Article 7 of by-law RA-403-05-2022 (access to the municipal dock and boating site in the Calumet sector).
- Repealing by-laws regarding the imposition of a fee payable for the purchase of blue, green, and composting bins.
- Repealing Article 3 of by-law RU-901-03-2017 amending RU-901-2014 (fees payable for permits and certificates of authorization for tourist residences) by integrating it into the present by-law.

Any other contrary or incompatible provisions previously omitted are hereby repealed and replaced by those provided in this by-law.

## **ARTICLE 4**

### **PRICING**

Prices shown in the APPENDICES to these by-laws concerning each good, service, activity or administrative fee are payable by any person wishing to benefit from or use said goods, services and/or activities. Applicable taxes are to be added to the amounts in accordance with the regulations.

The APPENDICES form an integral part of the present by-law.

## **ARTICLE 5**

### **UNFORESEEN PRICING**

In the event that the Municipality is required to provide a service or perform work not specified in the present by-law, it may require payment at actual cost of the work or services rendered, including the cost of incremental benefits related to labour, an additional 15% in administration fees, as well as any other applicable taxes.

## **ARTICLE 6**

### **PAYMENT TERMS AND DEADLINES**

If an application is filed using a deposit form, the form must be accompanied by the applicable fee. In the case of a billable service provided by the Municipality, the amount is payable within 30 days of the invoice date. The annual interest rate for any overdue balance is 15%.

Some terms and conditions for the supply of goods and services are specified in municipal by-laws predating this one and are still valid. New rates can only apply once these agreements have legally expired.

A deposit equal to 50% of the approximate fees to be charged by the Municipality may be required before processing the application when the total is \$100 or more.

Full payment may be required before the document can be produced or sent, if there is a flat fee.

Payment on delivery (COD) may be required regardless of the fees required.

The same applies if the Municipality is required to use courier services. This fee may be required prior to shipping.

## **ARTICLE 7**

### **REFUND**

No refunds are issued, and this regardless of the outcome of a request, unless specifically stated in another applicable regulation.

An outstanding debt with a balance (principal and/or interest) of less than two dollars (\$2.00) will be cancelled and any credit balance in excess of two dollars (\$2.00) will not be reimbursed.

## **ARTICLE 8**

### **NO-PAYMENT**

The Municipality will initiate action to contact the defendants in the event of No-payment. A verbal notice will be given beforehand, stating the payment deadline. In the event of failure to meet this deadline, a written notice will then be sent in the form of a formal notice with a final legal deadline. If this second notice is refused or if there is no response, the Municipality will initiate legal proceedings to recover the outstanding sums without further notice or communication. Any applicable interest and legal fees will be added to the outstanding balance.

## **ARTICLE 9**


### **COMPLIANCE WITH MUNICIPAL BY-LAWS, POLICIES AND PROCEDURES**


Any person who uses the goods and services offered by the Municipality must comply with the terms, obligations and conditions established by the Municipality to have access to them. In order to ensure this, the Municipality authorizes the municipal authorities to decide whether or not to offer goods or services to any person who fails to comply with these regulations, as long as the person has not rectified the situation or assumed the costs required to do so.

**ARTICLE 10**

**EFFECTIVE DATE**

This by-law comes into effect in accordance with the Law.

  
\_\_\_\_\_  
Tom Arnold  
Mayor

  
\_\_\_\_\_  
François Rioux  
Director General and Clerk-Treasurer

<b>NOTICE OF MOTION:</b>	<b>April 8, 2025</b>
<b>ADOPTION OF THE DRAFT BY-LAW:</b>	<b>April 8, 2025</b>
<b>ADOPTION :</b>	<b>April 22, 2025</b>
<b>EFFECTIVE DATE:</b>	<b>April 23, 2025</b>

**APPENDIX 1  
ADMINISTRATION**

	DESCRIPTION	AMOUNT	TAXABLE Y/N	BUDGET ITEM
1	<b>DOCUMENT ACCESS - REPRODUCTION</b>			
1.1*	<b>General street plan or any other type of plan</b> Letter or legal format only	\$4.70	No	01-234-10-000
1.2*	<b>Copy of the extract from the assessment roll by assessment unit</b>	\$0.55/copy	No	01-234-10-000
1.3*	<b>Copy of municipal by-law</b>	\$0.47/page Max : \$35.00	No	01-234-10-000
1.4*	<b>Copy of Financial Report</b>	\$3.80\$	No	01-234-10-000
1.5*	<b>Photocopy of any other document:</b> - Less than 5 pages - 5 pages or more	Free \$0.47/page	No	01-234-10-030
1.6*	<b>Reproduction of the taxpayers or citizens list of the municipal territory</b> <b>Or</b> <b>Reproduction of the list of electors or persons entitled to vote in a referendum</b>	\$0.01 per name	No	01-234-10-030
1.7*	<b>Event or accident report</b>	\$19.00	No	01-234-10-000
	<b>ADMINISTRATIVE FEES</b>			
1.8**	<b>Interest and penalties</b> Unpaid balances Late payment penalty (Taxes) Maximum penalty (Taxes)	Annual interest rate of 15%. 0.5% per month 5% per year	No	01-234-10-000
1.9**	<b>Cheque refused by a financial institution</b> (Insufficient funds, account closed, payment stopped, etc.)	\$40.00	No	

\* In accordance with the *Règlement sur les frais exigibles pour la transcription et la transmission de documents et de renseignements personnels* (c.A-2.1, r.3).

\*\* By-law establishing property tax rates, fees and compensation.

**APPENDIX 2**  
**FINANCES/ADMINISTRATION**

	DESCRIPTION	AMOUNT	TAXABLE Y/N	BUDGET ITEM
<b>2</b>	<b>ASSESSMENT / TAXATION / COLLECTION</b>			
<b>2.1</b>	<b>Written confirmation of fees</b>	\$15.00	No	01-234-10-030
<b>2.2</b>	<b>Electronic delivery of the assessment roll</b>	\$125.00	No	01-234-10-030
<b>2.3</b>	<b>Electronic delivery of an updated assessment roll</b>	\$50.00	No	01-234-10-030
<b>2.4</b>	<b>Complete copy of the graphic matrix</b> Digital format delivery only	\$800.00	No	01-234-10-030
<b>2.5</b>	<b>Cheque refused by a financial institution</b> (Insufficient funds, account closed, payment stopped, etc.)	\$40.00	No	01-234-10-030
<b>2.6</b>	<b>Shipping costs</b> <b>Courier or regular mail</b>	Actual cost	No	

**APPENDIX 3**  
**CLERK'S OFFICE AND LEGAL AFFAIRS**

	DESCRIPTION	AMOUNT	TAXABLE Y/N	BUDGET ITEM
<b>3.</b>	<b>CLERK’S OFFICE AND LEGAL AFFAIRS</b>			
<b>3.1*</b>	<b>Sworn statement Or Certificate of compliance</b> (e.g. life or residence certificate)	\$5.00 per document	No	01-279-60-000
<b>3.2*</b>	<b>Civil marriage or civil union ceremony</b> at City Hall  *Filing with the clerk's office not included	\$308.00	Yes	01-279-60-000
<b>3.3* **</b>	<b>Civil marriage or civil union ceremony</b> outside City Hall  *Filing with the clerk's office not included	\$411.00	Yes	01-279-60-000
<b>3.4**</b>	<b>Travel expenses</b> Celebrant's travel expenses	At the legally applicable rates	No	
<b>3.5**</b>	<b>Accommodation expenses</b> Accommodation and meals (if applicable) to be paid to the celebrant. To be agreed in advance between the parties.	At the legally applicable rates	No	

\* The civil rate is adopted by virtue of article 224 of the *Loi sur les tribunaux judiciaires* (Chapter T-16) and article 376 of the *Code civil du Québec* (1991, Chapter 64). According to the minimum and maximum fees set by the *Tarif des frais judiciaires en matière civile et des droits de greffe* (c. T-16, r. 10, art. 25 and 26) in effect at the time of application.

The rate was enacted by decree (2015 G.O.2, 4786).

\*\* Rates are those established by by-law concerning the salaries of elected officials and municipal employees, and which are also based on the rates set by the Canada Revenue Agency and guided by the National Joint Council (NJC).

**APPENDIX 4**  
**PUBLIC WORKS/ROADWORKS**

	DESCRIPTION	AMOUNT	TAXABLE Y/N	BUDGET ITEM
<b>4</b>	<b>PUBLIC WORKS</b>			
<b>4.1</b>	<b>Connection to the water supply system by municipal employees</b>	Actual costs of work, labor and materials	No	01-234-45-000
<b>4.2</b>	<b>Work carried out by an owner or his private contractor (permit application and validation by the Municipality)-</b> Coordination and supervision by the Municipality  *One year to complete.	Actual cost of work, labor and materials  + \$2 000,00 security deposit	No	23430
<b>4.3</b>	<b>External supply valve (water)</b> Opening and closing of water valve* -Employee hourly rate at contract rate Regular time Time and a half Double time *A minimum of 3 hours of work will be charged for a call-back in TS.	Actual cost of work, labor and materials  100% of rate 150% of rate 200% of rate	No	23430
<b>4.4</b>	<b>Equipment:</b> -Service truck and operator  -Backhoe and operator  -Hydraulic shovel and operator -Motor grader and operator -Dump truck and operator  -Snow plow	\$100.00/hr  \$150.00/hr  \$200.00/hr \$300.00/hr \$150.00/hr  \$250.00/hr	No	23430
<b>4.5</b>	<b>Mowing of vacant lots</b> If an owner does not fulfill his or her obligation, the Municipality will undertake the work, which will be billed as follows: -Labour -Machinery	Actual cost of work, labor and materials		
<b>4.6</b>	<b>Civic number booklets</b> Municipal jurisdiction only	Free of charge		
<b>4.7</b>	<b>Signs</b> Private street name	Actual real cost	Included	



**APPENDIX 5**  
**LAND-USE PLANNING**  
**URBAN PLANNING AND ENVIRONMENT**

	DESCRIPTION	AMOUNT	TAXABLE Y/N	BUDGET ITEM
<b>5</b>	<b>ENVIRONMENT</b>			
<b>5.1</b>	<b>Waste</b> 360-litre green wheeled bin, tax and delivery included	\$135.00	No	01-234-41-000
<b>5.2</b>	<b>Compost</b> 120-litre brown ventilated wheeled bin for compostable materials, tax and delivery included	\$135.00	No	01-234-42-000
<b>5.3</b>	<b>Composter</b> 300-litre black composter, tax and delivery included	\$35.00	No	01-234-42-020
<b>5.4</b>	<b>Small kitchen bin</b> Compost	\$10.00	No	01-234-42-020
<b>5.5</b>	<b>Work permits</b> shoreline/wetland and protected strip	\$150.00	No	01-241-99-000
<b>5.6</b>	<b>Certificate of authorization</b> Commercial cutting or deforestation	\$500.00 + \$2.00 per hectare registered at time of request	No	01-241-99-000
	<b>URBAN PLANNING</b>			
<b>5.7</b>	<b>Specific construction, alteration or occupancy proposal for an immovable (SCAOPI)</b> * Non-refundable if application is rejected	\$2,500.00	No	01-241-99-000
<b>5.8</b>	<b>Minor derogation*</b>  Review and signage Any additional simultaneous derogation  If publication must be republished, the citizen must pay for it	\$650.00 \$150.00  Actual cost	No	01-241-99-000
<b>5.9</b>	<b>SPAIP</b> <b>Site Planning and Architectural Integration Plan</b>  *Non-refundable	\$500.00	No	01-241-99-000
<b>5.10</b>	<b>By-law change</b> Request for a change in zoning or usage*. If the request concerns more than one by-law, the fee is multiplied by the number of by-laws concerned. *Non-refundable regardless of the case's outcome	\$2,500.00*	No	01-241-99-000
<b>5.11</b>	<b>Permutation</b>	Actual cost		01-241-99-000

<b>5.12</b>	<b>Certificate of occupancy</b> For main and additional uses <b>Tourism residence</b> <b>Rental, Bed &amp; Breakfast</b> *Valid for 1 year only	Free of charge, unless  \$200.00/year	No	01-241-10-000
<b>5.13</b>	<b>Subdivision permits</b> Fees for the study of a subdivision permit: -Price per lot, regardless of the quantity requested  --Street, road or road infrastructure	\$110.00  \$1,000.00	No	01-241-20-000

	DESCRIPTION	AMOUNT	TAXABLE Y/N	BUDGET ITEM
	<b>BUILDING PERMIT</b>			
<b>5.14</b>	<b>Single-family residential construction</b> With or without septic system/well  + certificate of location, \$1,500.00 deposit Reimbursement within 2 years of construction  <b>Renewal</b> 1 year  <b>All-inclusive package</b> Including permit + 2 BACS	\$100.00 + \$200.00 per additional unit     \$100.00  Price of permit +BACS +Pits+Well	No	01-241-10-000  55-136-00-000
<b>5.15</b>	<b>Commercial construction</b> Commercial, industrial, institutional, other than residential  <b>Renewal</b> 1 year	\$300.00 + \$1 per \$1,000.00 of the total value of the works  \$100.00	No	01-241-10-000
<b>5.16</b>	<b>Detached accessory building (H)</b> Detached garage, shed, sugar shack, etc.	\$100.00	No	01-241-10-000
<b>5.17</b>	<b>Additional construction</b> Patio, deck, porch, pool, spa, sauna, fence, cedar hedge, fixed or removable dock	\$50.00	No	01-241-99-000
<b>5.18</b>	<b>Renovations</b> <b>Expansion</b> Without expansion  With expansion	\$50.00  \$100.00	No	01-241-10-000
<b>5.19</b>	<b>Renewal</b> All building permit renewal applications	\$100.00	No	01-241-10-000

5.20	<b>Change of use or purpose of a building</b>	\$200.00	No	01-241-99-000
5.21	<b>Demolition</b> Building and accessory build Main residential building  Commercial, agricultural, industrial building  Rate per building	\$50.00  \$100.00  \$250.00	No	01-241-10-000
5.22	<b>Temporary signage</b> Installation, deployment, modification  <b>Permanent</b> Installation, deployment, modification	Free of charge \$200 deposit due upon sign removal  \$50.00	No	01-241-99-000
5.23	<b>Culvert/Private driveway</b>	\$100.00	No	01-241-99-000
5.24	<b>Fill and excavation</b>	\$50.00	No	01-241-99-000
5.25	<b>Groundwater collection structure</b> Well <b>Septic system</b> Septic tank	\$100.00  \$100.00	No	01-241-30-000
5.26	<b>Expansion or Certificate of Authorization</b> Quarry or sandpit	\$5,000.00	No	01-241-99-000
5.27	<b>Certificate of authorization or expansion or extension</b> Main building  *2 years deadline to provide documentation	A \$1,500.00 deposit is required for the certificate of location and will be refunded once it is provided*	No	
5.28	<b>Certificate of authorization renewal</b>	Same as initial cost	No	
5.29	<b>RATES APPLYING FOR SPREADING OR STORAGE OF FERTILIZING RESIDUALS (FR)</b>	\$250.00	No	
5.30	<b>ROAD AND STREET NAME TOPONYMY</b>	\$250.00 per site	No	

**APPENDIX 7  
RECREATIONAL ACTIVITIES**

	DESCRIPTION	AMOUNT	TAXABLE Y/N	BUDGET ITEM
<b>7</b>	<b>VENUE RENTAL</b>			
<b>7.1</b>	<b>Paul-Bougie Centre</b> Resident venue rental  Non-resident venue rental  Recognized NPO Any other for-profit organization not included in the above categories.  Security deposit *Returned after site inspection	\$55/half day \$100/day  \$110/half day \$200/day  No charge \$50/h  \$150.00	    Yes	    01-234-70-000
	<b>LIBRAIRIES</b>			
<b>7.2</b>	<b>Replacement of any item* rented, available at various service points or ILL**:</b> <b>broken, lost, stolen or not returned.</b> *Books, newspapers, audiovisuals Artwork, games, musical instruments, etc. **Interlibrary loan	At actual cost at time of replacement	Included	01-234-75-000
<b>7.3</b>	<b>Subscription</b> Residents Non-resident	Free \$10.00	No	01-234-75-000
	<b>SPORTS ACTIVITIES</b>			
<b>7.4</b>	<b>Sports activities</b> Pickleball  Residents Non-residents	Standard 10-lessons package  \$60.00 \$70.00	 Yes	 01-231-71-000
<b>7.5</b>	<b>Dock access (Launch ramp)</b>  Residents Non-residents (annual)  Lost card replacement at actual cost	Free of charge \$250.00  Real costs	 Yes	 01-231-71-010

**APPENDIX 8  
FIRE SAFETY DEPARTMENT**

	DESCRIPTION	AMOUNT	TAXABLE Y/N	BUDGET ITEM
<b>8</b>	<b>FIRE SAFETY DEPARTMENT</b>			
<b>8.1</b>	<b>NON-RESIDENT CAR FIRE INTERVENTION</b>			
<b>8.2</b>	On-site deployment of pumper or pumper tanker	\$300.00 for 1st hour \$150.00 per additional hour	Yes	01-234-21-000
<b>8.3</b>	Tanker truck dispatched to site	\$250.00 for 1st hour \$125.00 per additional hour	Yes	
<b>8.4</b>	Deployment of emergency vehicles or those assigned to the Municipality's fire department (SSI) to the accident site.	\$150.00 for 1st hour \$75.00 per additional hour	Yes	
<b>8.5</b>	Specialized services of all kinds	\$150.00 for 1st hour \$75.00 per additional hour	Yes	
<b>8.6</b>	Deployment of SSI member to accident site.  Employer's portion  Deployment expenses- Accommodation and meals	Hourly wage in accordance with collective agreement and other employment contracts.  +25% related to marginal benefits Collective agreement and regulations in effect	Yes	
<b>8.7</b>	Absorbent materials (pads/layers/any other type)	Actual costs incurred by the service	When applicable	
<b>8.8</b>	F-500 Encapsulator: fire-extinguishing agent	Actual costs incurred by the service	When applicable	
<b>8.9</b>	Perishable or damaged equipment during intervention	Replacement costs	When applicable	
<b>8.10</b>	Intervention under the framework of an SSI agreement protocol	Expenses charged and billed	Yes	01-231-22-100
<b>8.11</b>	SOPFEU fees Not covered	Based on actual costs incurred by the service	When applicable	01-231-22-300
<b>8.12</b>	<b>Securing of premises</b> Signage and securing of disaster areas	At actual cost	Yes	
<b>8.13</b>	Cleaning of contaminated protective clothing during an intervention	\$50.00 per item	When applicable	
<b>8.14</b>	Fit Test for respiratory protective equipment (APRIA)	\$35.00 per test		

Fees begin to accrue from the moment the firefighters receive the alert from the Chaudière-Appalaches Emergency Call Center (CAUCA) until the deployed team is ready to intervene again.

These rates are charged when a person who does not reside in the Municipality requires the services of the Municipality's resources but has not contributed to these services. This is therefore a form of compensation to fund the activities of the used service.

	DESCRIPTION	AMOUNT	TAXABLE Y/N	BUDGET ITEM
8	<b>FIRE SAFETY DEPARTMENT</b>			
	<b>Specialized services</b>			
8.13	Cleaning of contaminated protective clothing during an intervention -In-house -Other SSI service -External	\$25.00 per item \$50.00 per item Real cost	When applicable	
8.14	Fit Test for respiratory protective equipment (APRIA)	\$35.00 per test	When applicable	