



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

BY-LAW NUMBER 2025-11-200

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

- WHEREAS** that as part of its activities, it is the responsibility of the Municipality to regularly receive, process and study project requests which require an investment of time and resources in order to maintain an exemplary level of quality in the conclusions it must transmit;
- WHEREAS** that the majority of requests lead primarily to a modification of one or more urban planning regulations;
- WHEREAS** that it is within the Municipality's power to adopt any regulation aimed at sound financial management and that to finance this activity, it has opted for a pricing model based on the user-pay principle, that is to say, for the benefit of the one who requests it;
- WHEREAS** that the municipality also wishes to avail itself of article 962.1 of the Municipal Code of Quebec (hereinafter CMQ) which allows it to prescribe by regulation the amount of administrative fees that it will require, including those claimed when a payment is refused.
- WHEREAS** that notice of motion of the draft regulation was given at the regular meeting held on November 18, 2025 and that the draft regulation was tabled at that same meeting;
- WHEREAS** that the members of the Municipal Council declare, in accordance with the Municipal Code of Quebec (CQLR, c. C-27.1), that they have received a copy of the said regulation no later than two (2) legal days before this meeting;
- WHEREAS** that copies of the by-law were available to the public for consultation purposes;
- WHEREAS** that the members of the Council declare that they have read the said by-law and waive the right to read it;

**THEREFORE, IT IS PROPOSED BY COUNCILLOR _____ AND RESOLVED THAT THE PRESENT
DRAFT BY-LAW NUMBER 2025-11-200 BE ADOPTED AND THAT IT BE STATUED AND DECREED
AS FOLLOWS:**

ARTICLE 1 PRÉAMBULE

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

ARTICLE 2 DEFINITIONS

Unless the context indicates otherwise, definitions are:

Membership: 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.
Adult:	any natural person aged 18 or over;
Senior:	any natural person aged 55 or over;
Year:	based on a calendar year running from January 1 to December 31
Deposit:	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.
Family:	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.
Resident:	a natural person whose principal residence is within the territory of the Municipality of Grenville-sur-la-Rouge.
Recognized organization:	recognized under any other municipal by-law.

ARTICLE 3 **PURPOSE AND ENFORCEMENT**

The adoption of this regulation has the effect of repealing and replacing Regulation 2025-02-200 CONCERNING THE IMPOSING OF A CHARGE ON CERTAIN GOODS, SERVICES, ACTIVITIES AND OTHER ADMINISTRATIVE FEES

ARTICLE 4 **PRICING**

Prices shown in the APPENDIX 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 APPENDIX 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

NOTICE OF MOTION :	November 18, 2025
ADOPTION OF PROJECT BY-LAW :	November 18, 2025
ADOPTION OF BY-LAW :	December __, 2025
EFFECTIVE DATE :	Decmeber --, 2025

**APPENDIX 1
ADMINISTRATION**

	DESCRIPTION	AMOUNT	TAXABLE Y/N	BUDGET ITEM
1	DOCUMENT ACCESS - REPRODUCTION			
1.1*	Copy of a general street plan or any other plan. Letter or legal format only.	\$4,70	No	01-234-10-000
1.2*	Copy of an extract from the assessment roll by assessment unit	\$0,55/copy	No	01-234-10-000
1.3*	Copy of municipal by-law	\$0,47/pg Max : 35,00\$	No	01-234-10-000
1.4*	Copy of the financial report	\$3,80	No	01-234-10-000
1.5*	Photocopy of any other document: - Less than 5 pages - 5 pages or more	free \$0,47/pg	No	01-234-10-030
1.6*	Reproduction of the list of taxpayers or citizens of the municipal territory Or Reproduction of the list of voters or persons eligible to vote in a referendum	\$0,01 per name	No	01-234-10-030
1.7*	Incident or Accident Report	\$19,00	No	01-234-10-000
	ADMINISTRATIVE FEES			
1.8**	Interest and penalties Unpaid balances Late payment penalty (Taxes) Maximum penalty (Taxes)	Interest at an annual rate of 15% 0.5% per month 5% per year	No	01-234-10-000
1.9**	Check returned unpaid by a financial institution (Insufficient funds, account closed, payment stoppage, etc.)	\$40,00	No	

*According to the fees set by the Regulation respecting fees payable for the transcription and transmission of documents and personal information (c.A-2.1, r.3).

**Regulation establishing property tax rates, fees and compensation.

APPENDIX 2
FINANCES/ADMINISTRATION

	DESCRIPTION	AMOUNT	TAXABLE Y/N	BUDGET ITEM
2	EVALUATION / TAXATION / PERCEPTION			
2.1	Written tax confirmation	\$15,00	No	01-234-10-030
2.2	Electronic transmission of the assessment roll	\$125,00	No	01-234-10-030
2.3	Electronic transmission of an updated assessment roll	\$50,00	No	01-234-10-030
2.4	Complete copy of the graphic matrix Sent in digital format only	\$800,00	No	01-234-10-030
2.5	Check returned unpaid by a financial institution (Insufficient funds, account closed, payment stoppage, etc.)	\$40,00	No	01-234-10-030
2.6	Shipping costs Courier or post	At the actual cost	No	

APPENDIX 3
CLERK'S OFFICE AND LEGAL AFFAIRS

	DESCRIPTION	AMOUNT	TAXABLE Y/N	BUDGET ITEM
3.	CLERK'S OFFICE AND LEGAL AFFAIRS			
3.1*	Oath statement Or Certification of conformity (e.g., certificate of life or residence)	\$5,00 per document	No	01-279-60-000
3.2*	Celebration of a civil marriage or civil union at the town hall *filing with the clerk's office not included	\$308,00	Yes	01-279-60-000
3.3* **	Celebration of a civil marriage or civil union outside the town hall *filing with the clerk's office not included	\$411,00	Yes	01-279-60-000
3.4**	Travel expenses Expenses incurred by the officiant for any travel	At the legally applicable rates	No	
3.5**	Accommodation and meal expenses (if applicable) must be paid to the officiant. This must be agreed upon in advance by both parties.	At the legally applicable rates	No	

*The civil tariff is adopted pursuant to section 224 of the Courts of Justice Act (chapter T-16) and article 376 of the Civil Code of Québec (1991, chapter 64). It is based on the minimum and maximum fees set out in the Tariff of Court Fees in Civil Matters and Registry Fees (c. T-16, r. 10, sections 25 and 26) in effect at the time the application is filed.

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

**The tariffs are those established by regulation on the remuneration of elected officials and municipal employees and are also adjusted based on the tariffs issued by the Canada Revenue Agency, guided by the National Joint Council (NJC).

**APPENDIX 4
PUBLIC WORKS/ROADS**

	DESCRIPTION	AMOUNT	TAXABLE Y/N	BUDGET ITEM
4	PUBLIC WORKS			
4.1	Connection to the water supply network by municipal employees*	At the actual costs of the work, labor and materials	No	01-234-45-000
4.2	Work carried out by a property owner or their private contractor (permit application and approval by the municipality) * - Coordination and monitoring by the municipality *One-year timeframe for completion.	At the actual cost of the work, labor, and materials + \$2,500.00 security deposit*	No	23430
4.3	Outdoor water supply line valve Water valve opening and closing* -Employee hourly rate as per collective agreement Regular time Half time Double time *A minimum of 4 hours of work will be billed for a call-back at time and a half.	Based on the actual cost of the work, labor, and materials 100% of the price 150% of the price 200% of the price	No	23430
4.4	Equipment * - Service truck (van) and operator - Backhoe (excavator) and operator - Hydraulic excavator and operator - Grader and operator - Dump truck and operator - Snowplow	100,00\$/hre 150,00\$/hre 200,00\$/hre 300,00\$/hre 150,00\$/hre 250,00\$/hre	Yes	23430
4.5	Mowing of vacant land * If a property owner fails to comply with their obligation, the municipality will undertake the work, which will be billed as follows: -Labor -Machinery	Aux coûts réels des travaux, main d’œuvre et matériaux		
4.6	Civic number plaques Municipal jurisdiction only	No charge		
4.7	Signs Private street name signs Specialty signs	At actual cost	Included	

*15% administration fee on the entire invoice

APPENDIX 5
LAND USE PLANNING
URBAN PLANNING AND ENVIRONMENT

	DESCRIPTION	AMOUNT	TAXABLE Y/N	BUDGET ITEM
5	ENVIRONNMENT			
5.1	Waste Green 360-litre wheeled bin for waste, taxes and delivery included	\$140,00	Included	01-234-41-000
5.2	Composting 120-litre brown ventilated wheeled bin for compostable materials, taxes and delivery included	\$140,00	Included	01-234-42-000
5.3	Composter Black 300-liter composter, taxes and delivery included	\$35,00	Included	01-234-42-020
5.5	Work permit riverbank/coastline/wetland and protective strip	\$150,00	No	01-241-99-000
5.6	Authorization Certificate Commercial Logging or Deforestation	\$500,00 + \$2.00 per hectare registered on the request	No	01-241-99-000
	URBAN PLANNING			
5.7	Specific construction, alteration or occupancy proposal for an immovable (SCAOPI) * Non-refundable if application is rejected	\$2 500,00 + Costs incurred in the event of a register or other referendum event	No	01-241-99-000
5.8	Minor exemption* Review and signage Any additional simultaneous derogation If publication must be republished, the citizen must pay for it	750,00\$ 150,00\$ Actual cost	No	01-241-99-000
5.9	SPAIP Site Planning and Architectural Integration Plan *Non-refundable	\$100,00	No	01-241-99-000
5.10	By-law change 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	\$3 500,00*	No	01-241-99-000
5.11	Permutation	Actual cost		01-241-99-000
5.12	Certificate of occupancy For main and additional uses Tourism residence Rental, Bed & Breakfast	Free of charge, unless 200,00\$/an	No	01-241-10-000

	*Valid for 1 year only			
5.13	Subdivision permits 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
BUILDING PERMIT				
5.14	Single-family residential construction With or without septic system/well + certificate of location, \$1,500.00 deposit Reimbursement within 2 years of construction Renewal 1 year	\$100,00 + \$200,00 per additional unit \$50,00	No	01-241-10-000 55-136-00-790
5.15	Commercial construction Commercial, industrial, institutional, other than residential Renewal 1 year	\$300.00 + \$1 per \$1,000.00 of the total value of the works \$100.00	No	01-241-10-000
5.16	Detached accessory building (H) Detached garage, shed, sugar shack, etc.	\$100,00	No	01-241-10-000
5.17	Additional construction Patio, deck, porch, pool, spa, sauna, fence, cedar hedge, fixed or removable dock	\$50,00	No	01-241-99-000
5.18	Renovations Expansion Without expansion With expansion	\$50,00 \$100,00	No	01-241-10-000
5.19	Renewal All building permit renewal applications	\$50,00	No	01-241-10-000
5.20	Change of use or purpose of a building	\$200,00	No	01-241-99-000
5.21	Demolition Building and accessory build Main residential building Commercial, agricultural,	\$25,00 \$50,00 \$150,00	No	01-241-10-000

	industrial building			
	Rate per building			
5.22	Temporary signage Installation, deployment, modification Permanent Installation, deployment, modification	Free of charge \$200 deposit due upon sign removal \$50,00 + 2,00\$ per M²	No	01-241-99-000
5.23	Culvert/Private driveway	\$100,00	No	01-241-99-000
5.24	Fill and excavation	\$50,00	No	01-241-99-000
5.25	Groundwater Extraction System Well + Drilling Report, \$1,500.00 deposit, maximum 6-month reimbursement period following well construction Septic System Septic Tank + Compliance Report, \$1,500.00 deposit, maximum 6-month reimbursement period following septic system construction	\$100,00 \$100,00	No	01-241-30-000
5.26	Expansion or Certificate of Authorization Quarry or sandpit	\$5 000,00	No	01-241-99-000
5.27	Certificate of authorization or expansion or extension 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	Certificate of authorization renewal	Same as initial cost	Non	
5.29	Road and street name toponymy	\$250,00 per site	Non	
5.30	Information letter about septic installations	\$10,00	Non	

**APPENDIX 7
RECREATIONAL ACTIVITIES**

	DESCRIPTION	AMUONT	TAXABLE Y/N	BUDGET ITEM
7	VENUE RENTAL			
7.1	Paul-Bougie Centre 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
	LIBRAIRIES			
7.2	Replacement of any item* rented, available at various service points or ILL **: broken, lost, stolen or not returned. *Books, newspapers, audiovisuals Artwork, games, musical instruments, etc. **Interlibrary loan	 At actual cost at time of replacement	 Included	 01-234-75-000
7.3	Subscription Residents Non-resident	 Gratuit 10.00\$	 No	 01-234-75-000
	SPORTS ACTIVITIES			
7.4	Sports activities Pickleball Residents Non-residents	 Standard 10-lessons package \$60.00 \$70.00	 Yes	 01-231-71-000
7.5	Dock access (Launch ramp) 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
8	FIRE SAFETY DEPARMENT			
8.1	NON-RESIDENT CAR FIRE INTERVENTION			
8.2	On-site deployment of pumper or pumper tanker	\$300.00 for 1st hour \$150.00 per additional hour	Yes	01-234-21-000
8.3	Tanker truck dispatched to site	\$250.00 for 1st hour \$125.00 per additional hour	Yes	
8.4	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	
8.5	Specialized services of all kinds	150,00\$ 1 ^{ère} heure 75,00\$ ch. Heure excédentaire	Yes	
8.6	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	
8.7	Absorbent materials (pads/layers/any other type)	Actual costs incurred by the service	If applicable	
8.8	F-500 Encapsulator: fire-extinguishing agent	Actual costs incurred by the service	If applicable	
8.9	Perishable or damaged equipment during intervention	Replacement costs	If applicable	
8.10	Intervention under the framework of an SSI agreement protocol	Expenses charged and billed	Yes	01-231-22-100
8.11	SOPFEU fees Not covered	Based on actual costs incurred by the service	If applicable	01-231-22-300
8.12	Securing of premises Signage and securing of disaster areas	At actual cost	Yes	
	SERVICES SPÉCIALISÉS			
8.13	Cleaning of contaminated combat clothing during an intervention - Internal - Internal (other fire department) External	25,00\$ par item 50,00\$ par item At actual cost	If applicable	
8.14	Fit Test for respiratory protective equipment (APRIA)	35,00\$ per test	If applicable	

Fees begin accruing from the moment firefighters receive the alert from the Chaudière-Appalaches Emergency Call Centre (CAUCA) until the deployed equipment is ready for use again.

When responding to an emergency involving a person who does not reside within the Municipality's territory and who requires the services of the Municipality without having contributed to the cost, the user will be billed. This serves as compensation to finance the activities of the service used, and a 15% administrative fee will be added to the total billed. The same applies if other services under an intermunicipal agreement are called upon to respond.

Multi-station fees and costs may be billed to the resident.

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