



PROVINCE OF QUEBEC  
TOWN OF KIRKLAND

## **BY-LAW NO.: GEN-2023-51-1**

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**BY-LAW AMENDING BY-LAW NO. GEN-2023-51  
ESTABLISHING TARIFFS FOR CERTAIN  
MUNICIPAL SERVICES IN ORDER TO REPLACE  
SCHEDULES A AND B**

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### **ADOPTION PROCEDURE**

Notice of motion:	June 5, 2023
Filing of draft:	June 5, 2023
Adoption of by-law:	July 4, 2023
Publication:	July 7, 2023
Coming into force:	July 7, 2023

WHEREAS pursuant to section 244.1 of the *Act respecting municipal taxation* (CQLR, c. C-47.1), the Town of Kirkland may, by by-law, provide that all or part of its property, services or activities shall be financed by means of a tariff;

WHEREAS pursuant to section 356 of the *Cities and Towns Act* (CQLR, c. C-19), notice of motion of this by-law was given and a draft of this by-law was filed at the regular sitting of the Municipal Council held on June 5, 2023;

WHEREAS copy of this by-law was made available to the public;

WHEREAS the Preamble forms an integral part of this by-law;

**THE MUNICIPAL COUNCIL DECREES AS FOLLOWS:**

**ARTICLE 1 FINANCE AND ADMINISTRATIVE SERVICES & TOWN CLERK AND LEGAL AFFAIRS DEPARTMENT**

By-law No. 2023-51 is amended by the replacement of Schedule A by the new Schedule A-1 attached to this by-law.

**ARTICLE 2 URBAN PLANNING DEPARTMENT**

By-law No. 2023-51 is amended by the replacement of Schedule B by the new Schedule B-1 attached to this by-law.

**ARTICLE 3 COMING INTO FORCE**

This by-law shall come into force in accordance with the law.

(Michel Gibson)

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Mayor

(Annie Riendeau)

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Town Clerk

FINANCE AND ADMINISTRATIVE SERVICES & TOWN CLERK AND LEGAL AFFAIRS DEPARTMENT			
ITEM		TARIFF	NOTES
Various fees pertaining to sales for non-payment of taxes		Actual cost + 15% Administration costs	(1)
Civil marriage /Civil union:	At Town Hall	In accordance with the <i>Tariff of judicial fees in civil matters</i> *	(1)
	Outside Town Hall	In accordance with the <i>Tariff of judicial fees in civil matters</i> *	(1)
Charge for “non-sufficient funds” cheque or “Stop Payment order”		\$35	(2)
Maps or plans		\$4.50	(3)
Photocopies of pages in a document		\$0.45/page	(3)
Municipal by-laws (photocopy)		\$0.45/page – For a maximum of \$35	(3)
Extract of the assessment roll – per assessment unit		\$0.53/page	(3)
Financial report (photocopy)		\$3.65	(3)
Incident or accident report		\$18.25	(3)
Authentication of documents		\$5	(4)
Official municipal taxes statement for notaries		\$20	(5)
Other certificates		\$5/page	(4)
Administration of Oath		\$5/document	(4)
Certification of document (certified true copy)		\$1/page	(4)
Copy of specifications for a call for tenders		\$50	(5)
Dog licence		\$50 /one-time fee - \$5 /replacement	(5)
Bicycle licence		\$7.50/one-time fee	(5)

\* *Tariff of judicial fees in civil matters* (CQLR, c. T-16, r.10) (<https://www.justice.gouv.qc.ca/en/documentation-center/tariff-of-court-costs/civil-marriage-civil-union>).

- (1) GST and QST not included.
- (2) When a cheque or other order for payment is remitted to the municipality and payment thereof is refused by the drawee, administration costs, the amount of which is fixed by council by by-law, may be claimed from the drawer of the cheque or order for payment. Non-taxable.
- (3) Tariff established and subject to change under the *Regulation respecting fees for the transcription, reproduction or transmission of documents or personal information* (CQLR, c. A-2.1, r.3). GST and QST are included in the tariffs indicated.
- (4) GST and QST are included in the tariffs indicated.
- (5) Non-taxable.

**URBAN PLANNING AND ENVIRONMENT DEPARTMENT**

ITEM	TARIFF	NOTE
<b>SUBDIVISION PERMIT</b>		
Creation of lots	\$250 per lot created	Additional fee, if applicable: (5) Contribution for the purposes of parks, playgrounds and natural spaces.
Correction or cancellation of lot	\$100 per lot	(5)

<b>BUILDING PERMIT</b>		
New construction	\$8 per \$1,000 of the estimated cost of the work <i>(residential building, excluding multi-family buildings)</i>  \$10 per \$1,000 of the estimated cost of the work <i>(commercial, industrial, institutional and multi-family buildings)</i>	Minimum fee: \$50 (5)(6)
Extension	\$8 per \$1,000 of the estimated cost of the work <i>(residential building, excluding multi-family buildings)</i>  \$10 per \$1,000 of the estimated cost of the work <i>(commercial, industrial, institutional and multi-family buildings)</i>	Minimum fee: \$50 (5)(6)
Modification	8 per \$1,000 of the estimated cost of the work <i>(residential building, excluding multi-family buildings)</i>  \$10 per \$1,000 of the estimated cost of the work <i>(commercial, industrial, institutional and multi-family buildings)</i>	Minimum fee: \$50 (5)(6)(8)
Repair	\$8 per \$1,000 of the estimated cost of the work <i>(residential building, excluding multi-family buildings)</i>  \$10 per \$1,000 of the estimated cost of the work <i>(commercial, industrial, institutional and multi-family buildings)</i>	Minimum fee: \$50 (5)

**URBAN PLANNING AND ENVIRONMENT DEPARTMENT**

ITEM	TARIFF	NOTE
<b>REPARS TO SIDEWALKS OR ROADSIDES</b>		
Demolition and construction of a new sidewalk or new roadside (in whole or in part)	Actual cost + 15% administration costs	Payable in advance as per estimate (5)
Roadside cutting	Actual cost + 15% administration costs	Minimum fee: \$195 (5)
Sidewalk cutting	Actual cost + 15% administration costs	Minimum fee: \$325 (5)

**OTHER PERMITS AND CERTIFICATES**

Foundation permit	\$200	(5)
In-ground pool permit	\$150	Deposit for completion and compliance of works: \$1000 (5)
Compliance permit – In-ground pool	0 \$	Applicable to pools built before 31 October 2010 that have obtained a permit
Above-ground pool certificate	\$150	Deposit for completion and compliance of works: \$1000(5)
Certificate of conformity – Above-ground pool	0 \$	Applicable to pools built before 31 October 2010 that have obtained a permit
Spa certificate	\$75	(5)

**CERTIFICATE OF AUTHORIZATION - COMMERCIAL**

Temporary accessory building	\$100	(5)
Commercial terrace	\$100	(5)
Signage	\$10 per m² above 3 m²	Minimum fee: \$100 (5)
Modification of the structure of a poster, signage or billboard	\$100	(5)
Solicitations	\$10 per distributor	Minimum fee: \$100 (5)
Seasonal activity	\$100	(5)

**CERTIFICATE OF AUTHORIZATION FOR USE**

	\$100	(5)
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<b>URBAN PLANNING AND ENVIRONMENT DEPARTMENT</b>		
<b>ITEM</b>	<b>TARIFF</b>	<b>NOTE</b>
<b>CERTIFICATE OF AUTHORIZATION - CONTRACTOR</b>		
Snow removal	\$200	(5)
Landscaping	\$125	(5)
Pesticide	\$125	(5)
<b>CERTIFICATE OF AUTHORIZATION - RESIDENTIAL</b>		
Cabana/ pergolas	\$50	(5)
Thermo-pump	\$50	(5)
Parking	\$50	(5)
Excavation	\$50	(5)
Fence	\$50	(5)
Patio	\$50	(5)
Garage sale	\$15	(5)
Temporary use of a restricted pesticide	\$30	(5)
Right of way on municipal property - Security deposit	\$2500	Only when a resident is required to perform work and that no other way is possible (5)

<b>URBAN PLANNING AND ENVIRONMENT DEPARTMENT</b>		
<b>ITEM</b>	<b>TARIFF</b>	<b>NOTE</b>
<b>MINOR DEROGATION</b>		
Review of file	\$400	(5)
<b>SITE PLANING AND ARCHITECTURAL INTEGRATION PROGRAM (SPAIP)</b>		
Building project (more than 4 residential or commercial units)	\$1,500	(5)
Subdivision	\$1,000	(5)
Construction of a main building	\$500	(5)
Construction of an accessory building	\$200	(5)
Extension of a main building	\$400	(5)
Modification work of a main building	\$300	(5)
Altering land other than by planting trees/shrubs	\$150	(5)
<b>ZONING CHANGE</b>		
Zoning change	\$2,500	(5)
Specific construction, alteration or occupancy proposals for an immovable (SCAOPI)	\$2,750	(5)
By-law respecting comprehensive development programs (CDP)	\$2,750	(5)

**URBAN PLANNING AND ENVIRONMENT DEPARTMENT**

ITEM	TARIFF	NOTE
<b>DEMOLITION</b>		
Review of file	\$500	(5) (7)
Residential permit	\$350	(5)
Commercial and industrial permit	\$750	(5)
Fee for posting the public notice on the demolition site	\$400	(5)
Relocation of a building or accessory building	\$50	A deposit may be required if the relocation of the building or accessory building requires the use of public roads (5)

**Note:** All tariffs are non-refundable with the exception of deposits.

(5) Non-taxable.

(6) For any permit application that may be subject to *By-law respecting transportation dues regarding the Réseau express métropolitain* (CQLR, c., A-33.3, r.1), a fee for the study or studies to validate whether the transportation due is applicable or to determine the amount of the transportation due may be payable. In such a case, the amount of the study or studies, applicable taxes and a 15% administration fee will be required.

(7) It should be noted that the costs of any external study deemed necessary, for an additional amount ranging from \$1,000 to \$20,000, may be charged by the Town under the *By-law governing the demolition of immovables*.

(8) For buildings located in the City's residential zones, a permit will be issued free of charge for the replacement of an appliance or fireplace that allows the use of a solid fuel that is not EPA or CAN/CSA B415.1 certified by an appliance or fireplace that is EPA or CAN/CSA B415.1 certified and has an emission rate equal to or less than 2.5 g/h of fine particles in the atmosphere or by an appliance or fireplace that uses propane or natural gas. However, if this replacement is carried out as part of other work, the fees specified in the By-law respecting the fees for certain municipal services of the City will apply.