

CONSULTATION VERSION

In the event of any discrepancies in this version, the official French version shall prevail.

**PROVINCE OF QUEBEC  
BROME-MISSISQUOI MRC  
TOWN OF LAC-BROME**

**BY-LAW 2025-02**

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**BY-LAW DECREERING RATES FOR THE  
FINANCING OF CERTAIN GOODS AND  
SERVICES  
FOR THE YEAR 2025**

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WHEREAS under sections 244.1 to 244.10 of the *Act respecting municipal taxation* (R.S.Q. c. F-2.1), any municipality may establish rates for the use of its goods, services or activities;

WHEREAS this fee structure must be established by by-law;

WHEREAS a notice of motion and the presentation of this by-law were given at the regular Council meeting held December 2, 2024;

**CONSEQUENTLY, THE COUNCIL DECREES AS FOLLOWS:**

**CHAPITRE I  
DEFINITIONS**

In this by-law, unless the context indicates otherwise, the words listed below have the following meaning:

- "Financial year:** The period of time between January 1 and December 31 of each calendar year;
- "Unit ":** Includes commercial, industrial, institutional and residential units;
- "Business unit:** Premises comprising one or more communicating rooms, with a separate entrance, used or intended to be used for commercial purposes;
- "Industrial unit:** Premises comprising one or more communicating rooms, with a separate entrance, used or intended to be used for industrial purposes.

**CHAPITRE II  
PUBLIC WORKS**

**ARTICLE 1  
HOURLY RATES / LABOR, MACHINERY  
AND EQUIPMENT (PUBLIC WORKS)**

Hourly rates for labor, machinery and municipal equipment for work performed by Town of Brome Lake's Public Works Department are established as follows:

Schedule	Manager / Engineer / Foreman	Operator / day laborer
<b>Monday to Friday, 0:00 to 24:00</b>		
Work done <b>within</b> normal working hours	\$70.00	\$50.00
Work done <b>outside</b> normal working hours	\$75.00	\$60.00
<b>Saturday and Sunday from 0:00 to 24:00</b>	\$120.00	\$100.00
<b>Public holidays from 0:00 to 24:00</b>	\$120.00	\$100.00

For any intervention outside normal working hours, a minimum of three (3) hours will be invoiced, as well as any applicable charges in accordance with the collective agreement in force.

<b>Machinery and Equipment</b>	<b>Hourly rate (Operator included)</b>
Motor grader	\$155.00
Mechanical shovel	\$130.00
Backhoe	\$150.00
12-wheel truck with snow equipment	\$110.00
12-wheel truck - transport	\$90.00
10-wheel truck with snow equipment	\$95.00
10-wheel truck - transport	\$85.00
Mobile unit - water/sewer	\$125.00
6-wheel trucks, 4 x 4	\$75.00
6-wheel, 4 x 4 trucks with snow equipment	\$75.00
Pick-up truck	\$65.00

**ARTICLE 2**  
**PRICING OF CERTAIN WORKS - PROPERTY**

**Damage to municipal property and infrastructure** - The cost of damage to municipal property and infrastructure is based on the actual cost of replacing or repairing the damage, plus the administrative costs stipulated in this by-law.

**ARTICLE 3**  
**RATES FOR CERTAIN WORK - SERVICES**

**Thawing water and sewer pipes** - If pipes are frozen from the service box to the house, the unit owner is responsible for all costs.

If the pipes are frozen from the service box to the mains, the costs are shared equally between the unit owner and the Town.

**Thawing of a culvert (driveway)** - When the Public Works Department is required to thaw a culvert, the related cost is established according to the actual cost of the work plus the administrative fees stipulated in the present by-law.

**Water flow and pressure test** - The cost of a water flow and pressure test is seventy-five dollars (\$75.00) for a residence and five hundred dollars (\$500.) for a network test.

**Fees for opening or closing a line valve** - The fees for opening or closing a line valve, including the administrative fees provided for in these regulations, are as follows:

- a) During normal working hours: fifty dollars (\$50.00) for the entire Town territory. A 48-hour notice is required.
- b) Outside normal working hours, costs are calculated according to the rates for labour, machinery and equipment mentioned in the present by-law. A minimum of three (3) hours will be billed, as well as any applicable charges in accordance with the collective agreement in force.

**Charges for repairing or locating a line valve** - Charges for repairing or locating a line valve, as well as blasting charges, if necessary, will be billed according to actual cost plus the administrative charges provided for in this by-law.

**Cutting/repairing and drilling concrete curbs and sidewalks** - Charges for cutting, repairing and drilling concrete curbs and sidewalks, as well as blasting charges, if necessary, will be billed at actual cost plus the administrative fees stipulated in the present by-law, if the infrastructures are not existing (requires

work on municipal network infrastructures), except in the case of new construction where there is no charge.

**Relocation of a lamp post or hydrant** - The cost of relocating a lamp post or hydrant will be billed according to actual cost plus the administrative fees stipulated in the present by-law.

A deposit of one thousand five hundred dollars (1,500.00) is required. All costs will be billed to the applicant, and the deposit will be deducted from the total invoice.

**Use of a fire hydrant** - The fee for the use of a fire hydrant is five hundred dollars (\$500.00) per day. Written authorization is required.

For use of a hydrant outside normal working hours, costs are calculated according to the rates for labour, machinery and equipment mentioned in the present by-law. A minimum of three (3) hours will be charged, as well as any applicable fees as per the current collective agreement.

**Connection to the sewer and/or aqueduct network** - For connection to the sewer and/or aqueduct network, if the infrastructures are not existing (requires work on the infrastructures of the municipal network), for a new residential or commercial entrance, therefore means that the work is located in the municipal right-of-way or in the base of an easement provided for this purpose in favour of the Town, the work must be carried out by a contractor, at the owner's choice and expense, but holding the "1.4 Routes et canalisation" issued by the Régie du bâtiment du Québec or equivalent

The owner is responsible for the entire cost of the work, including restoration of the site (asphalt) within a reasonable time. Where applicable, the contractor will be required to hire a signaller for the duration of the work.

The Town will also invoice the owner at a cost of five hundred dollars (\$500.00) for supervision of the work by a Town employee or representative.

For service entrances built between **November 15** and **May 15**, temporary paving must be repaved within 5 days of completion of the connection. Permanent paving must be completed by **June 1** following the date of work.

**Connection to the sewer and/or waterworks box** - For connection to the sewer and/or waterworks box, if the infrastructures are already in place (no work is required on the Town's infrastructures), for a residential or commercial entrance, the cost is one hundred dollars (\$100.00) for supervision of the work by a Town employee or representative.

Outside normal working hours, costs are calculated according to the labour rates mentioned in the present by-law. A minimum of three (3) hours will be billed, as well as any applicable charges in accordance with the collective agreement in force.

**Repairs to sewer and/or water service connections** - If the owner is responsible for damage caused by connection work, the cost will be based on the actual cost plus the administrative fees stipulated in this by-law.

Outside normal working hours, costs are calculated according to the labour rates mentioned in the present by-law. A minimum of three (3) hours will be billed, as well as any applicable charges in accordance with the collective agreement in force.

**Other supplies, materials and services** - For all supplies, materials and services not described in the present by-law, the actual costs will be invoiced plus the administrative fees provided for in the present by-law.

**ARTICLE 4**  
**UNCLEARED AND UNLOCATED SEPTIC TANKS**

When the contractor responsible for emptying septic tanks makes a first visit and the tank is not accessible and/or clear at the time of this visit, the contractor must leave a reminder in a safe place and notify the owner in writing of the date of a second visit (by mail and certified copy to the Town). A second appointment will have to be scheduled by the contractor with the citizen in question.

If, on a second visit, the pit is still not accessible and/or cleared, the contractor must notify the Town.

If, at the express request of the Town, the contractor must return to the same location more than twice in order to empty a septic tank, despite the initial notice sent by mail and the reminder notice left in a safe place during the first visit, the owner will be billed a rate of fifty dollars (\$50.00) per septic tank plus the administrative fees provided for in the present by-law.

**CHAPITRE III**  
**PUBLIC SAFETY**

**ARTICLE 5**  
**HOURLY RATE / LABOR, AND EQUIPMENT**

Where an agreement applies (agreement with the Société de l'assurance automobile du Québec, agreement with the Société de protection des forêts contre le feu (SOPFEU), the Municipality of West Bolton and the MRC's mutual aid agreement with local municipalities), the rates set out in the agreement take precedence.

For all other situations (billing residents or non-residents), the following rates apply:

For the purposes of this article, billing begins when the 911 service receives the emergency call and is due regardless of whether or not the equipment and personnel mentioned have been moved.

<b>Human resources</b>	<b>Hourly rate</b>
Fire department (minimum 3 hours)	\$45.00
Director or preventionist	\$70.00

<b>Machinery and Equipment</b>	<b>Hourly rate (1<sup>st</sup> hour)</b>
Ladder truck (3-41)	\$700.00
Tank truck with pump (3-61) (3-62)	\$535.00
Pump truck (3-21)	\$694.00
High-flow portable pump	\$214.00
Portable pump	\$97.00
Emergency unit (3-51)	\$194.00
Pick-up or SUV	\$82.00
MOUNTAIN BIKING	\$82.00

**ARTICLE 6**  
**CORRECTION WORK**

When a building, structure, activity or situation presents a dangerous condition due to work, fire, lack of solidity or any other cause, all necessary measures must be taken to eliminate this dangerous condition. In the event of an emergency or failure to take action within the prescribed time limit, or when the owner is unknown or cannot be found, the costs incurred by the Town in making or having made any correction necessary to comply with the provisions of a law or by-law relating to fire safety or prevention are at the owner's expense, based on the actual cost of the work, plus the administrative fees provided for in the present by-law.

The costs incurred by the Town pursuant to the preceding paragraph constitute a prior claim on the immovable on which the work was performed, in the same manner and with the same rank as the claims referred to in paragraph 5 of article 2651 of the *Civil Code of Québec* (R.S.Q., c. C-26), and these costs are also secured by a legal hypothec on this immovable.

**ARTICLE 7**  
**UNFOUNDED ALARMS**

When the Fire Safety Department has to respond to an unsubstantiated alarm for the first time, the owner is advised to take corrective action to avoid another incident.

When the Fire Department is required to travel for a second time due to an unfounded alarm, the cost of the firefighters' travel is based on the firefighters' salary, i.e. a minimum of three (3) hours per firefighter, at the current hourly rate, plus the administrative fees provided for in the present by-law.

**ARTICLE 8**  
**WORK ON THE LAKE**

Charges apply when the Town has to tow a rowboat or any other watercraft and the operation is not a rescue operation. The owner of the boat or, where applicable, its operator will be billed at an hourly rate of seventy-eight dollars (\$78.00), plus the administrative fees stipulated in the present by-law.

**CHAPITRE IV**  
**LEISURE AND COMMUNITY SERVICES**

**ARTICLE 9**  
**WATER ACTIVITIES**

<b>Pricing - Summer aquatic activities Children (under 14)</b>		
	<b>Residents and agreements</b>	<b>Non-residents</b>
1 session (8 water bodies)		
30-minute water body course	\$55.00	\$105.00
45-minute water body course.	\$60.00	\$110.00
1-hour water body course	\$65.00	\$115.00
Private water body lessons (1h)*	\$20.00	\$170.00

\*Subject to availability

<b>Pricing - Summer aquatic activities Adults (15 yrs and +, taxes included)</b>		
	<b>Residents</b>	<b>Non-residents</b>
Adults (8 x 1h classes)	\$70.00	\$125.00
60-69 years	\$45.00	
70+ years	FREE	
Private water body lessons (1h)* <i>*Subject to availability</i>	\$20.00	\$170.00

**ARTICLE 10  
DAY CAMPS AND DAY CARE SERVICES**

The day camp takes place over an 8-week period.

\*Programmed for a full week, from 9am to 4pm. Special Friday outings are not included (limited places). Special programming takes place on Fridays for youngsters who do not participate in outings. There are no outings in week 8<sup>th</sup>, as this will be the end-of-camp party.

<b>Rates - Day camp</b>		
<b>Number of children</b>	<b>Residents and agreements</b>	<b>Non-residents</b>
Full summer (8 weeks)	\$365.00	\$1,460.00
Weekly rate (1 and 2), 4 days		
1 <sup>st</sup> child registered	\$68.00	\$290.00
2 <sup>nd</sup> child registered	\$63.00	\$290.00
3 <sup>rd</sup> ) registered child and subsequent children	\$58.00	\$290.00
Weekly rate (3 to 8), 5 days		
1 <sup>st</sup> child registered	\$74.00	\$290.00
2 <sup>nd</sup> child registered	\$68.00	\$290.00
3 <sup>rd</sup> ) registered child and subsequent children	\$63.00	\$290.00
Friday outing - full summer (7 weeks)	\$220.00	
Friday outing - per week	\$36.00	
<i><sup>1</sup>Anyone with an address in Brome Lake. Grandparents of children wishing to use the day camp service are also admitted at the resident rate</i>		

<b>Daycare rates</b>		
Full summer <sup>2</sup>	\$155.00	
Weekly rate	<b>Morning 7:30 am to 9:00 am</b>	<b>Evenings 4 to 5:30 p.m.</b>
4 days	\$12.00 per week	\$12.00 per week
5 days	\$15.00 per week	\$15.00 per week
Occasion card <sup>3</sup>	\$25.00	
<i><sup>2</sup>8-week daycare service, mornings (7:30 to 9:00 a.m.) and evenings (4 to 5:30 p.m.).</i>		
<i><sup>3</sup>Punch card valid for 5 occasions/am and pm of the same day. Please note that no refund will be issued for the occasion card if the user does not use the service for which he/she paid the applicable fare.</i>		



**ARTICLE 11**  
**SOCCER**

<b>Rates - Soccer activities Children (under 14)</b>		
	<b>Residents and agreements</b>	<b>Non-residents</b>
Timbits	\$65.00	\$115.00
U8	\$95.00	\$145.00
U10	\$105.00	\$155.00
U12 and U14	\$115.00	\$165.00
U17	\$120.00 (taxes included)	\$170.00 (taxes included)
U20	\$130.00 (taxes included)	\$180.00 (taxes included)

**ARTICLE 12**  
**REFUND POLICY**

In the event of cancellation by the participant more than one week before the start of activities, a full refund will be made. However, the Town will retain the 15% administration fee stipulated in the present regulations.

In the event of cancellation by the participant less than one week before the start of activities, reimbursement will be made at 50% of the cost of registration.

No refunds will be made after the start of activities.

A full refund will be given for cancellation of activities for medical reasons, upon presentation of written proof from a physician.

**ARTICLE 13**  
**ROOM RENTAL**

<b>Pricing - Room rental</b>	
	<b>Per hour</b>
NPO - service and health organization	FREE
Fundraising or event	\$7.00
Community organization (organization or activity that is not an NPO)	\$10.00
Professional (e.g. group courses, conferences, etc.)	\$15.00
Brome Lake organizations and outside professionals	\$20.00

**CHAPITRE V**  
**LAND MANAGEMENT**

**ARTICLE 14**  
**MINOR DEROGATION REQUEST**

The fee for each request for a minor derogation, whether or not granted by Council, is hereby set at five hundred dollars (\$500.00) plus the cost of publication in newspapers, if applicable, which shall be paid by the applicant.

**ARTICLE 15**  
**DEMOLITION REQUEST**

The fee for each demolition request, whether granted or denied by the demolition committee, is hereby set at five hundred dollars (\$500.00).

**CHAPITRE VI**  
**MISCELLANEOUS EXPENSES**

**ARTICLE 16**  
**TRANSCRIPTION AND REPRODUCTION OF TOWN DOCUMENTS**

- a) \$19.00 for an event or accident report;
- b) \$4.70 for a copy of the general street plan or any other plan;
- c) \$0.55 per assessment unit for a copy of an extract from the assessment roll;
- d) \$0.47 per page for a copy of a municipal by-law, up to a maximum of \$35.00;
- e) \$3.80 for a copy of the financial report;
- f) \$0.01 per name for the reproduction of the list of taxpayers or residents;
- g) \$0.01 per name for the reproduction of the list of electors or qualified voters during a referendum;
- h) \$0.47 for a photocopied page of a document other than those listed in paragraphs a) to g);
- i) \$4.70 for a typed or handwritten page.

Postage costs for shipping documents are the responsibility of the applicant.

**ARTICLE 17**  
**SEPTIC SYSTEM CERTIFICATE**

\$15.00 for issuance of certificate

**ARTICLE 18**  
**PHOTOCOPIES OR REPRODUCTION OF DOCUMENTS**

- a) \$0.20 per copy for photocopies to non-profit organizations;
- b) \$0.47 per copy for photocopying services other than non-profit organizations;
- c) \$14.50 per list of permits issued;
- d) prospectus or annual report \$15.00;
- e) copy of certificate \$15.00;
- f) copy of permit \$15.00;
- g) copy of a request or settlement \$15.00;
- h) \$50.00 per drawing for each digital reproduction, if more than 5 pages \$5 per additional page.

**ARTICLE 19**  
**DOGS**

The fee for a license is ten dollars (\$10.00) per year.

The cost of replacing the medal is ten dollars (\$10.00).

No refunds are allowed for any reason (moving, euthanasia, etc.).

**ARTICLE 20**      **PARKING FEES**

For parking spaces located on Town territory and owned by Town of Brome Lake, fees are payable according to the following rates:

- Access for a maximum period of 2 hours: \$6.00
- Access for a day ending at midnight: \$20.00

These fees are payable throughout the year.

Free for registered vehicles, having registered with Town of Brome Lake for a fee of \$5.00. Exclusive to residents. Certain conditions apply.

**ARTICLE 21**  
**SWEARING-IN**

Any document that must be signed by a Commissioner of Oaths is subject to a fee of twenty dollars (\$20.00). This fee applies only to applicants who are not Town residents.

**ARTICLE 22**  
**ADMINISTRATION FEES**

All invoices issued by the Town are subject to an administrative fee of ten percent (10%) of the total cost of the invoice.

**ARTICLE 23**  
**TERMS OF PAYMENT**

For the services and equipment listed in Chapter II, and for certain rates listed in Chapter III, concerned Town departments will forward billing information to the Treasury Department. All payments must be made by cash, debit or cheque payable to Town of Brome Lake within thirty (30) days of the billing date.

With respect to the rates for goods and services set out in Chapter V and Chapter VI, and for certain rates set out in Chapter III, all payments must be made in cash, debit or by cheque made payable to Town of Brome Lake, at the time of acquisition of the good or service.

**ARTICLE 24**  
**CHEQUE WITHOUT FUNDS**

Any cheque received by the Town and returned by the bank for lack of funds is subject to a fixed charge of eight dollars and fifty cents (\$8.50).

**ARTICLE 25**  
**INTERESTS**

An annual interest rate of fifteen percent (15%) is payable on all amounts not paid when due.

**CHAPITRE VII**  
**DISPOSITIONS FINALES**

**ARTICLE 26**  
**TARGET PERIOD**

The rates established in this by-law apply for the year 2025, notwithstanding any other rates established in a previous by-law.

**ARTICLE 27**  
**COMING INTO FORCE**

This by-law comes into force in accordance with the law.

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Richard Burcombe  
Mayor

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M<sup>e</sup> Owen Falquero  
Clerk

**FOLLOW-UP**

Notice of motion: December 2, 2024  
Presentation: December 2, 2024  
Adoption of regulations: December 16, 2024  
Public notice: December 17, 2024  
Publication: December 17 (HDV, website, Brome County News, December 18 (the Guide))  
COMING INTO FORCE: January 1<sup>st</sup>, 2025