

**CANADA
PROVINCE OF QUEBEC
MRC OF THE VALLEY-DE-LA-GATINEAU
MUNICIPALITY TOWNSHIP OF LOW**

BY-LAW NUMBER 10-2018 ESTABLISHING A RATE FOR THE SUPPLY OF CERTAIN GOODS AND SERVICES

WHEREAS rates must be established for the supply of certain goods and services by the Municipality Township of Low;

WHEREAS the provisions of sections 244.1 and following of the Act respecting municipal tax system, as well as the provisions of article 962.1 of the Municipal Code of Québec;

WHEREAS a notice of motion was given, and a draft By-law was presented at the regular Council meeting of November 5, 2018, all in accordance with the provisions of article 445 of the Municipal Code of Québec (RSQ, c C-27.1);

WHEREAS a copy of the draft By-law was given to Council members at least 72 hours before this meeting;

WHEREAS copies of this draft By-law have been available to the public for consultation since the beginning of the meeting;

WHEREAS the members of the Council declare having read this draft By-law and renounce its reading by the Secretary;

WHEREAS the purpose of the By-law and its scope were mentioned by the Director General;

THEREFORE, it is

PROPOSED by Councilor Joanne Mayer,
SUPPORTED by Councilor Matthew Orlando

AND RESOLVED by the present members of the Council, that the draft by-law number 10-2018 establishing a rate for the supply of certain goods and services and that the following rules and decreed be adopted as followed

ARTICLE 1 – Preamble

The preamble above forms an integral part of this By-law.

ARTICLE 2 - Purpose

The purpose of this By-law is to establish a pricing policy applicable to the supply of certain goods and services rendered by the Municipality.

ARTICLE 3 - Rates

Individuals and legal entities governed by private law and public law who use the goods and services provided by the Municipality will be billed in accordance with the rates established in this By-law.

ARTICLE 4 - Transcription and reproduction of a document

The rates applicable to the transcription and reproduction of documents are as follows:

4.1	Per page for black and white copy of any of the following documents I. By-law; II. Assessment; III. Summary and index of a role; IIII. Any other document ½ x 11, 8 ½ x 14, 11 X 17	0,38 \$ / page Maximum of 35 \$ pour item I.
4.2	Per page for a color copy of 8 ½ x 11 or 8 ½ x 14	1,00 \$ / page
4.3	Per page for a color copy of 11 x 17	1,50 \$ / page
4.4	For a copy of street plan or any other plan	3,80 \$ / plan
4.5	For a copy of an excerpt from the assessment role	0,45 \$ / assessment unit
4.6	For a copy of the financial report	3,10 \$ / report

When a document is copied on both sides, fees are charged for each side of the sheet of paper. All photocopies of personal documents must be made at the municipal library with the same rates listed in by-law number 10-2018.

ARTICLE 5 - Sending a document

The fees for sending a document are as follows:

For sending a fax document	3,00 \$ / shipment
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ARTICLE 6 - Sale of specific documents

Fees for the sale of specific documents are as follows:

6.1	Paper version	50,75 \$ / document
6.2	Electronic version on CD, DVD or USB key or another computer support	11,50 \$ / document

The following documents shall be considered as specific, including but not limited to:

- A. Planning By-laws;
- B. Fire safety risk prevention plan.

ARTICLE 7 - Sale of promotional items

The fees payable for the sale of the promotional items of the Municipality are as follows:

7.1	PINS	3,00 \$
7.2	Other promotional items	Actual cost

ARTICLE 8 – Geomatics

The fees for geomatics services are as follows:

8.1	Printing a document (design time not included) Plan 8 ½ x 11 et 8 ½ x 14; Plan 11 x 17;	2,05 plan\$ 3,05 \$ / plan
8.2	Special request (design, research, editing and more	50,75 \$ / hour

No plan can be created to respond to a citizen request. Only existing data may be printed in accordance with the confidentiality agreements.

ARTICLE 9 - Processing of any request for research or analysis

Fees for research or technical support:

Consultation, research or analysis	50,75 \$ / hour
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ARTICLE 10 - Administration Fee

A 15% administration fee will be charged on all billing, except billing provided by agreement.

ARTICLE 11 - Application of taxes

Where applicable, the goods and services tax (GST) and the Québec sales tax (QST) or any other tax must be added to the rates fixed in this By-law at the rates prescribed at the date of the billing.

ARTICLE 12 - Terms of payment

The amounts due for the documents and services are payable upon delivery, except for the rates provided for in articles 9 which must be paid before the event.

All payments must be paid in cash.

ARTICLE 13 - Exceptional cases

According to the assessment of the Director-General, natural and legal persons of private and public law who have a continuous exchange of information and documents with the Municipality, the fees may not be applicable.

ARTICLE 14 – Exemption

The municipalities of the territory of the **MRC DE LA VALLEY-DE-LA-GATINEAU** and the **MRC DE LA VALLÉE-DE-LA-GATINEAU** are exempt from the application of the fees payable in sections 4 to 12 of this By-law.

ARTICLE 15 - Repeal of By-law

This By-law repeals, for all legal purposes, any By-law and management policy prior to the adoption of this By-law or any provision of any By-law or policy that is inconsistent with those enacted above.

ARTICLE 16 - Entry into force

This By-law comes into force in accordance with the Act.

Given to the Municipality Township of Low, this 3rd day of the month of December 2018.

Notice of motion: November 5, 2018
Adoption of the draft By-law: November 5, 2018
Adoption of the By-law: December 3, 2018
Coming into force: December 3, 2018
Resolution: #315-12-2018

		Yes	No	Refrain	Absent
Carole Robert	Mayor	X			
Joanne Mayer	Seat # 1	X			
Maureen Rice	Seat # 2	X			
Lucie Cousineau	Seat # 3				X
Luc Thivierge	Seat # 4	X			
Matthew Orlando	Seat # 5	X			
Ghyslain Robert	Seat # 6	x			

Adopted