
BY-LAW ESTABLISHING A FINANCIAL
ASSISTANCE PROGRAM FOR STORM WATER
MANAGEMENT ON PRIVATE RESIDENTIAL
PROPERTY

In force on July 14, 2026

AT THE REGULAR SITTING OF THE COUNCIL OF THE CITY OF POINTE-CLAIRE, HELD AT CITY HALL,
451, SAINT-JEAN BOULEVARD, POINTE-CLAIRE, QUÉBEC, ON TUESDAY, JULY 7, 2026, AT
7:00 P.M.

PRESENT: Councillor Claudine Demers, Councillor Ludovic Matthews, Councillor Kelly
Thorstad-Cullen (remotely, in accordance with section 21 of By-Law PC-2996),
Councillor Andrew Swidzinski, Councillor Bruno Tremblay, Councillor Eric Stork,
as well as Councillor Mike Potvin, chaired by Mayor John Belvedere forming
quorum of council.

ABSENT: Councillor Cynthia Homan.

AMONGST OTHER BUSINESS TRANSACTED AT SAID SITTING WAS THE
FOLLOWING:

BY-LAW NUMBER: PC-3002

RESOLUTION NUMBER: 2026-348

PROPOSED BY COUNCILLOR THORSTAD-CULLEN

SECONDED BY COUNCILLOR SWIDZINSKI

AND UNANIMOUSLY RESOLVED:

WHEREAS climate change is leading to an increase in the frequency and intensity of rain events, causing sewer system overflows and flooding risks.

WHEREAS storm water runoff into municipal networks can cause surcharges, flooding, and environmental and property damage.

WHEREAS citizens can contribute to mitigating these impacts through appropriate landscaping on their property.

WHEREAS the City wishes to encourage its citizens to implement sustainable stormwater management practices by offering targeted financial assistance.

WHEREAS the Municipal Council has the power to adopt a financial assistance program, pursuant to sections 4 and 92 of the *Municipal Powers Act* (RLRQ, c. C-47.1),

CONSEQUENTLY, THE COUNCIL DECREES AS FOLLOWS:

CHAPTER I GENERAL PROVISIONS

Section 1 Purpose

The purpose of the present By-law is to establish a financial assistance program for owners of residential buildings located within the territory of the City of Pointe-Claire (hereinafter the "City"), in order to encourage them to implement sustainable storm water management measures on their property.

Section 2 Scope

The present By-law applies to the entire territory of the City for residential properties with one or two dwellings, as entered on the property assessment roll.

The following are expressly excluded from the scope of the present By-law:

- Buildings used for commercial, industrial, or institutional purposes.
- Buildings with three or more dwellings.
- Properties for which works began before the date the application for financial assistance was filed.

CHAPTER II DEFINITIONS AND INTERPRETATION

Section 3 Definitions

In the present By-law, unless the context indicates otherwise, the following terms mean:

"Beneficiary"	The applicant whose application for financial assistance has been approved under the present By-law, and to whom such assistance is granted.
"Applicant":	Any natural person who is the owner of an eligible residential property and who submits an application for financial assistance in accordance with the present By-law.

"Private residential property":	A lot and residential building belonging to a private person, as entered on the property assessment roll of the City.
"Storm water":	Water originating from atmospheric precipitation (rain, hail, snowmelt) that flows over the impermeable or semi-impermeable surfaces of a property.
"Rain garden":	A landscaped area consisting of a shallow depression planted with adapted vegetation, designed to capture, filter, and infiltrate runoff from roofs and impermeable surfaces.
"Mandatory":	Any external firm, company, or organization for evaluation and consulting, duly selected and mandated by resolution of the Municipal Council or by decision of the City Manager, acting on behalf of the City to evaluate storm water management issues on private residential properties and propose required interventions.
"Responsible Department":	The Planning Department, or any other department designated by resolution of the Municipal council.
"Permeable surface":	Ground covering that allows storm water to pass through and infiltrate into the soil, including cellular pavers, grass pavers, drainage gravel, and any other similar material.
"Eligible works":	Storm water management measures, including those listed in Section 9 of the present By-law.

Section 4 Interpretation

Headings and subheadings in the present By-law do not form an integral part thereof and are solely for reference purposes. In the event of a conflict between the present By-law and any other municipal regulation, the more restrictive provision shall apply, unless otherwise indicated.

CHAPTER III ELIGIBILITY CONDITIONS

Section 5 Eligibility of the Applicant

To be eligible for the financial assistance program, the applicant must:

- Be the owner of an eligible residential property within the City's territory.
- Be up to date with tax obligations to the City (property taxes and other accounts).
- Not have received financial assistance for the same type of work on the same property during the five (5) years preceding the application.
- Have obtained the required authorizations (building permit, certificate of authorization), where applicable.

Section 6 Eligibility of the Property

The property for which financial assistance is requested must:

- Be situated within the territory of the City.
- Be listed on the property assessment roll as a residential property (1 or 2 dwellings).
- Be connected to the municipal water and/or sewer network, or be likely to contribute to runoff toward the public domain.
- Not have been the subject of works paid for in whole or in part by the financial assistance provided for in the present By-law.

Section 7 Eligibility of Works

The works for which financial assistance is requested must:

- Be carried out after the date the application is filed and after the written approval of the Responsible Department.
- Be carried out by a contractor holding a valid license from the *Régie du bâtiment du Québec (RBQ)* or be carried out by the owner themselves, where permitted by law or regulations.
- Comply with all requirements of the applicable Construction Code and municipal regulations in force.

Section 8 Exclusions

The following are not eligible for the financial assistance under the present By-law:

- Works intended solely to replace existing installations with identical ones.
- Routine maintenance or repair work of an installation that has already been subsidized.
- Costs associated with obtaining permits, professional fees for architects or engineers (unless expressly included in the schedule).
- Second-hand equipment or materials.
- Works carried out on vacant lots without a residential building.

CHAPTER IV ELIGIBLE WORKS AND FINANCIAL ASSISTANCE

Section 9 Eligible works and Amount of Financial Assistance

The financial assistance granted to the applicant corresponds to 50% of the value of eligible works, including the evaluation performed by the mandatary, up to a maximum of \$5,000 per property.

For illustrative purposes only, eligible works include those relating to:

- Internal plumbing, from the main drainage stack to the City's network.
- Catch basins and foundation drains.
- Window wells.
- Backfilling of a garage entrance.
- Sealing of flood water entry points.
- Roof drains.
- Backwater valves.
- Fixed or removable flood barriers.
- Disconnection of gutters.
- Permeable surfaces.
- Rain gardens.

- Correction of ground slope.
- Watertight doors.
- Retention systems.
- Any other storm water management measures recommended by the mandatory.

Section 10 Cumulation of Assistance

Financial assistance granted under the present By-law may be combined with any other provincial or federal financial assistance, provided that the total subsidies obtained from all sources do not exceed the actual cost of the eligible works, excluding taxes.

The applicant must declare, in their application, any other financial assistance granted or requested for the same works.

Section 11 Revision of Amounts

The Municipal Council may, by resolution, modify the amounts and rates of financial assistance provided for in Section 9, without the need to amend the present By-law, provided that the modifications are published on the City's website.

CHAPTER V APPLICATION PROCEDURE AND PROCESS FOR OBTAINING FINANCIAL ASSISTANCE

Section 12 Filing of the Application

An applicant wishing to benefit from the financial assistance program must submit a written application to the Responsible Department, before the start of the work, using the official form provided for this purpose.

The application must be accompanied by the following documents:

- A site plan or sketch indicating the location of the proposed works on the property.
- A description of the works to be carried out and the materials to be used.
- At least one quote from a qualified company or a detailed cost estimate in the case of eligible works or the purchase of equipment carried out by the owner.
- Any other document required by the Responsible Department.

Section 13 Analysis and Approval of the Application

The Responsible Department has thirty (30) business days from the receipt of a complete application to notify the applicant of their eligibility or of any missing information.

The Responsible Department may:

- Approve the application and notify the applicant of the amount of financial assistance for which they are eligible.
- Request additional information or documents, in which case the delay is suspended until the requested information is received.
- Refuse the application and notify the applicant in writing, stating the reasons for the refusal.

Approval of an application is valid for a period of twelve (12) months from the date of the approval letter. After this period, the applicant must submit a new application.

The applicant may, before the expiry of the twelve (12) month period referred to in the preceding paragraph, submit a written request to the Responsible Department for an extension of the validity of the approval granted. The duration of such an extension may not exceed six (6) months.

Section 14 Execution of Works

The works must be carried out in accordance with the approved plan. Any substantial modification to the authorized works must be approved by the Responsible Department before being implemented, failing which the financial assistance may be reduced or refused.

Section 15 Reimbursement Request

Upon completion of the works, the applicant must submit a reimbursement request to the Responsible Department within sixty (60) days of the work being completed, accompanied by the following:

- Original invoices or certified true copies of all expenses incurred for the eligible works.
- Proof of payment (receipts, bank statements, or any equivalent document).
- Before and after photographs of the work, clearly showing the measures installed.
- Any building permit or certificate of authorization obtained for the works, where applicable.

Section 16 Inspection and verification

The Responsible Department reserves the right to perform an on-site inspection before or after the works are carried out to verify compliance with the requirements of the present By-law.

The applicant must allow any authorized representative of the City access to their property for this purpose, upon reasonable notice.

Section 17 Payment of Financial Assistance

Once the reimbursement request is deemed complete and compliant, the City shall proceed with the payment of financial assistance within thirty (30) business days.

CHAPTER VI OBLIGATIONS OF THE BENEFICIARY

Section 18 Reimbursement of Assistance in Case of Non-Compliance

The City may require the total or partial reimbursement of the financial assistance granted if:

- The works have not been carried out in accordance with the approved application.
- The beneficiary has provided false or misleading information in their application.
- The beneficiary has not allowed an inspection by the Responsible Department.

The City shall notify the beneficiary in writing and grant a period of thirty (30) days to remedy the situation or to reimburse the sums due.

CHAPTER VII PROGRAM FINANCING

Section 19 Program Budget

The annual budget allocated to the financial assistance program is determined by the Municipal Council as part of the adoption of the City's annual operating budget or by the allocation of the City's surplus revenue to a reserve created for this purpose.

When available funds are exhausted during a fiscal year, subsequent applications are placed on a waiting list for the following fiscal year, in chronological order of receipt.

CHAPTER VIII CITY MANDATARY FOR THE EVALUATION OF STORM WATER MANAGEMENT ISSUES

Section 20 Power of the City to Appoint a Mandatary

The City is authorized to retain the services of a mandatary, namely a third-party company acting on its behalf, responsible for evaluating storm water management issues on private residential properties within its territory and proposing required interventions where applicable.

The use of a mandatary serves as a complementary tool to the financial assistance program provided for in the present By-law and aims to facilitate the implementation of sustainable storm water management measures at the source by ensuring a professional and systematic evaluation of owners' needs.

Section 21 Mandate and Responsibilities of the Mandatary

As part of the mandate entrusted to them, the mandatary be responsible for all or part of the following tasks:

- Carry out evaluation visits to residential properties to diagnose storm water management issues, notably excessive runoff, basement flooding risks, sewer system surcharge, and insufficient infiltration.
- Analyze the characteristics of the land, existing landscaping, and drainage infrastructure to evaluate the infiltration and retention capacity of each property.
- Propose, in a written report submitted to the owner and the Responsible Department, interventions appropriate to the property's situation, particularly among the eligible measures referred to in Section 9 of the present By-law.
- Submit data and evaluation reports to the Responsible Department according to the terms provided in the mandate contract.

The mandatary shall act at all times under the supervision of the Responsible Department and in compliance with the orientations defined by the City. It may in no case financially commit the City, make decisions regarding the granting of subsidies, or exercise powers that have not been expressly delegated.

Section 22 Access Rights and Owner Obligations

The evaluation visit, if applicable, is conditional on the prior agreement of the owner or occupant of the premises. The visit is conducted jointly with a representative of the City.

Before any visit, the mandatary must:

- Clearly identify themselves to the owner or occupant by presenting a letter of mandate or an authorization card issued by the City.
- Advise the owner of the nature and objectives of the visit.

Section 23 Evaluation Report

Following each evaluation visit, the mandatory shall produce a written report including:

- A description of the storm water management issues observed on the property.
- Recommendations for appropriate interventions, particularly among the measures eligible under the financial assistance program.

A copy of the report is provided to the evaluated owner, and a copy is transmitted to the Responsible Department.

This report constitutes a decision-support document and does not bind the owner regarding the interventions to be carried out.

Section 24 Analysis of Quotes Received

The mandatory may, at the owner's request, analyze the quotes received by the owner and make any appropriate recommendation.

CHAPTER IX PENAL PROVISIONS

Section 25 Offences and Penalties

Any person who contravenes the provisions of the present By-law, in particular by providing false information in an application for financial assistance, commits an offence and is liable to a fine of:

- Two hundred and fifty dollars (\$250) to five hundred dollars (\$500) for a first offence.
- Five hundred dollars (\$500) to one thousand dollars (\$1,000) for any subsequent offence.

These fines are in addition to the obligation to reimburse the financial assistance unduly received, as provided for in Section 18 of the present By-law.

CHAPTER X FINAL PROVISIONS

Section 26 Delegation

The Municipal Council delegates to the City Manager, or to the person designated by resolution, the power to sign letters of approval, refusal, and reimbursement under the financial assistance program established by the present By-law.

Section 27 Coming into Force

The present By-law shall come into force in accordance with the Law.

John Belvedere, Mayor

Me Caroline Thibault, City Clerk