

**PROVINCE OF QUEBEC  
MUNICIPALITY OF PONTIAC**

MINUTES of the regular municipal council meeting held on Tuesday, May 8, 2012 at 8:00 p.m. at the Breckenridge fire hall, situated at 1491, route 148, Pontiac. Those who were present:

Edward McCann, mayor, Dr. Jean Amyotte, pro-mayor and councillors, Roger Larose, Lynne Beaton, Tom Howard, Inès Pontiroli and Brian Middlemiss.

Also present the director general and several ratepayers.

The meeting began at 8:00 p.m.

**FLOOR OPEN TO THE PUBLIC AND QUESTION PERIOD**

Leonard Lloyd	-Speed on Egan Street
Joan Belsher	-Congratulations to one of the employee
Denis Dubé	-Water treatment plant-Contracts -Drinkable water
Barrie Marfleet	-Internet site -Internet coverage of the territory
Richard Simourd	-Nuisance by-law
Diane Mainville	-Request to the CPTAQ for 1656 route 148
William Twolan	-Request to the CPTAQ for 1656 route 148
James Eggleton	-Accès to the minutes -Nuisance by-law
Ricky Knox	-Request to the CPTAQ for 1656 route 148
Alan David	----- -Illegal business
Diana Delgrosse	-Shots in the sandpit of R. Bélisle
Armand Ducharme	-Agreement- Hydro -Budget- Police

12-05-1091

**ADOPTION OF THE AGENDA**

- 1. Opening of the meeting**
- 2. Floor open to public**
- 3. Adoption of the agenda**
- 4. Adoption of the minutes of previous meetings**
  - 4.1 Minutes of the regular meeting held on April 10<sup>th</sup> and that of the special meetings on April 17<sup>th</sup> and 26<sup>th</sup>, 2012
- 5. Administration**
  - 5.1 Budgetary transfers
  - 5.2 List of invoices to pay
  - 5.3 List of fixed expenses
  - 5.4 List of incurred expenses for the month of May
  - 5.5 By-law 15-10 and reserved funds – affected surplus for the potable water
  - 5.6 Salaries – Ecocentre
  - 5.7 Cancelling resolution 12-04-1065 – rates for hauling bulk materials
  - 5.8 By-law no. 02-12 abrogating by-law no. 09-10 – concerning meeting procedures of the municipal council of Pontiac
  - 5.9 Staffing – position of person responsible for communications
  - 5.10 Comparative statements of revenues and expenses
  - 5.11 Bad debts
  - 5.12 Contract – janitor
- 6. Public security**
  - 6.1 Stephen Oudhuis – Letter of resignation
- 7. Public works**
  - 7.1 Planning – road work
  - 7.2 Association Pointe-aux-Roches – Tolerance road
  - 7.3 Levelling Terry-Fox road
  - 7.4 Paving Terry-Fox road
  - 7.5 Paving Beaudoin and Joanisse roads
  - 7.6 Hydro-Quebec pole to be moved
- 8. Public hygiene**
  - 8.1 Collaborative agreement with the Laval University
  - 8.2 Agreement – used oil recovery
- 9. Urban renewal and zoning**
  - 9.1 Request to the C.P.T.A.Q. – Subdivision – 30 Elm road- Thomas Tracey and Linda Coleborn
  - 9.2 Subdivision - Raymond Tracey - Susan Sparling – 126, chemin Stanton
  - 9.3 Autohrization to sign permits
  - 9.4 Services- Water environment
- 10. Recreation and culture**
  - 10.1 Government Bill – protection of the Gatineau park limits

- 10.2 Route change in the Pontiac bicycle path
- 11. **Miscellaneous**
  - 11.1
- 12. **Various reports and correspondence**
  - 12.1 Tabling of various municipal reports: a) animals;
- 13. **Tabling of the registre of correspondence**
  - 13.1 Register of the correspondence received in April 2012
- 14. **Question period**
- 15. **Closing of meeting**

It is

Moved by Dr. Jean Amyotte  
Seconded by Brian Middlermiss

AND RESOLVED to adopt the agenda with the following modifications:

**Additions :**  
7.6 Resquest to move Hydro pole  
9.4 Services- Water environment

Carried

**12-05-1092**

**ADOPTION OF THE MINUTES OF THE REGULAR MEETING HELD ON  
APRIL 10TH 2012 AND THAT OF THE SPECIAL MEETINGS HELD ON  
APRIL 17<sup>TH</sup> AND 26TH , 2012**

Moved by Tom Howard  
Seconded by Lynne Beaton

AND RESOLVED to adopt the minutes of the regular meeting held on April 10<sup>th</sup> , 2012  
and that of the special meetings held on April 17<sup>th</sup> and 26<sup>th</sup> , 2012.

Carried

**12-05-1093**

**BUDGETARY TRANSFERS (May 2012)**

It is

Moved by Brian Middlemiss  
Seconded by Inès Pontiroli

AND RESOLVED THAT the municipality carry out the budgetary transfers as described on the attached list in the amount of \$ 479.00

Carried

**12-05-1094**

**LIST OF INVOICES TO PAY**

Moved by Dr. Jean Amyotte  
Seconded by Lynne Beaton

AND RESOLVED THAT this Council authorizes the payment of invoices amounting to \$49 653.51 (see appendix in file no.102-102) for the period ending April 30<sup>th</sup>, 2012 and to debit budget posts related to the expenses mentioned on said list.

Carried

**12-05-1095**

**LIST OF FIXED EXPENSES**

Moved by Inès Pontiroli  
Seconded by Lynne Beaton

AND RESOLVED THAT this Council approves the list of expenses from the history of cheques which includes:

- fixed expenses;
- payments via Internet;
- the true amount of invoices paid following approval by incurring expenses or by resolution;

All for a total of \$ 328 667,33 (see appendix) for the period ending April 25<sup>th</sup>, 2012 and to debit related budget accounts for the expenses mentioned on said list.

Carried

**12-05-1096**

**LIST OF INCURRED EXPENSES FOR THE MONTH OF MAY 2012**

Moved by Inès Pontiroli  
Seconded by Lynne Beaton

AND UNANIMOUSLY RESOLVED to accept the incurring expenses that appear in appendix A (see file 102-102), for a total amount of \$ 57 460, 84 taxes included.

Carried

12-05-1097

**BY-LAW 15-10 AND RESERVED FUNDS – AFFECTED SURPLUS FOR THE POTABLE WATER**

WHEREAS the by-law no. 15-10 « By-law abrogating by-law no. 14-10 - which decrees an expense of \$4,541,135.00 and a loan of \$4,391,135.00, for the standardization of the potable water treatment system in the village of Quyon »;

WHEREAS this by-law specifies that \$150,000 will be will be affected, coming from the general fund;

WHEREAS council had reserve \$150,000 in an affected surplus for potable water;

It is

Moved by            Inès Pontiroli  
Seconded by        Lynne Beaton

AND RESOLVED to debit the surplus the budget item #59-131-00-011 (potable water surplus) and to credit budget item #59-110-00-001 by \$150,000 (non-affected general surplus).

Carried

12-05-1098

**SALAIRES – ECOCENTRE**

WHEREAS at the end of last year, monies were transferred to the ecocentre department for employee salaries, in order to reflect the department's true expense;

WHEREAS employees submit their time sheets showing hours worked at the ecocentre;

WHEREAS no monies were budgeted for the salaries at the ecocentre;

It is

Moved by            Tom Howard  
Seconded by        Inès Pontiroli

AND RESOLVED to transfer the amount of \$12,000 from the public works department and another \$12,000 from the septic system installations department to the ecocentre department, as well as the employer's contributions affected as follows:

<u>Increase</u>		<u>Reduce</u>
02-453-00-141	\$12,000	02-320-00-141
02-453-00-141	\$12,000	02-490-00-141
02-453-00-222	\$300	02-320-00-222
02-453-00-222	\$300	02-490-00-222
02-453-00-232	\$150	02-320-00-232
02-453-00-232	\$150	02-490-00-232
02-453-00-242	\$250	02-320-00-242
02-453-00-242	\$250	02-490-00-242
02-453-00-252	\$175	02-300-00-252
02-453-00-252	\$175	02-490-00-252
02-453-00-262	\$25	02-320-00-262
02-453-00-262	\$25	02-490-00-262

Carried

**12-05-1099**

**RESOLUTION NO 12-04-1065 - RATES FOR HAULING – BULK**

WHEREAS resolution no. 12-04-1065 concerning the rates for hauling bulk materials was adopted at a regular council meeting on April 10, 2012;

WHEREAS following verification with the M.A.M.M. it is necessary to cancel this resolution, see article 938 of the Municipal Code, because the municipality is not legally obliged to follow these rates;

It is

Moved by            Dr. Jean Amyotte  
Seconded by        Roger Larose

AND RESOLVED THAT this council cancels resolution no. 12-04-1065.

Carried

**12-05-1100**

**BY-LAW NO. 02-12 ABROGATING BY-LAW NO. 09-10 – CONCERNING MEETING PROCEDURES OF THE MUNICIPAL COUNCIL OF PONTIAC**

WHEREAS the municipal council wishes to abrogate by-law no.09-10 concerning rules and procedures to be followed by the council of the Municipality of Pontiac during its public meetings;

WHEREAS a notice of motion was given on March 20, 2012 by the councillor, Dr. Jean Amyotte;

CONSEQUENTLY, it is

Moved by           Dr. Jean Amyotte  
Seconded by       Inès Pontiroli

AND RESOLVED to adopt the present by-law:

THAT IT BE STATUED AND ORDERED BY THE PRESENT BY-LAW that:

**ARTICLE 1**       The preamble is an integral part of the by-law.

**ARTICLE 2.       SESSIONS OF THE MUNICIPAL COUNCIL**

**ARTICLE 2.1**     The regular session of the municipal council will be held the second Tuesday of each month, unless otherwise ordered by a motion of the Municipal Council or said Tuesday is a civic holiday as decreed by law in which case the Municipal Council would meet on the next working day.

Council meetings will be held at 2024 route 148, Pontiac, Qc, except for the meetings in May and August that will be held at the Breckenridge fire hall at 1491 route 148 (May) and at the Quyon Lion's Hall at 2 Ferry road (August) respectively.

**ARTICLE 2.2**     All regular sessions of the Municipal Council of the Municipality of Pontiac will begin at 8:00 p.m. and end at 11:00 p.m. unless a motion is adopted to extend the meeting past regular hours.

**ARTICLE 2.3**     The Mayor of the Municipality of Pontiac, the director general, or two members of the Municipal Council may, when they deem appropriate, call a special meeting of the Municipal Council by verbal or written request addressed to the director general of the Municipality. The director general will then prepare a notice containing the items of business to be presented at this meeting and forward this notice to each member of the Municipal Council at least forty-eight (48) hours prior to the time set for the said meeting.

**ARTICLE 2.4**     When two (2) members of the Municipal Council wish to hold a special meeting they may call the meeting themselves, by specifying in writing, to the director general of the Municipality, the reasons for calling the

special meeting, along with the date, time and place of the special meeting.

Upon receiving this request the director general will prepare a notice that will be distributed according to the provisions set out in the previous article.

At a special meeting convened according to articles 2.3 and 2.4, the Municipal Council can only discuss and approve those subjects that are on the agenda unless all members of the Municipal Council present accept to add other subjects to the agenda.

**ARTICLE 2.5** The Municipal Council may hold only one meeting per day.

**ARTICLE 3. OPENING OF THE MEETING**

**ARTICLE 3.1** At the opening of the meetings, the municipal director general begins by registering the names of the Municipal Council members present in the minute book and determining if there is a quorum.

In the absence of the director general and before any business is conducted, a motion passed by the Municipal Council will be adopted authorising one or more persons to act as secretary for this meeting. The motion can be made for a year.

**ARTICLE 3.2** If there is a quorum, the meeting is called to order and the Mayor, if he is present, presides the meeting. In the absence of the Mayor and the acting Mayor, the director general calls to order and presides over the deliberations to choose a temporary chairman amongst Council members present.

The acting Mayor or temporary chairman, as the case may be, presides the meeting until the arrival of the Mayor or acting Mayor as the case may be.

**ARTICLE 3.3** The mayor or the chairman of the meeting will ask all who are present in the hall, to close any electronic, cellular or other devices used to record or take photos, or that may disturb the Council's deliberations.

The mayor or the chairman of the meeting may however authorize photos or recordings of the council's discussions under conditions that he will set out.

**ARTICLE 3.4** In the absence of quorum, two (2) members of the Municipal Council may adjourn the meeting to a future date, thirty (30) minutes after the absence of quorum is duly noted.



Special notice of this adjournment must be given by the director general to members of the Municipal Council absent when the meeting was adjourned.

**ARTICLE 3.5** It is presumed that the quorum verified at the opening of the meeting will last throughout the meeting, however any member of the Municipal Council may ask for a verification of the quorum at any time during the meeting.

Official establishment of absence of quorum renders the continuation of deliberations invalid but does not affect decisions made prior to the establishment.

**ARTICLE 3.6** All deliberations taken during the meeting must be recorded by the Director general in a register chosen for these ends.

**ARTICLE 4. ORDER OF BUSINESS**

**ARTICLE 4.1** The Council then proceeds with business in the following order:

**ARTICLE 5. AGENDA**

**ARTICLE 5.1** The mayor reads the agenda, has it adopted by the Municipal Council and proceeds to have each item adopted individually by the Municipal Council.

**1. OPENING OF THE MEETING**

**2. FLOOR OPEN TO THE PUBLIC AND QUESTIONS**

A maximum of 30 minutes for a verbal question period or presentation granted to ratepayers who are present will be governed by the following rules:

1. The ratepayers who signed the register may direct a question to someone (Mayor or councillor) based on the topic noted in the register or will do a small presentation.
2. In the case of a general question the Mayor will decide who answers the question.

3. The person to whom the question is asked, may choose one of the following options:
  - a) to give a direct answer based on the facts available
  - b) advise the ratepayer that a reply will be given within a set time period
  - c) advise the ratepayers that a written reply will be given him or her.
4. In order to act fairly, each person who signed the register will have the right to one question. If the time allowed at the question period has not been used when the answer to the last question has been given, the Mayor retains the discretion to allow a person to ask a second question. The amount of time dedicated for the question period must end 30 minutes after it has begun.

**3. ADOPTION OF THE AGENDA**

**4. ADOPTION OF THE MINUTES OF THE PREVIOUS MEETINGS**

**5. ADMINISTRATION - FINANCES AND HUMAN RESOURCES**

- transfers
- selective list of expenses
- list of invoices to pay
- financial report
- awarding of tenders
- other related matters
- resignation
- hiring personnel
- authorisation for the signature of documents
- cancellation or amendment of motions
- other related matters

**6. PUBLIC SECURITY**

- auction of unclaimed goods or municipal surplus
- proclamations
- other related matters

**7. PUBLIC WORKS**

- installation, moving signs
- forwarding of plans for approval by the Q.M.E. and the M.R.C.
- authorization for street lights
- other related matters

**8. PUBLIC HYGIENE**

- municipal dump
- water/sewers
- environment

**9. URBAN RENEWAL**

- minutes of the previous meeting
- subdivision plans and replacement
- reports from the C.P.T.A.Q.
- requests for a petition
- withdrawal, state of roads
- assignment of names for new streets, roads
- transfer of roads and parks
- minor derogations
- other related matters

**10. RECREATION AND CULTURE**

- recognising organisations
- request for grants from the government
- attributing grants to known and affiliated organisations
- proclamations
- schedule for the use of equipment
- other related matters
- requests regarding the Law on cultural rights

**11. MISCELLANEOUS**

- proclamations of all types
- congratulations/sympathies
- other related matters

**12. VARIOUS REPORTS AND CORRESPONDENCE**

**13. TABLING OF DOCUMENTS**

#### **14. PUBLIC QUESTION PERIOD**

A verbal question period from ratepayers in attendance who have signed the register for a maximum of thirty (30) minutes, will be governed by these rules:

1. Ratepayers who have requested so, will address a question to an individual (Mayor, or councillor) .
2. In the case of a general question the Mayor will decide who answers the question.
3. The person to whom the question is asked may choose one of the following options:
  - a) to give a direct answer based on the facts available
  - b) advise the ratepayer that a reply will be given within a set time period
  - c) advise the ratepayers that a written reply will be given him or her.
4. In order to be equitable each person entered in the register will be allowed one question. If at the end of the last question time remains in the question period, the Mayor, at his discretion, may allow a second question to a person. Time reserved for the question period must automatically end thirty (30) minutes after it has started.

#### **15. CLOSING OF MEETING**

**ARTICLE 5.2** The agenda can be modified with the agreement of two thirds (2/3) of the Municipal Council of the members present.

Modifications to the agenda can be of the following nature:

- Addition or deletion of an item, re-arrangement of the order of items, addition of questions to item new business;
- Furthermore, all items added to the agenda must be added under the heading of "new business".

#### **ARTICLE 6. RULES RELATED TO BY-LAWS**

**ARTICLE 6.1** The Municipal Council will follow rules decreed in the Quebec Municipal Code when it adopts a municipal by-law.

**ARTICLE 7. RULES RELATED TO MOTIONS**

**ARTICLE 7.1** No motion is debated during a meeting of the Municipal Council without the consent of two thirds (2/3) of the members of the Municipal Council present unless the resolution is listed on the agenda.

To be listed on the agenda of a meeting of the Municipal Council, all motions must be listed on the agenda of the plenary meeting preceding the regular meeting and given to the director general no later than 12:00 o'clock (12), the **Thursday** preceding the meeting of the Municipal Council; otherwise the motion cannot be listed on the agenda of the meeting of the Municipal Council.

**ARTICLE 7.2** A motion will not come before the meeting unless it is duly moved.

Council can only debate one motion at a time. Once a motion is tabled and approved it becomes the question under deliberation and can be debated before being disposed of in one of the following manners:

- by adoption;
- by rejection;
- by returning to committee;
- by postponing it to a definite or indefinite time.

**ARTICLE 7.3** Notwithstanding what precedes, once a motion is put before the Council, it becomes the property of Council and may not be withdrawn without consent of Council.

Furthermore when a motion is before Council, said motion can only be modified using the amendment procedure, unless the member who has proposed the motion agrees to the modification.

**ARTICLE 8. CLASSIFICATION AND PRIOROTY OF MOTIONS**

**ARTICLE 8.1** According to their nature, motions can be placed in one of the following categories:

- privileged motions;
- incidental motions;
- dilatory motions;
- ordinary motions;
- special motions;

**ARTICLE 8.2** Privileged motions are the following:

a) **Closing of the session**

A session is ended by a motion to close. This motion is not debatable. Normally this motion is made when all agenda items are disposed of. It can however be made prior to all agenda items being disposed of, but in this case, its adoption requires the support of two thirds (2/3) of the Municipal Council members present.

b) **Postponement**

The aim of this motion is to postpone the session to a future date that must be specified. This motion is not debatable with the exception of the proposed date for resuming a meeting.

The session must resume where it left off. The agenda remains the same and can only be modified by support of two thirds (2/3) of the members of the Municipal Council present when the session resumes.

c) **Adjournment of the session**

The aim of the motion is to suspend the deliberation of a session for a short time. The deliberations are to resume at the same point during the same session. This motion is not debatable with the exception of the time period allowed for the suspension.

d) **Question of privilege**

This motion can not be made at any time. It can only be received by the Mayor if he decides that in fact one or any of the individual's rights has been wronged. This motion is not debatable.

If a question of privilege is raised, the person who has the floor must relinquish it until the question is ruled upon. He may then resume but must abide by the decision of the chair on the question of privilege.

e) **Appeal of the Mayor's decision**

Any member of the Municipal Council may appeal to the assembly about a decision made by the Mayor in regards to the interpretation or application of a by-law. This type of motion is not debatable.

f) **Modification of an adopted agenda**

A motion to modify the accepted agenda during the course of a meeting has one of the following purposes: to change the order of the items on the agenda, to add or delete an item or to highlight one of the items as special. This motion is only acceptable if it has the support of two thirds (2/3) of the members of the Municipal Council present with the exception of "special meetings". The agenda of a special meeting may only be modified if all members of the Municipal Council are present and agree to the proposed change.

**ARTICLE 8.3** Incidental motions are the following:

a) **Withdrawal of a motion**

This motion is aimed at ending the debate when the assembly believes that the motion is a mistake or when it becomes evident during discussion that another resolution would be preferable.

b) **Request for a closed meeting**

When the public interest requires it, the assembly can decide to hold a closed meeting and invite whomever they deem it necessary to invite.

c) **Dividing a motion**

A motion to divide a motion into individual motions can only be received by the Mayor if each motion is consistent. This motion is not debatable.

**ARTICLE 8.4** Dilatory resolutions are the following:

a) **Motion to temporarily postpone a question**

The aim of this motion is to temporarily put off dealing with a question that the meeting can deal with at its convenience.

This type of motion is not acceptable if it deals with the following:

- a question of privilege or an appeal to a decision rendered by the Mayor;

The only debate allowed is on the reason for postponement and the date on which the question will be heard. Therefore the discussion

cannot be based on the object of the motion that is being considered for postponement.

b) **Motion for an immediate vote**

The motion for an immediate vote ends the discussion on the question under deliberation with reserve to the right of reply for the person who introduced the motion under debate. This motion is not debatable and requires the support of two thirds (2/3) of the members of the Municipal Council present.

c) **Motion to refer to a committee**

The aim of this motion is to refer the question under deliberation for study to the planning committee or to a permanent committee of Council or to a special (ad hoc) committee. In this case the motion must determine the mandate and the formation of said special (ad hoc) committee. The referral could also be made to the municipal department concerned.

**ARTICLE 8.5** Regular motions are the following:

a) **Motion of amendment or sub-amendment**

The aim of an amendment is to modify the content of a motion by striking out, adding, or replacing certain words in the motion. It is received if it is not related to the subject of the original motion or if it results in a change to the type of motion that is under deliberation.

Any amendment can be amended under the same rules. It then becomes a sub-amendment; a sub-amendment cannot be amended.

b) **Main motion**

A main motion is a statement on which the assembly is called to make a decision that will resolve a subject under study. It is received at a meeting if it concerns a question that appears on the agenda.

c) The procedure for dealing with a motion that has been amended or sub-amended is as follows:

- 1- the sub-amendment proposed will be voted on first, followed by
- 2- the amendment, and finally



3- the main motion.

**ARTICLE 8.6 Special motions are the following:**

**a) Reconsideration of a motion or a by-law**

A request to reconsider a motion or a by-law, or a notice to this effect must be made at the same meeting or during deliberations on the subject if its study continues at another meeting.

Are authorised to make this request or give notice to this effect any 2 members of the municipal Council who voted when the motion which is to be reconsidered was voted on.

The motion or by-law open for reconsideration must be debated and decided at the meeting following the deposition of the notice of reconsideration.

If the motion or the by-law open for reconsideration is not debated at this meeting, the motion or by-law open for reconsideration becomes in force.

A second vote of reconsideration cannot be requested for the same motion or by-law.

**b) Point of order**

The Mayor must enforce the rules of order and decorum during the meeting. If a member of the Municipal Council is in breach of these rules, the Mayor must call him to order; if he does not, any member has the right and without debate to draw attention to this fact by calling for a point of order regarding the particular issue.

**ARTICLE 8.7** Excluding special motions which are treated without regard to priorities, the order of priority of motions depends first of all on their category and then on the rank they occupy within their respective category.

Therefore, privileged motions have a priority over all other types of motions. Incidental motions have priority over dilatory or regular motions. Dilatory motions have priority over regular motions.

**ARTICLE 9.     CONDUCT OF DELIBERATIONS**

**ARTICLE 9.1**     The rights and duties of the members of the Municipal Council depend on the function they perform at a meeting or the title under which they are participating.

**ARTICLE 9.2     Rights and duties of members of the Municipal Council regarding the good conduct of a session**

All members of the Municipal Council respect the rules of order and silence necessary for the smooth running of the meeting. Members of the Municipal Council must therefore avoid chatter, unnecessary movement, disorder and obstructive manoeuvre.

Slight of an individual is not acceptable. Any member of the Municipal Council slighted has the right to complain to the Mayor and give the assembly any explanation he deems necessary.

No one may bring into question personal motives he believes are the grounds for a member of the Municipal Council's position on a question.

**ARTICLE 9.3     Right of speech of members of Municipal Council**

A member of the Municipal Council may not speak unless he is recognised by the Mayor.

No member of the Municipal Council may speak more than once nor for longer than fifteen (15) minutes on any one question without permission from the Municipal Council except to explain or correct a misunderstanding of his statement. Furthermore even if this permission is granted, the member of the Municipal Council will not be allowed to speak a second time until all members of this same Council have discussed the question under deliberation.

Notwithstanding the above, the mover of the motion may however reply only after all members of this Council have spoken.

**ARTICLE 9.4     Rights and duties of the Mayor**

- a) The Mayor at the beginning of the meeting performs the usual preliminary verification. He opens the meeting, deals with the agenda, supplies or asks another member of the Municipal Council to supply necessary explanations on the study of a question, recognises speakers, rules on the acceptability of motions and sees

to the good order, assures the respect of all regulations and abides by them himself.

He applies the necessary sanctions when he deems appropriate, reads the motions tabled, calls for the vote, submits to the will of the assembly when a member appeals one of his decisions and in general remains impartial.

- b) In the performance of his duties, the Mayor may have arrested by a constable, a peace officer or police officer any person, whomever disrupts the order of a Municipal Council meeting and have them removed from the premises. If he deems it necessary have a summons issued to said persons ordering them to appear before the Municipal Court.
- c) When the Mayor is called upon to rule on a point of order or practice he indicates which rule applies in this matter, without any other remark or commentary.

#### **ARTICLE 9.5     Rights and duties of the members of the Municipal Council**

All members of the Municipal Council have the right to be present at a meeting and do not have to leave unless the rules and regulations demand it. They have the right to submit, to support or debate any motion judged receivable by the Mayor.

They also have the right to ask any pertinent question, take part in the debate and vote unless the rules and regulations revoke his right on a particular issue.

Any member of the Municipal Council may ask a question of privilege if he believes that one of his rights has not been respected. He can raise a point of order if he believes that a rule or regulation has not been observed.

No member of the Municipal Council can use coarse or indecent language towards another member. He must keep to the question under debate and cannot interrupt the course of the meeting of the Municipal Council.

All members of the Municipal Council present at a meeting must vote on a motion or by-law unless he is in conflict of interest.

When a vote is called, no member of the Municipal Council may leave his seat.

All members of the Municipal Council have the right to ask that the motion under debate be read to him/her at any time during the debate.

During the course of a meeting, if a member of the Municipal Council wishes to obtain information or explanations from someone who is not a member of the Municipal Council he must first ask permission from the Mayor.

**ARTICLE 9.6     Rights and duties of the members of the Municipal Council**

A member of the Municipal Council must always address the Mayor. Therefore he cannot converse with any other member of the Municipal Council without going through the Mayor. He must remain within the subject context and the time limits allowed and respect all rules and regulations.

The member of the Municipal Council must express his opinion only once on a given motion except if the assembly allows him the privilege of speaking a second time.

**ARTICLE 9.7     Sanctions**

A member of the Municipal Council who contravenes the rules specially the rules of order can be called to order by the Mayor and he must cease immediately except if he is given permission to explain.

In such a case the Mayor may impose a sanction or several successive sanctions if the situation warrants it.

If there is no appeal, the Mayor's decision is final. If the member of the Municipal Council appeals the Mayor's decision, the Municipal Council rules on the case without debate.

By increasing order of severity the possible sanctions are as follows: order to withdraw certain words, suspension of the right to speak for a certain time, order to leave the premises, expulsion by force.

Furthermore, any member of the Municipal Council who leaves his seat after the vote is called or refuses to vote on a motion or by-law will be fined not less than fifty dollars (50.00\$) and not more than three hundred dollars (300.00\$) as imposed by the Mayor except in the event of a conflict of interest recognised by the member of the Municipal Council.

**ARTICLE 10. COMMITTEES**

**ARTICLE 10.1 Permanent committees**

Council may, by motion, establish all permanent committees it feels are required for the smooth running of the administration of the Municipality.

**ARTICLE 10.2 Special committees**

The Municipal Council may on occasion create special committees to study specific problems.

The mandate of a special committee ends when its final report is accepted, except if it is ordered otherwise. The majority of the members of the committee forms a quorum.

**ARTICLE 10.3 Committee reports**

Committees to which questions have been referred must in every case produce a written report signed by the president relating the facts and their recommendations.

All committee reports must be addressed to the Municipal Council and must briefly outline the subject and conclusions the Municipal Council have arrived at. These conclusions must be summarised in the form of recommendations.

**ARTICLE 11. BECOMING IN FORCE**

**ARTICLE 11.1** The present by-law will become in force according to law and abrogates by-law no. 09-10.

Carried

12-05-1101

**STAFFING – POSITION OF PERSON RESPONSIBLE FOR COMMUNICATIONS**

WHEREAS the new position of “Person responsible for written communications and relations with citizens”;

WHEREAS applications received and the selection process;

WHEREAS the selection committee’s recommendations;

It is

Moved by           Dr. Jean Amyotte  
Seconded by       Tom Howard

AND RESOLVED THAT the Municipality of Pontiac award the position of "Person responsible for written communications and relations with citizens" to Mrs. Lucie St-Aubin. The provisions of the collective labour agreement will apply. The final wage conditions are subject to an agreement with the union.

Carried

The director general deposits the accounting and budgetary comparative statements of revenues and expenses.

**12-05-1102**

**DELETING BAD DEBTS**

WHEREAS monies to be collected on certain municipal abandoned roads and the costs showing on the list;

It is

Moved by           Dr. Jean Amyotte  
Seconded by       Inès Pontiroli

AND RESOLVED THAT the municipality delete the sum of \$25.55 which represents the taxes due on certain private roads, as shown on the attached list.

Carried

**12-05-1103**

**CONTRACT – JANITOR**

WHEREAS the contract for janitorial services in the municipal buildings ends on May 31<sup>st</sup>, 2012;

WHEREAS it is necessary to prepare a call for tenders for this purpose;

It is

Moved by           Tom Howard  
Seconded by       Inès Pontiroli

AND RESOLVED THAT the municipality hereby authorizes the director general to prepare the specifications for the janitorial work in the municipal buildings and to have the call for tenders advertised.

Carried

**12-05-1104**

**DEPARTURE – VOLUNTEER FIREFIGHTER**

WHEREAS Mr. Stephen Oudhuis was hired as a volunteer firefighter;

WHEREAS Mr. Oudhuis has handed in his letter of resignation;

It is

Moved by            Dr. Jean Amyotte  
Seconded by        Tom Howard

AND RESOLVED THAT the municipality accepts Mr. Stephen Oudhuis resignation as volunteer firefighter for the Municipality of Pontiac.

Carried

**12-05-1105**

**PLANNING - ROAD WORK**

WHEREAS the document prepared and submitted to council by the director of public works;

WHEREAS for the sound management of the municipality; it is necessary to validate the list of work planned for 2012;

It is

Moved by            Tom Howard  
Seconded by        Inès Pontiroli

AND RESOLVED THAT the Municipality of Pontiac council accept the list of road work as submitted by the director of public works for the year 2012.

IT IS FURTHER RESOLVED THAT this list is not restrictive and that urgent work and unforeseen circumstances may influence the work flow and that there will be a monthly follow-up.

Carried

**12-05-1106**

**TOLERANCE ROAD – POINTE-AUX-ROCHES ASSOCIATION**

WHEREAS a revision of the length of roads that merit funding for the Pointe-aux-Roches association;

WHEREAS the director of public works report;

It is

Moved by Inès Pontiroli

Seconded by Roger Larose

AND RESOLVED THAT the municipality agrees to add 0.2 km in the calculations for funding to the Pointe-aux-Roches association for the year 2012 and subsequent years.

Carried

**12-05-1107**

**LEVELLING – TERRY-FOX ROAD**

It is

Moved by Dr. Jean Amyotte

Seconded by Inès Pontioroli

AND RESOLVED THAT the municipality hereby authorizes the director of public works to proceed with the levelling of Terry-Fox road South, in preparation for paving.

Carried

**12-05-1108**

**PAVING – TERRY-FOX ROAD**

It is

Moved by Dr. Jean Amyotte

Seconded by Tom Howard

AND RESOLVED THAT the municipality hereby authorizes the director of public works to request tenders for paving the South section of Terry-Fox road, as provided for.

Carried



**12-05-1109**

**PAVING – BEAUDOIN AND JOANISSE ROADS**

It is

Moved by                Roger Larose  
Seconded by          Dr. Jean Amyotte

AND RESOLVED THAT the municipality hereby ask that the director of public works supply estimates for the preparation and paving of Beaudoin and Joannis roads.

Carried

**12-05-1110**

**HYDRO-QUEBEC POLE TO BE MOVED**

It is

Moved by                Dr. Jean Amyotte  
Seconded by          Tom Howard

AND RESOLVED TO ask Hydro-Quebec to move toward the East, the Hydro pole located in front of the 2024 Route 148.

Carried

**12-05-1111**

**COLLABORATIVE AGREEMENT WITH THE LAVAL UNIVERSITY**

It is

Moved by                Roger Larose  
Seconded by          Tom Howard

AND RESOLVED THAT the municipality hereby authorizes the director general to sign the necessary agreements with the Laval University in the project with respect to knowledge on groundwater.

Carried

**12-05-1112**

**AGREEMENT – USED OIL RECOVERY**

It is

Moved by            Dr. Jean Amyotte  
Seconded by        Roger Larose

AND RESOLVED THAT the municipality hereby authorizes the director general to sign the documents pertaining to the recovery of used oil by the company Veolia.

Carried

**12-05-1113**

**REQUEST TO THE C.P.T.A.Q. - SUBDIVISION – 30 Elm road- Thomas Tracey and Linda Coleborn**

WHEREAS the request pertains to an authorization for the subdivision of lot 2 683 769 in order to create lots 4 910 805 and 4 910 806;

WHEREAS the request is in conformity with the zoning by-law 177-01;

WHEREAS the request is in conformity with the subdivision by-law 178-01;

CONSEQUENTLY, it is

Moved by            Brian Middlemiss  
Seconded by        Inès Pontiroli

AND RESOLVED that council supports the applicant's request to subdivide lot 2 683 769 in order to create lots 4 910 805 and 4 910 806 as shown on the plan prepared by land surveyor Michel Fortin, under his minutes 22718, dated March 28th 2012.

Carried

**12-05-1114**

**SUBDIVISION – 124 Stanton road - Raymond Tracey et Susan Sparling**

WHEREAS the applicant wishes to join part of lot 345 to lot 345-6, Township of the Village of Quyon, in order to create lot 345-10;

WHEREAS the request is in conformity with the zoning by-law 177-01;

WHEREAS the request is in conformity with the subdivision by-law 178-01;

CONSEQUENTLY, it is

Moved by Lynne Beaton  
Seconded by Roger Larose

AND RESOLVED that council supports the applicant's request to join part of lot 345 to lot 345-6, Township of Quyon, in order to create lot 345-10, as shown on the plan prepared by land surveyor Michel Fortin, under his minutes 22728, dated April 3rd, 2012.

Carried

**12-05-1115**

**AUTHORIZATION TO SIGN PERMITS**

It is

Moved by Dr. Jean Amyotte  
Seconded by Inès Pontiroli

AND RESOLVED to authorize Mrs. Julie Galipeau to sign the various permits related to the urban department.

Carried

**12-05-1116**

**SERVICES- RB CONSULTANTS-WATER ENVIRONMENT**

It is

Moved by Dr. Jean Amyotte  
Seconded by Inès Pontiroli

AND RESOLVED to grant a budget of a maximum amount of \$ 300.00 for the training of the elected members on the management of the files about wter environment.

Carried

**12-05-1117**

**GOVERNMENT BILL – PROTECTION OF THE GATINEAU PARK LIMITS**

WHEREAS the Member of Parliament for Hull-Aylmer, Mrs. Nycole Turmel is prepared to present a Bill on the limits of Gatineau Park;

WHEREAS the litigation concerning municipal roads within the limits of the park;

WHEREAS nothing in Mr. Ravignat's correspondence, our MP, nor that of Mrs. Turmel's, reassures municipalities when it comes to conserving their rights and priveleges concerning municipal roads and work that may be done around them;

WHEREAS past and present experience in communicating with the NCC is not reassuring when it comes to the citizens of Pontiac's accessibility to the park;

It is

Moved by           Dr. Jean Amyotte  
Seconded by       Roger Larose

AND RESOLVED THAT the municipality inform all of the concerned contributors that we oppose any Government Bill concerning the limits of the Gatineau Park, for as long as, and until we are guaranteed that the said Bill includes provisions guaranteeing the withdrawal of the park limits from the right of way to municipal, provincial or other roads.

Carried unanimously

**12-05-1118**

**ROUTE CHANGE – PONTIAC BICYCLE PATH**

It is

Moved by           Dr. Jean Amyotte  
Seconded by       Lynne Beaton

AND RESOLVED THAT the municipality ask that the Ministry of Transport accept the requested modifications to the Pontiac bicycle path, which includes the shoulder section of highway 148, from the Clarendon street intersection with the highway, to the Alary road intersection with highway 148.

Carried

**VARIOUS REPORTS AND CORRESPONDENCE**

- Tabling of various municipal reports: a) animals;

**TABLING OF DOCUMENTS**

- Register of the correspondence received in April 2012.

### **QUESTION PERIOD**

David Birt	-45 Egan -Garbages along the roads
Pierre Éthier	-Collect of used oil
Suzanne Parker	-Budget transfer eco-center -Nuisance by-law
Micheline-----	-Tax payment -Widening of route 148
Joan Belsher	-Nuisance by-law
James Eggleton	-Videotron tower
Barrie Marfleet	-----
Sylvie Carpentier	-Business permit -Maintenance of Terry-Fox -Entrance - municipal center
Denis Dubé	-Bulk transportation -Resignation of Isabelle Côté -Actualité magazine -"Signature" of the municipality
Ricky Knox	-1656 Route 148 -Legal opinion
Madeleine Carpentier	-Salaries transfer- Eco-center -Geotechnical study -Underground water

12-05-1119

### **ADJOURNMENT OF THE MEETING**

It is

Moved by	Dr. Jean Amyotte
Seconded by	Tom Howard

AND RESOLVED to close the meeting at 10:30 p.m., having gone through the agenda.

Carried

---

MAYOR

---

DIRECTOR GENERAL

*« I, mayor Edward McCann, hereby certify that the signature on the present minutes is equivalent to the my signature on each and every resolution herein, as specified in article 142 (2) of the Municipal Code».*