

**PROVINCE OF QUEBEC
MUNICIPALITY OF PONTIAC**

MINUTES of the regular municipal council meeting held on Tuesday, December 10, 2013 at 8:00 p.m. at the Luskville Community Center, situated at 2024, route 148, Pontiac. Those who were present:

Mr. Roger Larose, Mayor, and Councillors, Thomas Howard, Dr. Jean Amyotte, R. Denis Dubé, Inès Pontiroli, Nancy Draper-Maxsom and Brian Middlemiss.

Also present Mr. Sylvain Bertrand, Director General, Mr. Benedikt Kuhn, Assistant Director General, and several ratepayers.

The meeting began at 8:00 p.m.

FLOOR TO THE PUBLIC AND QUESTION PERIOD

Lorraine Cousineau - Boxes for St-Vincent-de-Paul on the municipal property and help from the Municipality

Madeleine Carpentier - Drainage – housing projects

REPORT TABLED BY MAYOR ROGER LAROSE AT THE REGULAR COUNCIL MEETING OF DECEMBER 10, 2013 REGARDING THE FINANCES OF THE MUNICIPALITY OF PONTIAC

To the members of Council and ratepayers,

I am happy to present the annual report on the Municipality's financial situation.

In accordance with article 955 of the Municipal Code, a report of the Municipality's financial situation must be presented at least four weeks before the budget is tabled for adoption by council.

2012

For the period ending December 31, 2012, the verified financial report shows revenues of **\$6, 508, 246.00** and charges of **\$6, 519, 458.00** and adjustments for fiscal purposes of **\$ 32, 142.00**, leaving a slight surplus for the year of **\$ 20, 930.00**.

The accumulated surplus is detailed as follows:

Non-appropriated surplus	\$543, 269.00
Appropriated surplus	\$362, 813.00
Financial reserves	\$75, 000.00
Reserved funds	\$336, 543.00

According to the law, the municipality has presented a three year capital expenditure program for 2012-2013-2014. The bulk of the amounts necessary would be taken from the municipality's surplus or by borrowing by-law if council decided to carry out these projects.

2013

Considering the financial commitments already accounted for, the preliminary results for 2013 tentatively show that there will be a small deficit.

According to article 11 of the Law on the Salary of Elected Members, here are the salaries and annual allowances paid to each elected representative by the municipality and the MRC:

SALARY	AMOUNT	BENEFIT	TOTAL
Mayor	\$24, 817.32	\$12, 408.60	\$37, 225.92
Councillor	\$8, 272.44	\$4, 136.16	\$12, 408.60
MRC representative	\$ 14, 637.00	\$ 7, 318.50	\$ 21, 955.50

According to article no. 955 of the municipal code: “contracts over \$25,000.00 for the current year”:

9206-9467 QUÉBEC INC. (Administrator : Mario Allen)	Snow removal sector F (Luskville) and sector C (South-Onslow)	\$135, 683.60
RAYMOND BÉLISLE	Snow removal sector G (Breckenridge)	\$59, 564.05
RAYMOND BÉLISLE	Work and rental of equipment	\$ 86,040.00
COCO PAVING INC.	Asphalt purchase	\$ 27, 336.66
WESLEY GORDON	Vehicle repairs	\$ 69, 945.30
JASON HYNES CONSTRUCTION	Paving / maintenance of roads	\$ 163, 374.89
CONSTRUCTION LAFARGE QUE. LTEE	Road repairs	\$ 27, 162.50
LAMARCHE MCGUINITY INC.	Gravel	\$ 104, 603.83
LEBLOND, DANIEL	Janitorial services (Breckenridge fire hall, municipal offices, libraries, Luskville Community Center, Albert Kennedy Center)	\$ 26, 347.39
9161-4396 QUÉBEC INC. (Les Entreprises Domenik Sigouin Inc.)	Installation of water pipe under Quyon River	\$41, 396.75
R.H. NUGENT EQUIPMENT RENTALS LTD	Snow removal sector B (North-Onslow)	\$ 52, 998.42
MACEWEN PETROLEUM	Diesel for vehicles and oil for furnace	\$ 111, 823.29
MOUNTAINVIEW TURF FARM	Snow removal sector E (Village of Quyon)	\$ 72, 158.34
NETTOYAGE LP LAURIN	Clean-up of the Mill on Egan street	\$40, 241.25
NUGENT CONSTRUCTION INC.	Gravel – Municipal roads	\$ 46,660.75
LES SERVICES EXP	Studies- research-assessments (Pipe- Quyon River – various roads)	\$ 109, 509.72
SOMAVRAC CC INC.	Calcium	\$29, 976.42
WASTE MANAGEMENT QUÉBEC INC.	Garbage and recycling contract	\$ 292, 372.51

Projects in mind for 2014

1. Purchase of equipment – fire dept. (1 truck)
2. Community Center
3. Treatment - septic sludge
4. Replacing the grader

You are cordially invited to a pre-budget public consultation on January 6, 2014 at 7:30 p.m. at the Luskville Community Center located at 2024 route 148, Pontiac.

The final budget for the year 2014 will be adopted January 14, 2014 at 7:00 p.m. at the Luskville Community Centre. I invite all ratepayers to attend this meeting in order to be better informed.

Given in Pontiac, Quebec, this 10th day of December, 2013.

13-12-1776

ADOPTION OF THE AGENDA

1. **Opening of the meeting**
2. **Floor open to public and questions**
3. **Adoption of the agenda**
4. **Adoption of the minutes of previous meetings**
 - 4.1 Minutes of the special meetings held on November 19 and November 26, 2013
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 December
 - 5.5 File #111601-40 – Payment of the insurance deductible
 - 5.6 Changes regarding the accounting standards
 - 5.7 Adoption of the 2014 calendar for the regular meetings
 - 5.8 Notice of motion - By-law no. 30-13 to cancel by-law no. 06-10
 - 5.9 Tabling of draft by-law no 30-13 to abrogate by-law no. 06-10 adopted on April 13, 2010
 - 5.10 Tabling of documents
 - 5.11 List of the Committees
 - 5.12 2013 tax sale
6. **Public security**
 - 6.1 Inter-municipal agreement – Fire department
7. **Public works**
 - 7.1 Open spaces
8. **Public hygiene**
 - 8.1 Call for tenders ecocenter – Transport and disposal of recovered material
9. **Urban renewal and zoning**
 - 9.1 Request to the CPTAQ – 1874 de la Montagne road
 - 9.2 Subdivision Village des Plaines phase II – 1 Chemin des Laurentides
 - 9.3 Notice of motion – Draft by-law 28-13
 - 9.4 Tabling of draft by-law 28-13 to amend subdivision by-law 178-01
 - 9.5 Translation – Draft by-laws 24-13, 25-13, 26-13 and 27-13
10. **Recreation and culture**
 - 10.1 Skating rink and supervision -Luskville Park
 - 10.2 Skating rink – Davis Park
11. **Miscellaneous**
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 November 2013
14. **Public question period**
15. **Closing of meeting**

It is

Moved by : Inès Pontiroli
Seconded by : Thomas Howard

AND RESOLVED to adopt the agenda with the following modifications:

Withdrawal: 6.1 Inter-municipal agreement – Fire department

Carried

13-12-1777

ADOPTION OF THE MINUTES OF THE SPECIAL MEETINGS HELD ON NOVEMBER 19 AND 26, 2013

It is

Moved by: Dr. Jean Amyotte
Seconded by: R. Denis Dubé

AND RESOLVED TO adopt the minutes of the special meetings held on November 19 and 26, 2013.

Carried

13-12-1778

BUDGETARY TRANSFERS (December 2013)

It is

Moved by: Inès Pontiroli
Seconded by: R. Denis Dubé

AND RESOLVED THAT the municipality carry out the budgetary transfers as described on the attached list in the amount of \$ **65,706.00**

Carried

13-12-1779

LIST OF INVOICES TO PAY

It is

Moved by: Inès Pontiroli
Seconded by: Dr. Jean Amyotte

AND RESOLVED THAT this Council authorizes the payment of invoices amounting to \$**58,796.93** (see appendix in file no.102-102) for the period ending November 30, 2013 and to debit budget posts related to the expenses mentioned on said list.

Carried

13-12-1780

LIST OF FIXED AND PRE-APPROVED EXPENSES

It is

Moved by: Dr. Jean Amyotte
Seconded by: Brian Middlemiss

AND RESOLVED THAT this Council approves the list of disbursements and withdrawals done from November 6, to November 30, 2013, all for a total amount of \$**221,223.58** (see appendix).

Carried

13-12-1781

LIST OF INCURRED EXPENSES FOR THE MONTH OF DECEMBER 2013

It is

Moved by: Thomas Howard
Seconded by: Inès Pontiroli

AND UNANIMOUSLY RESOLVED to accept the incurring expenses that appear in appendix A (see file 102-102), for a total amount of \$ **8,353.15** taxes included.

Carried

13-12-1782

FILE #111601-40 – PAYMENT OF THE INSURANCE DEDUCTIBLE

WHEREAS the ruling of the Court # 550-22-013306-111 in the case of the Municipality against the company 6592031 Canada Inc.;

WHEREAS the MMQ paid the sums payable from the judgment;

WHEREAS the prosecutor of the MMQ do not intend to appeal the judgment;

It is

Moved by: Brian Middlemiss
Seconded by: Inès Pontiroli

AND RESOLVED THAT the Municipality reimburse the MMQ the amount of \$ 2, 500.00 for the deductible to the MMQ for the judgment mentioned above.

Carried

13-12-1783

CHANGES REGARDING THE ACCOUNTING STANDARDS

WHEREAS the accounting adjustments that will be done to the 2013 financial statements of the Municipality of Pontiac, in order to take into account the new standards on transfer payments in force in 2013, will likely create a fiscal imbalance;

It is

Moved by: Dr. Jean Amyotte
Seconded by: Brian Middlemiss

AND RESOLVED THAT the municipal Council authorizes the Secretary Treasurer to include in the 2013 financial statements the allocations towards the *provision for future amounts* necessary to compensate for this imbalance, and to reprocess in the same way the 2012 comparative period. The allocation amounts that will be determined after the closing of the exercise, but before the date of the report from the independent auditor, about the 2013 financial statements, cannot exceed the amount of the fiscal imbalance directly created by the application of this new standard.

Carried

13-12-1784

CALENDAR OF THE MUNICIPAL COUNCIL MEETINGS

WHEREAS article 148 of the Quebec Municipal Code provides that council must establish, before the beginning of each calendar year, the calendar of the regular meetings for the next year, setting the date and time at which they shall begin;

CONSEQUENTLY, it is

Moved by: Dr. Jean Amyotte
Seconded by: Inès Pontiroli

AND RESOLVED THAT the calendar herein be adopted as the regular municipal council meetings for 2014, to be held on Tuesdays, beginning at 7:30 p.m.:

January 14	May 13	September 9
February 11	June 10	October 14
March 11	July 8	November 11
April 8	August 12	December 9

IT IS FURTHER RESOLVED to hold the meetings of May in Breckenridge and that of August in Quyon.

Carried

NOTICE OF MOTION

I, the undersigned, **Dr. Jean Amyotte**, Councillor of the electoral district number **6**, at the Municipality of Pontiac, give notice that I intend to present at a subsequent meeting, a by-law to cancel by-law no. 06-10 adopted on April 13, 2010 and titled: « By-law which decrees a loan and expense of \$81, 600.00 for paving Cedarvale road»

The reading of the by-law is not necessary since the request for waiving the reading is done at the same time as the notice of motion and that a copy of the by-law has been immediately

given to all present Council members and to the others two juridical days before the meeting at which it will be carried and if, during this meeting, all present members of the Municipal Council declare having read it and waive its reading (art. 445 C.M.)

TABLING OF DRAFT BY-LAW NO 30-13

“BY-LAW TO ABROGATE BY-LAW NO. 06-10 ADOPTED ON APRIL 13, 2010”

WHEREAS Council has adopted on April 13, 2010 by-law no. 06-10 titled « By-law which decrees a loan and expense of \$ 81,600.00 for paving Cedarvale road»;

WHEREAS this borrowing by-law was never carried out and the work was paid through municipal surpluses;

WHEREAS said by-law should be abrogated;

It is

Moved by:

Seconded by:

AND RESOLVED THAT Council adopt the present by-law as follows:

ARTICLE 1 The preamble is an integral part of the present by-law as if reproduced in its entirety;

ARTICLE 2 The present by-law abrogates by-law no. 06-10 from April 13, 2010, titled « By-law which decrees a loan and expense of \$ 81,600.00 for paving Cedarvale road»;

ARTICLE 3 The present by-law will come into force in accordance with the law.

TABLING OF DOCUMENTS

The Director General tables the legal advice concerning the liability waiver form dated December 2, 2013.

13-12-1785

LIST OF COMMITTEES

It is

Moved by : Roger Larose

Seconded by : Nancy Draper-Maxsom

AND RESOLVED THAT the committees will be established as follows:

<i>MUNICIPAL COMMITTEES</i>	<i>PRESIDENCY</i>	<i>MEMBERS</i>
<u>Planning and urbanism committee:</u> Planning advisory committee	Inès Pontiroli	Nancy Draper-Maxsom Tom Howard
<u>Economic development :</u> District revitalization, agriculture, commercial, industrial and social housing (OMHP).	Nancy Draper-Maxsom	R. Denis Dubé Inès Pontiroli
<u>Infrastructures and municipal road network :</u> Municipal buildings, equipment and vehicle fleet, Public Works (tolerance roads and special projects).	MUNICIPAL COUNCIL	
<u>Sanitary infrastructures & Environment :</u> Drinking water (water system and wells), waste water (sewer systems, septic installations and treatment), residual material (management and recovery), environmental protection (agriculture, water courses and wetlands).	R. Denis Dubé	Jean Amyotte Brian Middlemiss

<u>Community and tourism development</u> : Recreation, culture, sport, tourism promotion and hospitality. Libraries, parks, district associations, regional bicycle paths, Chats Falls Park.	Jean Amyotte	Inès Pontiroli
		Tom Howard
<u>Administration and finances</u> : Budget, monitoring, taxation and property assessment.	Brian Middlemiss	Nancy Draper-Maxsom
		R. Denis Dubé
<u>Public security : police and fire services</u> : Protection and prevention.	Tom Howard	Brian Middlemiss
		Jean Amyotte

<i>extra municipal and intra municipal committees</i>	
Regional County Municipality des Collines-de-l'Outaouais Mayors Council	Mayor
Outaouais Regional Council of elected members Board of Directors (regional)	Mayor
Port Authority Mohr's Landing-Quyón (Docks)	Mayor
Local Development Center CLD	Mayor
Cultural Commission CLD	Inès Pontiroli and Jean-Claude Carisse
Tables autonomes des aînés des Collines TAAC Board of Directors (regional)	Bruno Alary, R. Denis Dubé
Issue table – Fight against poverty and social inclusion (municipal)	Inès Pontiroli

IT IS FURTHERMORE RESOLVED THAT Councillor Brian Middlemiss will occupy the position of Pro-Mayor for a period of 8 months and that a rotation of the elected members be done for this responsibility.

Carried

13-12-1786
2013 TAX SALE

WHEREAS THE sale of the properties for non-payment of the taxes, on December 5, 2013;

WHEREAS THE 2 properties were awarded to the Municipality by default since no buyers came forward;

It is

Moved by: Nancy Draper-Maxsom
Seconded by: Brian Middlemiss

AND RESOLVED THAT the Municipality accepts the properties at 1033 Clarendon and at 19 Rear street that were attributed during the tax sale of December 5, 2013. The Director General is authorized to sign the documents if needed.

Carried

13-12-1787
OPEN SPACES

It is

Moved by : Brian Middlemiss
Seconded by : Inès Pontiroli

AND RESOLVED THAT the Municipality calls for tenders for the maintenance of open spaces for a period of 3 years starting in spring 2014.

Carried

13-12-1788

CALL FOR TENDERS ECOCENTER – TRANSPORT AND DISPOSAL OF RECOVERED MATERIAL

WHEREAS the Municipality has no valid contract for the supply of containers, their transportation and the disposal of recovered material;

WHEREAS a call for tenders should be done for this work or part of it;

It is

Moved by: R. Denis Dubé
Seconded by: Brian Middlemiss

AND RESOLVED THAT the Municipality asks the Director General to prepare the specifications for the call for tenders for the supply of containers and the transport of recovered material from the eco-center. The call for tenders could also include the disposal of the material. The final specifications must be approved by the Council before its publication.

Carried

13-12-1789

REQUEST TO THE C.P.T.A.Q – 1874 DE LA MONTAGNE ROAD

WHEREAS the request is for the alienation of a portion of lot 2 683 923, in order to establish an organic garden for growing vegetables, berries and fruit trees;

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

Motioned by: Thomas Howard
Seconded by: Brian Middlemiss

AND RESOLVED THAT this Council supports the applicant's request for the alienation of a portion of lot 2 683 923, in order to establish an organic garden for growing vegetables, berries and fruit trees.

Carried

13-12-1790

SUBDIVISION – VILLAGE DES PLAINES PHASE II – 1 LAURENTIDES ROAD

WHEREAS Phase II of the Village des Plaines was approved in September 2013 under resolution number 13-09-1709;

WHEREAS this part of the municipality has been attributed new lot numbers pursuant to the cadastral reform;

WHEREAS it is necessary to adopt a new parcel plan showing the lot numbers that is part of the cadastral reform;

CONSEQUENTLY, it is

Motioned by: Dr. Jean Amyotte
Seconded by: Thomas Howard

AND RESOLVED that council supports the applicant's request and allows the subdivision of the Village des Plaines, Phase II, located at 1 des Laurentides road as presented in the cadastral plan prepared by André Durocher, surveyor, under his minutes 21199, dated September 26, 2013.

Carried

NOTICE OF MOTION

I, the undersigned, **Roger Larose**, Mayor of the Municipality of Pontiac, give notice that I intend to present at a subsequent meeting, the by-law 28-13 to amend the subdivision by-law no. 178-01 in order to modify the following provisions:

- To add “the properties located in agricultural zoning and where the cadastral operation is done in compliance with the Act respecting the Preservation of Agricultural Land and Agricultural Activities of Québec in the article 2.1.3 relating to the cases which do not request a land transfer or monetary compensation.

- To increase from 4 to 10% the contribution for the establishment, the maintenance and the improvement of the parks and playgrounds and the preservation of natural areas, in accordance with article 117.4 of the “Act Respecting Land Use Planning and Development”.

The reading of the by-law is not necessary since the request for waiving the reading is done at the same time as the notice of motion and that a copy of the by-law has been immediately given to all present Council members and to the others two juridical days before the meeting at which it will be carried and if, during this meeting, all present members of the Municipal Council declare having read it and waive its reading (art. 445 C.M.)

TABLING OF DRAFT BY-LAW NO. 28-13

BY-LAW TO AMEND THE SUBDIVISION BY-LAW NO. 178-01, RELATING TO LAND TRANSFERS, TO BE USED FOR PARKS, PLAYGROUNDS AND NATURAL AREAS, APPLICABLE WHEN A SUBDIVISION PERMIT IS ISSUED

WHEREAS the Municipality of Pontiac is governed by the *Municipal Code* and subject to the implementation of the *Act respecting land use planning and development*;

WHEREAS the Pontiac Municipal council has adopted the zoning by-law no. 178-01, which came into force on December 18, 2001;

WHEREAS in compliance with article 117.1 of the *Act respecting land use planning and development*, council wishes to favour the establishment and maintenance of parks and playgrounds as well as their improvement, and the preservation of natural areas;

WHEREAS the Council deems it appropriate to increase to 10% the contribution for the establishment, maintenance and improvement of parks and playgrounds and the preservation of natural areas in accordance with Article 117.4 of the *Act respecting land use planning and development*;

WHEREAS Council would like to add "land in an agricultural area where a cadastral operation is done in accordance with the Act respecting the preservation of agricultural land and agricultural activities in Quebec" in section 2.1.3 relating to the cases requiring no transfer of land or monetary compensation;

CONSEQUENTLY, it is

Moved by:

Seconded by:

AND RESOLVED THAT the present by-law 28-13 of the Municipality of Pontiac orders the following:

ARTICLE 1 The above noted preamble is an integral part of the present by-law.

ARTICLE 2 Article 2.1, titled “*Land transfer for the development parks, playgrounds or natural areas*” is modified as follows:

- At the beginning of the fourth line, to **replace** the words “*four per cent (4%)*” with the words “*ten per cent (10%)*”;

ARTICLE 3 Article 2.1.1, titled “*Financial compensation*” is modified as follows:

- In the third line of the first paragraph, to **replace** the words “*four per cent (4%)*” with the words “*ten per cent (10%)*”;
- At the end of the third paragraph, to **replace** the words “*four per cent (4%)*” with the words “*ten per cent (10%)*”;

ARTICLE 4 Article 3.10.1, titled “*Presentation of the preliminary subdivision project*” is modified as follows:

- In the twelfth paragraph, to **replace** 4% with 10%;

ARTICLE 5 - Article 3.13, titled “*Presentation of the allotment plan*” to be modified as follows:

- In paragraph 9, to **replace** 4% with 10%;

ARTICLE 6 The article 2.1.3 entitled « case which does not require a land transfer or monetary compensation » is modified to include: land in an agricultural area where a cadastral operation is done in accordance with the Act respecting the preservation of agricultural land and agricultural activities in Quebec;

ARTICLE 7 COMING INTO FORCE

The present by-law will come into force according to the Law.

(Explanatory note: This draft by-law is submitted to a public consultation, after which it may be adopted as a by-law and submitted for compliance approval by the MRC. (It is not submitted to a referendum approval process.)

13-12-1791

TRANSLATION – DRAFT BY-LAWS 24-13, 25-13, 26-13 AND 27-13

WHEREAS by-laws 24-13, 25-13, 26-13 and 27-13 must be translated to English;

WHEREAS this additional work would interfere with the normal operation of the Urban Planning Department;

CONSEQUENTLY, it is

Motioned by: Nancy Draper-Maxsom

Seconded by: Thomas Howard

AND RESOLVED THAT the Council agrees to contract out the translation of the by-laws 24-13, 25-13, 26-13 and 27-13 for a maximum charge of \$ 1,500. 00.

Carried

13-12-1792

SKATING RINK AND SUPERVISION -LUSKVILLE PARK

WHEREAS the Municipality contracts out the annual maintenance and supervision of the Luskville Park, including the winter maintenance of the skating rink;

WHEREAS the Municipality has requested a written offer from at least 2 contractors;

It is

Moved by: Brian Middlemiss
Seconded by: Inès Pontiroli

AND RESOLVED THAT the Municipality grants the contract for the annual maintenance and supervision of the Luskville Park, including the winter maintenance of the skating rink to Mr. Brent Mainville for the amount of \$ **11, 200.00**, taxes included, for the period of January 1, to December 31, 2014.

Carried

13-12-1793
SKATING RINK - DAVIS PARK

WHEREAS the Municipality contracts out the winter maintenance of the skating rink at Davis Park;

WHEREAS the Municipality has requested a written offer from at least 2 contractors;

It is

Moved by: Brian Middlemiss
Seconded by: Inès Pontiroli

AND RESOLVED THAT the Municipality grants the contract for the winter maintenance of the skating rink at Davis Park for the 2013-2014 winter season, to Mr. Christian Lauzon for the amount of \$ **7, 473.38**, taxes included, starting on December 10, 2013.

Carried

QUESTION PERIOD FROM THE PUBLIC

Jean-Claude Carisse	- Pre-budgetary consultation
Mo Laidlaw	- Translation of the documents
Debbie Cloutier-Tremblay	- Gravel purchase - Contract of more than \$25, 000.00
Madeleine Carpentier	- Community Center - Meetings for the budget
David Birt	- The benefits of dealing with a different contractor

13-12-1794
CLOSING OF THE MEETING

It is

Moved by: Dr. Jean Amyotte
Seconded by: Thomas Howard

AND RESOLVED to close the meeting at 9:15 p.m. having gone through the agenda.

Carried

MAYOR

DIRECTOR GENERAL

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