

**PROVINCE OF QUEBEC  
MUNICIPALITY OF PONTIAC**

MINUTES of the regular municipal council meeting held on Tuesday, September 9, 2014 at 7:30 p.m. at the Luskville Community Center, situated at 2024 route 148, Pontiac. Those who were present:

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

Also present Mr. Benedikt Kuhn, Acting Director General, Mrs. Ginette Chevrier-Bottrill, Acting Assistant Director General and a few ratepayers.

The meeting began at 7:30 p.m.

**FLOOR TO THE PUBLIC AND QUESTION PERIOD**

- |                        |   |
|------------------------|---|
| Marie-Claude Pineau    | - Assessment – Lion Club building<br>- Employment agency – Budget for additional staff<br>- End of the contract of the human resources consultant<br>- Terratubes |
| Michel Séguin          | - Pressure of the Municipality on MTQ for repairs on the shoulders along route 148 in the Breckenridge sector   |
| Marie-France Corriveau | - Unsatisfactory Internet service   |

**14-09-2111**

**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 regular meeting held on August 12, 2014
- 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 September
  - 5.5 Human Resources – Taxation clerk
  - 5.6 Human resources – Chief urban planning department
  - 5.7 Delegation – Access to information
  - 5.8 Human Resources – Infrastructures engineer – Temporary position
  - 5.9 Secretary 2 – urban planning services – Leave replacement
  - 5.10 O.M.H. Pontiac financial statements
  - 5.11 Call for tenders- Roof of the Breckenridge Community Center
  - 5.12 Payment of the fees for the MADA questionnaire
  - 5.13 2014 tax sale
  - 5.14 Signature of the Memorandum of agreement with the Conférence Régionale des Élus de l’Outaouais (CRÉO)
- 6. Public security**
  - 6.1 Adoption of by-law 209-14 of the MRC des Collines-de-l’Outaouais regarding fire prevention of buildings with high or very high risk
  - 6.2 Tenders – Pumper-tanker truck
  - 6.3 Inspection of daycares
- 7. Public works**
  - 7.1 Tabling of the final reports – Wilmer and Braun roads and Lusk Project
  - 7.2 Community work
  - 7.3 Changes to the road signage to prohibit parking in front of 1074 Clarendon street in the Quyon area
  - 7.4 Changes to the road signage to prohibit parking in front of 825 Clarendon street in the Quyon area

- 7.5 Municipalisation of du Phare road
- 7.6 Grader – Alex road
- 7.7 Call for tenders – Snow removal and winter maintenance of the road network of sectors A, E and of the sidewalks in the Village of Quyon
- 8. Public hygiene**
- 9. Urban renewal and zoning**
  - 9.1 Request for authorization to the CPTAQ – Lot 6-P, Range 7, Township of Onslow
  - 9.2 Request of Mr. Bélair
  - 9.3 Request to the CPTAQ – 2 682 870 and 2 682 653
- 10 Recreation and culture**
  - 10.1 Authorization for the signature of the agreement for the call for project for the development of the public independent libraries’ collections
- 11. Miscellaneous**
- 12. Various reports and correspondence**
  - 12.1 Tabling of various municipal reports:
    - a) animals
    - b) Tabling of the list of the recommended properties for tax sale
- 13. Tabling of the register of correspondence**
  - 13.1 Register of the correspondence received in August 2014
- 14. Public question period**
- 15. Closing of meeting**

It is

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

AND RESOLVED to adopt the agenda with the following modifications:

- |              |             |  |
|--------------|-------------|--|
| Withdrawals: | Item # 7.7  | Call for tenders – Snow removal and winter maintenance of the road network of sectors A, E and of the sidewalks in the Village of Quyon        |
|              | Item # 9.1  | Request for authorization to the CPTAQ – Lot 6-P, Range 7, Township of Onslow  |
|              | Item # 10.1 | Authorization for the signature of the agreement for the call for project for the development of the public independent libraries’ collections |

Carried

**14-09-2112**

**ADOPTION OF THE MINUTES OF THE REGULAR MEETING HELD ON AUGUST 12, 2014**

It is

Moved by: Nancy Draper-Maxsom  
 Seconded by: R. Denis Dubé

AND RESOLVED TO adopt the minutes of the regular meeting held on August 12, 2014.

Councillor Dr. Jean Amyotte votes against the resolution, mentioning that he has been misled on the item 5.2 of the meeting of August 12, 2014, regarding the invoice of \$ 9, 070.44\$ from Deveau, Bourgeois, Gagné, Hébert and Associates. He also mentions that he was given by the Mayor, Mr. Roger Larose, a confirmation that he could consult the documents in relation with the verification and the investigation, but on August 28, 2014, when he and Mrs. Pontiroli came to read said documents, Mr. Larose informed them that there was no written document related to said process and that the amounts represents some discussions and verbal legal advices.

Carried on a divided vote

**14-09-2113**

**BUDGETARY TRANSFERS (SEPTEMBER 2014)**

It is

Moved by R. Denis Dubé  
Seconded by Nancy Draper-Maxsom

AND RESOLVED THAT the municipality carry out the budgetary transfers as described on the attached list in the amount of \$ **43,484.22**

Councillors Inès Pontiroli and Dr. Jean Amyotte vote against the resolution saying that resolution # 14-05-1987 gave the mandate to the firm Deveau, Bourgeois, Gagné, Hébert & Ass. to guide the Council and that nothing was tabled to the Council by these lawyers. Therefore, they do not agree to do the budgetary transfer to cover the fees from this firm.

Carried on a divided vote

**14-09-2114**  
**LIST OF INVOICES TO PAY**

It is

Moved by: Brian Middlemiss  
Seconded by: Thomas Howard

AND RESOLVED THAT this Council authorizes the payment of invoices amounting to \$ **54,960.86** (see appendix in file no.102-102) for the period ending August 31, 2014 and to debit budget posts related to the expenses mentioned on said list.

Carried

**14-09-2115**  
**LIST OF FIXED AND PRE-APPROVED EXPENSES**

It is

Moved by: R. Denis Dubé  
Seconded by: Nancy Draper Maxsom

AND RESOLVED THAT this Council approves the list of disbursements and withdrawals done from July 30, 2014 to August 27, 2014, all for a total amount of \$ **315, 975.55** (see appendix).

Councillors Inès Pontiroli and Dr. Jean Amyotte vote against the resolution because they did not received the information they requested for one of the invoices (# 375210 Deveau, Bourgeois, Gagné, Hébert et associés) in the amount of \$ 2, 291.54.

Carried

**14-09-2116**  
**LIST OF INCURRED EXPENSES FOR THE MONTH OF SEPTEMBER 2014**

It is

Moved by: R. Denis Dubé  
Seconded by: Nancy Draper Maxsom

AND UNANIMOUSLY RESOLVED to accept the incurring expenses that appear in appendix A (see file 102-102), for a total amount of \$ **11, 713.92** taxes included.

Carried

**14-09-2117**  
**HUMAN RESOURCES – EMPLOYEE # 01-0133**

WHEREAS article 9.4 of the collective agreement;

WHEREAS the employee # 01-0133 has completed the requested working hours;

It is

Moved by Nancy Draper-Maxsom  
Seconded by R. Denis Dubé

AND RESOLVED that this Council confirms that the employee # 01-0133 has completed 895 hours at the service of the Municipality within a 6 months period, therefore ending her status of « employee on probation » as per the collective agreement.

Carried

**14-09-2118**

**HUMAN RESOURCES – POSITION TO BE FILLED IN THE URBAN PLANNING SERVICES OF THE MUNICIPALITY OF PONTIAC**

WHEREAS the director's position of the urban planning services is vacant;

WHEREAS the Council has mandated the Acting Director General by resolution (14-07-2095) to do the recruiting process in order to fill the vacancy;

WHEREAS the interviews done by the selection committee and that a candidate has stood out and has been considered by the selection committee;

WHEREAS the finance and administrative committee recommends to the Council to hire Mr. **Jalloul Salah, B.Urb.**, as Director of the urban planning services ;

It is

Moved by : R. Denis Dubé  
Seconded by : Nancy Draper-Maxsom

AND RESOLVED THAT the Municipal Council accepts the recommendation of the Committee and authorizes the hiring of Mr. **Jalloul Salah, B.Urb.**, who has the competencies, the qualifications as well as the requirements for the vacant position, as Director of the urban planning services.

IT IS ALSO RESOLVED THAT the Acting Director General confirms in writing the verbal employment offer, and prepares the employment contract under the terms and conditions negotiated at the second interview and has it signed by the new manager before his starting date.

FURTHERMORE, IT IS RESOLVED THAT the Council authorizes the Mayor and the Acting Director General to sign the employment contract stated herein.

Dr. Jean Amyotte and Inès Pontiroli vote against the resolution because they feel that the file they received at the pre-meeting was incomplete since they did not receive the information regarding the salary.

Carried on a divided vote

**14-09-2119**

**DELEGATION – ACCESS TO INFORMATION**

WHEREAS the departure of employee # 02-0116;

WHEREAS employee # 01-0116 was responsible for the access to documents as per the Act respecting Access to Documents Held by Public Bodies and the Protection of Personal Information;

WHEREAS there is a need to confirm a new person responsible;

It is

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

AND RESOLVED to designate Mr. Benedikt Kuhn as responsible for the access to documents as per the Act respecting Access to Documents Held by Public Bodies and the Protection of Personal Information.

Carried

**14-09-2120**

**HUMAN RESOURCES –INFRASTRUCTURES ENGINEER–TEMPORARY POSITION**

WHEREAS the need for an expert in civil engineering for several files on hold;

WHEREAS the position of Director of Technical Services is presently vacant;

WHEREAS the reduced number amidst the team of managers of the Municipality of Pontiac;

WHEREAS the general direction has expressed its needs for additional human resources and professional expertise for some technical files;

WHEREAS the backlog and the importance to continue with the established objectives and the timeframes to be observed;

WHEREAS the finance and administrative committee recommends to the Council to authorize the hiring of a professional in civil engineering; as an additional human resources through a term contract,

It is

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

AND RESOLVED THAT the Municipal Council accepts the recommendation of the Committee and authorizes the hiring, for a term contract, of a professional in civil engineering with the competencies, the qualifications as well as the requirements to process the Technical Services and the Public Works' backlog of the Municipality of Pontiac.

IT IS ALSO RESOLVED THAT the Council authorizes the hiring of Mr. Alain Bourgeois B. Ing., M. SC., as an employee for a 2 month period, under the conditions negotiated with Mr. Bourgeois.

FURTHERMORE, IT IS RESOLVED THAT the Acting Director General confirms in writing the verbal employment offer and prepares a term contract, under the terms and conditions negotiated during the second interview and has it signed by the new employee before his starting date.

IT IS ALSO RESOLVED THAT the Council authorizes the Mayor and the Acting Director General to sign the employment contract stated herein.

Carried

**14-09-2121**

**SECRETARY 2 URBAN PLANNING SERVICES –LEAVE REPLACEMENT**

WHEREAS the position of secretary 2, urban planning services, will be vacant for a leave;

WHEREAS article 16.9 a) of the collective agreement, an advanced posting has been done under the established standards and that 2 persons have applied on the position;

WHEREAS article 16.9 b) of the collective agreement stating that in all cases, seniority shall prevail, provided the employee can perform the tasks;

It is

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

AND RESOLVED THAT the Municipal Council designate the employee # 01-0130 for the position of secretary 2 by interim, at the urban planning services, starting September 2, 2014.

Carried

**14-09-2122**

**O.M.H. PONTIAC FINANCIAL STATEMENTS**

It is

Moved by: R. Denis Dubé  
Seconded by: Nancy Draper-Maxsom

AND RESOLVED THAT the Municipality accept the financial statements of the O.M.H. (municipal housing bureau) of Pontiac for the fiscal year that ends on December 31, 2013 and which shows a deficit of \$ 68, 540.00 and a municipal share of 10%, that is \$ 6, 854.00

Carried

**14-09-2123**

**CALL FOR PROPOSALS- ROOF OF THE BRECKENRIDGE COMMUNITY CENTER**

WHEREAS the accumulation of snow in front of the back door at the Community Center, during winter time;

WHEREAS this situation must be corrected for access and security reasons;

It is

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

AND RESOLVED to ask the Acting Director General to prepare an estimate and to proceed with a call for proposals with all the duly registered contractors of the Municipality of Pontiac, for the construction of a roof on top of the back door at the Breckenridge Community Center.

Carried

**14-09-2124**

**PAYMENT OF THE FEES FOR THE MADA QUESTIONNAIRE**

WHEREAS the participation of the Municipality of Pontiac to the collective approach « *Municipalité Amie des Aînés* » (MADA), “Senior Friendly Municipality”;

WHEREAS the request made by the steering committee of the MADA approach;

It is

Moved by : R. Denis Dubé  
Seconded by : Nancy Draper-Maxsom

AND RESOLVED THAT the Municipality of Pontiac accepts to pay the fees estimated at \$3, 500.00, for the translation and the mailing of the questionnaires for the 2, 455 housing on the territory of the Municipality of Pontiac.

Councillors Inès Pontiroli and Dr. Jean Amyotte vote against the resolution because this expenditure was not provided for in the budget and they believe the moneys should rather pay for the playground structures in the Municipality’s parks.

Carried on a divided vote

**14-09-2125**

**2014 TAX SALE**

It is

Moved by : Nancy Draper-Maxsom  
Seconded by : Inès Pontiroli

AND RESOLVED THAT the Municipality of Pontiac authorizes the Acting Director General to send the overdue accounts to the MRC des Collines-de-l’Outaouais for tax sale for the year 2014.

Carried

**14-09-2126**

**SIGNATURE OF THE MEMORANDUM OF AGREEMENT WITH THE CONFÉRENCE RÉGIONALE DES ÉLUS DE L’OUTAOUAIS (CRÉO)**

WHEREAS resolution 14-03-1862 confirming the financial assistance request made to the *Centre local de développement (CLD) des Collines-de-l’Outaouais* and reserving an amount of

\$3, 000.00 directly from the municipal budget for the project « *Mise en valeur du patrimoine communautaire de la municipalité de Pontiac* » with the condition that the budget be complemented by other sources of revenue;

WHEREAS the positive answer from the CLD des Collines-de-l'Outaouais which has committed to a contribution of an amount of \$ 3, 500.00 for the realisation of the project;

WHEREAS THAT a request made to the *Conférence régionale des élus de l'Outaouais (CRÉO)* was favourably received with the *CRÉO* committing to a contribution of \$ 3, 500.00 for the realisation of the project;

WHEREAS the contribution from the *CRÉO* completes the financing for this project;

It is

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

AND RESOLVED THAT the Municipality of Pontiac authorizes the Acting Director General, Mr. Benedikt Kuhn to sign the Memorandum of Agreement to that effect, with the *CRÉO*.

Carried

**14-09-2127**

**ADOPTION OF BY-LAW 209-14 OF THE MRC DES COLLINES-DE-L'OUTAOUAIS REGARDING FIRE PREVENTION OF BUILDINGS WITH HIGH OR VERY HIGH RISK**

**(See French version)**

Moved by: R. Denis Dubé  
Seconded by: Thomas Howard

Councillors Inès Pontiroli and Dr. Jean Amyotte vote against the resolution because there is no schedule.

Carried on a divided vote

**14-09-2128**

**TENDERS – PUMPER-TANKER TRUCK**

WHEREAS it was deemed necessary to proceed to the purchase of a new pumper-tanker truck;

WHEREAS the borrowing by-law # 22-13 to the amount of \$ 350, 000.00 adopted to that effect;

WHEREAS the approval of the MAMOT;

WHEREAS the call for tenders published via the *ystème électronique d'appel d'offres du Québec* ([www.seao.ca](http://www.seao.ca));

WHEREAS the only offer received came from Aéro-Feu to the amount of \$ 393, 214.50, taxes included;

WHEREAS this bid has been deemed compliant;

It is

Moved by : Brian Middlemiss  
Seconded by : Thomas Howard

AND RESOLVED THAT the Municipality accepts the offer of Aéro-Feu for the purchase of a pumper-tanker truck in the amount of \$ 393, 215.50 taxes included.

Carried

**14-09-2129**

**INSPECTION OF DAYCARES**

WHEREAS the necessary catching up in the inspection calendar for high and very high risks buildings;

WHEREAS these inspections can only start after the coming into force of by-law 209-14 - regarding fire prevention of buildings with high or very high risk - by all the municipalities of the MRC des Collines-de-l'Outaouais;

WHEREAS the Council deems important the inspection of daycares, especially the family home daycares, for public security reasons;

It is

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

AND RESOLVED to ask the Director of Fire Services to priorities the inspection of daycare, especially the family home daycares, until the inspection of high and very high risks buildings becomes the responsibility of the MRC des Collines-de-l'Outaouais.

Carried

**The Acting Director General tables the final reports for Wilmer and Braun roads and Lusk project.**

**14-09-2130**

**COMMUNITY WORK**

WHEREAS the request from *Service Action Communautaire Outaouais Inc. (S.A.C.O.)* to award hours for community services;

WHEREAS all unionized blue collar employees are presently employed;

It is

Moved by: R. Denis Dubé  
Seconded by: Nancy Draper-Maxsom

AND RESOLVED THAT the Municipal Council accepts the request from *Service Action Communautaire Outaouais Inc. (S.A.C.O.)* for 162 hours of community work to be done by Mr. Carl Cole within the Public Works and this, starting September 15, 2014.

IT IS ALSO RESOLVED THAT in case of a layoff of the unionized employees, this would terminate the community work to be done by Mr. Carl Cole.

Carried

**14-09-2131**

**CHANGES TO THE ROAD SIGNAGE TO PROHIBIT PARKING IN FRONT OF 1074 CLARENDON STREET IN THE QUYON AREA**

WHEREAS the heavy traffic on Clarendon street at the corner of Egan street (2 collector and priority streets);

WHEREAS 3 minor accidents were reported and several were near misses at this intersection in the last 18 months;

WHEREAS the occupants and users of 1074 de Clarendon do not feel safe when they back out of the parking lot from the *Maison de la famille*;

WHEREAS the Director of *la Maison de la Famille de Quyon*, the personnel and the users have made a request to their municipal councillor to prohibit parking on the North side of the street, in front of 1074;



WHEREAS this situation imperatively calls for the vigilance and the diligence of the Council in order to avoid furthermore accidents or crashes at this location;

It is

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

AND RESOLVED THAT the Council mandates the Director of Public Works to have signs installed to prohibit parking on the North side for the equivalent of the front length from 1063 Clarendon street from the East entrance of said address to the corner of Egan street.

FURTHERMORE, IT IS RESOLVED THAT the Director of Public Works installs the signs to prohibit parking within 10 days of the adoption of this resolution.

Carried

**14-09-2132**

**CHANGES TO THE ROAD SIGNAGE TO PROHIBIT PARKING IN FRONT OF 825 CLARENDON STREET IN THE QUYON AREA**

WHEREAS the configuration of the street in front of 825 Clarendon, which has a curved and narrow slop;

WHEREAS two minors accidents and a few near missed were reported;

WHEREAS the residents of 825 Clarendon do not feel safe when backing out from their residences (4 households);

WHEREAS the residents have requested to their municipal Councillor to prohibit parking on the South side of the street in front of the 825;

WHEREAS this situation imperatively calls for the vigilance and the diligence of the Council in order to avoid furthermore accidents or crashes at this location;

It is

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

AND RESOLVED THAT the Council mandates the Director of Public Works to have signs installed to prohibit parking on the South side for the equivalent of the front length from 825 Clarendon street and 3 meters before and after said address;

FURTHERMORE, IT IS RESOLVED THAT the Director of Public Works installs the signs installed to prohibit parking within 10 days of this resolution.

Carried

**14-09-2133**

**MUNICIPALISATION OF DU PHARE ROAD**

WHEREAS the request of the owners on du Phare road;

WHEREAS by-law 06-08 regarding municipalisation of the roads;

It is

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

AND RESOLVED to ask the Acting Director General to mandate an engineer to prepare a specification book in order to prepare a call for tenders for the municipalisation of du Phare road.

Carried

**14-09-2134**

**GRADER – ALEX ROAD**

WHEREAS it is deemed appropriate to grade Alex road;

WHEREAS this road is located in the Lac-Des-Loups sector;

WHEREAS the grading of this road has not been projected in the contract of Vaillant Nivelage;

It is

Moved by : Nancy Draper-Maxsom

Seconded by : Brian Middlemiss

AND RESOLVED to grant a contract to Vaillant Nivelage in the amount of \$ 300.00 for the grading of Alex road.

Carried

**14-09-2135**

**REQUEST OF MR. BÉLAIR**

WHEREAS M. Gary Bélaïr's request, in the name of the *Festival de musique Algonkin Pontiac* for the use of the municipal property located at 4949 route 148;

WHEREAS numerous conditions must be established and respected;

It is

Moved by: R. Denis Dubé

Seconded by: Inès Pontiroli

AND RESOLVED THAT the Municipal Council accepts to start negotiations with Mr. Bélaïr for the use of 4949 route 148 for his event.

Carried

**14-09-2136**

**REQUEST TO THE CPTAQ – 2 682 870 AND 2 682 653**

WHEREAS the request is made in order to use an area of about 4366.509 m<sup>2</sup> for a use other than agriculture on lot 2 682 653 in order to add it to lot 2 682 870;

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

CONSEQUENTLY, it is

Motioned by: Nancy Draper-Maxsom

Seconded by: Thomas Howard

AND RESOLVED THAT this Council supports the applicants' request for the use of an area of about 4366.509 m<sup>2</sup> for a use other than agriculture on lot 2 682 653 in order to add it to lot 2 682 870;

Carried

**The Acting Director General tables the list of the recommended properties for tax sale.**

**QUESTION PERIOD FROM THE PUBLIC**

Susan Birt

- Respect between the Council members
- Respect of the budget
- Hiring staff
- Technical services
- Engineer
- Item 9.2: criterias for using the Municipality's properties
- Status of Chat Falls Park

Marie-Claude Pineau

- Confidentiality
- Unwritten legal advice
- Participation – Meeting with Me. Deveau

**14-09-2137**

**CLOSING OF THE MEETING**

It is

Moved by: Nancy Draper-Maxsom

Seconded by: R. Denis Dubé

AND RESOLVED to close the meeting at 8:50 p.m. having gone through the agenda.

Carried

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MAYOR

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ACTING 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».*