

**PROVINCE OF QUEBEC
MUNICIPALITY OF PONTIAC**

MINUTES of the regular municipal council meeting held on Tuesday, November 10, 2015 at 7:30 p.m. at the Luskville Community Centre, located at 2024 route 148, Pontiac. Those who were present:

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

Also present: Benedikt Kuhn, Director General, Ginette Chevrier-Bottrill, Assistant Director General and Director of the Finance and Human Resources Department, Dominic Labrie, Head of Division – Communications and Assistant to the General Directorate as well as several ratepayers.

The meeting began at 7:30 p.m.

FLOOR TO THE PUBLIC AND QUESTION PERIOD

- | | |
|----------------|--|
| Alain Larose | - Allegations of fraud concerning the potential testimony of three employees |
| James Eggleton | - Thanks to Council concerning the preparation of the budget
- The necessity for the Mayor to ensure the unity of the community |

15-11-2569

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 meeting**
 - 4.1 Minutes of the regular meeting held on October 13, 2015 and those of the special meetings on October 20 and 28, 2015
- 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 November
 - 5.5 Establishment of a reserve fund for seniors
 - 5.6 Training
 - 5.7 Appointment of Mrs Crystal Deschambault to issue permits and certificates and as Secretary of the PAC
 - 5.8 Renewal of the Pro-Mayor's term
 - 5.9 Tabling of two comparative statements of revenues and expenses
 - 5.10 Integrity of the Municipal Electoral System
- 6. Public security**
 - 6.1 Pilot-project relative to green emergency flashing lights
 - 6.2 Firefighter training
- 7. Public works**
- 8. Public hygiene**
- 9. Urban planning and zoning**
 - 9.1 Preparation of the Site Planning and Architectural Integration Plan (PIIA)
 - 9.2 Motion on the choice of contribution to the parks, playgrounds and natural sites fund
 - 9.3 Renewal of the agreement with the MRC concerning watercourses
 - 9.4 Notice of motion – Mandate to the Planning Advisory Committee
 - 9.5 Remuneration of the President and members of the PAC
 - 9.6 Compensation for the Secretary of the PAC
- 10. Recreation and culture**
 - 10.1 Pontiac Snowmobile Driver's Association Inc.
 - 10.2 Bellevue and Hironnelles Parks

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 October 2015
14. **Public question period**
15. **Closing of meeting**

It is

Moved by: Brian Middlemiss
Seconded by: Nancy Draper Maxsom

AND RESOLVED to adopt the agenda with the following addition:

12.1b) Mayor's report on the financial position of the Municipality

Carried

15-11-2570

ADOPTION OF THE MINUTES OF THE REGULAR MEETING HELD ON OCTOBER 13, 2015 AND THOSE OF THE SPECIAL MEETINGS ON OCTOBER 20 AND 28, 2015

It is

Moved by: Brian Middlemiss
Seconded by: Thomas Howard

AND RESOLVED TO adopt the minutes of the regular meeting held on October 13, 2015 and those of the special meetings on October 20 and 28, 2015.

Carried

15-11-2571

BUDGETARY TRANSFERS (NOVEMBER 2015)

It is

Moved by: Thomas Howard
Seconded by: Inès Pontiroli

AND RESOLVED THAT the municipality carry out the budgetary transfers as described on the attached list in the amount of **\$40, 558.37**.

Carried

15-11-2572

LIST OF INVOICES TO PAY

It is

Moved by: Thomas Howard
Seconded by: Brian Middlemiss

AND RESOLVED THAT this Council authorizes the payment of invoices amounting to **\$91, 977.23** (see appendix) for the period ending **October 31, 2015** and to debit budget posts related to the expenses mentioned on said list.

Carried

15-11-2573

LIST OF FIXED AND PRE-APPROVED EXPENSES

It is

Moved by: Inès Pontiroli
Seconded by: Dr Jean Amyotte

AND RESOLVED THAT this Council approves the list of disbursements and withdrawals done from October 2 to 28, 2015, all for a total amount of **\$367, 392.21** (see appendix).

Carried

15-11-2574

LIST OF INCURRED EXPENSES FOR THE MONTH OF NOVEMBER 2015

It is

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

AND RESOLVED to accept the incurring expenses that appear in appendix A, for a total amount of **\$15, 835.81** taxes included.

Carried

15-11-2575

ESTABLISHMENT OF A RESERVE FUND FOR SENIORS

WHEREAS THE Municipality of Pontiac is a Senior Friendly Municipality;

WHEREAS THE municipal council wishes to place emphasis on the contribution of seniors to the development of the Municipality;

WHEREAS THE details of this activity remain to be determined;

It is

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

AND RESOLVED TO establish a reserve fund for AÎNÉS/SENIORS under item number 59-159-00-004;

IT IS ALSO RESOLVED TO deposit the proceeds of the activity Tea and Pie held in October 2015, in the amount of \$355.00 in the reserve fund.

Carried

15-11-2576

ACADEMIC TRAINING – EMPLOYEE #01-0133

WHEREAS motion #15-06-2395 for the ACC2205 course ;

WHEREAS THE employee provided a proof of success;

WHEREAS THE employee wishes to continue the training with the course #QUA2227;

WHEREAS THAT this training is directly related to her actual work and that it is recommended by her superior, the Director of the Finance Department;

It is

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

AND RESOLVED THAT this Council approves the reimbursement of \$524.90 to employee #01-0133 at the end of the course upon presentation of a proof of success.

Carried

15-11-2577

APPOINTMENT OF MRS CRYSTAL DESCHAMBAULT AS OFFICER DESIGNATED TO ISSUE PERMITS AND CERTIFICATES IN THE PLANNING DEPARTMENT AND AS SECRETARY OF THE ADVISORY PLANNING COMMITTEE FOR THE MUNICIPALITY OF PONTIAC

WHEREAS Mrs Crystal Deschambault occupies the position of Head of division for permits and requests since October 19, 2015 in the Planning Department;

WHEREAS according to section 119.7 of the Act respecting land use planning and development (L.R.Q., Chapter A,19.1), the municipal council may, by way of a regulation, designate a responsible official to issue permits and certificates;

WHEREAS according to section 3.1 of the By-law pertaining to the Administration and Interpretation of the Planning by-laws (176-01) of the Municipality of Pontiac, council must, by motion, appoint a responsible official to issue permits and certificates;

WHEREAS according to by-Law 03-13 forming the Advisory Planning Committee, council must designate by motion, any resource person within the committee and that this person must attend the meetings and take part in their work sessions, without the right to vote;

ACCORDINGLY, it is

Moved by: Nancy Draper-Maxsom
Seconded by: Thomas Howard

AND RESOLVED THAT Council appoints Mrs. Crystal Deschambault:

- Responsible official and authorized to sign for permits and certificates for the Planning Department;
- Secretary and resource person for the Advisory Planning Committee.

Carried

15-11-2578

RENEWAL OF THE PRO-MAYOR'S MANDATE

WHEREAS THE appointment of the Pro-Mayor under motion 14-10-2160 will end on November 3, 2015;

It is

Moved by: Roger Larose
Seconded by: Nancy Draper-Maxsom

AND RESOLVED THAT Councillor Mr. Brian Middlemiss continue to fill the position of Pro-Mayor for the duration of the present term.

Carried

Tabling of two comparative statements of revenues and expenses.

15-11-2579

INTEGRITY OF THE MUNICIPAL ELECTORAL SYSTEM

WHEREAS the Chief Electoral Officer wrote to the Municipality of Pontiac on July 6, 2015 in order to declare that Mr. Edward McCann was ineligible to run as a candidate in a Municipal Election due to violations to sections 64 and 65 of the *Act respecting Elections and Referendums in municipalities*;

WHEREAS Mr. Edward McCann ran as candidate for the position of municipal councillor for district #2 in the by-election that was held on November 8, 2015;

WHEREAS Mr. Edward McCann was elected as municipal councillor for district #2 in the by-election that was held on November 8, 2015;

WHEREAS to this day, the Municipality has not yet received a confirmation from the Chief Electoral Officer as to Mr. McCann's eligibility;

WHEREAS Council considers it important to clarify the situation;

It is

Moved by: Thomas Howard
Seconded by: Brian Middlemiss

AND RESOLVED THAT the Municipal Council mandates its legal advisor to verify if Mr. Edward McCann can act as a member of Council given the notice of ineligibility against him by the Chief Electoral Officer dated July 6, 2015.

IT IS FURTHER RESOLVED to ask the Ministry of Municipal Affairs and the Chief Electoral Officer to intervene in order to preserve the integrity of the electoral system and maintain public confidence in the electoral process.

Carried on a divided vote

Councillors Dr. Jean Amyotte and Mrs. Inès Pontiroli vote against the motion

15-11-2580

RESOLUTION TO AUTHORIZE THE SIGNING OF THE AGREEMENT TO INTERVENE WITH THE MINISTRY OF PUBLIC SECURITY – IMPLEMENTATION OF A PILOT-PROJECT – THE USE OF A GREEN EMERGENCY FLASHING LIGHT ON A ROAD VEHICLE USED BY A FIREFIGHTER RESPONDING TO AN EMERGENCY CALL

WHEREAS it is important to reduce the response time of the emergency services;

WHEREAS sometimes our firefighters have to travel a great distance to get to the fire halls or on the scene of an emergency with their own personal vehicles and that a green emergency flashing light would allow the responders to be quickly identified in an emergency situation making them more visible at long range, especially at night;

WHEREAS THE Municipal Council carried the motion 14-03-1866 asking the appropriate provincial authorities to authorize the volunteer firefighters of rural municipalities to equip their personal vehicles with a green emergency flashing light and that this authorisation be valid in all parts of the territory of Québec;

WHEREAS THE Ministry of Public Security proposed the implementation of a pilot-project relative to the use of a green emergency flashing light on a road vehicle used by a firefighter responding to an emergency call;

WHEREAS on August 24, 2015, the entry into force of a ministerial ruling under number 2015-08, signed by the Minister of Transport on June 5, 2015, authorizes the implementation of a pilot-project and entrusts the Minister of Public Security with its administration and evaluation;

It is

Moved by: Brian Middlemiss
Seconded by: Inès Pontiroli

AND RESOLVED THAT the Council authorizes the Director General of the Municipality to sign the agreement to intervene with the Minister of Public Security concerning the implementation of a pilot-project relative to the use of a green emergency flashing light on a road vehicle used by a firefighter responding to an emergency call.

IT IS ALSO RESOLVED THAT Council mandates the Director of the Fire Department and the Director General to put in place a management procedure and the required guidelines for the use of the green emergency flashing light.

IT IS FINALLY RESOLVED THAT Council authorizes the Director General to sign all agreements with the Pontiac Firefighter's Association to implement the green emergency flashing light management policy.

Carried

15-11-2581

FINANCIAL ASSISTANCE PROGRAM FOR VOLUNTEER FIREFIGHTER'S TRAINING

WHEREAS THE regulation respecting the conditions to practice within a municipal fire department stipulates the training requirements for the firefighters in the fire department, in order to ensure a minimal professional qualification;

WHEREAS THAT this regulation reflects a desire to guarantee municipalities that fire crews who have the necessary skills and competencies will receive the training to properly intervene in an emergency situation;

WHEREAS in December 2014, the Québec Government established a financial assistance program for the training of part time or volunteer firefighters;

WHEREAS THE main objective of this program is to provide municipal organizations with the financial assistance that will allow them to have a sufficient number of qualified firefighters to act in an efficient and safe manner in an emergency situation;

WHEREAS THIS program is also aimed at encouraging the acquisition of the required basic skills and competencies by the part time or volunteer firefighters who practice within municipal fire departments;

WHEREAS THE Municipality wishes to benefit from the financial assistance offered under this program;

WHEREAS THE Municipality of Pontiac foresees the training of **21 firefighters** during the next year to respond efficiently and in a safe manner to emergency situations on its territory;

WHEREAS THE Municipality must forward its request to the Ministry of Public Security through the MRC des Collines-de-l'Outaouais in accordance with section 6 of the program;

It is

Moved by: Nancy Draper-Maxsom

Seconded by: Brian Middlemiss

AND RESOLVED TO present a request for financial assistance as part of the Financial Assistance Program for the training of part time or volunteer firefighters to the Ministry of Public Security and to forward the request to the MRC des Collines-de-l'Outaouais.

Carried

15-11-2582

PREPARATION OF THE SITE PLANNING AND ARCHITECTURAL INTEGRATION PROGRAM (PIIA)

WHEREAS according to section 8.2 of by-law 03-13 forming the Planning Advisory Committee, the committee can, at the request of council, study, research and submit recommendations on different subjects such as the preparation of the Site Planning and Architectural Integration Program (PIIA);

WHEREAS THE approval of the subdivision project for the Domaine des Chutes cannot be given without the drafting of an agreement according to by-law 08-12 concerning agreements relating to municipal works and that this agreement must include, amongst others, the requirements relating to the Site Planning and Architectural Integration Program;

It is

Moved by: Inès Pontiroli
Seconded by: Thomas Howard

AND RESOLVED THAT the municipal council ask the Planning Advisory Committee to develop a draft by-law on the PIIA for the Domaine des Chutes project, to be presented to Council for adoption in January 2016.

Carried

15-11-2583

MOTION ON THE CHOICE OF CONTRIBUTION TO THE PARKS, PLAYGROUNDS AND NATURAL SITES FUND ON THE CADASTRAL OPERATION FOR THE PURPOSE OF SUBDIVIDING THE ORIGINAL LOT NUMBER 2 684 046 IN ORDER TO CREATE LOTS NUMBER 5 768 046, 5 768 047 AND 5 768 048

WHEREAS THE application requesting the subdivision of the original lot number 2 684 046 in order to create lots number 5 768 046, 5 768 047 and 5 768 048;

WHEREAS THE Act respecting land use planning and development allows to stipulate, as a prerequisite, for the issuance of certain building permits or the approval of a plan relating to a cadastral operation, a contribution for the purpose of parks, playgrounds and natural sites;

WHEREAS the contribution can be required as part of the implementation of the subdivision by-laws;

WHEREAS THE citizen wishes to make a monetary contribution to the parks, playgrounds and natural sites fund, equivalent to 10% of the original land value;

It is

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

AND RESOLVED THAT Council accepts the monetary contribution in the amount of \$9, 920.00

Carried

15-11-2584

RENEWAL OF THE AGREEMENT BETWEEN THE MRC DES COLLINES AND THE MUNICIPALITY OF PONTIAC RELATING TO WATERCOURSES FOR THE YEARS 2016 TO 2020

WHEREAS THE MRC des Collines-de-l'Outaouais has the exclusive jurisdiction on all the watercourses on its territory, as defined in the section 103 and the following of the Municipal Powers Act (L.R.Q.,c. C-47.1);

WHEREAS THE MRC des Collines-de-l'Outaouais adopted by-law number 152-10 governing activities relating to the water flow of watercourses falling within its jurisdiction, as provided for in section 104 of the Act;

WHEREAS section 108 of the Act allows that an agreement can be concluded between the MRC and a local Municipality of its territory in accordance with the provisions of section XXV of Chapter II of title XIV of the Quebec Municipal Code to entrust it with the implementation of by-laws provided, with respect to watercourses;

ACCORDINGLY, it is

Moved by: Brian Middlemiss
Seconded by: Inès Pontiroli

AND RESOLVED THAT the Municipal Council authorizes the Director General to sign the agreement to intervene with the MRC concerning the management of watercourses on the territory.

Carried

NOTICE OF MOTION

I, the undersigned, **Nancy Draper-Maxsom** Councillor of the electoral district **ward 1**, in the Municipality of Pontiac, give notice that I intend to present at a subsequent meeting, a by-law modifying by-law number 01-13 concerning the *Pricing of municipal permits and certificates* in order to reduce the fees from \$750. to \$400 for the study of a minor variance file.

15-11-2586

REMUNERATION OF THE PRESIDENT AND MEMBERS OF THE PLANNING ADVISORY COMMITTEE

It is

Moved by: Brian Middlemiss
Seconded by: Thomas Howard

AND RESOLVED TO abrogate motion 15-04-2342 that provides the remuneration of the President and members of the PAC at \$100 and \$50 respectively for each meeting.

Carried

15-11-2587

COMPENSATION FOR THE SECRETARY OF THE PLANNING ADVISORY COMMITTEE

It is

Moved by: Nancy Draper-Maxsom
Seconded by: Thomas Howard

AND RESOLVED TO abrogate motion 15-04-2343 that provides compensation to the Secretary of the PAC at \$75 per meeting.

Carried

15-11-2588

**PONTIAC SNOWMOBILE DRIVER'S ASSOCIATION INC.
MAINTENANCE OF LAC CURLEY ROAD FOR THE SNOWMOBILE TRAFFIC**

WHEREAS THE significant economic impact of snowmobiles for the Municipality;

WHEREAS THE path along Lac Curley road requires brush clearing;

WHEREAS THE Pontiac Snowmobile Driver's Association Inc. requests permission to do the brush clearing work on Lac Curley road;

It is

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

AND RESOLVED to mandate the Public Works Department to ensure that the brush clearing work be carried out on Lac Curley road in order to facilitate snowmobile passage.

Carried

15-11-2589

BELLEVUE PARK AND HIRONDELLES PARKS

WHEREAS motions 15-05-2373 and 15-05-2374 for Bellevue Park and Hirondelles Park;

WHEREAS THE installations of play structures have been completed;

WHEREAS THE balance of the parks and playground fund has a shortfall of \$14,279.70 in order to pay for the incurred expenses;

It is

Moved by: Inès Pontiroli
Seconded by: Thomas Howard

AND RESOLVED THAT \$14,279.70 be taken from the working capital over a 2 year period beginning in 2016 and that the parks and playground fund reimburse the same amount to the working capital whenever the funds are available.

Carried

PUBLIC QUESTION PERIOD

- | | |
|------------------|--|
| Edward McCann | <ul style="list-style-type: none">- Letter from the Chief Electoral Officer and the compliance with the by-election- Deplores the wording of the motion under item 5.10- Legal expenses following the motion under item 5.10- Asks the Mayor if his 2013 electoral report was subjected to questions on behalf of the Chief Electoral Officer |
| Debbie Cloutier | <ul style="list-style-type: none">- Tolerance for breaching Elections |
| Lindsay Hamilton | <ul style="list-style-type: none">- Mr. Edward McCann has not been found guilty of breaching the Elections |
| Joan Belsher | <ul style="list-style-type: none">- Awareness of the content of the Chief Electoral Officer's letter |
| Alain Larose | <ul style="list-style-type: none">- Feels that Mayor Larose should not try to overturn the decision of the voters in District #2 |
| James Eggleton | <ul style="list-style-type: none">- Appreciates the fact that council is trying to shed a light on the eligibility of Mr. Edward McCann to act as councillor |
| Rick Knox | <ul style="list-style-type: none">- Request precisions on the abolishment of the PAC members' remuneration- Question on the Chief Electoral Officer's letter- Deplores councillor Mrs. Inès Pontiroli's position on motion under item 5.10 |

15-11-2590
CLOSING OF THE MEETING

It is

Moved by: Nancy Draper-Maxsom
Seconded by: Dr. Jean Amyotte

AND RESOLVED to close the meeting at 8:45 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 section 142 (2) of the Municipal Code».