

**PROVINCE OF QUEBEC
MUNICIPALITY OF PONTIAC**

MINUTES of the regular municipal council meeting held on Tuesday, January 19, 2016 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, Edward McCann and Dr. Jean Amyotte

Also present: Mr. Benedikt Kuhn, Director General and Dominic Labrie, Head of Division – Communications and Assistant to the General Directorate as well as a few ratepayers.

The meeting began at 7:30 p.m.

FLOOR TO THE PUBLIC AND QUESTION PERIOD

James Eggleton - Requests information about the upcoming meeting regarding tolerance roads

16-01-2632

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 December 8, 2015, of the special meeting held on December 15 and of the two special meetings of December 17, 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 January
 - 5.5 Report regarding the delegation of authorized expenditures
 - 5.6 Appropriation of credits (Fixed expenses)
 - 5.7 Municipal Housing Bureau – 2016 Budget
 - 5.8 Mandate to the legal adviser – Tolerance roads
 - 5.9 Agreement – Outaouais-Laurentides Regional development cooperative
 - 5.10 Creating an appropriated surplus for the Fire Department
 - 5.11 Temporary financing
- 6. Public security**
- 7. Public works**
 - 7.1 Notice of motion – Borrowing by-law for the purchase of a grader
 - 7.2 Call for tenders for street sweeping services
 - 7.3 Street lights
- 8. Public hygiene**
 - 8.1 Collection of residual material – Commercial units
- 9. Urban renewal and zoning**
 - 9.1 Notice of motion - By-law relating to the Architectural Integration and Implementation Plan of the Domaine des Chutes project
 - 9.2 Minor exemption to zoning by-law number 177-01- at 11 Terry-Fox for the land use standards of an existing main building in relation with the lateral margin
 - 9.3 By-law number « 02-15-01-2016 » to modify by-law 02-15 regarding price setting of municipal permits and certificates
 - 9.4 Notice of motion – Modification to zoning by-law 177-01
 - 9.5 Flood plain mapping
 - 9.6 Notice of motion – Amendment to by-law 02-15 regarding price setting of municipal permits and certificates
- 10. Recreation and culture**
- 11. Miscellaneous**

- 11.1 Adoption of a recognition and support Policy for community-based organizations
- 12. Various reports and correspondence**
 - 12.1 Tabling of various municipal reports :
 - a) animals
 - b) Tabling of the councillors' pecuniary interests
- 13. Tabling of the registre of correspondence**
 - 13.1 Register of the correspondence received in December 2015
- 14. Public question period**
- 15. Closing of meeting**

It is

Moved by: Edward McCann
Seconded by: Thomas Howard

AND RESOLVED to adopt the agenda as read.

Carried

16-01-2633

ADOPTION OF THE MINUTES OF THE REGULAR MEETING HELD ON DECEMBER 8, 2015, OF THE SPECIAL MEETING OF DECEMBER 15, 2015 AND OF THE TWO SPECIAL MEETINGS OF DECEMBER 17, 2015

It is

Moved by: Brian Middlemiss
Seconded by: Edward McCann

AND RESOLVED TO adopt the minutes of the regular meeting held on December 8, 2015, of the special meeting of December 15 and of the two special meetings of December 17, 2015.

Carried

16-01-2634

BUDGETARY TRANSFERS (JANUARY 2016)

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 **\$151, 553.89**.

Carried

16-01-2635

LIST OF INVOICES TO PAY

It is

Moved by: Inès Pontiroli
Seconded by: Thomas Howard

AND RESOLVED THAT this Council authorizes the payment of invoices amounting to **\$41, 250.33** (see appendix) for the period ending December 31, 2015 and to debit budget allocations related to the expenses mentioned on the said list.

Carried

16-01-2636

LIST OF FIXED AND PRE-APPROVED EXPENSES

It is

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

AND RESOLVED THAT this Council approves the list of disbursements and withdrawals done from November 25, 2015 to January 7, 2016, all for a total amount of \$ **1, 035, 079.81** (see appendix).

Carried

16-01-2637

LIST OF INCURRED EXPENSES FOR THE MONTH OF JANUARY 2016

It is

Moved by: Brian Middlemiss
Seconded by: Inès Pontiroli

AND RESOLVED to accept the incurring expenses that appear in appendix A (see file 102-102), for a total amount of \$ **30, 968.91** taxes included.

Carried

Tabling of the report regarding the delegation of authorization for expenditures from November 25, 2015 to January 6, 2016.

16-01-2638

APPROPRIATION OF CREDIT (FIXED EXPENSES)

WHEREAS, in accordance with the requirements of the Quebec Municipal Code, and the book regarding the presentation of municipal financial information, any expense made by the municipality must be the object of an assignment for specific credits voted by the municipal council;

WHEREAS in order to standardize these requirements related to fixed expenses, the assignment of credits can be made at the beginning of the fiscal year. The fixed expenses are set or inevitable expenses that we must assume by reason of a contracted obligation or the necessity to own certain goods in order to function;

CONSEQUENTLY, it is

Moved by: Thomas Howard
Seconded by: Inès Pontiroli

AND RESOLVED THAT this Council authorizes payment of the following fixed expenses upon reception of the invoice for the year 2016 and that a report be submitted to council at the meeting following payment of these expenses. The following expenses were either approved by council when adopting the 2016 budget or by a specific motion, or by incurring expenses, to that end:

- remuneration of council members;
- municipal employees' salaries;
- our share of expenses at the M.R.C. des Collines-de-l'Outaouais;
- expenses for heating oil;
- expenses for electricity;
- expenses for the telephone;
- expenses for gasoline;
- insurance contract for municipal properties;
- contract – legal adviser;
- janitor's contract;
- snow removal contracts;
- contract for garbage collection;
- contract for animal control;
- contract for mowing grass;
- contract for the management of the ecocentre;
- contract for alarm central;

- contract for carpets;
- maintenance contract for the photocopier;
- maintenance contract for the stamp machine;
- maintenance contract for the computers;
- quarterly payments for the libraries;
- expenses related to postage or parcel services and other expenses of the same nature;
- monthly remittances to provincial and federal governments;
- vehicle registration and mechanical verification;
- chlorine for drinking water system;
- contract Internet services;
- contract – exterminator;
- contract – Groupe AST (ADP mutuelle de prévention);
- water testing – MRC;
- ADMQ contribution;
- payment of monies due to the auditor;
- Salaries for contracts with employment agencies;
- The contract for the radio communications (CTM);
- The expenses for filling up the oxygen cylinders;
- The expenses for the hydrostatic testing
- Analysis from MicroB laboratory for the water and sewer networks

Carried

16-01-2639

MUNICIPAL HOUSING BUREAU - 2016 BUDGET

It is

Moved by: Edward McCann
 Seconded by: Inès Pontiroli

AND RESOLVED that the Municipality accepts the Municipal Housing Bureau's 2016 budget, as tabled, which shows a municipal share of 10%, that is \$3, 824.00.

Carried

16-01-2640

MANDATE TO THE LEGAL ADVISER – TOLERANCE ROADS

WHEREAS it is necessary to explain to citizens the legal framework governing the Municipality's interventions on private roads ;

WHEREAS the Federation representing the Pontiac Owners' Association (FRAPP) wishes to organize a public meeting for its members ;

It is

Moved by: Thomas Howard
 Seconded by: Brian Middlemiss

AND RESOLVED that the municipal Council mandates its legal adviser to participate in an information meeting with the members of the Pontiac Owners' Association to answer their questions.

Carried

16-01-2641

AGREEMENT – OUTAOUAIS-LAURENTIDES REGIONAL DEVELOPMENT COOPERATIVE

WHEREAS our action plan « *Municipalité amies des aînés* » makes provisions for the search of solutions in order to improve the offer of affordable housing for our senior citizens;

WHEREAS municipal Council wishes to implement a promoting committee to pursue this objective ;

WHEREAS the Outaouais regional development cooperative has the supporting expertise for launching collective projects;

WHEREAS the draft agreement between the Municipality and the Outaouais regional development cooperative ;

WHEREAS, for the project's first phase, the services from the Outaouais regional development cooperative will be done free of charge ;

It is

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

AND RESOLVED that the municipal Council ratify the draft agreement between the Municipality and the Outaouais regional development cooperative and authorizes the Director General to sign the agreement for the Municipality.

Carried

16-01-2642

CREATING AN APPROPRIATED SURPLUS FOR THE PONTIAC FIRE DEPARTMENT

WHEREAS the Pontiac Fire Department has made requests to the SAAQ, for the reimbursement of fees for an extraction device;

WHEREAS these reimbursements are a result of moving and using the extraction device on the scene of traffic accidents if needed;

WHEREAS it is important for the Pontiac Fire Department to keep up with the available technologies ;

WHEREAS the cost of specialized equipment used by the Pontiac Fire Department is very high;

It is

Moved by : Brian Middlemiss
Seconded by : Thomas Howard

AND RESOLVED that an appropriated surplus be created for the Pontiac Fire Department with the revenues generated from the reimbursement of fees for extraction devices for the years 2013 to 2015.

IT IS ALSO RESOLVED that all revenues subsequently received from the reimbursement of fees for extraction devices be attributed to this appropriated surplus.

IT IS FINALLY RESOLVED that this appropriated surplus will only be used to finance equipment for the Pontiac Fire Department.

Carried

16-01-2643

TEMPORARY FINANCING

WHEREAS the borrowing by-law #05-15 for capital expenditures;

WHEREAS it is necessary to take a temporary loan, pending the disbursement for the loan;

It is

Moved by : Edward McCann
Seconded by : Brian Middlemiss

AND RESOLVED that the Council authorizes the Director General to sign the necessary documents for a temporary loan with the Caisse Populaire des Collines-de-l'Outaouais in the amount of \$1, 990, 102.00 as approved by the Ministry of Municipal Affairs.

Carried

NOTICE OF MOTION

I, the undersigned, **Dr. Jean Amyotte**, Councillor of the electoral district number **6**, in the Municipality of Pontiac, give notice that there will be presentation of a borrowing by-law for the purchase of a grader at a subsequent meeting.

16-01-2644

CALL FOR TENDERS FOR STREET SWEEPING SERVICES

WHEREAS it is necessary to sweep streets and intersections come spring time, in order to pick up sand and other debris;

WHEREAS outsourcing this work will allow us to reduce the cost and the time needed to carry out this work, in addition to freeing up staff to carry out other work;

It is

Moved by: Thomas Howard
Seconded by : Inès Pontiroli

AND RESOLVED to issue a call for tenders by invitation for the rental of a mechanical broom with operator and to award the contract to the lowest bidder, for a maximum amount of \$15, 000.00 (plus taxes).

IT IS ALSO RESOLVED to attribute this expenditure to budget item 02 32000 515.

Carried

16-01-2645

INSTALLATION OF STREET LIGHTS

WHEREAS the Municipality has decided to improve visibility at certain intersections in order to ensure the safety of residents;

It is

Moved by:
Seconded by :

AND RESOLVED to install a street light at the following locations:

- Croissant Young
- Ferry street (At the entrance of the Quyon Community Hall and the beach)
- Ferry street (Entrance of ball park and skating rink)
- Intersection St. John and St. George (Pole W0S2Y)

IT IS ALSO RESOLVED that all fees, for a maximum of \$6, 000.00 (plus taxes), be attributed to budget item 02 34000 680.

AMENDMENT

INSTALLATION OF STREET LIGHTS

WHEREAS the Municipality has decided to improve visibility at certain intersections in order to ensure the safety of residents;

It is

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

AND RESOLVED to install a street light at the following locations:

- Croissant Young
- Ferry street (At the entrance of the Quyon Community Hall and the beach)

- Ferry street (Entrance of ball park and skating rink)
- Intersection St. John and St. George (Pole W0S2Y)

IT IS ALSO RESOLVED that all fees, for a maximum of \$6, 000.00 (plus taxes), be attributed to budget item 02 34000 680.

FINALLY, IT IS RESOLVED that the work be carried out after the installation of the street lights provided for in resolution # 15-09-2505.

Carried

16-01-2646

COLLECTION OF RESIDUAL MATERIAL – COMMERCIAL UNITS

WHEREAS the implementation of the contract for the collection of residual material collection has identified the need to review the delivery of this service in terms of tender documents and municipal regulations;

WHEREAS an agreement has been reached with Location Martin Lalonde Inc., providing for the termination of the current contract as of May 31, 2016;

WHEREAS a public call for tenders will be issue in the next months in order to grant a new contract for the collection of residual material, as of June 1, 2016;

WHEREAS some temporary measures were implemented for certain commercial units in order to facilitate the collection and for road safety reasons;

WHEREAS this temporary solution, now in place for the past 6 months, creates a situation of iniquity in the service to commercial units;

WHEREAS this solution was initially intended for a few months;

It is

Moved by : Nancy Draper-Maxsom

Seconded by : Dr. Jean Amyotte

AND RESOLVED to go back to the situation provided for in the current regulation and contract and to end all temporary solution until the award of the new contract for the collection of residual material.

IT IS ALSO RESOLVED that any owner wishing to receive collection services beyond what was prescribed in the current regulation and contract, must make a request to the Municipality and assume any additional costs, and this, until the award of a new contract for the collection of residual material.

Carried

NOTICE OF MOTION

I, the undersigned, **Nancy Draper-Maxsom** Councillor of the electoral district **number 1**, in the Municipality of Pontiac, give notice that I intend to present at a subsequent meeting, according to the formalities provided by the Act respecting land use planning and development (RLRQ c A-19.1), a by-law in relation with the Architectural Integration and Implementation Plan of the Domaine des Chutes project, as presented on the plan hereto attached as Annex I, as if it were reproduced in its entirety.

16-01-2647

MINOR EXEMPTION TO ZONING BY-LAW NUMBER 177-01- AT 11 TERRY FOX FOR LAND USE STANDARDS OF AN EXISTING MAIN BUILDING IN RELATION WITH THE SIDE MARGIN.

WHEREAS a request for a minor exemption has been filed by the owner located at 11 Terry Fox road in order to regulate the location of an existing main building which is noncompliant;

WHEREAS the Planning Advisory Committee has studied this request during its meeting of September 21, 2015, and recommends granting the minor exemption due to the fact that, as in several other areas in the Pontiac, the area in question was developed in an uncontrolled manner in the past and without clear municipal regulations;

WHEREAS the location of the house at a distance of 4.01m and 4.07m instead of the 5 meters prescribed in the zoning by-law number 177-01, does not infringe upon the property rights of the owners of the neighbouring properties;

WHEREAS a notice was published, in accordance with section 145.6 of the Act Respecting land use planning and development (LRQ, c A-19.1);

It is

Moved by : Dr. Jean Amyotte
Seconded by :

AND RESOLVED that this Council grants the minor exemption in order to regulate the location of the main building at 4.01m and 4.07m instead of the 5 metres prescribed in zoning by-law 177-01.

AMENDMENT

MINOR EXEMPTION TO ZONING BY-LAW NUMBER 177-01- AT 11 TERRY FOX FOR LAND USE STANDARDS OF AN EXISTING MAIN BUILDING IN RELATION WITH THE SIDE MARGIN.

WHEREAS a request for a minor exemption has been filed by the owner located at 11 Terry Fox road in order to regulate the location of an existing main building which is noncompliant;

WHEREAS the location of the house at a distance of 4.01m and 4.07m instead of the 5 meters prescribed in the zoning by-law number 177-01, does not infringe upon the property rights of the owners of the neighbouring properties;

WHEREAS a notice was published, in accordance with section 145.6 of the Act Respecting land use planning and development (LRQ, c A-19.1);

It is

Moved by : Edward McCann
Seconded by : Dr. Jean Amyotte

AND RESOLVED that this Council grants the minor exemption in order to regulate the location of the main building at 4.01m and 4.07m instead of the 5 metres prescribed in zoning by-law 177-01.

Carried

16-01-2648

BY-LAW “02-15-01-2016” –TO MODIFY BY-LAW 02-15 REGARDING PRICE SETTING OF MUNICIPAL PERMITS AND CERTIFICATES

WHEREAS the Municipality of Pontiac is governed by the *Municipal code*, the *Act respecting land use, planning and development* and the *Municipal Powers Act*;

WHEREAS the Municipality has the legal capacity to govern cases where a permit is required, to stipulate the cost, the conditions and methods for issuing the permit, as well as the rules for suspending or revoking it;

WHEREAS Council wishes to reduce to a more reasonable price the fees for processing minor exemption requests;

WHEREAS a notice of motion for the present by-law was duly given at a regular Council meeting held on November 10, 2015;

It is

Moved by: Inès Pontiroli
Seconded by: Thomas Howard

CONSEQUENTLY, IT IS RESOLVED THAT COUNCIL DECREES AND ORDERS THE FOLLOWING:

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

ARTICLE 2 Section 4 is modified so that the amount required for the study of a minor exemption is changed from \$750.00 to \$400.00.

ARTICLE 3 **COMING INTO EFFECT**

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

Carried

NOTICE OF MOTION

I, the undersigned, **Brian Middlemiss**, Councillor of the electoral district number **5**, in the Municipality of Pontiac, give notice that there will be adoption, after the procedures prescribed by the Act Respecting Land use Planning and Development (RLRQ c A-19.1), of the first draft of a by-law to amend zoning by-law 177-01, aiming the requirement of better regulatory framework on the site of the Domaine des Chutes Project.

16-01-2649
FLOOD PLAIN MAPPING

WHEREAS the Municipality must comply with the Government Policy regarding shorelines, littoral and flood plains;

WHEREAS the large expanse of water on the Municipality of Pontiac's territory;

WHEREAS hydrological information constitutes an essential work tool for the urban planning department for issuing permits and certificates;

WHEREAS the same information is required for analyzing a citizen's request for a permit to work in the riparian strip and flood zones;

WHEREAS the service offer from the company JFSA, to do the work for \$5000.00, plus taxes;

WHEREAS part of these costs could eventually be transferred to the developers and to the citizens wishing to settle at the limits of the riparian strip and the flood zones;

It is

Moved by : Inès Pontiroli
Seconded by : Thomas Howard

AND RESOLVED that the offer from JFSA, in the amount of \$5000,00 plus taxes, be accepted.

Carried

NOTICE OF MOTION

I, the undersigned, **Brian Middlemiss**, Councillor of the electoral district number **5**, in the Municipality of Pontiac, give notice that there will a modification to by-law 02-15 regarding price setting of the municipal permits and certificates in order to abolish the \$50.00 fee requested for processing business permits.

16-01-2650

ADOPTION OF A RECOGNITION AND SUPPORT POLICY FOR COMMUNITY-BASED ORGANIZATIONS

WHEREAS the Municipality of Pontiac wishes to be equipped with a management tool in order to better target its assistance to community-based organizations contributing to the dynamism of the Municipality who work in the sports, culture and social-community development fields;

WHEREAS the Municipality wishes to recognize, support and promote the efforts and commitment of organizations and volunteers on the Municipality of Pontiac's territory ;

WHEREAS the Municipality wishes to offer accessibility to quality services to its residents;

WHEREAS the Municipality wishes to promote the complementarity of the services and activities offered;

WHEREAS the Municipality wishes to promote accountability and sound financial management;

WHEREAS the Municipality's support can take on several shapes: professional support; administrative support and financial support;

It is

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

AND RESOLVED that the municipal Council adopts the Recognition and support Policy for community-based organizations as tabled by the Director General.

Carried

PUBLIC QUESTION PERIOD

- | | |
|------------------|--|
| Sheila McCrindle | - Asks for more details regarding the Planning and Architectural Integration Plan for the Domaine des Chutes |
| Ricky Knox | - Is questioning the decision of having additional meetings in Quyon and Breckenridge |
| James Eggleton | - Asks if the Municipality would consider purchasing LED street lights |

16-01-2651

CLOSING OF THE MEETING

It is

Moved by: Nancy Draper-Maxsom
Seconded by: Edward McCann

AND RESOLVED to close the meeting at 8:17 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».