

**PROVINCE OF QUEBEC  
MUNICIPALITY OF PONTIAC**

MINUTES of the regular Municipal Council meeting held on Tuesday, March 8, 2016 at 7:30 p.m. at the Lions Club Hall, located at 2 Ferry road, Pontiac. Those who were present:

Roger Larose, Mayor, and Councillors, Inès Pontiroli, Nancy Draper-Maxsom, Edward McCann and Dr. Jean Amyotte

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

Excused absences: Brian Middlemiss, Pro-Mayor and Thomas Howard, Councillor.

The meeting began at 7:30 p.m.

**FLOOR TO THE PUBLIC AND QUESTION PERIOD**

- |                   |  |
|-------------------|--|
| Laurie MacKechnie | - Progress regarding the Quyon Community Centre  |
| Mona MacKechnie   | - Flowers in Quyon<br>- Bad road conditions  |
| Cheryl Dolan      | - Follow-up on Dowd Mill   |
| James Eggleton    | - Finances and municipal priorities<br>- Road improvements<br>- Quyon Community Centre vs other priorities<br>- Village of Quyon and potable water capacity<br>- Possibility of subsidies for the Quyon Community Centre |

**16-03-2682**

**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 February 9, 2016 and of the special meetings of February 2 and 11, 2016
- 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 March
  - 5.5 Report regarding the delegation of authorized expenditures
  - 5.6 Academic training – Employee 01-0133
  - 5.7 Notice of motion – Borrowing by-law for the purchase of a grader for the Municipality of Pontiac
  - 5.8 Tabling of borrowing by-law 01-16 which decrees a loan and expense for the purchase of one grader for the Municipality of Pontiac
  - 5.9 Compensation for students – Survey reports
  - 5.10 Closing of Hurdman road and transfer of right-of-way
  - 5.11 Translation of documents
  - 5.12 Payment of legal fees
- 6. Public security**
  - 6.1 Police presence in the Municipality of Pontiac
  - 6.2 Notice of motion – Borrowing by-law for the purchase of an emergency vehicle
- 7. Public works**
  - 7.1 Skating rink – Davis Park
  - 7.2 Retirement – Employee # 05-0072
  - 7.3 Awarding of a contract for professional services to determine the current capacity of the Jim Coyle water treatment plant as well as the maximum possible capacity given the current size of the building

- 7.4 Resolution regarding the sale of surplus assets
- 8. Public hygiene**
  - 8.1 Notice of motion – By-law regarding the collection of residual materials
  - 8.2 Tabling of by-law 02-16 regarding the collection of residual materials
- 9. Urban renewal and zoning**
  - 9.1 Resolution to support an authorization request to the CPTAQ for a use other than agricultural on lot # 2 683 804 at 146 Braun road, Municipality of Pontiac
  - 9.2 By-law # 02-15-02-2016 modifying by-law # 02-15 regarding the pricing of municipal permits and certificates
  - 9.3 Restoring the compensation to the members of the PAC
  - 9.4 Temporary appointment to clerical/secretarial duties in the Urban Planning Department
- 10 Recreation and culture**
- 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 February 2016
- 14. Public question period**
- 15. Closing of meeting**

It is

Moved by: Edward McCann  
 Seconded by: Inès Pontiroli

AND RESOLVED to adopt the agenda as read.

Carried

**16-03-2683**

**ADOPTION OF THE MINUTES OF THE REGULAR MEETING HELD ON FEBRUARY 9, 2016 AND OF THE SPECIAL MEETINGS OF FEBRUARY 2 AND 11, 2016**

It is

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

AND RESOLVED TO adopt the minutes of the regular meeting held on February 9, 2016 and of the special meetings of February 2 and 11, 2016.

Carried on a divided vote

Councillor Dr. Jean Amyotte votes against the resolution.

**16-03-2684**

**BUDGETARY TRANSFERS (MARCH 2016)**

It is

Moved by: Inès Pontiroli  
 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 **\$108.63**.

Carried

**16-03-2685**

**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 **\$62, 380.25** (see appendix) for the period ending on February 29, 2016 and to debit budget posts related to the expenses mentioned on said list.

Carried

**16-03-2686**

**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 January 28 2016 to February 25 2016, all for a total amount of **\$ 373, 137.66** (see appendix).

Carried

**16-03-2687**

**LIST OF INCURRED EXPENSES FOR THE MONTH OF MARCH 2016**

It is

Moved by: Dr. Jean Amyotte  
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 **\$ 34,775.94** taxes included.

Carried on a divided vote

Councillor Mr. Edward McCann votes against the resolution.

**Tabling of the report regarding the delegation of authorized expenditures from January 28, 2016 to February 23, 2016.**

**16-03-2688**

**ACADEMIC TRAINING – EMPLOYEE #01-0133**

WHEREAS resolution #15-11-2576 for the course #QUA2227 as well as resolution #15-06-2395 for the course #ACC2205;

WHEREAS the employee has submitted a proof of successful completion of the two courses mentioned above;

WHEREAS the employee wishes to continue the training with the course # ACC2233;

WHEREAS this training is directly related to her current work;

WHEREAS this training is recommended by her superior, the Director of the Finance Department;

It is

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

AND RESOLVED THAT this Council approves the reimbursement of \$ 700.22 to employee #01-0133 at the end of the course upon presentation of a proof of successful completion.

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 I intend to present at a subsequent meeting, a by-law which decrees a loan and expense for the purchase of one grader for the Municipality of Pontiac.

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 is to be adopted and if, during this meeting, all present members of the Municipal Council declare having read it, and waive its reading (art. 445 C.M.)

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**TABLING OF BY-LAW 01-16**

**“BY-LAW No. 01-16 WHICH DECREES A LOAN AND EXPENSE FOR THE PURCHASE OF ONE GRADER FOR THE MUNICIPALITY OF PONTIAC”**

**WHEREAS** the notice of motion of the present by-law has been duly given during a regular Council meeting held on March 8, 2016;

**CONSEQUENTLY**, it is

Moved by:  
Seconded by:

**AND RESOLVED TO ADOPT THE PRESENT BY-LAW AS FOLLOWS:**

**“BY-LAW No. 01-16 WHICH DECREES A LOAN AND EXPENSE FOR THE PURCHASE OF ONE GRADER FOR THE MUNICIPALITY OF PONTIAC”**

- ARTICLE 1 :** Council is authorized to purchase one (1) grader for the municipality of Pontiac.
- ARTICLE 2 :** Council is authorized to spend a sum not exceeding \$400, 000.00, including net taxes, for the purpose of the present by-law, this sum includes the expenses, provincial taxes and contingencies.
- ARTICLE 3 :** Council is hereby authorized to borrow a sum not exceeding \$400, 000.00 including net taxes, on a 10-year period for the purpose of paying the expenses provided under the present by-law.
- ARTICLE 4 :** To provide for committed expenses pertaining to interests and the reimbursement of the capital of annual payments, each year, during the term of the loan on all the taxable real properties, a special tax will be imposed and collected at a sufficient rate according to the value of each taxable real property in the municipality, as it appears on the municipality’s current assessment role.
- ARTICLE 5 :** If the amount of an appropriation authorized by the present by-law is higher than the amount spent in relation to this approval, the Council is authorized to use the excess to pay any other expense decreed by the present by-law and to which the appropriation would prove to be insufficient.
- ARTICLE 6:** This resolution abrogates resolution # 14-05-1949 and borrowing by-law # 04-14.
- ARTICLE 7:** The present by-law will come into force in accordance with the Law.

**16-03-2689**

**COMPENSATION FOR STUDENTS - SURVEY REPORTS**

WHEREAS it is necessary to complete the survey reports in order to proceed with the restoration of Pères-Dominicains road;

WHEREAS two students have accepted to carry out the work as part of their academic training ;

It is

Moved by : Nancy Draper-Maxsom

Seconded by : Inès Pontiroli

AND RESOLVED to reimburse their traveling expenses, up to a limit of \$400.00

Carried

**16-03-2690**

**CLOSING OF HURDMAN ROAD AND TRANSFER OF RIGHT-OF-WAY**

WHEREAS since May 5, 1902, the Municipality of Pontiac is the owner of the right-of-way of an old road, known as Hurdman road;

WHEREAS the right-of-way of Hurdman road crosses lots 2 683 759, 2 683 764, 2 683 765, 2 683 767, 2 889 804, 4 687 236 and part of lots 4 687 239 and 4 687 240, of the Québec cadastre, registration division of Gatineau, located in the Municipality of Pontiac, this, as shown on the Hurdman road plan prepared by Mr. Richard Fortin, land surveyor, on February 22, 2012, under his minutes 9008, file number 10123-F 9008;

WHEREAS Hurdman road has not been physically visible on the site since ancient times, it has been forgotten and abandoned by the municipalities that have been the owners over time, including the Municipality of Pontiac;

WHEREAS buildings have been erected on Hurdman road's right-of-way while the occupant homeowners acted in good faith and, despite title searches and the cadastral reform which took place in 2004, the existence of Hurdman road was overlooked by professional researches as well as by the reviewing agent as part of the cadastral reform;

WHEREAS it is necessary for the Municipality of Pontiac to regulate the property titles of the owners who occupied old right-of-way on Hurdman road;

WHEREAS the Municipality of Pontiac wishes to transfer to the previously identified occupant homeowners the right of way on Hurdman road, in exchange for the establishment of an easement on a strip of land, as shown on a plan and technical description prepared by Mr. Richard Fortin, land-surveyor, dated February 5, 2014, under his minutes 9754, copy of which is attached hereto;

AS A RESULT OF THE FOREGOING,

It is

Moved by: Dr. Jean Amyotte

Seconded by: Inès Pontiroli

AND RESOLVED to close Hurdman road, as shown on the plan prepared by Mr. Richard Fortin, land surveyor, on February 22, 2012, under his minutes 9008, file number 10123-F 9008.

IT IS ALSO RESOVED to authorize the Mayor, Mr. Roger Larose, and the Director General to sign the deed for the transfer of the right-of-way on Hurdman road, prepared by Me Sylvie Pichette, notary, copy of which is attached hereto as if it were reproduced in its entirety.

FINALLY, IT IS RESOLVED to authorize the Mayor, Mr. Roger Larose, and the Director General to sign the deed for the for the easement, prepared by Me Sylvie Pichette, notary, copy of which is attached hereto as if it were reproduced in its entirety.

Carried

**16-03-2691**

**TRANSLATION OF DOCUMENTS**

WHEREAS the Domaine des Chutes project will be up for public consultation;

WHEREAS it is important that the proposed amendments to the urban planning by-laws be submitted in both official languages in order to ensure the full participation of citizens;

WHEREAS the number of pages to be translated is significant and it is essential to ensure the quality of the translation;

It is

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

AND RESOLVED that, from now on, the Municipal Council authorizes the Director General to have any documents that might be subject to a public consultation, translated by an external supplier, if needed, in compliance with the usual rules for awarding contracts.

Carried

Councillor Mr. Edward McCann, before stepping away from the table, states that he disagrees with paragraph 5 of the following resolution, as he did not ask the Municipality to pay his legal fees.

**16-03-2692**

**PAYMENT OF LEGAL FEES**

WHEREAS on, or around, December 18, 2015, an application initiating proceedings for a declaration of disqualification was introduced by the Municipality of Pontiac against Edward McCann, Councillor;

WHEREAS Mr. Edward McCann, with full knowledge of the situation, despite the letter from the Quebec Chief Electoral Officer dated July 6, 2015 advising him of his ineligibility to seek nomination for municipal office for a period of four (4) years as of January 1, 2015, presented his candidature on October 2, 2015 for the by-election of November 8, 2015, to replace the councillor from district two (2), who resigned;

WHEREAS Mr. Edward McCann refused to withdraw his application and continued to maintain his application for the by-election of November 8, 2015, despite the Quebec Chief Electoral Officer's warning, dated October 5, 2015, reminding Mr. Edward McCann of his ineligibility to seek nomination for municipal office until January 1, 2019 and informing him of the possible sanctions following his application for the by-election of November 8 2015;

WHEREAS Mr. Edward McCann was elected on November 8, 2015 as councillor for district two (2);

WHEREAS Mr. Edward McCann is requiring that the Municipality of Pontiac pay the legal fees related to his defence for the declaration of disqualification introduced by the Municipality against him;

WHEREAS section 711.19.1 (1) of the Quebec Municipal Code states that any Municipality must cover the defence of an individual whose election as a member of the Municipal Council is challenged or who is the defendant or the respondent in a proceeding before a Court which is based on the allegation of the disqualification of the individual to hold the office as a member of the Council;

WHEREAS according to section 711.19.2 of the Quebec Municipal Code, the individual for whom the Municipality must cover the expenditures, under section 711.19.1, must, upon the Municipality's request, reimburse the total amount of these expenditures, or part of it, as indicated in either of the following cases:

1° the action or the omission of the individual whose allegation started the proceedings, is a gross negligence, intentional or separable from the performance of his duties;

2° the proceedings were instituted before the Court by the Municipality or by a third party upon request of the latter;

WHEREAS Mr. Edward McCann has retained the services of *Boucher & Associés* for his defence against the application initiating proceedings for a declaration of disqualification from the Municipality;

WHEREAS under section 711.19.1 of the Quebec Municipal Code, the Municipality has no other choice than to pay the reasonable fees incurred by Mr. Edward McCann for his defence, under protest that the Municipality intends to claim from Mr. Edward McCann the reimbursement of the fees paid by the Municipality;

AS A RESULT OF THE FOREGOING,

It is

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

AND RESOLVED to pay the reasonable fees incurred by Mr. Edward McCann for his defence in the Gatineau Superior Court, case number 550-17-008771-154, subject to section 711.19.2 of the Quebec Municipal Code.

Carried

Councillor Mrs. Inès Pontiroli does not approve of the wording of the resolution.

Councillor Mr. Edward McCann returns to the table.

### **16-03-2693**

#### **POLICE PRESENCE IN THE MUNICIPALITY OF PONTIAC**

WHEREAS the MRC des Collines-de-l'Outaouais is looking into the possibility of expending its offices in order to accommodate the Public Security Department;

WHEREAS the Municipality of Pontiac contributes to the funding of the MRC des Collines-de-l'Outaouais' Public Security;

WHEREAS the MRC must ensure a certain regional equity regarding the economic benefits generated by its operating expenditures;

WHEREAS the MRC des Collines-de-l'Outaouais is present in Chelsea (Head Office, Municipal Court), Val-des-Monts (transfer station), La Pêche (Public Security) and Cantley (CLD), etc.

WHEREAS the establishment of a satellite police station in the Municipality of Pontiac would improve services in the Western part of the MRC and would enhance the Pontiac citizen's sense of belonging to the MRC des Collines ;

It is

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

AND RESOLVED that the Municipal Council ask the MRC to look into the possibility of establishing a satellite police station in the Municipality of Pontiac.

IT IS ALSO RESOLVED that the Municipality of Pontiac advise the MRC that establishing a satellite station in the Municipality of Pontiac is highly recommended.

FINALLY, IT IS RESOLVED that the Municipality of Pontiac intends to collaborate by various means, to implement this project.

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, a by-law which decrees a loan and expense for the purchase of an emergency vehicle for the Municipality of Pontiac.

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**16-03-2694**

### **SKATING RINK – DAVIS PARK**

WHEREAS the skating rink maintenance contract at Davis Park does not provide for snow removal around the skating rink;

WHEREAS the contractor has been removing the snow since the beginning of the contract;

It is

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

AND RESOLVED to cover Mr. Christian Lauzon's upcoming invoices for the snow removal around the skating rink at Davis Park for a maximum of \$200, plus taxes, per year, for the current year and for the last year of his contract.

IT IS ALSO RESOLVED that the snow removal around the skating rink be included in future contracts, from now on.

Carried

**16-03-2695**

### **RETIREMENT – EMPLOYEE # 05-0072**

WHEREAS the letter of retirement handed in by employee # 05-0072 on February 19, 2016 ;

It is

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

AND RESOLVED that the Municipal Council accepts the resignation for retirement of employee # 05-0072 as of April 1, 2016.

IT IS ALSO RESOLVED that the Municipality wishes to thank Mr. René Martineau for 24 years of dedicated service.

Carried

**16-03-2696**

### **AWARDING OF A CONTRACT FOR PROFESSIONAL SERVICES TO DETERMINE THE CURRENT CAPACITY OF THE JIM COYLE WATER TREATMENT PLANT AS WELL AS THE MAXIMUM POSSIBLE CAPACITY GIVEN THE CURRENT SIZE OF THE BUILDING**

WHEREAS the Municipality does not know exactly the real capacity of the plant;

WHEREAS that the Municipality wants to plan for the development of its urban planning perimeter;

WHEREAS the Municipality is eager to complete a master plan of the Quyon sector;

WHEREAS the MDDELCC requires that all municipalities prove that their water treatment and filtration systems are able to serve all new developments before granting its authorization to carry out such projects;



WHEREAS the Municipality is eager to know what the options for increasing the capacity of the plant are in order to provide service for a development project and potentially, its entire urban perimeter;

WHEREAS establishing the cost for such a service is based on a mutual agreement, given the fact that, for all intents and purposes, this is the only company that is proficient in handling the technical data associated with the technology used in our plant (ozone);

WHEREAS the proposal by VO3 represents the only reasonable option;

It is

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

AND RESOLVED that the municipal Council authorize the Director of Infrastructures and Public Works to negotiate a mandate for a total maximum amount of \$8, 500.00 excluding taxes.

IT IS ALSO RESOLVED that the source of funding for this expense will come from the accumulated surplus.

### **AMENDMENT**

### **AWARDING OF A CONTRACT FOR PROFESSIONAL SERVICES TO DETERMINE THE CURRENT CAPACITY OF THE JIM COYLE WATER TREATMENT PLANT AS WELL AS THE MAXIMUM POSSIBLE CAPACITY GIVEN THE CURRENT SIZE OF THE BUILDING**

WHEREAS the Municipality does not know exactly the real capacity of the plant;

WHEREAS that the Municipality wants to plan for the development of its urban planning perimeter;

WHEREAS the Municipality is eager to complete a master plan of the Quyon sector;

WHEREAS the MDDELCC requires that all municipalities prove that their water treatment and filtration systems are able to serve all new developments before granting its authorization to carry out such projects;

WHEREAS the Municipality is eager to know what the options for increasing the capacity of the plant are in order to provide service for a development project and potentially, its entire urban perimeter;

WHEREAS establishing the cost for such a service is based on a mutual agreement, given the fact that, for all intents and purposes, this is the only company that is proficient in handling the technical data associated with the technology used in our plant (ozone);

WHEREAS the proposal by VO3 represents the only reasonable option;

It is

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

AND RESOLVED that the municipal Council authorize the Director of Infrastructures and Public Works to negotiate a mandate for a total maximum amount of \$8, 500.00 excluding taxes.

IT IS ALSO RESOLVED that the source of funding for this expense will come from the accumulated surplus.

FINALLY, IT IS RESOLVED that a detailed account of expenditures be kept for reimbursement purposes in case of possible subsidies (TECQ)

Carried

The Mayor Mr. Roger Larose does not vote but expresses his surprise regarding the position of the councillor from ward 2 on the subject, since the amendment subjects the residents of Quyon to an additional charge.

Councillor Mrs. Nancy Draper-Maxsom steps away from the table.

**16-03-2697**

**RESOLUTION REGARDING THE SALE OF SURPLUS ASSETS**

WHEREAS the Municipality recently sold a fire truck, as such and in the state as is;

WHEREAS the fire department's portable equipment, which was not attached to the truck, was taken with the fire truck;

WHEREAS the Director of the Fire Department and a fireman / councillor were removing the said equipment from the truck as it was being picked up by the purchaser;

WHEREAS the Municipality now needs to replace the equipment that left with the truck at a minimum cost of approximately \$600.00;

It is

Moved by: Edward McCann

Seconded by: Inès Pontiroli

AND RESOLVED that the purchaser of the said fire truck be asked to return to the Municipality within five days, the fire department's portable equipment which was not an integral part of the truck. If the equipment is not returned within five days, the Director General shall contact the Municipality's legal counsel to begin proceedings to force the return of the equipment along with all other items that were not an integral part of the truck.

Carried

Councillor Mrs. Nancy Draper-Maxsom returns to the table.

**NOTICE OF MOTION**

I, the undersigned, **Inès Pontiroli**, Councillor of the electoral district number 4 in the Municipality of Pontiac, give notice that I intend to present at a subsequent meeting, a by-law regarding the management of residual materials for the Municipality of Pontiac.

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 is to be adopted and if, during this meeting, all present members of the Municipal Council declare having read it and waive its reading (art. 445 C.M.)

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**TABLING OF BY-LAW 02-16**

**BY-LAW 02-16 REGARDING THE COLLECTION OF RESIDUAL MATERIALS TO ABROGATE AND REPLACE BY-LAW 12-08 REGARDING RESIDUAL MATERIALS**

WHEREAS a notice of motion was given during a regular meeting held on March 8, 2016 to the effect that this by-law would be submitted for adoption;

WHEREAS the Municipal Council wishes to abrogate and replace by-law number 12-08 regarding residual materials;

WHEREAS deems it appropriate and necessary to adopt the said by-law;

**THEREFORE**, the following is ordered and decreed by the Municipal Council of the Municipality of Pontiac:

### **SECTION 1 - PREAMBLE**

The preamble is an integral part of the present by-law;

### **SECTION 2 - WORDING DESCRIPTION**

The following expressions, terms and words, in this present by-law have the meaning, the signification and the application respectively assigned to them or within the context of provision:

**Mobile container :** Container on wheels of a 360 litre or 240 litre capacity, designed to contain garbage, recyclable material or others and to be emptied by the use of a mechanical arm mechanism of European style, as provided in this by-law.

**Blue bin :** Recyclables.

**Any other bin (Except blue or brown) :** domestic waste.

**Contaminant :** Refers to a solid, liquid or gaseous material, a micro-organism, a sound, a vibration, radiation, heat, an odor or any other combination of one or the other which is likely to alter the quality of the environment.

**Special collection :** Branches and leaves  
Lawn clippings  
Spring / Fall clean-up

**Container :** A closed, airtight garbage container, made of metal, plastic or other, equipped with handles and a lid, designed and marketed for this purpose.

**Bin :** Containers of various dimensions, made of solid material, airtight, equipped with a lid, in good condition, which are mechanically handled or emptied in a collection truck using a front or rear loading hydraulic system.

**Collection :** Action of taking domestic waste, recyclable materials and cumbersome objects which are placed on an access road or in other locations and putting them in a completely closed vehicle.

**Sorting plant :** Refers to a location where the recyclable material is dropped-off. The sorting plant holds an agreement with the MRC des Collines.

**Ecocentre :** Drop-off location mainly focussed on recovery and recycling. Hazardous domestic waste, cumbersome objects and other accepted materials may also be dropped-off, depending on the site operators.  
All locations are mainly operated by the Municipality of Pontiac or by the MRC des Collines.

**Cumbersome objects:** Cumbersome objects include, but are not limited to, heavy objects like old furniture, washing machine, dishwasher, spin-dryer, electrical or gas-fired accessories (propane, natural gas, etc.) for domestic use, sofas, beds, chairs, carpets, cold ashes in plastic bags. It includes materials accepted in engineered landfill sites and in incineration plants, in compliance with the Regulation respecting the landfill and incineration of residual materials (c. Q-2, r 6.02) provided in the Quebec Environment Quality Act.

**Warehouse :** Refers to a closed shelter with a roof, four walls and a lockable door, specially designed to house and hold the containers.

**ICI :** Refers to industries, businesses and institutions.

**Building :** A building under the Quebec civil Code. In this contract it also means housing unit.

**Recyclable material :** Any glass, plastic or steel containers, any kind of paper, cardboard and any other object accepted at the sorting plant. A non-exhaustive list of recyclable materials is presented under section 3.2 of this by-law.

**Residual material :** Any generated material intended for recovery, recycling, disposal, destined for landfill or incineration. It includes more specifically domestic waste, hazardous domestic waste, cumbersome objects, construction material and any other material.

**Material intended  
for the Ecocentre  
(Validate MRC)**

- a) Household appliances : stoves (electrical or gas), refrigerators and freezers (without refrigerant gases, or as per the Municipal instructions), washing machines, dishwashers, spin dryers, electrical or gas-fired accessories (propane, natural gas, etc.) for domestic use, dryers, ovens and any other similar accessories.
- b) Electronic appliances: televisions, television devices such as DVD players, computers, radios and other similar accessories.
- c) The following construction material :
  - i. Gypsum
  - ii. Concrete
  - iii. Metal
  - iv. Wood
  - v. Roof shingles
- d) Branches, lawn clippings.

**Nuisance :** That is harmful to physical, moral or environmental health.  
See the current standardized regulations pertaining to nuisances, adopted by the MRC des Collines and the Municipality of Pontiac.

**Occupants :** Refers to the owners, the tenants or residents occupying a dwelling or unit (building).

**Domestic waste :** Domestic waste includes all non-recyclable, non-recoverable, and non-hazardous material intended to be eliminated in an engineered landfill site and in compliance with the Regulation respecting the landfill and incineration of residual materials (c. Q-2, r.6.02) provided in the Quebec Environment Quality Act.

**Hazardous domestic  
waste and hazardous  
and explosive material**

Includes, but is not limited to, batteries, cells, motor oils, hydraulic oils, vegetable oils, medication, pills, syringes and other biomedical products, aerosols, anti-freeze, any kind of compressed gas cylinders, paint strippers, pesticides, paint, weapons and ammunitions, gasoline and used tires, etc. All for residential use only.

**Green waste :** Green waste includes lawn clippings, trees, Christmas trees, branches, leaves, garden waste (plants, flowers, weeds, etc.).

**Garbage bag :** Conventional plastic bag, designed for that purpose, of standard or normal size, green, black or other, except blue bags. These are to be used extraordinarily for recyclable material only, when the recycling bin is full.

**Housing unit:** Each single-family home, each unit in a multiple unit complex, each school, church, or other institution, each business, farm, store, each industry or factory, each municipal building, each place of business in an office building or each park or municipal beach.

**SECTION 3 – LIST OF MATERIALS**

For the purpose of this by-law, the method of disposal of residual material depends on the category in which the residual material is classified, that is:

**3.1 Solid waste or domestic waste (non-exhaustive list)**

- a) Domestic waste includes all non-recyclable and non-hazardous residual material intended for the disposal in an engineered landfill site or incineration plant and in compliance with the Regulation respecting the landfill and incineration of residual materials (c. Q-2, r.6.02) provided in the Quebec Environment Quality Act.
- b) This waste also includes the excrements of domestic animals (as defined in the nuisance by-law) as long as they are disposed of in double plastic garbage bags.

**3.2 Recyclable material (non- exhaustive list)**

- Newspaper, glossy paper, fine paper and kraft paper
- Envelopes with or without windows
- Flat or corrugated board (bulky cardboard) (maximum size : 1 metre x 0.5 metre)
- Pasteboard (egg cartons, etc.)
- Milk carton, juice carton and frozen food box
- Juice carton lined with aluminium (Tetra Pak)
- Jars and bottles without lid
- Plastic (bearing numbers, 1, 2, 3, 4, 5 or 7)
- Food product containers (margarine, yogurt, ice cream, muffins, etc.)
- Household cleaning product containers (dish soap, bleach, etc.)
- Cosmetic product containers (shampoo, cream, etc.)
- Plastic lids
- Grocery and shopping bags
- Empty and clean bread and milk bags
- Plastic toys without any metal parts
- Soil-free plastic gardening pots
- Compact discs, DVD's and cases
- Cans (with or without labels)
- Caps and lids

- Aluminum cans
- Clean aluminum paper and plates
- Metal household objects (pots and pans)
- Metal pieces less than 2 kg and less than 60 cm long (excluding wire)
- Objects or lids combined of metal and plastic

### **3.3 Cumbersome objects (non-exhaustive list)**

Types of cumbersome objects :

1. Beds, sofas, bed bases and mattresses.
2. Furniture, chairs, carpets, bathtubs, showers, sinks, toilets, or other waste produced as a result of Spring or Fall clean-up and any other type of waste, unconditionally.
3. Cold ashes in plastic bags.
4. Doors (without windows), metal scrap.
5. Material accepted in engineered landfill sites and incineration plants in compliance with the Regulation respecting the landfill and incineration of residual materials (c. Q-2, r 6.02) provided in the Quebec Environment Quality Act, and used tires.

### **3.4 Hazardous domestic waste and hazardous material (non-exhaustive list) accepted and prohibited at the Ecocentre located at 28 de La Pêche road, in Pontiac, Quebec. This list is determined by the MRC des Collines-de-l'Outaouais and could be modified at any time. It is the responsibility of each citizen to check with the Ecocentre for accepted material and applicable procedures before bringing hazardous domestic waste and hazardous material.**

#### **Accepted hazardous domestic waste:**

- Car batteries and alkaline and rechargeable cells
- Tires without rims
- Acids
- Aerosols
- Bases
- Other organic material
- Propane cylinders/tanks
- Cyanides
- Oils
- Medications
- Oxidants
- Pesticides
- Reagents
- Electronic residuals (computers, screens, cellular telephones, etc.)
- Solvents

#### **Prohibited hazardous domestic waste:**

- Biomedical waste
- Weapons and ammunitions
- Compressed gas cylinders
- PCB's
- Radioactive waste
- Explosives and dynamite
- Commercial or industrial waste
- Unknown products

### **3.5 Compostable materials (non-exhaustive list)**

Here is the list of compostable materials described in terms of composting type and/or disposal location:

#### **Domestic compostable materials**

- a) Any human or animal food residue consisting mainly of natural organic matter and excluding meat.

#### **Industrial compostable materials**

- b) Any human or animal food residue consisting mainly of natural organic matter and including vegetable oils and meats.

#### **Compostable materials intended for the ecocentre**

- c) Any green waste (grass clippings, trees, Christmas trees, branches, leaves, etc.)

### **3.6 Construction and demolition waste (non exhaustive list)**

- Lumber and finishing wood
- Windows, including frame and glass
- Doors including frame, glass, hinges and handles
- Mortar, cement, rock and brick pieces
- Insulation of all kinds
- Vapour barrier of all kinds
- Roofing material (asphalt, metal or other type of shingles)
- Steel or aluminium studs
- Cupboards, walls
- Carpet and flooring

### **3.7 Material intended for the ecocentre**

- a) Household appliances : stoves (electric or gas oven), refrigerators and freezers (without refrigerant gas, or as per the Municipal instructions), washing machine, dishwasher, spin-dryer, electrical or gas-fired accessories (propane, natural gas, etc.) for domestic use, dryers, ovens and any other similar accessories.
- b) Electronic appliances: televisions, television devices such as DVD players, computers, radios and other similar accessories.
- c) The following building material :
  - i. Gypsum
  - ii. Concrete
  - iii. Metal
  - iv. Wood
  - v. Roof shingles

### **3.8 Paint drop-off (Town Hall)**

- Latex paint (water)
- Alkyd (oil)
- Metal and anti-rust
- Stain
- Varnish
- Lacquer
- Wood and masonry protector
- Aerosol paint
- Liquid paint

## **SECTION 4 - TERRITORY**

The present by-law applies to the entire Municipality of Pontiac territory.

## **SECTION 5 - APPLICATION**

- 5.1** The application of the present by-law is the responsibility of the Director of Infrastructures and Public Works as well as any other Public Works and Urban Planning department employees of the Municipality of Pontiac. This mandate can also be delegated to any representative of company in charge

of the collection of residual material. The delegation is attributed according to the contract with the Municipality.

- 5.2 The designated individual has the right to visit the premises between 7:00 a.m. and 8:00 p.m. in order to ensure that all provisions of the present by-law are complied with.
- 5.3 The designated individual may take pictures and any other samples deemed necessary in order to ensure that all provisions of the present by-law are complied with.
- 5.4 Any occupant of the location being visited is obliged to receive the designated individual.
- 5.5 None of the sections in the present by-law shall have the effect of exempting an individual from the enforcement of a federal or provincial Act, nor be incompatible with any special provision of the Municipal Code or the Municipal Powers Act.

## **SECTION 6 – MANAGEMENT OF RESIDUAL MATERIALS**

Under section 34 of the Municipal Powers Act, the Municipality may delegate to an individual, the operation of its waste disposal or recovery system.

## **SECTION 7 – COLLECTION SERVICES**

- 7.1 Once the residual material is collected, it becomes the property of the Municipality of Pontiac, which may then dispose of it at its discretion.
- 7.2 Accordingly, it is prohibited for anyone, except for a municipal employee or someone from the company responsible for the collection of household waste, recycling and cumbersome objects, to carry out the collection, remove and transport residual material. Companies or individuals who recover scrap metal, used tires, paint, used oil and construction material are excluded. The Municipality can also authorize an individual or a contractor to recover any material designated by the Municipality on mutually agreed terms, by resolution from the Municipal Council. Also permitted, are short-term and limited rental agreements (e.g. Clean-up of buildings, renovation, etc.)
- 7.3 If need be, the collection of household waste, recyclable material and cumbersome objects is done according to the contract for the collection of waste and recyclable materials concluded with a contractor and according to the present by-law.
- 7.4 According to the present by-law, any occupant of a building must use the services for the collection and disposal of residual materials chosen by the Municipality.

## **SECTION 8 – STORAGE AND TRAFFIC**

- 8.1 The containers must be stored on the property they belong to, and on the day scheduled for the garbage collection, be placed in the location authorized by the Municipality, that is, along the edge of the laneway, street or road, except in certain particular cases determined by the Public works department.
- 8.2 The containers or cumbersome items must be placed so as not to impede traffic and to facilitate the collection of garbage.
- 8.3 The containers or bulky items shall not be an obstacle during snow clearing operations during the winter. It is the responsibility of the owners' to which the containers belong to, to look after their maintenance and to keep them cleared of snow. The Municipality will not be responsible for broken containers or their storage or for picking up the bulky items that may have



been scattered along the ditch or on the owner's property following snow removal.

## **SECTION 9 – DISPOSAL OF GARBAGE**

- 9.1 Garbage and recyclable materials:** Any occupant of a property must dispose of their household garbage, recyclable materials and cumbersome items according to the provisions of the present by-law.
- 9.2 Cumberse items :** Any occupant who wishes to dispose of cumbersome items may do so by setting them out with the household garbage, and as provided for in the present by-law or according to the contract awarded by the Municipality for the collection and transportation of the residual materials, as well as to applicable laws.  
**The occupant must call the Municipality's Public works department, at least 24 hours in advance of the collection day in his/her area, to inform us of the content with respect to the cumbersome items to be collected.**
- 9.3 The household hazardous waste (HHW) and hazardous materials:** Any occupant who wishes to dispose of household hazardous waste (HHW) and hazardous materials, must bring these items to a service centre in the region that is identified by Recyc-Québec or at the **MRC des Collines-de-l'Outaouais Ecocentre** or the Municipality of Pontiac's Ecocentre (paint, etc.) during the period, days and time determined by the Municipality, or at any other authorized area in accordance with any applicable provincial or federal Act.
- 9.4 Compostable materials:** Any occupant of a property within the municipality's territory must take the necessary measures to minimize the number of compostable materials included in the household garbage. Green waste such as grass clippings, trees, branches, leaves, Christmas trees are not accepted in the collection of garbage and recyclable materials but are accepted at the Municipality of Pontiac's Ecocentre.
- 9.5 Construction and demolition waste:** Any occupant who wishes to dispose of construction or demolition materials must transport them at his/her expense, directly to a licensed landfill site, or by concluding an agreement at his/her expense, with the contractor mandated by the Municipality to collect the household garbage, recyclable materials and cumbersome items OR transport them to the Municipality's Ecocentre, during opening hours defined by the Municipality.
- 9.6** In accordance with the present by-law, before disposing of residual materials, they must have been sorted and put in the appropriate container or designated area, according to their respective categories. As such, the materials must be processed as follows:
- a) Household garbage
  - b) Recyclable materials
  - c) Cumberse items by category: beds, furniture, etc.
  - d) Materials going to the Ecocentre
  - e) Construction materials going to the Ecocentre
  - f) Compostable materials going to the Ecocentre
- 9.7** The bins must be placed in the authorized location, that is to say, at the property limits for the set time and day of the collection. To this end, the bins could be placed no earlier than 24 hours before the day of the collection and must be removed no later than 12 hours after the collection is done. This sub-section of section 9 does not apply where the occupant has a series of bins or a fixed container, all of which must have been authorized beforehand by the Public works department.
- 9.8** On an exceptional basis and when certain materials must be stored outside of the containers provided, the occupant must take all necessary measures to

ensure that these materials remain sheltered from the weather until they are collected and must place them in a manner so as to facilitate their loading.

- 9.9** Cumbersome items, household hazardous waste (HHW) and hazardous materials, compostable materials and construction or demolition materials, must never be put into the containers or concealed with waste destined for a landfill site or for recovery.

## **SECTION 10 – COLLECTION SYSTEM**

**10.1 Door-to-door:** A door-to-door collection system is established within the Municipality's territory for the properties where it is possible to perform this type of collection, so as to remove the waste as much as possible.

**10.2 Centralized deposit site:** A centralized deposit system can be set up for specific sectors where the door-to-door collection is not possible. In this case, the location, the type of storage area consisting of containers or small quantity of bins (maximum 4 of each type), and the method of disposal must receive approval from the Public works department. Furthermore, the residents of the area being served must then conclude an agreement with the contractor who has been mandated by the Municipality to collect and transport the household garbage, recyclable materials and cumbersome items in order to allow the storage of containers on a private property.

## **SECTION 11 – FREQUENCY OF COLLECTIONS**

### **The frequency of collections:**

- a) The collection of household garbage and cumbersome items will be done door-to-door once every two (2) weeks all year round. The frequency may however change when the collection is done at a centralized deposit site, according to the identified needs.
- b) The collection of recyclable materials will be done door-to-door once every two (2) weeks all year round. The frequency may however change when the collection is done at a centralized deposit site, according to the identified needs.

If the collection is scheduled during a public holiday as defined herein, this collection will be postponed to the next day, except in the case where the Municipality has given the contractor the authorization to proceed with the collection that very day.

## **SECTION 12 - QUANTITY**

**12.1 Household garbage:** The total quantity shall not exceed the contents of a 240 or a 360-litre container per residence, and the contents shall not exceed the capacity of the bin(s) to which the occupant has obtained a previous authorization from the Public works department, with respect to the number of bins.

**12.2 Recyclables:** Each building must be equipped with at least one (1) bin on wheels. The total quantity of recyclable materials must not exceed the capacity of the bin(s) authorized for the building.

**12.3 Storage:** The total quantity of household or commercial garbage and recyclable materials shall not exceed the amount provided for per collection, per building served, relating to the storage described under sub-sections 12.1 and 12.2.

## **SECTION 13 – CONTAINERS AND STORAGE**

**13.1 Mobile recycling bins (240 or 360 litres):** The mobile recycling bins only are supplied by the Municipality, and are payable by the property owner. It

is imperative that they be used for the collection of recyclable materials only. **The occupants are responsible for these bins and they must remain the property of the building for which they are intended. The Municipality is not responsible for any damage that may occur to the mobile bins, for theft or vandalism.**

**Exceptionally, garbage cans (airtight containers with lids) will be tolerated until December 31, 2016.**

**13.2 Containers for household garbage:**

The mobile containers only are supplied by the Municipality and are payable by the property owner. It is imperative that they be used for the collection of household garbage only. **The occupants are responsible for these containers and they must remain the property of the building for which they are intended.**

The Municipality is responsible for the exclusive repair of the cover, wheels and wheel axle.

**13.3 Fixed containers:** Not authorized.

**13.4 Centralized deposit (Centralized site):** Any occupant of a building located on a private road that it not serviced by the door-to-door collection of household garbage, is required to deposit their garbage in a centralized deposit site. In this case, the said property owners or the private road association must supply, at their expense, the appropriate container(s) as well as the deposit site (or that which would have been imperatively established in the municipal contract). The said property owners or association must be responsible for keeping the area around the centralized deposit site clean.

**SECTION 14 – INDUSTRIES, BUSINESSES, INSTITUTIONS AND COMPANIES**

**14.1 Household garbage:** Any occupant or owner of a business (non-residential building) that produces more than the volume capacity of a 360-litre bin per collection, is hereby required to conclude an agreement either with the Municipality to use four (4) bins at the most, or with the contractor in charge of the collection and transportation of garbage, recyclable materials and cumbersome items within the Municipality, to provide for the removal and disposal of household garbage that they are producing, according to the rates of the contractor who has been awarded the contract by the Municipality. The rates are available from the Municipality upon request.

**14.2 Recyclable materials:** Any occupant or owner of a business (non-residential building) that produces a quantity greater than four (4) recycling bins per collection, is hereby required to conclude an agreement with the contractor who has been awarded the contract by the Municipality for the collection and transportation of the garbage, recyclable materials and cumbersome items, to provide for the removal and disposal of recyclable materials that they are producing, and this, according to the rates established between this firm and the occupant or business owner. Excluded however are individuals or companies who recover scrap metals, used tires, batteries, construction debris and cardboard. The Municipality may also, by way of a resolution, authorize any occupant or business owner (non-residential building) to perform on-site the recycling of some of their materials, to market this, or to do so, to sign a contract with a firm that is specialized in recycling. Pricing is available upon request from the Municipality.

**14.3 Other materials:** Any occupant or owner of a business (non-residential building) is required to comply with the by-law and applicable laws concerning the disposal of other materials than those mentioned above.

**SECTION 15 – ACCESSIBILITY TO ROADS**

**15.1** As of the date of entry into effect of this by-law, any property owner or private road association will be deemed to have automatically authorized

the garbage trucks to freely access their private road(s), and this, for the purpose of collecting residual materials door-to-door. When the owner or private road association refuses the access to the garbage trucks, the said owner or association will be responsible for the purchase, construction and installation of a storage or centralized deposit site provided for under this by-law.

- 15.2 The owner of a private road to which access is controlled by way of a gate, must conclude an agreement with the contractor who has been mandated by the Municipality to collect and transport the household garbage, recyclable materials and cumbersome items. He shall supply a key to the contractor and another one to the Municipality.
- 15.3 In the case where the collection of household garbage, recyclable materials and cumbersome items is done on private roads or in a private entry, the responsible owner or private road association is required to perform the maintenance, clear the snow and ice from the said road or entry, to allow the contractor for the Municipality to travel safely.
- 15.4 That way, when the private road or private entry is not accessible, or not adequately maintained, or cleared of snow and ice, the collection of household garbage, recyclable materials and cumbersome items will not be performed.

## **SECTION 16 - PUBLIC HYGIENE AND ENVIRONMENTAL PROTECTION**

- 16.1 The containers or storage areas that are used for residual materials must be maintained in good condition at all times and not have any defect or be broken in any way that will injure the attendant when he is performing his task.
- 16.2 Everyone shall comply with the requirements of the Environment Quality Act.
- 16.3 Residual materials must be kept in tightly-closed containers at all times, so as not to constitute a nuisance or contaminate the environment, be it because of odor, an accumulation of material or vermin.
- 16.4 Any occupant of a building situated within the Municipality of Pontiac's territory is hereby required to keep their yards and surroundings clean, free of garbage and putrescible substances. It is their responsibility to pick up any materials that are scattered or have fallen over, regardless of the reason.

## **SECTION 17 - RATES**

Any property owner is subject to paying a rate for the collection of household garbage or recyclable materials, such a rate is established and collected according to the current by-law pertaining to the applicable rate for goods and services or for activities offered by the Municipality.

## **SECTION 18 - OFFENCES**

The following is *prohibited* and constitutes a nuisance and an offence:

- a) To deposit in or conceal with the household garbage, items such as tires, reservoirs, automobile or truck parts, construction material, compostable material, dead animals, animal faeces (as defined by the regulations on agricultural operations), recyclable materials, HHW or hazardous materials and other materials provided under the provincial or federal regulations or laws.
- b) To use bags instead of bins.
- c) To rummage through a container of residual materials in order to collect any valuable object.

- d) To dispose of, deposit, spread or leave residual materials lying in the streets, public or private roads, public spaces, vacant lots or buildings, in streams, rivers, ponds, lakes or water courses.
- e) To throw away or dispose of residual materials outside of containers used for garbage or recyclable materials, even when they are full.
- f) To overturn, damage or break a container.
  
- g) To deposit liquid or semi-liquid materials of any sort in the containers.
- h) To deposit or leave garbage bags along the highway, street or road, without being placed in the appropriate containers or bins.
- i) To use the recycling bins for other purposes than those prescribed by the present by-law.
- j) To use barrels, old refrigerators or freezers as a garbage bin.
- k) To bring or import household garbage, recyclable materials, rubbish or construction waste from another municipality or city, for the purpose of having them collected and disposed of by the Municipality of Pontiac or its authorized representative.
- l) To throw away or deposit residual materials in a centralized deposit site that is not specifically meant to serve your property.
- m) To disregard any other clause in the present by-law.

### **SECTION 19 – PENALTY**

**19.1** Any offender under the present by-law is liable to a fine, with or without fees, which shall not exceed \$1,000 for a first offence, and a fine not exceeding \$2,000 for a repeat offence in the case of a natural person. In the case of a corporation, the offender is liable to fine not exceeding \$2,000 for a first offence, and a fine not exceeding \$2,000 for a repeat offence.

**19.2** The contractor mandated by the Municipality to collect and transport the household garbage, recyclable materials and cumbersome items **may issue courtesy tickets and violation notices to offenders**, at the request of the Municipality.

### **SECTION 20 - ABROGATION**

For all legal purposes, the present by-law abrogates and replaces by-law number 12-08 regarding the collection of household garbage and recyclable materials.

### **SECTION 21 – DECLATORY PROVISIONS**

For the sole purpose of simplifying the text, the masculine is used in the present by-law without discrimination and includes the feminine gender.

### **SECTION 22 – COMING INTO EFFECT**

The present by-law will come into effect following the formalities prescribed by Law.

**16-03-2698**

### **RESOLUTION TO SUPPORT AN AUTHORIZATION REQUEST TO THE CPTAQ FOR A USE OTHER THAN AGRICULTURAL ON LOT # 2 683 804 AT 146 BRAUN ROAD, MUNICIPALITY OF PONTIAC**

**WHEREAS** the request to the CPTAQ is part of a socially responsible approach for the authorization to use a lot located in the agricultural zone decreed for a use other than agricultural, that is residential;

**WHEREAS** the intended use will not destructure the adjacent farmland and fits into the core of an already existing residential area;

**WHEREAS** the residential use will not affect the homogeneity of the community and the potential for farming the land in question is notably absent;

**WHEREAS** there are very few lots available in the Municipality to build a residence on;

**WHEREAS** the intended use is in compliance with the Municipality of Pontiac’s zoning by-law 177-01;

It is

Moved by : Edward McCann  
Seconded by : Inès Pontiroli

**AND RESOLVED** that this Council supports the citizen’s request to the CPTAQ in order to get the authorization to use lot # 2 683 804 for residential use.

Carried

**16-03-2699**

**BY-LAW NUMBER 02-15-02-2016 TO MODIFY BY-LAW # 02-15 ON THE 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 has done some modifications regarding taxation in order to take into consideration the presence of commercial activities on a building;

**WHEREAS** the on-going adjustments started by the administration to legalize its permits and certificates’ deliverance operations;

**WHEREAS** a notice of motion for the present by-law was duly given at a regular Council meeting held on January 19, 2016;

It is

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

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

**SECTION 1**

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

**SECTION 2**

Section 4 is modified in order to abolish the \$50.00 fee for business permits as shown in the following grid. (Referred modifications are highlighted in gray and ~~striked-out~~).

“ **SECTION 4 FEES FOR ISSUING PERMITS AND CERTIFICATES**

The fees for issuing municipal permits and certificates are described in the following chart:

Type	Cost	Remarks
<b>Wastewater treatment</b>		
wastewater treatment system	\$250	Refund of \$100 upon reception of the certificate of compliance
sealed tank	\$250	
replacement/repairs of septic tank	\$250	Refund of \$100 upon reception of the certificate of compliance

<b>Tapping of ground water</b>	\$250	Refund of \$100 upon reception of the drill log
<b>Subdivision – first and second lot</b>	\$100 ea.	
<b>Additional lots</b>	\$50 ea.	
<b>Main building – residential, commercial, industrial, community</b>	\$0.35/sq.ft. or \$3.77/sq.m.	
extension of liveable space / addition of a unit	\$100	
<b>Accessory building</b> (gazebo, garage, shed, etc.)	\$25 if less than 10' X 10'	\$50 if larger than 10' X 10'
agricultural building (hay, farming equipment, vehicle)	\$50	
agricultural building (winter shelter for animals)	\$150	
renovation, modification, extension, etc.	\$50	
<b>Certificates of authorization</b>		
change of usage	\$50	
<b>Celebration/ Event</b>	<i>Free of charge</i>	<i>Valid for 72 hours</i>
<b>Access to parks after 11:00 p.m.</b>	<i>Free of charge</i>	<i>Valid for 72 hours</i>
<b>Fire /Fireworks-Public places</b>	<i>Free of charge</i>	<i>Valid for 72 hours</i>
<b>Peddling/canvassing O.S.B.L.</b>	<i>Free of charge</i>	<i>For the duration of campaign</i>
work within riverfront areas	\$100	
commercial tree cutting	\$150	
business permit	\$50	annually, from January 1 <sup>st</sup> to December 31
<b>Permits</b>		
<b>Daycare</b>	<i>Free of charge</i>	<i>Annually from Jan.1<sup>st</sup> to Dec.31<sup>st</sup></i>
<b>Auction sales</b>	<i>Free of charge</i>	<i>24 hours</i>
Sign	\$50	
fence	\$25	
minor variance	\$400	including publication fees
demolition / moving	\$50	
balcony, patio, terrace	\$25	
pool (including the fence and deck)	\$50	
dock	\$25	
veranda / solarium	\$50	
<b>Mobile canteen</b>		
	\$400	annual
	\$200	seasonal (6 months)
	\$25	daily
<b>Renewal of permit for new construction, main building</b>	0.20\$/sq.ft. or 2.15\$/sq.m.	
<b>Cancellation of a request for a permit or certificate</b>	\$25	non-refundable – in the event of a cancellation
<b>ANALYSIS/ CERTIFICATE OF CONFORMITY</b>		
	\$ 300.00	SPREADING OF FRM
	\$ 300.00	CPTAQ

(a.2, R. 02-15-01-2016)

### **SECTION 3 COMING INTO EFFECT**

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

Carried

**16-03-2700**

**RESTORATING THE COMPENSATION TO PAC MEMBERS**

WHEREAS resolutions # 15-11-2586 and # 15-11-2587;

It is

Moved by:

Seconded by:

AND RESOLVED to abrogate resolutions # 15-11-2586 and # 15-11-2587.

IT IS ALSO RESOLVED to restore the compensation to the members, the secretary and the President of the PAC., as it was in 2015.

**AMENDMENT**

**RESTORATING THE COMPENSATION TO PAC MEMBERS**

WHEREAS resolutions # 15-11-2586 and # 15-11-2587;

It is

Moved by: Roger Larose

Seconded by: Edward McCann

AND RESOLVED to abrogate resolutions # 15-11-2586 and # 15-11-2587.

IT IS ALSO RESOLVED to restore the compensation to the members, the secretary and the President of the PAC., as it was in 2015.

FINALLY, IT IS RESOLVED that the monies will be taken from the appropriated surplus.

Carried

**16-03-2701**

**TEMPORARY APPOINTMENT TO CLERICAL/SECRETARIAL DUTIES IN THE URBAN PLANNING DEPARTMENT**

WHEREAS the clerical/secretarial position in the Urban planning department has been vacant for the past 9 months, and that it is necessary to temporarily fill the position, so as to not affect the quality of services provided to the citizens of the Municipality of Pontiac;

WHEREAS the job offer was posted internally and externally;

WHEREAS several candidates were evaluated;

WHEREAS the Director of the Urban planning department's favorable recommendation;

It is

Moved by: Dr. Jean Amyotte

Seconded by: Edward McCann

AND RESOLVED to propose a temporary assignment to clerical/secretarial duties in the Urban planning department to employee # 01-0135;

IT IS ALSO RESOLVED THAT this temporary assignment be in effect until the incumbent's return to work.

Carried



**PUBLIC QUESTION PERIOD**

- Melvin Maxsom - Requests explanations regarding the equipment to be returned
- Ricky Knox - Finds it frivolous to take legal actions for the return of the equipment  
- Asks the reason why Councillor Mr. McCann does not agree with cost sharing for water in the village of Quyon
- James Eggleton - Finds it frivolous and a waste of money to take legal actions for the return of the equipment  
- Requests explanations regarding the equipment to be returned
- Madeleine Carpentier - Mentions that the problem regarding the equipment to be returned should not be debated at a Council meeting  
- Makes a few comparisons of past events in order to justify the costs for water and sewer services in the village of Quyon
- Ricky Knox - Asks why is last month's resolution on the compensation to PAC members being amended
- Cheryl Dolan - Asks if the Dowd Mill is usable
- Joan Belsher - Asks if the Council voted for the purchase of the Mill
- Melvin Maxsom - Clarifications regarding the equipment to be returned and its value

**16-03-2702**  
**CLOSING OF THE MEETING**

It is

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

AND RESOLVED to close the meeting at 9:16 p.m. having gone through the agenda.

Carried

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MAYOR

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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».*