

**PROVINCE OF QUEBEC  
MUNICIPALITY OF PONTIAC**

MINUTES of the regular Municipal Council meeting held on Tuesday, October 11, 2016 at 7:30 p.m. at the Breckenridge Community Hall, located at 1491 route 148, Pontiac. Those who were present:

Roger Larose, Mayor, and Councillors Nancy Draper-Maxsom, Thomas Howard, and Inès Pontiroli.

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

Excused absences: Mr. Edward McCann, Councillor (Judgement from the Superior Court), Dr. Jean Amyotte, Councillor and Mr. Brian Middlemiss, Pro-Mayor .

Mr. Larose, President, notes that there is quorum and declares the meeting open. The meeting began at 7:30 p.m.

**FLOOR TO THE PUBLIC AND QUESTION PERIOD**

- |                  |   |
|------------------|---|
| Pierre Robillard | - Parking prohibition at the end of Tremblay road<br>- Repaving roads in ward 6 (McKay, Rose and Kawartha)<br>- All-terrain vehicles – Missing road sign at Côte McKay road |
| David Young      | - Rights of way to the river<br>- Width of municipal roads<br>- Setback distance for houses   |

**16-10-2922**

**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 September 13, 2016 and of the special meetings of September 6 and 27, 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 September
  - 5.5 Report regarding the delegation of authorized expenditures
  - 5.6 Resignation – Employee # 01-0124
  - 5.7 Appointment of Mrs. Valérie Normandin as office clerk
  - 5.8 Approved expenditures – Municipal road repairs
- 6. Public security**
  - 6.1 Extension of the Fire Prevention Officer’s contract
- 7. Public works**
  - 7.1 Purchase of safety and surveillance equipment
  - 7.2 Arranging a space for employees – Luskville Municipal garage
  - 7.3 Study – Boat launch
- 8. Public hygiene**
- 9. Urban planning and zoning**
  - 9.1 Minor variance to the zoning bylaw number 177-01 aiming an encroachment in the shoreline protection zone
  - 9.2 Minor variance at 22 Rear, Pontiac, to tolerate the non-compliant location of the main building
  - 9.3 Notice of motion for the adoption of bylaw 177-01-03-2016
  - 9.4 Deliberation regarding a request to modify the subdivision bylaw (lot 232-P)
  - 9.5 Contribution to the parks, playgrounds and natural spaces fund in the cadastral operation for the purpose of subdividing the original lot 4 983 734

- 9.6 Storage activities in the Highway 148 corridor
- 10. Recreation and culture**
- 11. Miscellaneous**
- 12. Various reports and correspondence**
  - 12.1 Tabling of various municipal reports:
    - a) animals
    - b) Tabling of the reviewed Minutes of April 12, 2016
- 13. Tabling of the registre of correspondence**
  - 13.1 Register of the correspondence received in September 2016
- 14. Public question period**
- 15. Closing of meeting**

It is

Moved by: Inès Pontiroli  
 Seconded by: Thomas Howard

AND RESOLVED to adopt the agenda with the following modifications:

Addition: Item # 5.9 Garbage bins - St-Vincent-de-Paul Society and Luskville Saint-Dominique Parish

Withdrawal: Item # 12.1 a) Report (animals) Carried

**16-10-2923**

**ADOPTION OF THE MINUTES OF THE REGULAR MEETING HELD ON SEPTEMBER 13, 2016 AND OF THE SPECIAL MEETINGS HELD ON SEPTEMBER 6 AND 27, 2016**

It is

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

AND RESOLVED TO adopt the minutes of the regular meeting held on September 13, 2016 and of the special meetings held on September 6 and 27, 2016.

Carried

**16-10-2924**

**BUDGETARY TRANSFERS (OCTOBER 2016)**

It is

Moved by: Inès Pontiroli  
 Seconded by: Thomas Howard

AND RESOLVED THAT the Municipality carry out the budgetary transfers as described on the attached list in the amount of \$ **95, 581.03**

Carried

**16-10-2925**

**LIST OF INVOICES TO PAY**

It is

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

AND RESOLVED THAT this Council authorizes the payment of invoices amounting to \$**128, 719.09** (see appendix) for the period ending on September 30, 2016 and to debit budget posts related to the expenses mentioned on said list.

Carried

**16-10-2926**

**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 August 30, 2016 to September 28, 2016, all for a total amount of **\$779, 916.38** (see appendix).

Carried

**16-10-2927**

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

It is

Moved by: Thomas Howard  
Seconded by: Inès Pontiroli

AND RESOLVED to accept the incurring expenses that appear in appendix A, for a total amount of **\$12, 760.88** taxes included.

Carried

**Tabling of the report regarding the delegation of authorized expenditures from august 30, 2016 to September 28, 2016**

**16-10-2928**

**RESIGNATION – EMPLOYEE # 01-0124**

WHEREAS the letter of resignation handed by employee # 01-0124 on September 14, 2016, as office clerk and volunteer firefighter ;

It is

Moved by : Thomas Howard  
Seconded by : Inès Pontiroli

AND RESOLVED that the Council accepts the resignation of employee # 01-0124 as of September 14, 2016.

IT IS ALSO RESOLVED to thank Mrs. Chantal Beaudoin for services rendered to the Municipality of Pontiac.

Carried

**16-10-2929**

**APPOINTMENT OF MRS. VALÉRIE NORMANDIN AS OFFICE CLERK**

WHEREAS the office clerk position has been in a temporary capacity since July 2015;

WHEREAS the office clerk position is vacant following a resignation;

WHEREAS an internal posting has been done, according to the terms of the collective agreement:

WHEREAS Mrs. Valérie Normandin has held the position by interim since July 2015 and is doing a very good job, according to her immediate supervisors;

It is

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

AND RESOLVED to accept the recommendation of the Director of Finance and Human Resources and of the Director of Infrastructures and Public Works and to proceed with the appointment of Mrs. Valérie Normandin as office clerk.

Carried

**16-10-2930**

**APPROVED EXPENDITURES – MUNICIPAL ROAD REPAIRS**

WHEREAS the borrowing bylaw for municipal work (umbrella) # 05-15 ;

WHEREAS resolution # 16-05-2744 ;

It is

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

AND RESOLVED that this council approves the total as of September 30, 2016, of the expenditures attributed to the budgetary item # 23-040-16-721 for the repair of municipal roads, for a total of \$ 31, 603.76, which will be financed through the borrowing bylaw # 05-15.

IT IS ALSO RESOLVED that this council approves the total from September 30, 2016, of the expenditures attributed to the budgetary item # 23-040-15-721 for the repair of de la Montagne road, for a total of \$ 610, 303.75, which will be financed through the borrowing bylaw # 05-15.

Carried

**16-10-2931**

**GARBAGE BINS - ST-VINCENT-DE-PAUL SOCIETY AND LUSKVILLE SAINT-DOMINIQUE PARISH**

WHEREAS the St-Vincent-de-Paul Society and the Luskville Saint-Dominique Parish are non-profit organizations offering support to families and residents of the Municipality of Pontiac ;

WHEREAS the Municipality of Pontiac wishes to continue supporting the St-Vincent-de-Paul Society, the Luskville Saint-Dominique Parish and the clothing counter;

It is

Moved by :  
Seconded by :

AND RESOLVED that the Municipality of Pontiac assume the costs for 3 garbage bins at the disposal of the St-Vincent-de-Paul Society and the Luskville Saint-Dominique Parish.

IT IS ALSO RESOLVED that the Municipality of Pontiac urges the St-Vincent-de-Paul Society and the Luskville Saint-Dominique Parish to find a solution for their textiles and other waste.

**AMENDMENT**

**GARBAGE BINS - ST-VINCENT-DE-PAUL SOCIETY AND LUSKVILLE SAINT-DOMINIQUE PARISH**

WHEREAS the St-Vincent-de-Paul Society and the Luskville Saint-Dominique Parish are non-profit organizations offering support to families and residents of the Municipality of Pontiac ;

WHEREAS the Municipality of Pontiac wishes to continue supporting the St-Vincent-de-Paul Society, the Luskville Saint-Dominique Parish and the clothing counter;

It is

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

AND RESOLVED that the Municipality of Pontiac loan, for a one-year period, 3 garbage bins to the St-Vincent-de-Paul Society and the Luskville Saint-Dominique Parish.

IT IS ALSO RESOLVED that the Municipality of Pontiac urges the St-Vincent-de-Paul Society and the Luskville Saint-Dominique Parish to find a solution for their textiles and other waste.

Carried

#### **16-10-2932**

#### **EXTENSION OF THE FIRE PREVENTION OFFICER'S CONTRACT**

WHEREAS the Fire Prevention Officer hired for the summer has supported the Director General in several files relating to the administration of the Fire Department;

WHEREAS a new Director in the Fire Department will be appointed within a month and it is important to facilitate the files transfer;

WHEREAS the recommendations of the Director General;

It is

Moved by : Thomas Howard  
Seconded by : Inès Pontiroli

AND RESOLVED to extend Mr. Mathieu Hull's contract for 4 weeks under the conditions specified in resolution 16-07-2829.

Carried

#### **16-10-2933**

#### **PURCHASE OF SAFETY AND SURVEILLANCE EQUIPMENT**

WHEREAS adverse events have occurred in some of our municipal buildings;

WHEREAS the costs associated with these events are significant;

WHEREAS it is difficult to correct these situations without the possibility of identifying the offenders;

WHEREAS the Municipality must ensure the integrity and security of its equipment;

It is

Moved by : Thomas Howard  
Seconded by : Inès Pontiroli

AND RESOLVED that the council authorizes the Director General to grant the mandate for the acquisition and installation of security and surveillance equipment, while proceeding by stages.

IT IS ALSO RESOLVED to authorize the Director General to proceed with a mandate for the purchase and installation of a surveillance system, for a maximum amount of \$5, 500.00, taxes included.

FINALLY, IT IS RESOLVED that these expenses will be taken from the working capital.

Carried

#### **16-10-2934**

#### **ARRANGING A SPACE FOR EMPLOYEES – LUSKVILLE MUNICIPAL GARAGE**

WHEREAS the Municipality wishes to establish conditions to improve the efficiency of its human resources working in the Public Works Department;

WHEREAS arrangements must be made in order to meet the health and safety standards and particularly regarding the construction of facilities to ensure and promote organization and work efficiency;

WHEREAS it is necessary to build locker areas, which are necessary when changing clothes, and areas for training;

WHEREAS the Municipality wishes to integrate these working areas, representing a step towards work reorganization;

It is

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

AND RESOLVED that the council authorizes the Director General to purchase the necessary material to carry out the work.

IT IS ALSO RESOLVED to authorize the Director General to proceed with giving a mandate for the purchase and installation of these work spaces inside the Luskville municipal garage for the workers, for a maximum amount of \$6, 000.00 taxes included.

FINALLY, IT IS RESOLVED that these expenses be taken from the working capital.

Carried

**16-10-2935**

**STUDY –BOAT LAUNCH**

WHEREAS the Municipality is bordered by the Ottawa River on more than 40 kilometres;

WHEREAS the council wishes to ensure public access to the River while preserving the quality of life for the riverside residents;

WHEREAS a decision from *The Ministry of Sustainable Development, Environment and fight against climate change* forced the Municipality to close the boat launch at the end of Tremblay road;

WHEREAS the council wishes to evaluate its options for the installation of a public boat launch in the center of the Municipality;

It is

Moved by :  
Seconded by :

AND RESOLVED to mandate the Director of Infrastructures and Public Works to launch a call for tenders to hire a consultant responsible for studying the different possibilities for the installation of a boat launch in the center of the Municipality, specifically at the end of Tremblay and Sapinière roads.

IT IS ALSO RESOLVED that the study will be focussed on the following issues : opportunity regarding the location, options regarding the parking, required government standards and cost estimate for the project.

**AMENDMENT**

**STUDY – BOAT LAUNCH**

WHEREAS the Municipality is bordered by the Ottawa River on more than 40 kilometres;

WHEREAS the council wishes to ensure public access to the River while preserving the quality of life for the riverside residents;

WHEREAS a decision from *The Ministry of Sustainable Development, Environment and fight against climate change* forced the Municipality to close the boat launch at the end of Tremblay road;

WHEREAS the council wishes to evaluate its options for the installation of a boat launch in the center of the Municipality;

It is

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

AND RESOLVED to mandate the Director of Infrastructures and Public Works in co-operation with the Director of Urban and Planning Department to launch a call for tenders to hire a consultant responsible for studying the different possibilities for the installation of a boat launch within the Municipality.

IT IS ALSO RESOLVED that the study will be focussed on the following issues: opportunity regarding the location, options regarding the parking, required government standards and cost estimate for the project.

Carried

**16-10-2936**

**MINOR VARIANCE TO THE ZONING BYLAW NUMBER 177-01 AIMING THE AUTHORIZATION OF AN ENCROACHMENT IN THE SHORELINE PROTECTION ZONE**

WHEREAS an application for a minor variance was made by the owner of 177 Pointes-aux-Roches in order to tolerate the encroachment of an existing building in the shoreline protection zone of 5m, this without going over the minimum required by the Provincial standard;

WHEREAS the Planning Advisory Committee, during its meeting held on October 3, 2016, has studied the request and recommends granting this minor variance;

WHEREAS the location of the future residence does not infringe upon the property rights of the owners of neighbouring properties and it meets all of the assessment criteria of a minor variance;

WHEREAS a notice was published according to section 145.6 of the Act Respecting Land Use Planning and Development (LRQ, c A-19.1);

It is

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

AND RESOLVED that this Council grants the minor variance in order to allow the 5 metres encroachment in the right side setback.

Carried

**16-10-2937**

**MINOR VARIANCE AT 22 REAR, PONTIAC, TO TOLERATE THE NON-COMPLIANT LOCATION OF THE MAIN BUILDING**

WHEREAS an application for a minor variance was made by the owner of 22 Rear street in order to tolerate the non-compliant location of the main building in the left margin of 1.83m and 1.89m instead of 2.0 m as prescribed in the zoning bylaw 177-01;

WHEREAS the Planning Advisory Committee, during its meeting held on October 3, 2016, has studied the request and recommends granting this minor variance;

WHEREAS the location of the main building does not infringe upon the property rights of the owners of neighbouring properties and it meets all of the assessment criteria of a minor variance;

WHEREAS a notice was published according to section 145.6 of the Act Respecting Land Use Planning and Development (LRQ, c A-19.1);

It is

Moved by : Thomas Howard  
Seconded by : Inès Pontiroli

**AND RESOLVED** that this council grant the minor variance to tolerate the existing main building at a distance of 1.83m and 1.89m instead of 2.0m as prescribed in the zoning bylaw 177-01.

Carried

### **NOTICE OF MOTION**

Notice of motion is given by **Inès Pontiroli**, Councillor of the electoral district number 4 in the Municipality of Pontiac that, at a subsequent meeting, there will be adoption of bylaw 177-01-03-2016 to modify the zoning bylaw 177-01 aiming at the integration of a new regulatory framework to supervise the excavation, fill and backfill on private land within the Municipality of Pontiac.

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**16-10-2938**

### **DELIBERATION REGARDING AN APPLICATION TO MODIFY THE SUBDIVISION BYLAW (LOT 232-P)**

WHEREAS the application submitted to amend the subdivision bylaw 178-01 with respect to the establishment of the development project on part of lot 232 in the Village of Quyon, belonging to the company 102662 Canada Inc. and which is delimited by Highway 148 on the North side, 1<sup>st</sup> Avenue on the South side, having a surface area of 210, 400.0 m<sup>2</sup>;

WHEREAS the council believes that the application is not necessary for the property developer to carry out his project and to obtain at the very least the planned housing units;

WHEREAS the unfavourable opinion of the Planning Advisory Committee;

It is

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

**AND RESOLVED** to not follow-up on the request.

Carried

**16-10-2939**

### **CONTRIBUTION TO THE PARKS, PLAYGROUNDS AND NATURAL SPACES FUND IN THE CADASTRAL OPERATION FOR THE PURPOSE OF SUBDIVIDING THE ORIGINAL LOT 4 983 734**

WHEREAS the subdivision application for the purpose of subdividing the original lot 4 983 734 in order to create the lots 5 955 209, 5 955 210, 5 955 211, 5 955 212 and 5 955 213;

WHEREAS the Act respecting Land Use Planning and Development allows to provide, as a prerequisite for the issuance of certain construction permits or the approval of a plan relating to a cadastral operation, a contribution to the parks, playgrounds and natural spaces fund;

WHEREAS the contribution may be required as part of the enforcement of the subdivision bylaw;

WHEREAS the citizen's application expressing his willingness to the council to pay a monetary contribution to the parks, playgrounds and natural spaces fund;

It is

Moved by : Thomas Howard  
Seconded by : Inès Pontiroli

AND RESOLVED that the council accepts the monetary contribution of 10% of the value of the original lot, as proposed by the citizen.

Carried on a divided vote

Councillor Nancy Draper-Maxsom votes against the resolution.

**16-10-2940**

**STORAGE ACTIVITIES IN THE HIGHWAY 148 CORRIDOR**

**WHEREAS** the Municipality deems it important to control the proliferation of storage activities in the Highway 148 corridor, the only tourism corridor in the Municipality of Pontiac;

**WHEREAS** it is important to do this while respecting acquired rights and the citizens legally practicing such activities;

It is

Moved by :

Seconded by :

**AND RESOLVED** to ask the Director of the Urban Planning Department to carry out a study to assess the impact of such an initiative.

**IT IS ALSO RESOLVED** to ask the Director of the Urban Planning Department to recommend a municipal property or a lot that the Municipality could purchase to be used as a parking area for trucks and heavy machinery.

**AMENDMENT**

**STORAGE ACTIVITIES IN THE HIGHWAY 148 CORRIDOR**

**WHEREAS** the Municipality deems it important to control the proliferation of storage activities in the Highway 148 corridor, the only tourism corridor in the Municipality of Pontiac;

**WHEREAS** it is important to do this while respecting acquired rights and the citizens legally practicing such activities;

It is

Moved by : Nancy Draper-Maxsom

Seconded by : Thomas Howard

**AND RESOLVED** to ask the Director of the Urban Planning Department to carry out a study to assess the impact of such an initiative.

**IT IS ALSO RESOLVED** to ask the Director of the Urban Planning Department to recommend a municipal property to be used as a parking area for trucks and heavy machinery.

Carried

**PUBLIC QUESTION PERIOD**

Carol Carpentier

- Access to the river (Côte McKay)
- McKay beach
- Tree cutting at the water's edge (complaint)

Pierre Prate

- Boat ramp – Tremblay road

Ricky Knox

- storage activities in the Highway 148 corridor

Diane Mainville

- Date of the adoption of the bylaw prohibiting parking of heavy vehicles

Mo Laidlaw

- Possible lease – Parking of heavy vehicles

- Madeleine Carpentier - Study already performed – Boat ramp  
- Questions regarding item # 9.4
- Carol Carpentier - Modifications on Côte McKay road
- Mo Laidlaw - Insurance – Fire on Kawartha road
- Pierre Pratte - Insurance – Fire on Kawartha road
- Ricky Knox - Deadline for the adoption of bylaws
- Madeleine Carpentier - Questions regarding item # 9.5

**16-10-2941**

**CLOSING OF THE MEETING**

It is

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

AND RESOLVED to close the meeting at 9:00 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».*