

**PROVINCE OF QUEBEC  
MUNICIPALITY OF PONTIAC**

MINUTES of the regular Municipal Council meeting held on Tuesday, December 13, 2016 at 7:30 p.m. at the Luskville Community Center, located at 2024 route 148, Pontiac. Those who were present:

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

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) and Mr. Thomas Howard, Councillor.

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**

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|----------------|--|
| Joëy Simard    | - Measures taken by the Municipality to restore the launching ramp at the end of Tremblay road |
| James Eggleton | - Measures taken by the Municipality to restore the launching ramp at the end of Tremblay road |
| Diane Lacasse  | - Management of the Community Center by a cooperative  |

**16-12-2991**

**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**  
Minutes of the regular meeting held on November 8, 2016 and of the special meetings of November 15, 24 and 29, 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 December
  - 5.5 Report regarding the delegation of authorized expenditures
  - 5.6 Adoption of the 2017 calendar for regular Municipal Council meetings
  - 5.7 Bylaw no. 15-16 abrogating bylaw no. 02-12 concerning meeting procedures of the Municipal Council of Pontiac
  - 5.8 Bylaw 16-16 to amend bylaw 02-11 establishing the salary of elected representatives
  - 5.9 Administrative offices closure for the Holidays
  - 5.10 Bylaw 17-16 pertaining to price-setting for the collection, transportation and elimination of residual materials to abrogate and replace bylaw 08-16
  - 5.11 Quyon Ensemble - Land transfer agreement
- 6. Public security**
  - 6.1 Notice of motion – Bylaw to abrogate bylaw 097-89 concerning the establishment of a Fire Department
  - 6.2 Notice of motion – Standardized bylaw to abrogate the standardized bylaw 12-RM-04 concerning the maintenance of public peace and order within the limits of the Municipality of Pontiac
- 7. Public works**
  - 7.1 Awarding of contract- Architecture professional services for the construction of a new community center in the village of Quyon

- 7.2 Awarding of contract – Repairs to the Luskville library’s roof
- 8. Public hygiene**
- 9. Urban planning and zoning**
- 10. Recreation and culture**
  - 10.1 Adoption of a municipal Family Policy
  - 10.2 Heritage tour Project
  - 10.3 Support for the observatory project in the Municipality of Pontiac
  - 10.4 Pontiac Artists’ Association – Request for sponsorship
  - 10.5 Agreement between the Municipality and Groupe Action Jeunesse for the responsibility of providing access to the gymnasium at Notre-Dame-de-la-Joie School
  - 10.6 Contract – Community Development Officer
- 11. Miscellaneous**
- 12. Various reports and correspondence**
  - 12.1 Tabling of various municipal reports:
    - a) Animals
    - b) Tabling of the reviewed Minutes of September 27, 2016
    - c) Tabling of a petition regarding the closing of the boat launch – Tremblay road
- 13. Tabling of the registre of correspondence**
  - 13.1 Register of the correspondence received in November 2016
- 14. Public question period**
- 15. Closing of meeting**

It is

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

AND RESOLVED to adopt the agenda with the following modification:

Withdrawal: Item # 5.11

The vote is requested:

For:	Dr. Jean Amyotte Inès Pontiroli	Against:	Nancy Draper-Maxsom Brian Middlemiss Roger Larose
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The item # 5.11 is therefore kept on the agenda.

**Before the final adoption of the agenda, Councillor Brian Middlemiss moves that item # 6.1 be removed from the agenda. Councillor Nancy Draper-Maxsom seconds. The vote is requested:**

For:	Brian Middlemiss Nancy Draper-Maxsom Roger Larose	Against:	Inès Pontiroli Dr. Jean Amyotte
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The item # 6.1 is therefore withdrawn from the agenda.

Carried on a divided vote

**16-12-2992**

**ADOPTION OF THE MINUTES OF THE REGULAR MEETING HELD ON NOVEMBER 8, 2016 AND OF THE SPECIAL MEETINGS HELD ON NOVEMBER 15, 24, AND 29, 2016**

It is

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

AND RESOLVED TO adopt the minutes of the regular meeting held on November 8, 2016 and of the special meetings held on November 15, 24 and 29, 2016.

Carried

**16-12-2993**  
**BUDGETARY TRANSFERS (DECEMBER 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 \$ **64, 718.44**.

Carried

**16-12-2994**  
**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 **\$122, 078.17** (see appendix) for the period ending on November 30, 2016 and to debit budget posts related to the expenses mentioned on said list.

Carried

**16-12-2995**  
**LIST OF FIXED AND PRE-APPROVED EXPENSES**

It is

Moved by: Brian Middlemiss  
Seconded by: Inès Pontiroli

AND RESOLVED THAT this council approves the list of disbursements and withdrawals done from October 26, 2016 to November 28, 2016, all for a total amount of \$ **456, 621.81** (see appendix).

Carried

**16-12-2996**  
**LIST OF INCURRED EXPENSES FOR THE MONTH OF DECEMBER 2016**

It is

Moved by: Brian Middlemiss  
Seconded by: Inès Pontiroli

AND RESOLVED to accept the incurring expenses that appear in appendix A, for a total amount of \$ **35, 842.82** taxes included.

Carried

**Tabling of the report regarding the delegation of authorized expenditures from October 28, 2016 to November 28, 2016.**

**16-12-2997**  
**ADOPTION OF THE 2017 CALENDAR FOR REGULAR MUNICIPAL COUNCIL MEETINGS**

WHEREAS section 148 of the Quebec Municipal Code provides that Council must establish, before the beginning of each calendar year, the calendar of the regular meetings for the next year, setting the date and time at which they shall begin;

CONSEQUENTLY, it is

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

AND RESOLVED THAT the calendar herein be adopted as the regular Municipal Council meetings for 2017, to be held on Tuesdays, beginning at 7:30 p.m.:

January	17	May	9	September	12
February	14	June	13	October	10
March	14	July	11	November	--
April	11	August	8	December	12

IT IS ALSO RESOLVED that the regular meeting of May 9, 2017 will be held at the Breckenridge Community Hall located at 1491 route 148, Pontiac.

The vote is requested:

For: Nancy Draper-Maxsom  
Roger Larose

Against: Brian Middlemiss  
Dr. Jean Amyotte  
Inès Pontiroli

Rejected

**16-12-2998**

**BYLAW NO. 15-16 ABROGATING BYLAW NO. 02-12 – CONCERNING MEETING PROCEDURES OF THE MUNICIPAL COUNCIL OF PONTIAC**

WHEREAS the Municipal Council wishes to modify his bylaw no.02-12 concerning rules and procedures to be followed by the Council of the Municipality of Pontiac during its public meetings;

WHEREAS a notice of motion was given at the regular council meeting held on November 8, 2016 by the Councillor, Mrs. Nancy Draper-Maxsom;

CONSEQUENTLY, it is

Moved by: Nancy Draper-Maxsom  
Seconded by:

AND RESOLVED to adopt the present bylaw as follow:

**SECTION 1** The preamble is an integral part of the bylaw.

**SECTION 2 SESSIONS OF THE MUNICIPAL COUNCIL**

**SECTION 2.1** The regular session of the Municipal Council will be held the second Tuesday of each month, unless otherwise ordered by a motion of the Municipal Council or said Tuesday is a civic holiday as decreed by law in which case the Municipal Council would meet on the next working day.

Council meetings will be held at 2024 route 148, Pontiac, Quebec, with the exception of regular meeting in May, which will be held at the Breckenridge Community Hall, located at 1491 route 148, Pontiac, Quebec.

**SECTION 2.2** All regular sessions of the Municipal Council of the Municipality of Pontiac will begin at 7:30 p.m. and end at 11:00 p.m. unless a motion is adopted to extend the meeting past regular hours.

**SECTION 2.3** The Mayor of the Municipality of Pontiac, the director general, or two members of the Municipal Council may, when they deem appropriate, call a special meeting of the Municipal Council by verbal or written request addressed to the director general of the Municipality. The director general will then prepare a notice containing the items of business to be presented at this meeting and forward this notice to each member of the Municipal Council at least forty-eight (48) hours prior to the time set for the said meeting.

**SECTION 2.4** When two (2) members of the Municipal Council wish to hold a special meeting they may call the meeting themselves, by specifying in writing, to the director general of the Municipality, the reasons for calling the special meeting, along with the date, time and place of the special meeting.

Upon receiving this request the director general will prepare a notice that will be distributed according to the provisions set out in the previous section.

At a special meeting convened according to sections 2.3 and 2.4, the Municipal Council can only discuss and approve those subjects that are on the agenda unless all members of the Municipal Council present accept to add other subjects to the agenda.

**SECTION 2.5** The Municipal Council may hold only one meeting per day.

### **SECTION 3 OPENING OF THE MEETING**

**SECTION 3.1** At the opening of the meetings, the municipal director general begins by registering the names of the Municipal Council members present in the minute book and determining if there is a quorum.

In the absence of the director general and before any business is conducted, a motion passed by the Municipal Council will be adopted authorising one or more persons to act as secretary for this meeting. The motion can be made for a year.

**SECTION 3.2** If there is a quorum, the meeting is called to order and the Mayor, if he is present, presides the meeting. In the absence of the Mayor and the acting Mayor, the director general calls to order and presides over the deliberations to choose a temporary chairman amongst council members present.

The acting Mayor or temporary chairman, as the case may be, presides the meeting until the arrival of the Mayor or acting Mayor as the case may be.

**SECTION 3.3** The mayor or the chairman of the meeting will ask all who are present in the hall, to close any electronic, cellular or other devices used to record or take photos, or that may disturb the council's deliberations.

Anyone wishing to use a camera or record the debate shall make the request during the floor open to public and question period.

**SECTION 3.4** In the absence of quorum, two (2) members of the Municipal Council may adjourn the meeting to a future date, thirty (30) minutes after the absence of quorum is duly noted.

Special notice of this adjournment must be given by the director general to members of the Municipal Council absent when the meeting was adjourned.

**SECTION 3.5** It is presumed that the quorum verified at the opening of the meeting will last throughout the meeting, however any member of the Municipal Council may ask for a verification of the quorum at any time during the meeting.

Official establishment of absence of quorum renders the continuation of deliberations invalid but does not affect decisions made prior to the establishment.

**SECTION 3.6** All deliberations taken during the meeting must be recorded by the Director General in a register chosen for these ends.

### **SECTION 4 ORDER OF BUSINESS**

**SECTION 4.1** The Council then proceeds with business in the following order:

## **SECTION 5      AGENDA**

**SECTION 5.1**      The mayor reads the agenda, has it adopted by the Municipal Council and proceeds to have each item adopted individually by the Municipal Council.

### **1.      OPENING OF THE MEETING**

### **2.      FLOOR OPEN TO THE PUBLIC AND QUESTIONS**

A maximum of 30 minutes for a verbal question period or presentation granted to ratepayers who are present will be governed by the following rules:

1.      The ratepayers who signed the register may direct a question to someone (Mayor or Councillor) based on the topic noted in the register or will do a small presentation.
2.      In the case of a general question the Mayor will decide who answers the question.
3.      The person to whom the question is being asked, may choose one of the following options:
  - a)     give a direct answer based on the facts available
  - b)     advise the ratepayer that a reply will be given within a set time period
  - c)     advise the ratepayers that a written reply will be given him or her.
4.      In order to act fairly, each person who signed the register will have the right to one question. If the time allowed at the question period has not been used when the answer to the last question has been given, the Mayor retains the discretion to allow a person to ask a second question. The amount of time dedicated for the question period must end 30 minutes after it has begun.

### **3.      ADOPTION OF THE AGENDA**

### **4.      ADOPTION OF THE MINUTES OF THE PREVIOUS MEETINGS**

### **5.      ADMINISTRATION - FINANCES AND HUMAN RESOURCES**

- transfers
- selective list of expenses
- list of invoices to pay
- financial report
- awarding of tenders
- other related matters
- resignation
- hiring personnel
- authorisation for the signature of documents
- cancellation or amendment of motions
- other related matters

### **6.      PUBLIC SECURITY**

- auction of unclaimed goods or municipal surplus
- proclamations
- other related matters

### **7.      PUBLIC WORKS**

- installation, moving signs
- forwarding of plans for approval by the Q.M.E. and the M.R.C.
- authorization for street lights
- other related matters

**8. PUBLIC HYGIENE**

- municipal dump
- water/sewers
- environment

**9. URBAN RENEWAL**

- minutes of the previous meeting
- subdivision plans and replacement
- reports from the C.P.T.A.Q.
- requests for a petition
- withdrawal, state of roads
- assignment of names for new streets, roads
- transfer of roads and parks
- minor derogations
- other related matters

**10. RECREATION AND CULTURE**

- recognising organisations
- request for grants from the government
- attributing grants to known and affiliated organisations
- proclamations
- schedule for the use of equipment
- other related matters
- requests regarding the Law on cultural rights

**11. MISCELLANEOUS**

- proclamations of all types
- congratulations/sympathies
- other related matters

**12. VARIOUS REPORTS AND CORRESPONDENCE**

**13. TABLING OF DOCUMENTS**

**14. PUBLIC QUESTION PERIOD**

A verbal question period from ratepayers in attendance, for a maximum of thirty (30) minutes, will be governed by these rules:

1. Ratepayers who have requested so will address a question to an individual (Mayor, or Councillor).
2. In the case of a general question the Mayor will decide who answers the question.
3. The person to whom the question is asked may choose one of the following options:
  - a) to give a direct answer based on the facts available
  - b) advise the ratepayer that a reply will be given within a set time period
  - c) advise the ratepayers that a written reply will be given him or her.
4. In order to be equitable each person present at the assembly will be allowed one question. If at the end of the last question time remains in the question period, the Mayor, at his discretion, may allow a second question to a person. Time reserved for the question period must automatically end thirty (30) minutes after it has started.

**15. CLOSING OF MEETING**

**SECTION 5.2** The agenda can be modified with the agreement of two thirds (2/3) of the Municipal Council of the members present.

Modifications to the agenda can be of the following nature:

- Addition or deletion of an item, re-arrangement of the order of items, addition of questions to item new business;
- Furthermore, all items added to the agenda must be added under the heading of "**new business**".

## **SECTION 6 RULES RELATED TO BYLAWS**

**SECTION 6.1** The Municipal Council will follow rules decreed in the Quebec Municipal Code when it adopts a municipal bylaw.

## **SECTION 7 RULES RELATED TO MOTIONS**

**SECTION 7.1** No motion is debated during a meeting of the Municipal Council without the consent of two thirds (2/3) of the members of the Municipal Council present unless the resolution is listed on the agenda.

To be listed on the agenda of a meeting of the Municipal Council, all motions must be listed on the agenda of the plenary meeting preceding the regular meeting and given to the director general no later than 12:00 o'clock (12), the **Thursday** preceding the meeting of the Municipal Council; otherwise the motion cannot be listed on the agenda of the meeting of the Municipal Council.

**SECTION 7.2** A motion will not come before the meeting unless it is duly moved.

Council can only debate one motion at a time. Once a motion is tabled and approved it becomes the question under deliberation and can be debated before being disposed of in one of the following manners:

- by adoption;
- by rejection;
- by returning to committee;
- by postponing it to a definite or indefinite time.

**SECTION 7.3** Notwithstanding what precedes, once a motion is put before the Council, it becomes the property of the Council and may not be withdrawn without consent of the Council.

Furthermore when a motion is before Council, said motion can only be modified using the amendment procedure, unless the member who has proposed the motion agrees to the modification.

## **SECTION 8 CLASSIFICATION AND PRIOROTY OF MOTIONS**

**SECTION 8.1** According to their nature, motions can be placed in one of the following categories:

- privileged motions;
- incidental motions;
- dilatory motions;
- ordinary motions;
- special motions;

**SECTION 8.2** Privileged motions are the following:

a) **Closing of the session**

A session is ended by a motion to close. This motion is not debatable. Normally this motion is made when all agenda items are disposed of. It can however be made prior to all agenda items being disposed of, but in



this case, its adoption requires the support of two thirds (2/3) of the Municipal Council members present.

b) **Postponement**

The motion aims at postponing the session to a future date that must be specified. This motion is not debatable with the exception of the proposed date for resuming a meeting.

The session must resume where it left off. The agenda remains the same and can only be modified by support of two thirds (2/3) of the members of the Municipal Council present when the session resumes.

c) **Adjournment of the session**

The motion aims at suspending the deliberation of a session for a short time. The deliberations are to resume at the same point during the same session. This motion is not debatable with the exception of the time period allowed for the suspension.

d) **Question of privilege**

This motion cannot be made at any time. It can only be received by the Mayor if he decides that in fact one or any of the individual's rights has been wronged. This motion is not debatable.

If a question of privilege is raised, the person who has the floor must relinquish it until the question is ruled upon. He may then resume but must abide by the decision of the chair on the question of privilege.

e) **Appeal of the Mayor's decision**

Any member of the Municipal Council may appeal to the assembly about a decision made by the Mayor in regards to the interpretation or application of a bylaw. This type of motion is not debatable.

f) **Modification of an adopted agenda**

A motion to modify the accepted agenda during the course of a meeting has one of the following purposes: to change the order of the items on the agenda, to add or delete an item or to highlight one of the items as special. This motion is only acceptable if it has the support of two thirds (2/3) of the members of the Municipal Council present with the exception of "special meetings". The agenda of a special meeting may only be modified if all members of the Municipal Council are present and agree to the proposed change.

**SECTION 8.3** Incidental motions are the following:

a) **Withdrawal of a motion**

This motion is aimed at ending the debate when the assembly believes that the motion is a mistake or when it becomes evident during discussion that another resolution would be preferable.

b) **Request for a closed meeting**

When the public interest requires it, the assembly can decide to hold a closed meeting and invite whomever they deem it necessary to invite.

c) **Dividing a motion**

A motion to divide a motion into individual motions can only be received by the Mayor if each motion is consistent. This motion is not debatable.

**SECTION 8.4** Dilatory resolutions are the following:

a) **Motion to temporarily postpone a question**

The motion aims at temporarily put off dealing with a question that the meeting can deal with at its convenience.

This type of motion is not acceptable if it deals with the following:

- a question of privilege or an appeal to a decision rendered by the Mayor;

The only debate allowed is on the reason for postponement and the date on which the question will be heard. Therefore the discussion cannot be based on the object of the motion that is being considered for postponement.

b) **Motion for an immediate vote**

The motion for an immediate vote ends the discussion on the question under deliberation with reserve to the right of reply for the person who introduced the motion under debate. This motion is not debatable and requires the support of two thirds (2/3) of the members of the Municipal Council present.

c) **Motion to refer to a committee**

The motion aims at referring the question under deliberation for study to the planning committee or to a permanent committee of Council or to a special (ad hoc) committee. In this case the motion must determine the mandate and the formation of said special (ad hoc) committee. The referral could also be made to the municipal department concerned.

**SECTION 8.5** Regular motions are the following:

a) **Motion of amendment or sub-amendment**

The aim of an amendment is to modify the content of a motion by striking out, adding, or replacing certain words in the motion. It is received if it is not related to the subject of the original motion or if it results in a change to the type of motion that is under deliberation.

Any amendment can be amended under the same rules. It then becomes a sub-amendment; a sub-amendment cannot be amended.

b) **Main motion**

A main motion is a statement on which the assembly is called to make a decision that will resolve a subject under study. It is received at a meeting if it concerns a question that appears on the agenda.

c) The procedure for dealing with a motion that has been amended or sub-amended is as follows:

- 1- the sub-amendment proposed will be voted on first, followed by
- 2- the amendment, and finally
- 3- the main motion.

**SECTION 8.6** Special motions are the following:

a) **Reconsideration of a motion or a bylaw**

A request to reconsider a motion or a bylaw, or a notice to this effect must be made at the same meeting or during deliberations on the subject if its study continues at another meeting.

Are authorised to make this request or give notice to this effect any 2 members of the Municipal Council who voted when the motion which is to be reconsidered was voted on.

The motion or bylaw open for reconsideration must be debated and decided at the meeting following the deposition of the notice of reconsideration.

If the motion or the bylaw open for reconsideration is not debated at this meeting, the motion or bylaw open for reconsideration becomes in force.

A second vote of reconsideration cannot be requested for the same motion or bylaw.

**b) Point of order**

The Mayor must enforce the rules of order and decorum during the meeting. If a member of the Municipal Council is in breach of these rules, the Mayor must call him to order; if he does not, any member has the right and without debate to draw attention to this fact by calling for a point of order regarding the particular issue.

**SECTION 8.7** Excluding special motions which are treated without regard to priorities, the order of priority of motions depends first of all on their category and then on the rank they occupy within their respective category.

Therefore, privileged motions have a priority over all other types of motions. Incidental motions have priority over dilatory or regular motions. Dilatory motions have priority over regular motions.

**SECTION 9 CONDUCT OF DELIBERATIONS**

**SECTION 9.1** The rights and duties of the members of the Municipal Council depend on the function they perform at a meeting or the title under which they are participating.

**SECTION 9.2 Rights and duties of members of the Municipal Council regarding the good conduct of a session**

All members of the Municipal Council respect the rules of order and silence necessary for the smooth running of the meeting. Members of the Municipal Council must therefore avoid chatter, unnecessary movement, disorder and obstructive manoeuvre.

Slight of an individual is not acceptable. Any member of the Municipal Council slighted has the right to complain to the Mayor and give the assembly any explanation he deems necessary.

No one may bring into question personal motives he believes are the grounds for a member of the Municipal Council's position on a question.

**SECTION 9.3 Right of speech of members of Municipal Council**

A member of the Municipal Council may not speak unless he is recognised by the Mayor.

No member of the Municipal Council may speak more than once nor for longer than fifteen (15) minutes on any one question without permission from the Municipal Council except to explain or correct a misunderstanding of his statement. Furthermore even if this permission is granted, the member of the Municipal Council will not be allowed to speak a second time until all members of this same council have discussed the question under deliberation.

Notwithstanding the above, the mover of the motion may however reply only after all members of this council have spoken.

**SECTION 9.4 Rights and duties of the Mayor**

a) The Mayor at the beginning of the meeting performs the usual preliminary verification. He opens the meeting, deals with the agenda, supplies or asks another member of the Municipal Council to supply necessary explanations on the study of a question, recognises speakers, rules on the acceptability of motions and sees to the good order, assures the respect of all regulations and abides by them himself.

He applies the necessary sanctions when he deems appropriate, reads the motions tabled, calls for the vote, submits to the will of the assembly when a member appeals one of his decisions and in general remains impartial.

b) In the performance of his duties, the Mayor may have arrested by a constable, a peace officer or police officer any person, whomever disrupts the order of a Municipal Council meeting and have them removed from the premises. If he deems it necessary have a summons issued to said persons ordering them to appear before the Municipal Court.

c) When the Mayor is called upon to rule on a point of order or practice he indicates which rule applies in this matter, without any other remark or commentary.

**SECTION 9.5 Rights and duties of the members of the Municipal Council**

All members of the Municipal Council have the right to be present at a meeting and do not have to leave unless the rules and regulations demand it. They have the right to submit, to support or debate any motion judged receivable by the Mayor.

They also have the right to ask any pertinent question, take part in the debate and vote unless the rules and regulations revoke his right on a particular issue.

Any member of the Municipal Council may ask a question of privilege if he believes that one of his rights has not been respected. He can raise a point of order if he believes that a rule or regulation has not been observed.

No member of the Municipal Council can use coarse or indecent language towards another member. He must keep to the question under debate and cannot interrupt the course of the meeting of the Municipal Council.

All members of the Municipal Council present at a meeting must vote on a motion or bylaw unless he is in conflict of interest.

When a vote is called, no member of the Municipal Council may leave his seat.

All members of the Municipal Council have the right to ask that the motion under debate be read to him/her at any time during the debate.

During the course of a meeting, if a member of the Municipal Council wishes to obtain information or explanations from someone who is not a member of the Municipal Council he must first ask permission from the Mayor.

**SECTION 9.6 Rights and duties of the members of the Municipal Council**

A member of the Municipal Council must always address the Mayor. Therefore he cannot converse with any other member of the Municipal Council without going through the Mayor. He must remain within the subject context and the time limits allowed and respect all rules and regulations.

The member of the Municipal Council must express his opinion only once on a given motion except if the assembly allows him the privilege of speaking a second time.

## **SECTION 9.7     Sanctions**

A member of the Municipal Council who contravenes the rules especially the rules of order can be called to order by the Mayor and he must cease immediately except if he is given permission to explain.

In such a case the Mayor may impose a sanction or several successive sanctions if the situation warrants it.

If there is no appeal, the Mayor's decision is final. If the member of the Municipal Council appeals the Mayor's decision, the Municipal Council rules on the case without debate.

By increasing order of severity the possible sanctions are as follows: order to withdraw certain words, suspension of the right to speak for a certain time, order to leave the premises, expulsion by force.

Furthermore, any member of the Municipal Council who leaves his seat after the vote is called or refuses to vote on a motion or bylaw will be fined not less than fifty dollars (50.00\$) and not more than three hundred dollars (300.00\$) as imposed by the Mayor except in the event of a conflict of interest recognised by the member of the Municipal Council.

## **SECTION 10     COMMITTEES**

### **SECTION 10.1   Permanent committees**

Council may, by motion, establish all permanent committees it feels are required for the smooth running of the administration of the Municipality.

### **SECTION 10.2   Special committees**

The Municipal Council may on occasion create special committees to study specific problems.

The mandate of a special committee ends when its final report is accepted, except if it is ordered otherwise. The majority of the members of the committee forms a quorum.

### **SECTION 10.3   Committee reports**

Committees to which questions have been referred must in every case produce a written report signed by the president relating the facts and their recommendations.

All committee reports must be addressed to the Municipal Council and must briefly outline the subject and conclusions the Municipal Council have arrived at. These conclusions must be summarised in the form of recommendations.

## **SECTION 11     COMING INTO EFFECT**

SECTION 11.1   The present bylaw will come into effect according to Law and abrogates bylaw no. 02-12.

**Having no one to second the motion, the resolution is rejected.**

Rejected

16-12-2999

**BYLAW 16-16 TO AMEND BYLAW 02-11 ESTABLISHING THE SALARY OF ELECTED REPRESENTATIVES**

WHEREAS the notice of motion given by Councillor Mrs. Nancy Draper-Maxsom at the regular meeting held on November 8, 2016;

WHEREAS section 24 of the Wages for elected municipal representatives Act;

It is

Moved by: Nancy Draper-Maxsom

Seconded by:

AND RESOLVED that section 6 of the bylaw 02-11 be amended as follows:

“Payment of the elected representatives’ salary will be done on the last day of each month, for the current month”.

**Having no one to second the motion, the resolution is rejected.**

Rejected

16-12-3000

**ADMINISTRATIVE OFFICES CLOSURE - HOLIDAYS**

WHEREAS the Holiday period;

It is

Moved by: Inès Pontiroli

Seconded by: Dr. Jean Amyotte

AND RESOLVED that, for the 2016-2017 Holiday period the Municipality of Pontiac’s administrative offices will be closed from December 23, 2016 to January 3, 2017, inclusively.

Carried

16-12-3001

**BYLAW 17-16 PERTAINING TO PRICE-SETTING FOR THE COLLECTION, TRANSPORTATION AND ELIMINATION OF RESIDUAL MATERIALS TO ABROGATE AND REPLACE BYLAW 08-16**

WHEREAS the *Act respecting municipal taxation* allows municipalities, through a bylaw, to foresee that all, or part of its property, services or activities shall be financed by means of a tariff;

WHEREAS at a regular Council meeting held on July 12, 2016, the Municipality of Pontiac adopted the transitional bylaw 08-16 pertaining to price-setting for the collection, transportation and elimination of residual materials;

WHEREAS adjustments are deemed necessary where the implementation of price-setting for household refuse and recyclable materials is concerned;

WHEREAS a notice of motion was given at a municipal Council meeting held on November 8, 2016;

It is

Moved by: Dr. Jean Amyotte

Seconded by: Inès Pontiroli

AND RESOLVED that said Council orders and rules with the following bylaw:

**SECTION 1 - DEFINITIONS**

As described in bylaw no. 02-16:

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

**Blue bin :** Recyclables.

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

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

**c.y.:** Refers to cubic yards.

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

**Property:** Refers to a landsite or an agricultural property with a civic number at the location where the bin or container will be placed.

## **SECTION 2 - PRICE-SETTING**

An annual amount per bin or container, for each housing unit or property needing a bin or a container, will be charged according with the rates provided in the bylaw regarding the property taxes and service rates.

Invoicing will be done in accordance with the *Act respecting municipal taxation*.

When the owner of any said property will ask to get a bin or a container, the invoicing will be made according to the number of containers instead of the number of housing units.

It is the property owner's responsibility to ensure that he/she has a sufficient number of bins or containers to hold the quantity of residual materials being generated.

It is mandatory that units requiring more than four (4) bins for garbage and/or recycling use a container for garbage and/or recycling.

### **APARTMENT BUILDING**

Owners of apartment building may get one (1) garbage bin and one (1) recycling bin per housing unit, up to a maximum of six (6) bins per collection type.

If the quantity of bins needed should be more than six (6) bins per weekly collection, a container will be mandatory.

### **RESIDENTIAL HOUSING UNIT WITHIN AN ADJOINING NON-RESIDENTIAL UNIT**

The use of only one garbage or recycling bin will be permitted for residual materials to any residential housing unit that has an adjoining non-residential unit, belonging to the same property owner. The physical space being used for a non-residential unit within a residential unit must not exceed 15 square metres.

### **RECREATIONAL CAMP-ACCOMMODATIONS**

Units used for recreational camps-accommodations, group camps and wilderness camps will be established by the MRC des Collines-de-l'Outaouais. A container is mandatory when four (4) garbage bins and four (4) recycling bins are not enough.

## **SECTION 3 - STICKERS (SELF-ADHESIVE) FOR THE BINS AND CONTAINERS**

A system is being implemented where a sticker must be affixed onto the garbage or recycling bins, in order to identify the bins or containers that are registered as being part of the residual material collection program. Only the contents of the sticker-identified bins/containers will be collected.

Any additional stickers required will be available at the Municipality's tax department and an additional fee will be added to the taxpayer's bill and invoiced according to the present bylaw. Stickers must be affixed on the front of the bins/containers, according to municipal guidelines.

**SECTION 4 - PAYMENT METHOD**

The payment method for taxes and compensations provided for in the present bylaw are established according to the *Act respecting municipal taxation*.

**SECTION 5 – COMING INTO EFFECT**

The present bylaw will come into effect according to the Law.

Carried

**16-12-3002**

**LAND TRANSFER AGREEMENT - QUYON ENSEMBLE**

WHEREAS Quyon Ensemble Ltd. is offering to transfer a land located in the core of the Village of Quyon, to the Municipality of Pontiac;

WHEREAS there was a tentative agreement on that subject and it was presented to the Municipal Council members on December 6, 2016;

WHEREAS this agreement was reviewed by the Municipality's legal advisor;

It is

Moved by :

Seconded by :

AND RESOLVED to mandate the Director General and the Mayor to sign the notarial deeds giving effect to this agreement.

**AMENDMENT**

**LAND TRANSFER AGREEMENT - QUYON ENSEMBLE**

WHEREAS Quyon Ensemble Ltd. is offering to transfer a land located in the core of the Village of Quyon, to the Municipality of Pontiac;

WHEREAS there was a tentative agreement on that subject and it was presented to the Municipal Council members on December 6, 2016;

WHEREAS this agreement was reviewed by the Municipality's legal advisor;

It is

Moved by : Roger Larose

Seconded by : Brian Middlemiss

AND RESOLVED to mandate the Director General and the Mayor to sign the notarial deeds giving effect to this agreement.

IT IS ALSO RESOLVED that an amount of \$3, 000.00 will be set-aside for the notary's fees in order to conclude the transfer.

The vote is requested:

For: Roger Larose

Brian Middlemiss

Nancy Draper-Maxsom

Against: Dr. Jean Amyotte

Inès Pontiroli

Carried on a divided vote

Councillor Dr. Jean Amyotte regrets that the documents are not in French and that the final deed was not given to the Council members.



## **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 a standardized bylaw to abrogate the standardized bylaw 12-RM-04 concerning the maintenance of public peace and order within the limits of the Municipality of Pontiac.

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### **16-12-3003**

#### **AWARDING OF CONTRACT- ARCHITECTURE PROFESSIONAL SERVICES FOR THE CONSTRUCTION OF A NEW COMMUNITY CENTER IN THE VILLAGE OF QUYON**

WHEREAS the Public Works Department has proceeded with a public call for tenders for engineering services concerning the preparation of plans and specifications and the project's monitoring of the Community Center in the Quyon sector;

WHEREAS that following this public call for tenders which was published on the electronic system to tender site of the Quebec government (SEAO) and that Pierre J. Tabet Architecte's proposal was received within the prescribed timeframe and deemed compliant;

WHEREAS section 938.3 of the Quebec Municipal Code provides for « In the case where a municipality has received a single compliant bid as a result of a bid solicitation, it may agree with the bidder to conclude the contract at a lower price than the one proposed in the bid, without changing the other obligations when the proposed price is significantly different from the estimate established by the Municipality. »

WHEREAS the tenderer has accepted to review his proposal and that the price was established at \$170,000.00, taxes not included.

It is

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

AND RESOLVED that Council grants the engineering services, plans, specifications and monitoring contract for the Community Center in the Quyon sector, in the amount of \$170,000.00, taxes not included, to Pierre J. Tabet Architecte.

IT IS ALSO RESOLVED that the Mayor and the Director General and Secretary-Treasurer or their replacements be with the present, authorized to sign in the name of the Municipality all documents giving effect to the present resolution.

FINALLY, IT IS RESOLVED that the inherent expenditures will be affected to the borrowing bylaw 05-16.

The vote is requested:

For:	Nancy Draper-Maxsom	Against:	Dr. Jean Amyotte
	Brian Middlemiss		Inès Pontiroli
	Roger Larose		

Carried on a divided vote

### **16-12-3004**

#### **AWARDING OF CONTRACT – REPAIRS TO THE LUSKVILLE LIBRARY'S ROOF**

WHEREAS the Public Works Department proceeded with a call for tenders by invitation for the repair of the Luskville library's roof;

WHEREAS two (2) proposals were received within the prescribed deadline;

WHEREAS the two (2) proposals received for the following amounts (taxes not included);

<b>TENDERER</b>	<b>SUBMITTED AMOUNT</b>
CAMA Construction	\$7,450.00
Construction Pontiac	\$5,375.00

WHEREAS the Public Works Department has proceeded with the analysis of the tenders;

WHEREAS the two proposals are in compliance with our specifications;

WHEREAS the proposal submitted by Construction Pontiac is the most advantageous for the Municipality;

It is

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

AND RESOLVED that the Council awards the contract to Construction Pontiac, for the amount of \$5,375.00, plus taxes.

IT IS ALSO RESOLVED that the Mayor and the Director General and Secretary-Treasurer, or their replacements be, hereby, authorized to sign in the name of the Municipality, any documents giving effect to the present resolution.

Carried

**16-12-3005**

**ADOPTION OF A MUNICIPAL FAMILY POLICY**

WHEREAS the Municipality of Pontiac is involved in a process to obtain a Municipal Family Policy;

WHEREAS a local committee has been established in order to develop a local action plan;

WHEREAS an extensive public local consultation has made it possible to maximize citizen's participation and involvement of families, of volunteers, of stakeholders, of organizations working with families and of elected members;

WHEREAS the local action plan has made it possible to raise awareness for the families' needs and targets the actions which allow to create with and for the families favourable environments to promote a healthy and active life;

WHEREAS the local committee will work with the CSEE to ensure a follow-up and the implementation of the action plan;

It is

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

AND RESOLVED that the Municipal Council adopts the Policy and the local action plan;

IT IS ALSO RESOLVED that the Municipal Council congratulates and thanks the members of the local committee for their commitment in this project.

Carried

**16-12-3006**

**HERITAGE TOUR PROJECT**

WHEREAS the Municipality wishes to promote its cultural and natural heritage to entice visitors to see the Municipality's attractions and to offer visibility to local creators;

WHEREAS the Municipality is committed in participating to the MRC des Collines-de-l'Outaouais' Heritage Tour Project (15-10-2547);

WHEREAS a call for tenders was issued and eight (8) projects have been submitted;

WHEREAS a selection committee has met twice, and has retained two (2) projects and the Council had to make a decision;

WHEREAS the *Centre local de développement* (CLD) des Collines-de-l'Outaouais will contribute an amount of \$12, 000.00, taxes included, for the purchase of the work of art and \$1, 500.00 for its installation;

WHEREAS the Municipality is committed in contributing an amount of \$1, 500.00 as well as the municipal employee's hours for its installation;

It is

Moved by : Nancy Draper-Maxsom

Seconded by : Dr. Jean Amyotte

AND RESOLVED that the Council awards the contract to Mr. John-Philippe Smith for the execution of the work of art for a permanent public art concept and mandates the Mayor and the Director General to sign the contract.

IT IS ALSO RESOLVED that the Mayor and the Director General are and are hereby authorized to sign for and in the name of the Municipality any documents giving effect to the present resolution.

Carried

#### **16-12-3007**

#### **SUPPORT OF THE OBSERVATORY PROJECT IN THE MUNICIPALITY OF PONTIAC**

WHEREAS Pontiac Observatory proposes the installation of an observatory on the NCC site close to the Luskville Falls;

WHEREAS the Caisse populaire of the Collines-de-l'Outaouais, the CLD des Collines-de-l'Outaouais, the National Capital Commission and the Municipality of Pontiac have shown their interest in getting involved with this project which will allow to improve tourist attractions in the Municipality of Pontiac;

WHEREAS the CLD of the Collines-de-l'Outaouais is currently studying a funding request for this project and will guide the developer;

It is

Moved by : Nancy Draper-Maxsom

Seconded by : Brian Middlemiss

AND RESOLVED that the Municipality reiterate its support for the project.

IT IS ALSO RESOLVED that the Municipality offers to participate in the purchase of the necessary equipment to start the observatory, for a maximum of \$5000.00, conditional to the participation of the other partners identified by Pontiac Observatory.

FINALLY, IT IS RESOLVED that this expenditure be affected, in 2017, to the budgetary item 02 629 01419.

The vote is requested:

For: Nancy Draper-Maxsom  
Brian Middlemiss  
Roger Larose

Against: Dr. Jean Amyotte  
Inès Pontiroli

Carried on a divided vote

#### **16-12-3008**

#### **PONTIAC ARTISTS' ASSOCIATION – REQUEST FOR SPONSORSHIP**

WHEREAS the Pontiac Artists' Association publishes each year a brochure to promote various organizations and people working in the region's artistic field;

WHEREAS the request for sponsorship to that effect;

It is

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

AND RESOLVED that the Municipality contributes an amount of \$125.00 as a sponsor for the brochure published by the Pontiac Artists' Association.

IT IS ALSO RESOLVED that the amount will be taken from budget item # 02 70190 970.

The vote is requested:

For:	Brian Middlemiss	Against:	Dr. Jean Amyotte
	Nancy Draper-Maxsom		Inès Pontiroli
	Roger Larose		

Carried on a divided vote

#### **16-12-3009**

#### **AGREEMENT BETWEEN THE MUNICIPALITY AND GROUPE ACTION JEUNESSE FOR THE RESPONSIBILITY OF PROVIDING ACCESS TO THE GYMNASIUM AT NOTRE-DAME-DE-LA-JOIE SCHOOL**

WHEREAS the memorandum of understanding for the access to the gymnasium at Notre-Dame-de-la-Joie School between Municipality and *Groupe Action Jeunesse* will expired on December 31, 2016;

WHEREAS the Municipality of Pontiac is still negotiating the renewal of the agreement with the Portages-de-l'Outaouais School Board regarding access to the gymnasium;

It is

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

AND RESOLVED that the Municipality continue its collaboration with *Groupe Action Jeunesse* regarding the responsibility for providing access to the gymnasium at the Notre-Dame-de-la-Joie School, on a monthly basis, based on the memorandum of understanding currently in force.

IT IS ALSO RESOLVED that the Municipality reserves the right to end the agreement unilaterally, following a 2-month notice.

Carried

#### **16-12-3010**

#### **CONTRACT – COMMUNITY DEVELOPMENT OFFICER**

WHEREAS the activity report presented by the Community Development Officer hired as part of PALSIS ;

WHEREAS the 2017 budget is currently being prepared;

WHEREAS Mrs. Meghan Lewis, with whom the Municipality has a contract to coordinate various projects regarding community development, has accepted a position with another organization and that her contract ends on December 31, 2016;

WHEREAS there will likely be a period during which there will be no coordination offered, during the time to analyze and implement a new strategy regarding the coordination of community and recreation development;

WHEREAS the various requests to ensure continuity regarding the actions started during the years 2015-2016;

WHEREAS Council wishes to maintain the mobilization that was initiated, especially regarding the implementation of Phase 1 of the cooperative housing Project, the follow-up on the Policy for the recognition and support to organizations and any other priority file under PALSIS, as well as the follow-up regarding Family Policies and MADA, including the organization of a summer day camp;

WHEREAS the recommendations from the Director General;

It is

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

AND RESOLVED that Council authorizes the Director General to sign a contract with Mrs. Lewis for the implementation of priority actions.

IT IS ALSO RESOLVED that this contract provides for a maximum expenditure of \$3,900.00 taxes not included, that is a fee of \$32.50/hour, taxes not included, for a maximum of 120 hours covering the period from January 4 2017 to March 31, 2017 inclusively.

Carried

### **PUBLIC QUESTION PERIOD**

- |                      |   |
|----------------------|---|
| James Eggleton       | <ul style="list-style-type: none"><li>- Impact of the Domaine des Chutes on the Astro-Pontiac Project</li><li>- Quyon Ensemble's agreement written in English only</li><li>- Questions the vote of certain councillors regarding the Community Center in Quyon</li></ul>  |
| Joan Belsher         | <ul style="list-style-type: none"><li>- Is happy that Council approves the project for the Community Center in Quyon and with the agreement with Quyon Ensemble for the land transfer</li><li>- Asks if the users of the Community Center in Quyon have been notified that it won't be available in the next months</li></ul> |
| Diane Lacasse        | <ul style="list-style-type: none"><li>- Asks about the mandate scope of the architect in the Quyon Community Center's file</li><li>- Considers legitimate for a councillor to asks for the French version of an agreement before voting</li></ul>   |
| Ricky Knox           | <ul style="list-style-type: none"><li>- Asks about the safety issues with respect to Terry-Fox road and proposes a referendum before closing an access point to water</li><li>- Says that he is disappointed with the vote of certain councillors regarding the file of the Community Center in Quyon</li></ul>               |
| Madeleine Carpentier | <ul style="list-style-type: none"><li>- Asks if the backfill at the Domaine des Chutes is legal</li><li>- Notes that the garbage bins at the Municipality offices are often overfilled</li></ul>  |

### **16-12-3011 CLOSING OF THE MEETING**

It is

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

AND RESOLVED to close the meeting at 9:07 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».*