

**PROVINCE OF QUEBEC
MUNICIPALITY OF PONTIAC**

MINUTES of the regular Municipal Council meeting held on Tuesday, November 21, 2017 at 7:30 p.m. at the Luskville Community Center, located at 2024 route 148, Pontiac. Those who were present:

Mrs. Joanne Labadie, Mayor and Councillors Mrs. Nancy Draper-Maxsom, Mr. Thomas Howard, Mrs. Isabelle Patry, Mrs. Susan McKay, Mrs. Leslie-Anne Barber and Mr. Scott McDonald.

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

Mrs. Joanne Labadie, 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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| Diane Lacasse | - Finds regrettable the poor condition of the Luskville Community Center as well as Westbrook Road. |
| Susan Birt | - Asks the new Council to work with the owners and the <i>FRAPP</i> in order to find a solution to issues regarding tolerance roads. |
| Carol Carpentier | - Asks that the new Council facilitate the access to water for the McKay Project residents. |

17-11-3255

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 of September 12, 2017 and of the special meetings held on September 19th and 26th, 2017.
- 5. Administration**
 - 5.1 Budgetary transfers
 - 5.2 List of invoices to pay
 - 5.3 List of fixed expenses
 - 5.4 List of incurred expenses for the month of November
 - 5.5 Report regarding the delegation of authorized expenditures
 - 5.6 Container for the Quyon Family Center
 - 5.7 Land acquisitions following the spring floods of April and May 2017, as requested by the Ministry of Public Security
 - 5.8 Creation of allocated surplus
 - 5.9 Request for an authorization of expenditure – Transition allowance
 - 5.10 Toponymy Commission - Officialization of de l’Aventure Road
- 6. Public security**
 - 6.1 Disciplinary measures – Employee # 10-0026
- 7. Public works**
 - 7.1 Approval of additional costs to the contract for the rehabilitation project of de la Montagne road – Phase 2 lot 1
 - 7.2 2014-2018 TECQ Program – Revision of the intervention plan
- 8. Public hygiene**
- 9. Urban planning and zoning**
- 10. Recreation and culture**
 - 10.1 Pontiac Snowmobile Drivers Association Inc. – Right of way and authorization to install “snowmobile crossing” traffic signs
 - 10.2 *Obervatoire Pontiac*
 - 10.3 Maintenance of the ice rinks
- 11. Miscellaneous**

12. Various reports and correspondence

12.1 Tabling of various municipal reports:

a) animals

13. Tabling of the register of correspondence

13.1 Register of the correspondence received in September and October 2017

14. Public question period

15. Closing of meeting

It is

Moved by: Isabelle Patry
Seconded by: Thomas Howard

AND RESOLVED to adopt the agenda as prepared and read.

Carried

17-11-3256

ADOPTION OF THE MINUTES OF THE REGULAR MEETING HELD ON SEPTEMBER 12th , 2017, AND OF THE SPECIAL MEETINGS OF SEPTEMBER 19TH AND 26TH , 2017.

It is

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

AND RESOLVED TO adopt the minutes of the regular meeting held on September 12th , 2017 and of the special meetings of September 19th , and 26th , 2017.

Carried

17-11-3257

BUDGETARY TRANSFERS (NOVEMBER 2017)

It is

Moved by: Leslie-Anne Barber
Seconded by: Scott Mc Donald

AND RESOLVED THAT the Municipality carries out the budgetary transfers as described on the attached list in the amount of **\$474, 563.00**

Carried

17-11-3258

LIST OF INVOICES TO PAY

It is

Moved by: Isabelle Patry
Seconded by: Nancy Draper-Maxsom

AND RESOLVED THAT this council authorizes the payment of invoices amounting to **\$162, 076.78** (see appendix) for the period ending on October 31, 2017 and to debit budget posts related to the expenses mentioned on said list.

Carried

17-11-3259

LIST OF FIXED AND PRE-APPROVED EXPENSES

It is

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

AND RESOLVED THAT this council approves the list of disbursements and withdrawals done from August 30 to November 7, 2017, all for a total amount of **\$1, 723, 964.80** (see appendix).

17-11-3260

LIST OF INCURRED EXPENSES FOR THE MONTH OF NOVEMBER 2017

It is

Moved by: Thomas Howard
Seconded by: Susan McKay

AND RESOLVED to accept the incurring expenses shown in appendix A, for a total amount of \$ **54, 760.26** taxes included.

Carried

The Director General tables the report regarding the delegation of authorized expenditures from august 30th to November 7th , 2017.

17-11-3261

FUNDING REQUEST FOR A GARBAGE CONTAINER FOR THE QUYON FAMILY CENTER

WHEREAS the Quyon Family Center is a non-profit organization supporting families and residents in the Municipality of Pontiac;

WHEREAS the Municipality Pontiac wishes to continue its support to the Quyon Family Center and its clothing counter service;

WHEREAS the administrators have made significant efforts to reduce their textile and other rejects, particularly by concluding an agreement with 3RQuébec;

WHEREAS the Municipal Council considers that we must pursue the awareness efforts so that donators can better sort;

It is

Moved by : Thomas Howard
Seconded by : Isabelle Patry

AND RESOLVED THAT the Municipality of Pontiac bears the costs of a 2-yard garbage container for the Quyon Family Center, placed in a secure location and to be used only by the Quyon Family Center, for a maximum duration of one year, starting on November 1st, 2017.

IT IS ALSO RESOLVED THAT we ask the Family Center to adjust its next application for support from the Organization Recognition Program, taking into account the container's rental costs.

FINALLY, IT IS RESOLVED THAT the Municipality of Pontiac urges the Quyon Family Center to continue its awareness efforts and keep looking for solutions to reduce the volume of waste intended for landfills.

Carried

17-11-3262

LAND ACQUISITIONS FOLLOWING THE SPRING FLOODS OF APRIL AND MAY 2017, AS REQUESTED BY THE MINISTRY OF PUBLIC SECURITY

WHEREAS the properties listed below sustained extensive damage during the spring floods;

WHEREAS the owners have chosen to take the allowance offered by the Ministry of Public Security and to transfer their land to the Municipality of Pontiac;

WHEREAS the owners commit to respecting all the commitments determined by the Ministry by virtue of Decree 495-2017, namely to:

- Inform their mortgagee;
- Obtain, before the beginning of work, all necessary permits and approvals;

- Proceed with the demolition of their residence according to the laws and regulations or to alienate it to a third party who will make sure to move the building;
- Remove the foundations according to the laws and regulations in force;

It is

Moved by : Nancy Draper-Maxsom
 Seconded by : Leslie-Anne Barber

AND RESOLVED THAT the Municipality of Pontiac is committed to purchasing the following lots, for the nominal sum of \$1.00 each:

- 2 683 190, located at 71 Bord-de-l'Eau Road ;
- 2 683 198, located at 122 Bélisle Road;
- 2 683 175, located at 108 Belisle Road;
- 2 683 176, located at 112 Bélisle Road;
- 5 073 560, located at 84 Bord-de-l'Eau Road;
- 2 683 167 and 2 755 672, located at 113 Bord-de-l'Eau Road;
- 2 684 173, located at 11 Terry-Fox Road.

IT IS ALSO RESOLVED THAT the deed of transfer and other necessary deeds be prepared by Me Lisa Gallinaro at the expense of the Municipality of Pontiac.

Carried

17-11-3263

CREATION OF ALLOCATED SURPLUS

WHEREAS borrowing bylaw #03-16 for the rehabilitation of the road network;

WHEREAS borrowing bylaw #05-16 for the construction of the Community Center in Quyon;

WHEREAS borrowing bylaw #09-17 for paving the Lusk Project;

WHEREAS work on these projects is still ongoing and the borrowing bylaws have not been contracted yet;

WHEREAS the first payment for interest, usually due after six months, has been budgeted in 2017, and the ratepayers have been taxed accordingly;

It is

Moved by : Thomas Howard
 Seconded by : Susan McKay

AND RESOLVED THAT this Council creates allocated surpluses for the following borrowing bylaws in order to set aside these sums for the first interest payment:

- Allocated surplus for the road network : \$50, 000.00;
- Allocated surplus for the Community Center Project in Quyon: \$37, 500.00
- Allocated surplus for the Lusk Project : \$9, 308.00

Carried

17-11-3264

REQUEST FOR AN AUTHORIZATION OF EXPENDITURE – TRANSITION ALLOWANCE

WHEREAS bylaw # 104-90 concerning a transition allowance;

It is

Moved by: Leslie-Anne Barber
 Seconded by: Thomas Howard

AND RESOLVED THAT the Council issues payment of this allowance in two (2) payments to employee # 15-0005.

Carried

17-11-3265

TOPONYMY COMMISSION - OFFICIALIZATION OF DE L'AVENTURE ROAD

WHEREAS a new housing project is underway on lot 2 683 360;

WHEREAS the housing project has a horseshoe shaped road adjacent to Hôtel-de-Ville Road;

WHEREAS it is necessary to name this road at the Quebec Toponymy Commission;

WHEREAS the developer has suggested a name for the road;

It is

Moved by : Scott McDonald

Seconded by : Isabelle Patry

AND RESOLVED THAT this Council notify the Quebec Toponymy Commission to proceed with the necessary addition in order to officialize de l'Aventure Road.

Carried

17-11-3266

DISCIPLINARY MEASURES – EMPLOYEE # 10-0026

WHEREAS the events of September 4, 2017;

WHEREAS the disciplinary file of employee # 10-0026;

WHEREAS the conclusions of the disciplinary investigation and the recommendation of the Director of the Fire Department;

WHEREAS the Director General availed himself of his power to suspend an employee according to *the bylaw 06-17 regarding additional powers and obligations of the Director General of the Municipality of Pontiac*;

It is

Moved by : Leslie-Anne Barber

Seconded by : Isabelle Patry

AND RESOLVED TO support the suspension of employee # 10-0026, imposed by the Director General that is for a one-month period starting on October 4, 2017.

Carried

17-11-3267

APPROVAL OF ADDITIONAL COSTS TO THE CONTRACT FOR THE REHABILITATION PROJECT OF DE LA MONTAGNE ROAD – PHASE 2 LOT 1

WHEREAS the Municipality wishes to complete phase 2 lot 1 of the rehabilitation project of de la Montagne Road;

WHEREAS additional costs to the contract are necessary in order to carry out the project;

WHEREAS the mandate to carry out the project has been granted to the company R.H Nugent Ltd., according to the legal provisions in force and a price was submitted for first-class excavation, that is the excavation of rock;

WHEREAS during the performance of the work, a larger quantity of rock was found than what has been foreseen in the contract;

WHEREAS these additional costs are the result of the presence of rock that was undetectable before the beginning of the project;

WHEREAS approximately 650 m3 of rock will need to be removed and that 210 m3 were provided for in the tender;

It is

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

AND RESOLVED THAT this Council approves the additional costs for a maximum of \$30,000.00\$ for first-class excavation to be included in the contract.

Carried

17-11-3268

2014-2018 TECQ PROGRAM – REVISION OF THE INTERVENTION PLAN

WHEREAS the Municipality has been informed of the Guide with respect to the terms of the payment of the government contribution as part of the gas tax program and the contribution from the Quebec (TECQ) program for the years 2014 to 2018;

WHEREAS the Municipality must comply with the applicable terms of this guide in order to receive the government contribution that was confirmed in a letter from the Ministry of Municipal Affairs, Regions and Land Occupancy;

WHEREAS the Director of Infrastructures and Public Works suggests the following work schedule listed in the Annex herein;

It is

Moved by: Scott McDonald
Seconded by: Susan McKay

AND RESOLVED THAT the Municipal Council authorizes the Director General and the Director of Infrastructures and Public Works to present the revised schedule of the work that qualifies for the 2014-2018 TECQ program in the name of the Municipality of Pontiac.

IT IS ALSO RESOLVED THAT:

- the Municipality commits to complying with the applicable terms of the guide;
- the Municipality commits to being solely responsible and to relieve Canada and Québec, as well as their ministries, senior officials, employees and agents, of all liability regarding claims, requirements, losses, damages and costs of all kinds based on an injury or death to a person, damages done to property or loss of property caused by a deliberate or negligent act stemming directly or indirectly from investments made through financial assistance which was obtained as part of the 2014-2018 TECQ Program;
- the Municipality approves the content and authorizes the delivery to the Ministry of Municipal Affairs, Regions and Land Occupancy of the work schedule attached herein and of any other documents required by the Ministry in order to receive the government contribution that was confirmed in a letter from the Ministry of Municipal Affairs, Regions and Land Occupancy;
- the Municipality commits to achieving the minimum threshold of fixed assets in municipal infrastructure set at \$28,00 per resident per year, that is a total of \$140.00 per resident for all five years of the program;
- the Municipality commits to informing the Ministry of Municipal Affairs, Regions and Land Occupancy of any modification that will be made to the work schedule approved by the resolution herein.

The Municipality certifies with this resolution, that the work schedule herein contains true realistic costs and reflects projected expenditures for eligible work until next March 31st, 2018.

MUNICIPALITY OF PONTIAC
TECO 2014-2018 PROGRAM
WORK SCHEDULE
NOVEMBER 2017

Potable water production plant

1. Changing air compressors, add an extra cooling air dryer and hardware
2. Extension to the building to add a room for the compressors and the reaction chamber.
3. Stainless steel reaction chamber with support for indoor installation.
4. Addition of a cooling system for the ozone generators
5. Addition of an ozone generator.
6. Changing the interface and the system computer.
7. Modification to the location of the chlorine injection unit.
8. Addition of an external outlet to the raw water intake.
9. Replacement of the existing ozone coolers for the ozone generators, for which the concept is not well adapted for resisting to the treatment concept, by technology resisting ozone.

Water distribution system

1. Addition of network valves.
2. Construction of a fire reserve, meeting the criteria of Quyon's urban sector.

Sanitary sewer and water system

1. Rehabilitation of the Saint-John and Saint-Andrew Streets network - counter-slope problems in the sanitary network.

Storm sewer system

1. Installation of a check valve with pump and generator.

Potable and waste waters – Municipal complex

1. Potable water: Supply potable water for the municipal complex (Town Hall, Community Center and Library) : Use of an artesian well instead of a surface well and installation of potable water treatment unit.
2. Waste water: Installation of a waste water treatment system to replace the existing ones that are at the end of their useful life.

Road repairs

1. Repairs to Pères-Dominicains Road between Route 148 and Sapinière Road.
2. Repairs to de la Montagne Road between civic numbers #1887 and #1900.

Carried

17-11-3269

PONTIAC SNOWMOBILE DRIVERS ASSOCIATION INC. – RIGHT OF WAY AND AUTHORIZATION TO INSTALL TRAFFIC SIGNS “SNOWMOBILE CROSSING”

WHEREAS the request from the Pontiac Snowmobile Drivers Association Inc., to cross on the Municipality of Pontiac roads and rights-of-way;

WHEREAS the request from the Pontiac Snowmobile Drivers Association Inc., for the installation of “snowmobile crossing” signs on various municipal roads;

It is

Moved by: Susan McKay
Seconded by: Leslie-Anne Barber

AND RESOLVED THAT the Municipality approves the list that was submitted regarding a right of way on municipal roads (Annex 1), in addition to a limited right of way on the land at 24 Ferry Road and accepts the Pontiac Snowmobile Drivers Association Inc's. request regarding the signage for road crossings on municipal roads, as presented (see Annex 2) and that it reiterates the necessity to respect the current regulations.

Carried

17-11-3270

OBSERVATOIRE PONTIAC

WHEREAS *Observatoire Pontiac* is proposing the establishment of an observatory on the NCC site, close to the Luskville Falls;

WHEREAS the *Caisse Populaire des Collines-de-l'Outaouais*, the *CLD des Collines-de-l'Outaouais*, the National Capital Commission and the Municipality of Pontiac have shown interest in participating in this project, which will help promote tourism in the Municipality of Pontiac;

WHEREAS the Municipality has offered (resolution 16-12-3007) to participate in the purchase of the necessary equipment to start-up the observatory, for a maximum of \$5,000.00, conditional on the participation of the other partners identified by *Observatoire Pontiac*;

WHEREAS the Municipality of Pontiac has offered to support *Observatoire Pontiac* by agreeing to extend municipal insurance coverage to this organization for civil liability, administrators and executives' civil liability and protection covering property;

It is

Moved by : Nancy Draper-Maxsom
Seconded by : Isabelle Patry

AND RESOLVED THAT the Municipal Council agrees to extend the municipal insurance coverage to *Observatoire Pontiac* for a three-year period.

Carried

17-11-3271

MAINTENANCE OF THE ICE RINKS

WHEREAS the maintenance contracts for the parks and ice rinks at the Luskville Recreational Park as well as Soulière-Davis Park will expire on December 31, 2017;

WHEREAS having recently acquired the Quyon Recreational Park, the Municipality of Pontiac is also responsible for the maintenance of the ice rink in Quyon;

WHEREAS the maintenance of the municipal ice rinks must be assured promptly for the winter season of 2017-2018;

It is

Moved by : Susan McKay
Seconded by : Isabelle Patry

AND RESOLVED to mandate the recreational and community life coordinator to propose an extension to the maintenance contracts currently in force for the Luskville and Soulière-Davis Parks, in order to cover the 2017-2018 winter season.

IT IS ALSO RESOLVED to mandate the recreational and community life coordinator to propose a mutual agreement contract for the maintenance of the municipal ice rink at the Quyon Recreational Park for the 2017-2018 winter season.

FINALLY, IT IS RESOLVED THAT the total cost of these three contracts amount to a maximum of \$27, 000.00 (applicable taxes included) will be come from the budget item 02-701-50-519.

Carried

PUBLIC QUESTION PERIOD

- Susan Birt - Finds deplorable the road conditions in her area (Canal, Cimetière, etc).
- Melvin Maxsom - Asks if the Municipality intends to get rid of its used sand truck.
- Manon Carpentier - Asks when will the residential composting project start.
- Robert Allard - Asks where will the new Pontiac observatory be located.
- Philippe Lauzon - Asks when will Council make a decision concerning the new boat ramp.
- Asks if Council intends to revise the minimum standards for the width of roads regarding the regulation on assuming responsibility of tolerance roads.
- Carol Carpentier - Urges the Council to make a decision regarding the construction of a boat ramp.
- Thomas Soulière - Asks for clarification concerning items 5.4 and 5.6 on the agenda.
- Cautions the Council against sharing municipal insurance with non-profit municipal organizations.

17-11-3272

CLOSING OF THE MEETING

It is

Moved by: Thomas Howard
Seconded by: Leslie-Anne Barber

AND RESOLVED to close the meeting at 9:55 p.m. having gone through the agenda.

Carried

MAYOR

DIRECTOR GENERAL

« I, Mayor Joanne Labadie, 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».