

**PROVINCE OF QUEBEC
MUNICIPALITY OF PONTIAC**

MINUTES of the regular Municipal Council meeting held on Tuesday, December 12, 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. Dominic Labrie, Head of Division – Communications and Acting Assistant Director General, Mrs. Meghan Lewis, Recreation and Community Life Coordinator, 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

- | | |
|---------------------|---|
| Denis Papineau | - Asks if the Municipality is making sure that the properties it acquires following the floods are free from contamination. |
| Roy Dagenais | - Requests help from the Municipality in order to restrict the speed limit on Eardley-Masham Road. |
| Ricky Knox | - Would like the Council's minutes to give an account of the answers to the citizens' questions.
- Asks what it means to have a contract termination procedure in relation with the construction of the Community Center in Quyon. |
| Jean-Claude Carisse | - Asks what measures the Municipality intends to take in order to limit the price increase for snow removal. |
| Guy Desrosiers | - Asks for help with the maintenance of tolerance roads, particularly because of the exceptional floods experienced during the spring and the month of October 2017. |
| Alain Goulet | - Would like to see a better collaboration of the Municipality regarding the development of snowmobile trails, especially when it comes to removing a culvert used by the Pontiac Snowmobile Association Inc. |

17-12-3279

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 November 21, 2017 and of the special meetings held on November 14th and 27th, 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 December
 - 5.5 Report regarding the delegation of authorized expenditures
 - 5.6 Closure of the municipal administrative offices for the Holidays

- 5.7 Closure of the municipal administrative offices for the Holidays – Managerial staff
- 5.8 Indexation – Salary structure of managerial employees
- 6. Public security**
 - 6.1 Application for financial assistance for the training of firefighters
- 7. Public works**
 - 7.1 Request to the MTQ to reduce the speed limit on Eardley-Masham Road
- 8. Public hygiene**
 - 8.1 Hosting a trainee – Water treatment
- 9. Urban planning and zoning**
 - 9.1 Application for a minor variance concerning the building located at 51 Pères Dominicains Road and designated as lot 2 683 014
 - 9.2 Application for a minor variance for the building located at 123 Tourterelles Avenue and designated as lot 2 682 679
 - 9.3 Application for a minor variance for the building located at 1125 Clarendon Street and designated as part of lot 183
 - 9.4 Inspector for the Urban Planning Department
- 10. Recreation and culture**
 - 10.1 Agreement between the Municipality and Groupe Action Jeunesse for the responsibility of providing access to the gymnasium at Notre-Dame-de-la-Joie School
 - 10.2 Application for financial assistance through the Child care support Program project during school break and the summer of 2018
 - 10.3 Contracts for the maintenance operations of the municipal skating rinks
 - 10.4 Safety rules for the use of outdoor skating rinks
- 11. Miscellaneous**
- 12. Various reports and correspondence**
 - 12.1 Tabling of various municipal reports:
 - a) animals
 - b) Tabling of the declaration of the pecuniary interests of Council members
- 13. Tabling of the register of correspondence**
 - 13.1 Register of the correspondence received in November 2017
- 14. Public question period**
- 15. Closing of meeting**

It is

Moved by:

Seconded by:

AND RESOLVED to adopt the agenda as prepared and read.

AMENDMENT

ADOPTION OF THE AGENDA

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It is

Moved by: Leslie-Anne Barber
 Seconded by: Isabelle Patry

AND RESOLVED to adopt the agenda with the following modification:

Withdrawal of item # 5.8

Carried

17-12-3280

ADOPTION OF THE MINUTES OF THE REGULAR MEETING HELD ON NOVEMBER 21ST, 2017, AND OF THE SPECIAL MEETINGS OF SEPTEMBER 14TH AND 27TH, 2017.

It is

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

AND RESOLVED TO adopt the minutes of the regular meeting held on November 21st, 2017 and of the special meetings of November 14th and 27th, 2017.

Carried

17-12-3281

BUDGETARY TRANSFERS (DECEMBER 2017)

It is

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

AND RESOLVED THAT the Municipality carries out the budgetary transfers as described on the attached list in the amount of **\$136, 910.00**

Carried

17-12-3282
LIST OF INVOICES TO PAY

It is

Moved by: Thomas Howard
Seconded by: Isabelle Patry

AND RESOLVED THAT this council authorizes the payment of invoices amounting to **\$138, 856.52** (see appendix) for the period ending on November 30, 2017 and to debit budget posts related to the expenses mentioned on said list.

Carried

17-12-3283
LIST OF FIXED AND PRE-APPROVED EXPENSES

It is

Moved by: Nancy Draper-Maxsom
Seconded by: Susan McKay

AND RESOLVED THAT this council approves the list of disbursements and withdrawals done from November 8th to November 28th, 2017, all for a total amount of **\$952, 608.32** (see appendix).

Carried

17-12-3284
LIST OF INCURRED EXPENSES FOR THE MONTH OF DECEMBER 2017

It is

Moved by: Leslie-Anne Barber
Seconded by: Isabelle Patry

AND RESOLVED to accept the incurring expenses shown in appendix A, for a total amount of **\$ 52, 136.87** taxes included.

Carried on a divided vote

Councillor Mrs. Nancy Draper-Maxsom votes against the resolution.

The Acting Assistant Director tables the report regarding the delegation of authorized expenditures from November 8th to 28th, 2017.

17-12-3285
CLOSURE OF THE MUNICIPAL ADMINISTRATIVE OFFICES FOR THE HOLIDAYS

WHEREAS the holiday season;

It is

Moved by: Leslie-Anne Barber
Seconded by: Scott McDonald

AND RESOLVED that, for the 2017-2018 holiday season, the Municipality of Pontiac's administrative offices will be closed from December 25, 2017 to January 3, 2018, inclusively.

Carried

17-12-3286
CLOSURE OF THE MUNICIPAL ADMINISTRATIVE OFFICES FOR THE HOLIDAYS – MANAGERIAL STAFF

WHEREAS the municipal offices will be closed from December 25, 2017 to January 3, 2018, inclusively;

WHEREAS the *Global compensation Policy for managers* does not provide any specifications for office closures;

WHEREAS all managerial staff has work a lot of unpaid over-time hours for the management of emergency measures and recovery related to the 2017 spring floods;

WHEREAS no compensation in time or money was offered to the managerial staff;

It is

Moved by : Isabelle Patry
Seconded by : Scott McDonald

AND RESOLVED THAT managerial staff will be entitled to the same leave as unionized employees during the office closure for the Holidays and this, without the loss of remuneration or personnel leave time.

FINALLY, IT IS RESOLVED THAT this measure applies only for the period mentioned above and not for subsequent years.

Carried

17-12-3287

APPLICATION FOR FINANCIAL ASSISTANCE FOR THE TRAINING OF FIREFIGHTERS

WHEREAS the *Bylaw regarding the conditions for practicing in a municipal Fire Department* provides for training requirements for the firefighters from the Fire Department in order to ensure a minimum level of professional qualification;

WHEREAS this bylaw is part of a desire to guarantee to municipalities the training of fire brigades possessing the abilities and skills necessary to intervene efficiently in emergency situations;

WHEREAS in December 2014, the Quebec government has established a financial assistance Program for the training of volunteer or part-time firefighters;

WHEREAS this program's main objective is to give financial assistance to municipal organizations, allowing them to have a sufficient number of qualified firefighters, able to work efficiently and safely in emergency situations;

WHEREAS this program also aims at promoting basic skills and abilities that are required by volunteer or part-time firefighters who practice in municipal fire departments;

WHEREAS the Municipality of Pontiac wishes to benefit from the financial assistance offered by this program;

WHEREAS the Municipality of Pontiac plans to have 5 firefighters take the Firefighter I training program and 8 firefighters take the Firefighters II training program in the coming year, in order to respond effectively and safely to emergency situations on its territory;

WHEREAS the Municipality must send its application to the Ministry of Public Safety through the MRC des Collines-de-l'Outaouais, in accordance with section 6 of the Program;

It is

Moved by : Thomas Howard
Seconded by : Susan McKay

AND RESOLVED TO apply for financial assistance to the Ministry of Public Safety for the training of these firefighters as part of the financial assistance Program for the training of volunteer or part-time firefighters and to send this application to the MRC des Collines-de-l'Outaouais.

Carried

17-12-3288

REQUEST TO THE MTQ TO REDUCE THE SPEED LIMIT ON EARDLEY-MASHAM ROAD

WHEREAS the citizens of Eardley-Masham Road have filled out a request;

WHEREAS the request is reasonable and necessary for the safety and protection of our citizens;

WHEREAS the request is to reduce the speed limit on Eardley-Masham Road from 80 km/h to 70 km/h and to install a solar light at the guardrails on that road;

It is

Moved by: Nancy Draper-Maxsom

Seconded by: Susan McKay

AND RESOLVED to submit a request to the MTQ for action and to ensure action is taken by spring 2018.

Carried

17-12-3289

HOSTING A TRAINEE – WATER TREATMENT

WHEREAS the Council wishes to support the succession and encourage the training of the workforce;

WHEREAS it is particularly difficult to recruit staff in the field of potable and waste water treatment;

WHEREAS a student from the *Cégep de l'Outaouais* in water treatment management wishes to do a non-remunerated internship at the Municipality of Pontiac as part of his study program;

It is

Moved by : Leslie-Anne Barber

Seconded by : Isabelle Patry

AND RESOLVED to accept the non-remunerated internship request of Mr. Pierre Boran Prum for a 3-week period starting on January 8, 2018.

Carried

17-12-3290

APPLICATION FOR A MINOR VARIANCE CONCERNING THE BUILDING LOCATED AT 51 PÈRES DOMINICAINS ROAD AND DESIGNATED AS LOT 2 683 014

WHEREAS the house was built in 1969;

WHEREAS the location certificates show that some modifications were made with respect to the surface area, the porch and the patio;

WHEREAS certificates of authorization have been issued for these modifications and for the addition of the veranda;

WHEREAS the lot adjacent to the building is an access lane of 14 metres;

It is

Moved by : Thomas Howard

Seconded by : Susan McKay

AND RESOLVED THAT the Council supports the PAC's recommendation in order to regularize the side setback for the veranda adjoining the main building at 0.93 metre, to

regularize the side setback for the porch located in front of the building at 0.80 metre and to regularize the side setback of the back porch of the main building at 1.90 metre.

Carried

17-12-3291

APPLICATION FOR A MINOR VARIANCE FOR THE BUILDING LOCATED AT 123 TOURTERELLES AVENUE AND DESIGNATED AS LOT 2 682 679

WHEREAS the cadastral operation aims to join two lots, making it one lot;

WHEREAS the dimensions of the newly created lot will be closer to the standards prescribed in the bylaw;

WHEREAS it is difficult to expand the dimensions of the land while complying with the standard since buildings on the adjacent lots are already existing and belong to other owners;

It is

Moved by : Leslie-Anne Barber

Seconded by : Isabelle Patry

AND RESOLVED THAT the Council support the PAC's recommendation in order to allow joining two lots, making it one lot with a surface area of 900 square metres.

Carried

At 8:30, Councillor Mr. Scott McDonald steps away from the table.

At 8:32, Councillor, Mr. Scott McDonald returns to the table.

17-12-3292

APPLICATION FOR A MINOR VARIANCE FOR THE BUILDING LOCATED AT 1125 CLARENDON STREET AND DESIGNATED AS PART OF LOT 183

WHEREAS the garage has been located in the back yard, on this site, for several years;

WHEREAS the detached garage has lost more than 50% of its value as a result of a fire;

WHEREAS the loss of more than 50% of its value voids the acquired rights on the location of the building;

WHEREAS the integrity of the outside walls and foundation has not been affected;

WHEREAS buildings in this older sector are rarely in compliance with the setbacks prescribed in the bylaw, even encroaching on neighbouring lots and public right-of-way;

It is

Moved by : Susan McKay

Seconded by : Isabelle Patry

AND RESOLVED THAT the Council supports the PAC's recommendation in order to allow a right setback at 0.40 meter for the secondary building (garage).

Carried

17-12-3293

CONTRACT - INSPECTOR FOR THE URBAN PLANNING DEPARTMENT

WHEREAS the floods of spring 2017 have affected a significant number of properties in the Municipality of Pontiac;

WHEREAS this results in a significant increase of permit applications;

WHEREAS according to resolution 17-06-3142, the Municipality concluded a contract with Mrs. Maria Sahagun, in order to provide support for the permit applications from the owners that were affected by the 2017 spring floods;

WHEREAS there are still some unresolved files with respect to flood-related compensation and rehabilitation work;

WHEREAS the Council considers it is important that the Municipality continues to meet the demand;

WHEREAS the cost resulting from additional resources in order to work on the post-disaster recovery could be the object of a compensation claim to the Ministry of Public Safety;

It is

Moved by :

Seconded by :

AND RESOLVED to authorize the Director General to award a contract to Mrs. Maria Eugenia Sahagun Huerta as Urban Planning Department Inspector – a contract position in order to assist the Municipality with processing permit applications in connection with the floods of spring 2017;

IT IS ALSO RESOLVED to authorize the Director General to sign a contract to this effect providing for a maximum of 286 hours, at the hourly rate of \$36.00 plus taxes (only TPS is applicable), that is \$10, 269.00 before tax.

FINALLY, IT IS RESOLVED THAT the sums be taken directly from the non-appropriated surplus.

AMENDMENT

CONTRACT - INSPECTOR FOR THE URBAN PLANNING DEPARTMENT

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WHEREAS the Council considers it is important that the Municipality continues to meet the demand;

WHEREAS the cost resulting from additional resources in order to work on the post-disaster recovery could be the object of a compensation claim to the Ministry of Public Safety;

It is

Moved by : Nancy Draper-Maxsom

Seconded by : Isabelle Patry

AND RESOLVED to authorize the Director General to award a contract to Mrs. Maria Eugenia Sahagun Huerta as Urban Planning Department Inspector – a contract position in order to assist the Municipality with processing permit applications in connection with the floods of spring 2017;

IT IS ALSO RESOLVED to authorize the Director General to sign a contract to this effect providing for a maximum of 286 hours, at the hourly rate of \$36.00 plus taxes (only TPS is applicable), that is \$10, 269.00 before tax.

IT IS ALSO RESOLVED THAT this contract be carried out between January and March 31st, 2018, inclusively.

FINALLY, IT IS RESOLVED THAT the sums be taken directly from the non-appropriated surplus.

Carried

17-12-3294

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 the Municipality and *Groupe Action Jeunesse* will expire on December 31, 2017;

It is

Moved by:

Seconded by:

AND RESOLVED that the Municipality continues 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 yearly basis, based on the memorandum of understanding currently in force, that is \$4, 500.00 annually.

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

AMENDMENT

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 the Municipality and *Groupe Action Jeunesse* will expire on December 31, 2017;

It is

Moved by: Leslie-Anne Barber

Seconded by: Isabelle Patry

AND RESOLVED that the Municipality continues its collaboration with *Groupe Action Jeunesse* regarding the responsibility for providing access to the gymnasium at the Notre-Dame-de-la-Joie School, for 2018, based on the memorandum of understanding currently in force, that is \$4, 500.00 annually.

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

Carried

17-12-3295

APPLICATION FOR FINANCIAL ASSISTANCE

WHEREAS the Ministry of Families criteria for the *Child care support Program project during school break and the summer of 2018*;

WHEREAS the Municipality of Pontiac intends to reiterate the Pontiac Day camp project in 2018;

It is

Moved by : Susan McKay

Seconded by : Leslie-Anne Barber

AND RESOLVED to authorize the Recreation and Community Life Coordinator to apply for financial assistance from the *Child care support Program project during school break and the summer of 2018*, for an amount of \$15, 000.00.

IT IS ALSO RESOLVED THAT the Municipality commits to complying with the Ministry's standards and the terms of accountability.

FINALLY, IT IS RESOLVED THAT the Municipal Council mandates Mrs. Meghan Lewis, Recreation and Community Life Coordinator to do a follow-up and act as signatory for a potential aid agreement between the Ministry and the Municipality of Pontiac.

Carried

17-12-3296

CONTRACTS FOR THE MAINTENANCE OPERATIONS OF THE MUNICIPAL SKATING RINKS

WHEREAS the contracts for the maintenance of municipal skating rinks will expire on December 31, 2017;

It is

Moved by : Isabelle Patry
Seconded by : Thomas Howard

AND RESOLVED THAT the Municipal Council awards a contract for the maintenance operations of the municipal skating rinks for the 2017-2018 winter season (as presented in the annex herein by the Recreation and Community Life Coordinator and as stipulated in resolution 17-11-3271) to the following individuals:

- Skating rink at the Soulière-Davis Park: Mr. Christian Lauzon, for the amount of \$8, 945.00 (applicable taxes included);
- Skating rink at the Luskville recreational Park: Mr. Brent Mainville, for the amount of \$8, 945.00 (applicable taxes included);
- Skating rink at the Quyon recreational Park : Mr. David Scully, for the amount of \$8, 945.00 (applicable taxes included);

IT IS ALSO RESOLVED THAT, as stipulated in resolution 17-11-3271, the total cost for these three contracts, amounting to \$26, 835.00 will come from the budgetary item 02-701-50-519.

Carried

17-12-3297

SAFETY RULES FOR THE USE OF OUTDOOR SKATING RINKS

WHEREAS in order to have good management of risk prevention and safety, the Municipal Council will have to establish safety rules and a schedule for the use of the outdoor skating rinks (see annex);

It is

Moved by : Leslie-Anne Barber
Seconded by : Scott McDonald

AND RESOLVED THAT the Municipal Council approves the safety rules for the use of the outdoor skating rinks as well as the schedule for the use of the skating rinks, as proposed by the Recreation and Community Life Coordinator (annex).

IT IS ALSO RESOLVED THAT these rules be in force as soon as December 2017.

Carried

PUBLIC QUESTION PERIOD

- Jean-Claude Carisse
- Would like the speed reduction on Eardley-Masham Road enforced on the entire road and to have the

MTQ and/or the NCC collaborate by installing indicative speed limit signs.

- Pierre Pratte
- Would like to see the rehabilitation of Terry-Fox road listed on the three-year assessment roll and the work to begin as soon as 2018.
- Mo Laidlaw
- Asks if all the properties on sale for taxes this year have been bought.
- Melvin Maxsom
- Asks for clarification on the funding and investments provided for in the Gas Tax Program.
- Ricky Knox
- Questions the process for awarding the contracts for the maintenance of the skating rinks.

17-12-3298

CLOSING OF THE MEETING

It is

Moved by: Nancy Draper-Maxsom
Seconded by: Susan McKay

AND RESOLVED to close the meeting at 8:47 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».