

**PROVINCE OF QUEBEC  
MUNICIPALITY OF PONTIAC**

MINUTES of the regular Municipal Council meeting held on Tuesday, January 16, 2018 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**

Patricia Lusk - Asks the Municipality to repair the monument celebrating the memory of veterans.

**18-01-3308**

**ADOPTION OF THE AGENDA**

- 1. Opening of the meeting**
- 2. Floor open to public and questions**
- 3. Adoption of the agenda**
- 4. Adoption of the minutes of previous meetings**
  - 4.1 Minutes of the regular meeting held on December 12, 2017, and of the special meetings of December 5, 14 and 21, 2017
- 5. Administration**
  - 5.1 Budgetary transfers (None)
  - 5.2 List of invoices to pay
  - 5.3 List of fixed expenses
  - 5.4 List of incurred expenses for the month of January
  - 5.5 Report regarding the delegation of authorized expenditures
  - 5.6 Appropriation of credits (Fixed expenses)
  - 5.7 Adoption of the taxation bylaw 01-18
  - 5.8 Resignation – Temporary position – Employee # 01-0137
  - 5.9 Resignation – Employee # 01-0125
  - 5.10 Appointment of municipal representatives – Pontiac Municipal Housing Bureau
  - 5.11 Appointment of municipal representatives – Board of Directors of the Quyon Port Authority – Mohr’s Landing
  - 5.12 Appointment of the Pro-Mayor
  - 5.13 Refinancing – Bylaws 05-02 and 15-10
- 6. Public security**
  - 6.1 Emergency measures – Awarding of contract
- 7. Public works**
  - 7.1 Assistance program for the improvement of the local road network (*"Programme d'aide à l'amélioration du réseau routier municipal"*) - Confirmation of work completion
- 8. Public hygiene**
- 9. Urban renewal and zoning**
- 10. Recreation and culture**
  - 10.1 Temporary signage - Pontiac Artists’ studio tour
  - 10.2 Application for financial assistance as part of the Program for pooling equipment, infrastructures, services or activities in the municipal environment
  - 10.3 Application for financial assistance as part of the CLD des Collines-de-l’Outaouais’ Territorial Development Fund
  - 10.4 Equipment loan for « Mo’s Fly In »
- 11. Miscellaneous**
- 12. Various reports and correspondence**
  - 12.1 Tabling of various municipal reports:

- a) animals
- 13. Tabling of the registre of correspondence**  
13.1 Register of the correspondence received in December 2017
- 14. Public question period**
- 15. Closing of meeting**

It is

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

AND RESOLVED to adopt the agenda with the following modifications:

Withdrawal of item # 5.13  
Withdrawal of item # 10.4

Carried

**18-01-3309**  
**ADOPTION OF THE MINUTES OF THE REGULAR MEETING HELD ON DECEMBER 12, 2017, AND OF THE SPECIAL MEETINGS OF DECEMBER 5, 14 AND 21, 2017**

It is

Moved by: Susan McKay  
Seconded by: Isabelle Patry

AND RESOLVED TO adopt the Minutes of the regular meeting held on December 12, 2017, and of the special meetings of December 5, 14 and 21, 2017.

Carried

**18-01-3310**  
**LIST OF INVOICES TO PAY**

It is

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

AND RESOLVED THAT this council authorizes the payment of invoices amounting to **\$116, 704.47** (see appendix) for the period ending on December 31, 2017 and to debit budget posts related to the expenses mentioned on said list.

Carried

**18-02-3311**  
**LIST OF FIXED AND PRE-APPROVED EXPENSES**

It is

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

AND RESOLVED THAT this council approves the list of disbursements and withdrawals done from December 31<sup>st</sup>, 2017 to January 16, 2018, all for a total amount of **\$698, 402.21** (see appendix).

Carried

**08-01-3312**  
**LIST OF INCURRED EXPENSES FOR THE MONTH OF JANUARY 2018**

It is

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

AND RESOLVED to accept the incurring expenses shown in appendix A, for a total amount of **\$14, 276.22** taxes included.

Carried

**The Director General tables the report regarding the delegation of authorized expenditures from November 29 to December 31, 2017.**

**18-01-3313**

**APPROPRIATION OF CREDIT (FIXED EXPENSES)**

WHEREAS, in accordance with the requirements of the Quebec Municipal Code, and the book regarding the presentation of municipal financial information, any expense made by the Municipality must be the object of an assignment for specific credits voted by the Municipal Council;

WHEREAS in order to standardize these requirements related to fixed expenses, the assignment of credits can be made at the beginning of the fiscal year. The fixed expenses are set or inevitable expenses that we must assume by reason of a contracted obligation or the necessity to own certain goods in order to operate;

CONSEQUENTLY, it is

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

AND RESOLVED THAT this Council authorizes that the following fixed expenses be paid on reception of the invoice for the year 2018 and that a report be submitted to Council at the meeting following the payment of these expenses. The following expenses were either approved by Council when adopting the 2018 budget or by a specific motion, or by incurring expenses, for these ends:

- remuneration of council members;
- municipal employees' salaries;
- our share of expenses at the M.R.C. des Collines-de-l'Outaouais;
- expenses for heating oil;
- expenses for electricity;
- expenses for the telephone;
- expenses for gasoline;
- insurance contract for municipal property;
- contract – legal adviser;
- janitor's contract;
- snow removal contracts;
- contract for garbage collection;
- contract for animal control;
- contract for mowing grass;
- contract for the caretaker at the ecocentre;
- contract for alarm system;
- contract for carpets;
- maintenance contract for the photocopier;
- maintenance contract for the stamp machine;
- maintenance contract for the computers;
- quarterly payments to the libraries;
- expenses related to postage or courier services;
- monthly remittances to provincial and federal governments;
- vehicle registration and mechanical verification;
- chlorine for drinking water system;
- contract for Internet services;
- contract – exterminator;
- contract – Group AST (ADP prevention mutual);
- water testing – MRC;
- ADMQ contribution;
- contract -auditor;
- other expenses of similar nature, that is, contracts with an expiry date.

Carried

**18-01-3314**

**ADOPTION OF THE TAXATION BYLAW 01-18 REGARDING THE TAX RATE**

WHEREAS the adoption of the 2018 budget;

WHEREAS a notice of motion of this bylaw was given at a special meeting held on January 9, 2018, by Councillor Mrs. Isabelle Patry;

CONSEQUENTLY, it is

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

AND RESOLVED THAT the present bylaw be adopted and that the following be ruled and decreed:

**SECTION 1** For the implementation of the 2018 budget, the general property tax rate (variable tax rates), investment, loan and other, tax rates, services tax rates and compensations will be levied according to the following chart:

<b><u>GENERAL TAX</u></b>	
<b>Summary of the assessment role</b>	
<b>On property assessment</b>	<b>2018 Rate /\$ 100</b>
By property category	<b>General property tax</b>
Non-residential property	0.6264
6 apartments or more	0.5964
Vacant lots	0.5964
Residual property	0.5964
Agricultural	0.5964
Industrial	0.5964
<b>Total variable taxes (BASE RATE)</b>	0.5964
<b>Taxes regarding loans for all of the Municipality</b>	<b>Special Taxes</b>
Bylaw #03-03 Lagoons 25% ALL	0.0006
Bylaw #05-02 Freightliner #24	0.0017
Bylaw #06-10 -Paving	0.0228
Bylaw #12-07 International #28	0.0037
Bylaw #10-09 Town Hall	0.0026
Bylaw #06-11 Omkar & du Marquis	0.0006
Bylaw #22-13 Tanker truck 2014	0.0050
Bylaw #05-15 Municipal work	0.0093
Bylaw #01-16 Grader #120	0.0051
Bylaw #03-16 Road network	
Bylaw #05-16 Community Center	
<b>Total special taxes</b>	<b>0.0514</b>
<b>TOTAL GENERAL TAXES FOR ALL</b>	<b>0.6478</b>
Compensation rates of the variable taxes	0.5964
Compensation rates for loans	0.0514
<b>RATES FOR COMPENSATIONS</b>	<b>0.6478</b>
<b>Loan rate for local improvement taxes</b>	
	<b>2018 rate/ \$100</b>

Bylaw #03-03 Quyon lagoons 75%	0.0482
Bylaw #06-13 Paving Lavigne Rd.	0.0175
Bylaw #06-14 Paving Davis and Soulière	0.0239
Bylaw #05-10 Paving Cedarvale, A. Renaud, la Détente, Renaud Cr.	0.0155
Bylaw #07-10 Paving Panorama, McCaffrey	0.0217
Bylaw #06-11 Omkar 12.5%	0.0246
Bylaw #06-11 du Marquis 37.5%	0.0226
<b>Total assessment rate</b>	<b>0.1740</b>
	<b>2018 Cost per unit</b>
Bylaw #15-10- Potable water Quyon vacant lot 0.85	115.58
Bylaw #15-10 - Potable water Quyon residential 1.0	135.97
Bylaw #15-10 - Potable water Quyon small business 1.15	156.37
Bylaw #15-10 Potable water Quyon large business 1.7	231.15
<b>Service taxes - Fixed rate</b>	
<b>- Service taxes</b>	<b>2018 Cost per unit</b>
#1 Water - Residential	<b>\$397.71</b>
#30 Water - Small business	<b>\$454.19</b>
#31 Water - Large business	<b>\$675.59</b>
#2 Sewers - Residential	<b>\$280.56</b>
#21 Sewers- Small business	<b>\$320.82</b>
#22 Sewers - Large business	<b>\$477.24</b>
<b>Service taxes</b>	<b>2018 cost per bin/container</b>
<b>GARBAGE</b>	
#3 Garbage bin - Residential	<b>\$156.00</b>
#4 Garbage bin - Residence - commercial	<b>\$156.00</b>
#23 Garbage bin - Commercial	<b>\$156.00</b>
#36 Garbage container 2 c.y.	<b>\$1, 605.22</b>
#37 Garbage container 4 c.y.	<b>\$2, 441.67</b>
#38 Garbage container 6 c.y.	<b>\$3, 534.04</b>
#39 Garbage container 8 c.y.	<b>\$4, 497.96</b>
#40 Garbage container 10 c.y.	<b>\$6 103.18</b>
<b>RECYCLING</b>	
#24 Recycling bin - Residential	<b>\$80.54</b>
#25 Recycling bin Residence-commercial	<b>\$80.54</b>
#26 Recycling bin - Commercial	<b>\$80.54</b>
#41 Container - Recycling 2 c.y.	<b>\$772.82</b>
#42 Container - Recycling 4 c.y.	<b>\$1, 175.16</b>

#43 Container - Recycling 6 c.y.	<b>\$1, 692.03</b>
#44 Container - Recycling 8 c.y.	<b>\$2, 148.15</b>
#45 Container - Recycling 10 c.y.	<b>\$2, 900.05</b>

**SECTION 2      METHOD OF PAYMENT**

Method of payment of taxes and compensations provided in the present bylaw are as follows:

- 1) all tax or compensation invoices for which the total does not exceed \$300.00, **must be paid in one installment on March 1<sup>st</sup>, 2018**
- 2) all tax or compensation invoices for which the total reaches or exceeds \$300.00, **the debtor has the right to pay the invoice in one or three installments as follows :**

Three equal installments :

- The first installment must be paid **by March 1<sup>st</sup>, 2018**
- The second installment must be paid **by June 1<sup>st</sup>, 2018**
- The third installment must be paid **by October 1<sup>st</sup>, 2018**

**SECTION 3**      Taxes and compensations are payable at the Director General's office situated at 2024 Route 148, Pontiac.

**SECTION 4      INTEREST RATES**

All accounts owing to the Municipality bear interest at a rate of THIRTEEN PERCENT (13%) per annum from the deadline at which they must be paid. However, only outstanding amounts on each installment required bear interest.

**SECTION 5      PENALTY RATES**

In accordance with article 250.1 of the Act Representing Municipal Taxation, this Council decrees the application of a penalty on tax invoices not exceeding .5% of the outstanding principal for every month following its expiration, up to 5% per annum on due accounts.

**SECTION 6      CHEQUES WITHOUT FUNDS**

When a cheque is remitted to the Municipality and payment is refused by the financial institution, administration fees of TWENTY DOLLARS (\$20.00) will be claimed from the drawer in addition to any interests.

**SECTION 7      COMING INTO FORCE**

The present bylaw will come into force in accordance with the law.

Carried

**18-01-3315**

**RESIGNATION – TEMPORARY POSITION – EMPLOYEE # 01-0137**

WHEREAS the letter of resignation of employee # 01-0137 as office clerk, as of December 1<sup>st</sup>, 2017;

It is

Moved by:            Thomas Howard  
 Seconded by:        Susan McKay

AND RESOLVED to accept the resignation of employee # 01-0137 as office clerk.

IT IS ALSO RESOLVED THAT the Municipality wishes to thank Mrs. Tania Mainville for her dedicated service.

Carried

**18-01-3316**

**RESIGNATION – EMPLOYEE # 01-0125**

WHEREAS the letter of resignation of employee # 01-0125 as Inspector in the Urban Planning Department and as Firefighter for the Municipality of Pontiac, dated December 18, 2017;

It is

Moved by: Thomas Howard

Seconded by: Scott McDonald

AND RESOLVED to accept the resignation of employee # 01-0125 as Inspector in the Urban Planning Department and as Firefighter for the Municipality of Pontiac.

IT IS ALSO RESOLVED THAT the Municipality wishes to thank Mr. Pierre-Louis Chartrand for his years of dedicated service.

Carried

**18-01-3317**

**APPOINTMENT OF MUNICIPAL REPRESENTATIVES - PONTIAC MUNICIPAL HOUSING BUREAU**

It is

Moved by: Thomas Howard

Seconded by: Isabelle Patry

AND RESOLVED THAT the Municipality hereby appoints Mrs. Joanne Labadie and Mrs. Susan McKay as the municipal representatives for the Pontiac Municipal Housing Bureau.

Carried

**18-01-3318**

**APPOINTMENT OF MUNICIPAL REPRESENTATIVES – BOARD OF DIRECTORS OF THE QUYON PORT AUTHORITY – MOHR’S LANDING**

It is

Moved by: Susan McKay

Seconded by: Thomas Howard

AND RESOLVED THAT the Municipality hereby appoints Mrs. Joanne Labadie and Mrs. Nancy Draper-Maxsom as the municipal representatives for the Quyon Port Authority – Mohr’s Landing.

IT IS ALSO RESOLVED THAT Mrs. Joanne Labadie is authorized to sign all documents in the name of the Municipality.

Carried

**18-01-3319**

**APPOINTMENT OF THE PRO-MAYOR**

WHEREAS the municipal elections in November 2017;

WHEREAS under section 116 of the Municipal Code, the Council may, at any time, appoint a councillor as Pro-Mayor, whom in the absence of the Mayor, will fulfill her duties with all related privileges, rights and obligations;

It is

Moved by: Nancy Draper-Maxsom

Seconded by: Susan McKay

AND RESOLVED THAT this Council appoints Mrs. Leslie-Anne Barber as Pro-Mayor.

Carried

**18-01-3320**

**AWARDING OF CONTRACT - POST-MORTEM 2017 FLOODS**

WHEREAS the extreme floods of spring 2017 have severely affected the Municipality of Pontiac;

WHEREAS this type of event is likely to happen more frequently due to climate changes;

WHEREAS it is necessary to proceed with a post-mortem assessment in order to identify the lessons learned and to proceed with an update of the emergency measures plan;

WHEREAS it is advisable to consult with the municipal stakeholders, partners and citizens;

WHEREAS the service offer submitted by Mr. Jean Perras, Strategic Planning Advisor ;

It is

Moved by: Isabelle Patry

Seconded by: Scott McDonald

AND RESOLVED THAT the Municipal Council accepts Mr. Jean Perras' service offer for the lump sum of \$ 21, 700.00, before applicable taxes.

IT IS ALSO RESOLVED THAT the sums will be taken from the non-allocated surplus.

Carried

**18-01-3321**

**ASSISTANCE PROGRAM FOR THE IMPROVEMENT OF THE LOCAL ROAD NETWORK ("PROGRAMME D'AIDE À L'AMÉLIORATION DU RÉSEAU ROUTIER MUNICIPAL" ) - CONFIRMATION OF WORK COMPLETION**

WHEREAS the letter dated September 21, 2017, from the Ministry of Transport, Sustainable Mobility and Transport Electrification, confirming a grant for financial assistance for a maximum of \$ 40, 000.00 for road work on the municipal network;

WHEREAS the application submitted to the Assistance Program for the improvement of the local road network bearing the file number 00026298-1-82030 (07) – 2017-06-20-8 for work to be done on Brady, Ivan, Lusk Crescents and on Crégheur, Elm, Kennedy, Kerr, River, Steele, Terry-Fox, Montagne and Sapinière Roads;

WHEREAS the work that was carried out on the municipal road network in 2017;

WHEREAS a resolution, confirming that the work was carried out, is requested and must be sent to the Ministry of Transport, Sustainable Mobility and Transport Electrification by February 16, 2018, the latest;

It is

Moved by : Isabelle Patry

Seconded by : Scott McDonald

AND RESOLVED THAT the Council has approved the expenditures for the work carried out on the roads listed in the application for a subsidized amount of \$40, 000.00, according to the requirements of the Ministry of Transport, Sustainable Mobility and Transport Electrification.

IT IS ALSO RESOLVED THAT the work has been carried out in accordance with present expenditures on the roads for which the Municipality is responsible and for which an audit file has been constituted.

Carried

**18-01-3322**

**TEMPORARY SIGNAGE - PONTIAC ARTISTS' STUDIO TOUR**

WHEREAS the Pontiac Artists' Studio Tour has been an important event on Pontiac's cultural scene of Pontiac for over 25 years;



WHEREAS the Quebec Ministry of Transport is now requesting that the Pontiac Artists' Association obtain an authorization from the municipalities concerned in order to install temporary signage along traffic lanes under the MTQ's responsibility, in view of the Pontiac Artists' Studio Tour which is held every year during the 2<sup>nd</sup> and the 3<sup>rd</sup> weekends of June;

WHEREAS the Municipality wishes to support the organization of this event;

It is

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

AND RESOLVED that the Municipality authorizes the Pontiac Artists' Association to install temporary signage within its territory in view of the Pontiac Artists' Studio Tour for the next five years, that is until 2023.

Carried

#### **18-01-3323**

#### **APPLICATION FOR FINANCIAL ASSISTANCE AS PART OF THE PROGRAM FOR POOLING EQUIPMENT, INFRASTRUCTURES, SERVICES OR ACTIVITIES IN THE MUNICIPAL ENVIRONMENT**

WHEREAS it is part of the priorities of the recreational and community life services to be able to develop a strategic vision of the Municipality's potential for development with regards to the infrastructures and sports and leisure equipment and that, in order to achieve this goal, a clear assessment of the situation is necessary;

WHEREAS an intermunicipal collaboration has economic and logistic benefits for the Municipality;

It is

Moved by : Thomas Howard  
Seconded by : Susan McKay

AND RESOLVED THAT the Municipality of Pontiac participate in a partnership with the municipalities of La Pêche, Chelsea and Cantley to submit a joint financial application of \$20,000.00 to the MAMOT Financial Assistance Fund for pooling equipment, infrastructures, services or for activities in the municipal environment concerning the project *Diagnostic sur l'offre de services et infrastructures en sport et loisir municipal*.

IT IS ALSO RESOLVED THAT the Municipality of Pontiac be appointed as the project's promoter.

Carried

#### **18-01-3324**

#### **APPLICATION FOR FINANCIAL ASSISTANCE AS PART OF THE CLD DES COLLINES-DE-L'OUTAOUAIS' TERRITORIAL DEVELOPMENT FUND**

WHEREAS it is part of the priorities of the recreational and community life services to be able to develop a strategic vision of the Municipality's potential for development with regards to the infrastructures and sports and leisure equipment and that, in order to achieve this goal, a clear assessment of the situation is necessary;

WHEREAS an intermunicipal collaboration has economic and logistic benefits for the Municipality;

It is

Moved by : Isabelle Patry  
Seconded by : Thomas Howard

AND RESOLVED THAT the Municipality of Pontiac participate in a partnership with the municipalities of La Pêche, Chelsea and Cantley to submit a joint financial application of \$20,000.00 to the CLD des Collines-de-l'Outaouais' Territorial Development Fund

concerning the project *Diagnostic sur l'offre de services et infrastructures en sport et loisir municipal*.

IT IS ALSO RESOLVED THAT the Municipality of Pontiac be appointed as the project's promotor.

Carried

**PUBLIC QUESTION PERIOD**

Jean-Claude Carisse

- Mentions that traffic lights on Eardley-Masham Road have fallen and that we should notify the MTQ.
- Mentions that it would be important to modify the profile of Tremblay Road which tends to cave-in each year.
- Regrets that there are no special projects provided for the tolerance roads in the 2018 budget.

Mo Laidlaw

- Asks which infrastructures could be shared as part of the *Diagnostic sur l'offre de services et infrastructures en sport et loisir municipal*.

**18-01-3325**

**CLOSING OF THE MEETING**

It is

Moved by: Leslie-Anne Barber

Seconded by: Thomas Howard

AND RESOLVED to close the meeting at 8:14 p.m. having gone through the agenda.

Carried

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MAYOR

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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».