

**PROVINCE OF QUEBEC
MUNICIPALITY OF PONTIAC**

MINUTES of the regular Municipal Council meeting held on Tuesday, March 13, 2018 at 7:30 p.m. at the Luskville Community Centre, located at 2024 route 148, Pontiac. Those who were present:

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

Also present: Mr. Dominic Labrie, Head of Division – Communications and Acting Assistant Director General, Mrs. Meghan Lewis, Recreational and community life coordinator, as well as a few ratepayers.

Excused absence: Mr. Thomas Howard, Councillor.

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

- Kim Hébert - Asks why the Municipality has started legal procedures against her business (located in agricultural territory), since several other businesses are in a similar position.
- Pierre Pratte - Requests that the Municipality include the answers to the citizens' questions in the minutes of Council meetings.
- Joan Belsher - Asks what the process is for a citizen wishing to obtain answers to his questions. Should he address the Director General, the Councillors, the Mayor, etc?
- Diane Lacasse - Asks if the Council will invest in the Luskville Community Centre. She reports the numerous shortcomings regarding its maintenance.
- Invites the Council members to participate at the next Golden Age Club's dinner.
- Asks if the Council intends to recover the cost of the legal fees that were reimbursed to the ex-councillor of ward 2.

18-03-3360

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 February 13, 2018 and those of the special meeting held on February 20, 2018
- 5. Administration**
 - 5.1 **NO** budgetary transfer
 - 5.2 List of invoices to pay
 - 5.3 List of fixed expenses
 - 5.4 List of incurred expenses for the month of March
 - 5.5 Report regarding the delegation of authorized expenditures
 - 5.6 Adoption of bylaw 02-18 revising and replacing bylaw 11-16 regarding the standards applicable to the members of the Pontiac Municipal Council – Code of Ethics and professional conduct on a municipal level
 - 5.7 Tenders for issuing bank notes
 - 5.8 Short-term harmonization resolution in relation with a loan through bank notes in the amount of \$743, 802.00
 - 5.9 Temporary financing – Borrowing bylaw 02-17 for capital expenditures – Fire fighting vehicles
 - 5.10 Temporary financing – Borrowing bylaw 09-17 for capital expenditures - Lusk Project
 - 5.11 Temporary financing – Borrowing bylaw 05-16 for capital expenditures – Community centre in Quyon

- 5.12 Renewal of the SPCA's Memorandum of Understanding
- 5.13 Awarding of contract for the layout of the Community Centre in the Quyon sector
- 6. Public security**
 - 6.1 Awarding of contract for the purchase of a pumper-tanker truck
 - 6.2 Commitment of preventive expenses – Civil security
- 7. Public works**
 - 7.1 Hiring – Truck driver
 - 7.2 Hiring - Day labourer
 - 7.3 Awarding of a professional/ technical mandate – Request for notice of subjugation to the MDDELCC - Montagne Road phase 2 lot 2 rehabilitation project
 - 7.4 Awarding of a professional/technical mandate – Preparation of the 2014-2018 intervention plan
- 8. Public hygiene**
 - 8.1 Purchase of two compressors - Water treatment plant (Quyon)
 - 8.2 Awarding of mandate – Building a dike in Quyon
 - 8.3 Hiring an operator for the potable and waste water treatment system and day labourer
- 9. Urban planning and zoning**
 - 9.1 Application to the CPTAQ for the authorization to alienate lot 2 756 016 located at 1622 Route 148
 - 9.2 Application for a minor variance for lot 2 682 944 located at 51 Desjardins Road
 - 9.3 Hiring – Office clerk position – Urban planning department
- 10. Recreation and culture**
 - 10.1 Pontiac spelling bee
- 11. Miscellaneous**
- 12. Various reports and correspondence**
 - 12.1 Tabling of various municipal reports:
 - a) animals
 - b) Tabling of the electoral expenditures report
 - c) Minutes of the meeting regarding the boat ramp
- 13. Tabling of the registre of correspondence**
 - 13.1 Register of the correspondence received in February 2018
- 14. Public question period**
- 15. Closing of meeting**

It is

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

AND RESOLVED to adopt the agenda with the following modification:

Addition of

Item 5.14: 2017 spring floods – Support for the request to review the claim file presented by the MRC des Collines-de-l'Outaouais to the Ministry of Public Security.

Item 12.1d): Declaration of the pecuniary interests of Mrs. Joanne Labadie, Mayor.

Carried

18-03-3361

ADOPTION OF THE MINUTES OF THE REGULAR MEETING HELD ON FEBRUARY 13, 2018 AND THOSE OF THE SPECIAL MEETING HELD ON FEBRUARY 20, 2018

It is

Moved by: Scott Mc Donald
 Seconded by: Isabelle Patry

AND RESOLVED TO adopt the Minutes of the regular meeting held on February 13, 2018 and those of the special meeting held February 20, 2018.

Carried

18-03-3362

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 **\$49, 309.84** (see appendix) for the period ending on February 28th, 2018 and to debit budget allocations related to the expenses mentioned on said list.

Carried

18-03-3363

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 January 30th to February 26th, 2018, all for a total amount of **\$710, 517.07** (see appendix).

Carried

08-03-3364

LIST OF INCURRED EXPENSES FOR THE MONTH OF MARCH 2018

It is

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

AND RESOLVED to accept the incurring expenses shown in appendix, for a total amount of **\$ 18, 386.24** taxes included, plus **\$19, 000.00** (taxes not included) for the purchase of equipment in case of floods.

Carried

The Acting Director General tables the report regarding the delegation of authorized expenditures from January 30th to February 26th, 2018.

18-03-3365

ADOPTION OF BYLAW 02-18 REVISING AND REPLACING BYLAW 11-16 REGARDING THE STANDARDS APPLICABLE TO THE MEMBERS OF THE PONTIAC MUNICIPAL COUNCIL – CODE OF ETHICS AND PROFESSIONAL CONDUCT ON A MUNICIPAL LEVEL

WHEREAS in June 2016, the Quebec government adopted Bill 83 modifying various legislative provisions on a municipal level, concerning political financing in particular (2016, Chapter 17);

WHEREAS the said Act provides that the code of ethics and professional conduct must prohibit any elected representative from announcing, during a political fundraising event, the implementation of a project, the conclusion of a contract or the awarding of a grant by the Municipality, unless a final decision with respect to the project, contract or grant has already been taken by the competent authority of the Municipality;

WHEREAS a notice of motion of the present bylaw was given at the regular Municipal Council meeting held on February 13, 2018;

FOR THIS REASON, it is

Moved by:
Seconded by:

AND RESOLVED to revise and replace bylaw 11-16 with the following:

SECTION 1 – PREAMBLE

The preamble is an integral part of the present bylaw.

SECTION 2 – OBJECT – GENERAL PRINCIPLE

- 2.1 The object of the present bylaw is to set a code of ethics and professional conduct for the Council members of the Municipality of Pontiac, particularly by subscribing to values based on the integrity, the honour related to the duties of a member of a Municipal Council, caution in the pursuit of public interest, respect, loyalty, equity, honesty, objectivity, impartiality, and sound management in a perspective of public interest to govern the Municipality of Pontiac.
- 2.2 The members of the Municipal Council must hold office and organize their personal affairs so as to preserve and maintain public trust with integrity, objectivity and impartiality in the Municipality of Pontiac's decisions. Furthermore, the members of Municipal Council must act with integrity, objectivity and impartiality but must also preserve appearances and promote transparency by adopting a behaviour that will preserve and maintain public confidence with the integrity, objectivity and impartiality of the municipal corporation.

SECTION 3 – RANGE OF APPLICATION

Unless otherwise specified, the present bylaw applies to all Council members of the Municipality of Pontiac.

SECTION 4 – DEFINITIONS

For interpretation purposes of the present bylaw, unless the context specifies otherwise, the words and expressions mean the following, without limitation:

- 4.1 **Advantages :** Any gift, donation, favour, reward, service, commission, pay, retribution, indemnity, compensation, benefit, profit, advance, loan, discount or anything else of the same nature that is useful or profitable, or any promise of such advantages.
- 4.2 **Code of ethics:** In an extensive way, the code of ethics is first and foremost an educational tool, a group of rules of conduct, a code of honour, which could lead to the imposition of a sanction of the law, foreseen in sections 31 and 32, section III, of the *Act with respect to ethics and professional conduct on a municipal level*, and have consequences of a political nature for whomever does not comply to its precept.
- 4.3 **Committee:** A committee consisting of the Municipality of Pontiac's Municipal Council, as constituted by municipal bylaw and in virtue of section 82 of the Municipal Code.
- 4.4 **Council:** The Municipal Council of the Municipality of Pontiac.
- 4.5 **Professional conduct:** The Professional conduct concerns rules of conduct which are expected under the sense of duties and obligations that come with values and ethical principles.
It exerts authority to guide the conduct and aims at codifying that which is prohibited and what is permitted. Its application is often quasi-judicial and founded on judicial principles. Its principles are binding and enforceable.
- 4.6 **Employee** Any officer or salaried personnel working for the Municipality.
- 4.7 **Associated entity:** Society, company, cooperative, association or corporation which has a business relation, or other, with a Council member of the Municipality of Pontiac.
- 4.8 **Ethics:** The sense of ethics is a concept that attempts to guide a person in a choice of behaviour to be adopted in a given situation. It's a

group of regulations which outlines the human conduct. Its application is founded on a subject's self-discipline.

It is part of using one's judgement on the basis of values, standards and issues at hand in order to direct self-conduct and make well informed decisions in a given situation. For practical purposes, it refers to a group of values, rules and judgements which will direct an individual's and a group's behaviour.

It should not be seen as a control system, but rather as the exercise which is responsible for the use of judgement and discretion in difficult situations.

4.9 Honour associated with the duties of a member of the municipal Council:

Every member of the Municipal Council protects the honour associated to their duties, which presupposes the constant practical use of values: integrity, prudence, respect, loyalty and equity.

4.10 Integrity:

The members of the Municipal Council shall promote honesty, strictness and justice.

4.11 Personal interest:

Interest shown by the person concerned, be it a direct or indirect interest, financial or not, real, apparent or a potential interest. It is distinct, without necessarily being exclusive of that of the public in general, or may be perceived as such by a reasonably informed person. Excluded from this notion is the case where personal interest consists of payment, allocations, reimbursement of expenses, of fringe benefits, or other conditions related to the duties of the person concerned, within the Municipality or a municipal body.

4.12 Interest of close relations :

Interest from the spouse of the person concerned, from his/her children, from people in his/her ascending line or interest from a public corporation, a company, a co-op or association with whom he/she has any business relations. It may be of direct or indirect interest, financial or not, real, apparent or a potential interest. It is distinct, without necessarily being exclusive of that of the public in general, or may be perceived as such by a reasonably informed person.

4.13 Loyalty towards the Municipality:

The members of the Municipal Council shall seek the interest of the Municipality of Pontiac.

4.14 Member:

A committee member, be it a Municipal Council member or not.

4.15 Member of the immediate family :

The spouse, in the sense of the *Act respecting labour standards*, as well as people in his/her ascending line, brothers or sisters and their spouses or associated entity.

4.16 Member of Council:

The mayor and councillors forming the members of Council of the Municipality of Pontiac.

4.17 Municipality:

The Municipality of Pontiac.

4.18 Municipal Organization:

1. An organization which the government declares as being an authorized or a municipal agent;
2. An organization whose council consists in majority of council members of a municipality;
3. An organization whose budget is adopted by the Municipality or whose funding is assured for more than half its worth by the Municipality;

4. A council, a commission or a committee formed by the Municipality, which is in charge of examining and studying a question that is submitted to it by council ;

5. A business, corporation, company or association in which a person is designated or recommended by the Municipality, in order to represent its interests.

4.19 Resource person: Person appointed by the Municipal Council to participate in the activities of the Planning Advisory Committee, or other committees, but who is not a member and has no right to vote. The resource person is subjected to the same duties and obligations of a member, but may have a contract with the Municipality. The fact that a resource person is an employee of the Municipality or that he/she has a professional mandate as a consultant for the Municipality, is not reputed as being a conflict of interest. Holding an interest, in the sense of section 305 of the *Act respecting elections and referendums in municipalities* is not the intent of the present document.

4.20 Caution in pursuit of public interest : The members of the Municipal Council assume their responsibilities in view of the public's interest, that is incumbent upon them to do. In accomplishing this mission, they shall act with professionalism as well as vigilance and discretion.

4.21 Searching for equity: The members of the Municipal Council shall treat everyone with justice and, as to the extent possible, by interpreting the laws and regulations, in accordance with their ethics.

4.22 Respect towards other members, the employees of the Municipality and all citizens : The members promote respect in the aspect of human relations. He/she has the right to this and acts with respect towards all people that they deal with, as part of their employment.

SECTION 5 – CONFLICT OF INTEREST

5.1 For the purpose of the present document, a conflict of interest exists when a personal interest may potentially, or apparently, prevent a member of Council to act objectively, in his/her executive capacity and in the sole interest of the Municipality of Pontiac.

5.2 The members of the Municipal Council must perform their duties in the interest of the public and take all necessary measures to value the public's interest. To that effect, and without limiting its range, he/she must pay particular attention to each file submitted to committees or others, so as to evaluate their merit, keeping in mind the advantages, inconveniences and impact on the community as a whole.

5.3 The members of the Municipal Council must faithfully assume their duties in compliance with the applicable legislations, including the current municipal bylaws. He/she subscribes to and accepts the principles of a sound municipal administration and must fulfill his/her duties and responsibilities with integrity, dignity and impartiality.

5.4 The members of the Municipal Council must not place themselves in a situation where their personal interest or that of a member of their immediate family could influence them in their executive capacity.

5.5 The members of the Municipal Council must refrain from soliciting or possessing for themselves, for a close relative or a corporation in which he/she has a personal interest, a contract with the Municipality.

5.6 In order to prevent any real or potential situation of conflict of interest, none of the members of the Municipal Council may directly or indirectly participate in any invitation to tender and cannot have a direct or indirect interest in a contract with the Municipality or a municipal organization, with the exclusion of the exceptions foreseen in sections 305 of the *Act respecting elections and referendums in municipalities* (L.R.Q. c. E-2.2 and 269 of the Quebec municipal code L.R.Q. c. -27.1).

- 5.7 None of the members of the Municipal Council may solicit, accept, or receive, any payment, profit or advantage whatsoever, other than those provided for by Law, in exchange for taking a position on a bylaw, a resolution or any question submitted or that shall be submitted to the Municipal Council or to any of their committees.
- 5.8 Any member of Council, upon their election or during their mandate or employment, who is placed in a situation where there is a conflict of interest, following the implementation of a law, a marriage, common-law marriage or the acceptance of a donation or legacy, must put an end to the situation as soon as possible following the election or the occurrence of an event that generates the conflict of interest.
- 5.9 The members of Council must make it publicly known on their annual declaration of financial interests, the facts and situations that are directly or indirectly susceptible to create a conflict with the public's interest or their duties and personal interests or that of their immediate family, in a way that the citizens may establish that he/she is acting within their duties with integrity, impartiality and objectivity or, where appropriate, to observe that he/she is derogating to the correct way of acting by keeping the said declaration to date, as soon as he/she is aware of any fact or situation of this nature, by submitting an amended declaration to the Secretary-treasurer or Director General.

5.10 Communication

The members of Council will transmit the Council's decisions with precision and in an adequate fashion even if he/she is in disagreement with a majority decision.

The members must respect the Council's decision-making process.

The members must lead and transmit Council's business in an open and public fashion so that interveners may understand the process, logic and justification used to draw conclusions and make decisions.

The Municipal Council will regularly take advantage of official or unofficial occasions to obtain the tax payers' ideas as part of the decision-making process regarding questions that have major repercussions on the community.

The members of Council will show respect during discussions concerning their peers, the personnel, the Municipality and all of the Council's decisions.

The members of Council will refrain from giving comments that could denigrate their peers or the personnel's professional competence or credibility.

SECTION 6 – GIFTS – DONATIONS

- 6.1 The members of the Municipal Council must refuse all gifts, offers of hospitality or other advantages, whatever its value may be, that would risk having an influence on their judgement or their duties, or that may give rise to the perception of such risk.
- 6.2 Notwithstanding section 6.1, a member of the Municipal Council may receive certain advantages when these advantages:
- a) are in compliance with the rules of courtesy, of protocol, hospitality or usage;
 - b) are not from an anonymous source;
 - c) do not represent a sum of money, an action, an obligation, a commercial paper or any financial title;
 - d) are not of a nature that would leave any doubt on their integrity, their independence, or their impartiality, that of the Municipality or a municipal organization.
- 6.3 Any donation, act of hospitality or any other advantage received by a member of the Municipal Council which is not purely of a private nature or aimed at what is applicable to section 6.1, if its value is greater than \$200, must be the object of a written declaration by said Council member, and submitted to the Secretary-treasurer and Director General of the Municipality of Pontiac within 30 days of its reception. This declaration must include an adequate description of the donation, of the act of hospitality or the advantage received, and specifies the name of the donor as well as the date and the circumstances of its reception. The Secretary-treasurer and Director General keeps a public register of these declarations.
- 6.4 The present rule does not apply:

- a) When the act of hospitality or the advantage comes from a government or a municipality, from a government or municipal agency or any of their official representatives ;
 - b) If the member of the Municipal Council hands over the said advantage that was received, to the Municipality ;
 - c) If it consists of a meal enjoyed in the presence of the person who has offered it and is less than \$200.
- 6.5 When a member of the Municipal Council directly or indirectly receives an act of hospitality or another advantage as part of a training activity or professional development, in accordance with section 6.2, he/she must inform the Director General. The declaration of the member of the Municipal Council must be the object of a description by the Director General specifying the circumstances. The present section does not apply to an act of hospitality or any other advantage when the member of the Municipal Council has received them in his/her executive capacity, on behalf of a representative or a government agency, or a professional association to which he/she is a member of.
- 6.6 Each donor receives a copy of the present bylaw regarding ethics, so that he/she knows that the gift or donation cannot be accepted. Professionals and businesses who do business with the Municipality will receive a copy of the present bylaw.

SECTION 7 – DUTY OF DISCRETION

- 7.1 The members of the Municipal Council may not use information which he/she receives in their executive capacity and which is not generally passed on to the public, to their personal advantage or benefit.
- 7.2 The members of the Municipal Council may not transmit to a third party, information which he/she receives in their executive capacity and which is not generally passed on to the public.
- 7.3 The members of the Municipal Council may not transmit to a third party, information which is nominative in the sense of the *Act with respect to access to documents held by public organizations and on the protection of personal information*. The Director General is the person responsible, designated in virtue of the said Act and exclusively possesses the delegated authority to decide on the nominative nature of the information.
- 7.4 The members of the Municipal Council, with the exception of the Mayor, may not transmit information that is not nominative and is not generally passed on to or known by the public, without the Municipal Council's authorization.
- 7.5 In order to protect the secret with respect to information of a confidential nature, the members of Council must:
- a) refrain from using such information at the Municipality's prejudice or in view of directly or indirectly obtaining an advantage for him/herself or for others;
 - b) take the necessary measures to ensure that his/her colleagues and entourage do not use or relay such information that has come to their knowledge in their executive capacity.

SECTION 8 – USE OF MUNICIPAL RESOURCES – THE NAME – THE TRADEMARK – COAT OF ARMS OR LOGO

- 8.1 The members of the Municipal Council must refrain from using or allowing the use of municipal resources, goods or services for other purposes than those intended, or those of municipal organizations, or to use the authority in their executive capacity for their personal interest or that of a member of their immediate family.
- 8.2 Despite section 8.1, a taxpayer may use certain Municipality's goods or services for personal purposes, if it is a service that is offered on a general basis by the Municipality or a municipal organization.
- 8.3 The members of the Municipal Council must refrain from using the Municipality's name or logo when concluding contracts and agreements in a personal capacity with a third party, so that the other party is not led to believe that the contract or agreement was

concluded with the Municipality or that the Municipality becomes surety for them or is implicated in any way whatsoever.

- 8.4 The members of the Municipal Council must refrain from using municipal letterhead for their personal activities.
- 8.5 The members of the Municipal Council, who have or acquire interests in a company or business, must avoid using their position at the Municipality for publicity purposes or promotional support to the business in question.

SECTION 9 – BUSINESS WITH THE MUNICIPALITY

The members of the Municipal Council must refrain from directly or indirectly having an interest in a contract with the Municipality or a municipal organization, subject to the exceptions provided by the Law.

SECTION 10 – RESPECT FOR THE DECISION-MAKING PROCESS – EMPLOYEE RELATIONS – HIRING PROCESS

- 10.1 The members of the Municipal Council must respect the legislative and administrative regulations governing the Municipality's and municipal organizations' decision-making process.
- 10.2 The members of the Municipal Council must maintain respectful relations with other members of the municipal Council, with the municipal employees and the citizens of the Municipality of Pontiac.
- 10.3 The members of the Municipal Council must refrain from participating or influencing anyone when hiring, supervising, promoting or evaluating an employee's performance when the employee is a member of his/her immediate family or a person to which he/she legally or personally is indebted to.
- 10.4 The members of the Municipal Council must disclose all family ties or social affiliation via a candidate's possessions that may affect his /her credibility and must withdraw from any selection committee.

SECTION 11 –ANNOUNCEMENT DURING FUNDRAISING EVENTS

It is prohibited to any Council member to announce, during a political fundraising event, the implementation of a project, the conclusion of a contract or the award of a grant by the Municipality, unless a final decision with respect to the project, contract or grant has already been taken by the competent authority of the Municipality.

SECTION 12 – PARTICIPATION IN TRAINING SESSIONS – DECLARATION OF OATH OF THE ELECTED REPRESENTATIVE

- 12.1 The members of the Municipal Council shall participate, within four (4) months of assuming his/her duties, to a training session on ethics and professional conduct that is specially created for the municipal sector and to additional training sessions offered periodically for the duration of the mandate.
- 12.2 The members of the Municipal Council must take the oath, according the *Act respecting elections and referendums in municipalities*, in keeping with the rules of the Code of ethics and professional conduct.

SECTION 13 – PROCESS OF APPLICATION AND CONTROL – SANCTIONS

- 13.1 Any person who has reasonable motive to believe that a member of the Municipal Council has committed a violation of a rule provided for in the code of ethics and professional conduct, which is applicable to him/her, may contact the Ministry of Municipal Affairs within three years following the end of this member's mandate, in accordance with sections 20 to 30 of the *Act respecting ethics and professional conduct* on a municipal level.
- 13.2 In order for any complaint with respect to the present bylaw to be complete, it must be written, witnessed on oath, justifiable and accompanied by any supporting document, if necessary.

13.3 According to sections 7 and 31 of the *Act respecting ethics and professional conduct* on a municipal level: A breach of the *Code of ethics and professional conduct* by a member of Council of the Municipality of Pontiac may lead to the imposition of the following sanctions:

1. A reprimand.
2. Handing over to the Municipality, within 30 days of the Quebec Municipal Commission's decision :
 - a. The donation received as a hospitality or advantage, or their value ;
 - b. Any profit made in breach of a rule, stated in the municipal Code.
3. The reimbursement of any payment, allocation or other sums received as a member of the Municipal Council, of a committee or a commission of the Municipality or an organization, for the period during which there was breach of a rule, provided for in the municipal Code.
4. The suspension of the member of Council for no more than 90 days, which cannot have effect beyond the day when his/her term expires.

13.4 When a member of the Municipal Council is suspended, he/she may not attend any council meeting, committee or Municipal commission or, in his/her capacity as member of the Municipality of Pontiac Council, or another organization, and may not receive neither payment, allocation or any other sum from the Municipality or a such organization.

SECTION 14 – POST-MANDATE

- 14.1 The members of the Municipal Council who ceased to perform his/her duties must behave in such a way as to avoid gaining undue advantage from his/her former position.
- 14.2 The members of the Municipal Council shall refrain from disclosing confidential information that is not available to the public, or from using it to their own advantage or that of a third party, which was obtained as part of their duties.
- 14.3 The members of the Municipal Council shall refrain, within the twelve (12) months following the end of their mandate, to occupy an administrative or executive position for a corporation, an employment or any other function that could make them or anyone take an undue advantage from their previous functions as Municipal Council member.

SECTION 15 – REVISION OF THE RULES ENACTED – CODE OF ETHICS AND PROFESSIONAL CONDUCT

The members of the Municipal Council agree to revise and adopt, at the beginning of each new four (4) year mandate, the rules governing the code of ethics and professional conduct in order to reiterate their commitment regarding the respect and promotion of the rules therein and that it reflects the evolution of local concerns as well as the elected representatives' directions and priorities.

SECTION 16 – INTERPRETATIVE PROVISIONS

The masculine and the singular are used in the present bylaw without discrimination in order to reduce the size of the document, and include the feminine and the plural.

SECTION 17 – COMING INTO EFFECT

The present bylaw will come into effect after the accomplishment of formalities enacted by Law.

AMENDMENT

ADOPTION OF BYLAW 02-18 REVISING AND REPLACING BYLAW 11-16 REGARDING THE STANDARDS APPLICABLE TO THE MEMBERS OF THE PONTIAC MUNICIPAL COUNCIL – CODE OF ETHICS AND PROFESSIONAL CONDUCT ON A MUNICIPAL LEVEL

WHEREAS in June 2016, the Quebec government adopted Bill 83 modifying various legislative provisions on a municipal level, concerning political financing in particular (2016, Chapter 17);

WHEREAS a notice of motion of the present bylaw was given at the regular Municipal Council meeting held on February 13, 2018;

FOR THIS REASON, it is

Moved by: Nancy Draper-Maxsom
Seconded by: Scott McDonald

AND RESOLVED to revise and replace bylaw 11-16 with the following:

SECTION 1 – PREAMBLE

The preamble is an integral part of the present bylaw.

SECTION 2 – OBJECT – GENERAL PRINCIPLE

- 2.1 The object of the present bylaw is to set a code of ethics and professional conduct for the Council members of the Municipality of Pontiac, particularly by subscribing to values based on the integrity, the honour related to the duties of a member of a Municipal Council, caution in the pursuit of public interest, respect, loyalty, equity, honesty, objectivity, impartiality, and sound management in a perspective of public interest to govern the Municipality of Pontiac.
- 2.2 The members of the Municipal Council must hold office and organize their personal affairs so as to preserve and maintain public trust with integrity, objectivity and impartiality in the Municipality of Pontiac's decisions. Furthermore, the members of Municipal Council must act with integrity, objectivity and impartiality but must also preserve appearances and promote transparency by adopting a behaviour that will preserve and maintain public confidence with the integrity, objectivity and impartiality of the municipal corporation.

SECTION 3 – RANGE OF APPLICATION

Unless otherwise specified, the present bylaw applies to all Council members of the Municipality of Pontiac.

SECTION 4 – DEFINITIONS

For interpretation purposes of the present bylaw, unless the context specifies otherwise, the words and expressions mean the following, without limitation:

- 4.1 **Advantages :** Any gift, donation, favour, reward, service, commission, pay, retribution, indemnity, compensation, benefit, profit, advance, loan, discount or anything else of the same nature that is useful or profitable, or any promise of such advantages.
- 4.2 **Code of ethics:** In an extensive way, the code of ethics is first and foremost an educational tool, a group of rules of conduct, a code of honour, which could lead to the imposition of a sanction of the law, foreseen in sections 31 and 32, section III, of the *Act with respect to ethics and professional conduct on a municipal level*, and have consequences of a political nature for whomever does not comply to its precept.
- 4.3 **Committee:** A committee consisting of the Municipality of Pontiac's Municipal Council, as constituted by municipal bylaw and in virtue of section 82 of the Municipal Code.
- 4.4 **Council:** The Municipal Council of the Municipality of Pontiac.

- 4.5 Professional conduct:** The Professional conduct concerns rules of conduct which are expected under the sense of duties and obligations that come with values and ethical principles. It exerts authority to guide the conduct and aims at codifying that which is prohibited and what is permitted. Its application is often quasi-judicial and founded on judicial principles. Its principles are binding and enforceable.
- 4.6 Employee** Any officer or salaried personnel working for the Municipality.
- 4.7 Associated entity:** Society, company, cooperative, association or corporation which has a business relation, or other, with a Council member of the Municipality of Pontiac.
- 4.8 Ethics:** The sense of ethics is a concept that attempts to guide a person in a choice of behaviour to be adopted in a given situation. It's a group of regulations which outlines the human conduct. Its application is founded on a subject's self-discipline.
- It is part of using one's judgement on the basis of values, standards and issues at hand in order to direct self-conduct and make well informed decisions in a given situation. For practical purposes, it refers to a group of values, rules and judgements which will direct an individual's and a group's behaviour.
- It should not be seen as a control system, but rather as the exercise which is responsible for the use of judgement and discretion in difficult situations.
- 4.9 Honour associated with the duties of a member of the municipal Council:** Every member of the Municipal Council protects the honour associated to their duties, which presupposes the constant practical use of values: integrity, prudence, respect, loyalty and equity.
- 4.10 Integrity:** The members of the Municipal Council shall promote honesty, strictness and justice.
- 4.11 Personal interest:** Interest shown by the person concerned, be it a direct or indirect interest, financial or not, real, apparent or a potential interest. It is distinct, without necessarily being exclusive of that of the public in general, or may be perceived as such by a reasonably informed person. Excluded from this notion is the case where personal interest consists of payment, allocations, reimbursement of expenses, of fringe benefits, or other conditions related to the duties of the person concerned, within the Municipality or a municipal body.
- 4.12 Interest of close relations :** Interest from the spouse of the person concerned, from his/her children, from people in his/her ascending line or interest from a public corporation, a company, a co-op or association with whom he/she has any business relations. It may be of direct or indirect interest, financial or not, real, apparent or a potential interest. It is distinct, without necessarily being exclusive of that of the public in general, or may be perceived as such by a reasonably informed person.
- 4.13 Loyalty towards the Municipality:** The members of the Municipal Council shall seek the interest of the Municipality of Pontiac.
- 4.14 Member:** A committee member, be it a Municipal Council member or not.
- 4.15 Member of the**

- immediate family :** The spouse, in the sense of the *Act respecting labour standards*, as well as people in his/her ascending line, brothers or sisters and their spouses or associated entity.
- 4.16 Member of Council:** The mayor and councillors forming the members of Council of the Municipality of Pontiac.
- 4.17 Municipality:** The Municipality of Pontiac.
- 4.18 Municipal Organization:**
1. An organization which the government declares as being an authorized or a municipal agent;
 2. An organization whose council consists in majority of council members of a municipality;
 3. An organization whose budget is adopted by the Municipality or whose funding is assured for more than half its worth by the Municipality;
 4. A council, a commission or a committee formed by the Municipality, which is in charge of examining and studying a question that is submitted to it by council ;
 5. A business, corporation, company or association in which a person is designated or recommended by the Municipality, in order to represent its interests.
- 4.19 Resource person:** Person appointed by the Municipal Council to participate in the activities of the Planning Advisory Committee, or other committees, but who is not a member and has no right to vote. The resource person is subjected to the same duties and obligations of a member, but may have a contract with the Municipality. The fact that a resource person is an employee of the Municipality or that he/she has a professional mandate as a consultant for the Municipality, is not reputed as being a conflict of interest. Holding an interest, in the sense of section 305 of the *Act respecting elections and referendums in municipalities* is not the intent of the present document.
- 4.20 Caution in pursuit of public interest :** The members of the Municipal Council assume their responsibilities in view of the public's interest, that is incumbent upon them to do. In accomplishing this mission, they shall act with professionalism as well as vigilance and discretion.
- 4.21 Searching for equity:** The members of the Municipal Council shall treat everyone with justice and, as to the extent possible, by interpreting the laws and regulations, in accordance with their ethics.
- 4.22 Respect towards other members, the employees of the Municipality and all citizens :** The members promote respect in the aspect of human relations. He/she has the right to this and acts with respect towards all people that they deal with, as part of their employment.

SECTION 5 – CONFLICT OF INTEREST

- 5.1 For the purpose of the present document, a conflict of interest exists when a personal interest may potentially, or apparently, prevent a member of Council to act objectively, in his/her executive capacity and in the sole interest of the Municipality of Pontiac.
- 5.2 The members of the Municipal Council must perform their duties in the interest of the public and take all necessary measures to value the public's interest. To that effect, and without limiting its range, he/she must pay particular attention to each file submitted to committees or others, so as to evaluate their merit, keeping in mind the advantages, inconveniences and impact on the community as a whole.

- 5.3 The members of the Municipal Council must faithfully assume their duties in compliance with the applicable legislations, including the current municipal bylaws. He/she subscribes to and accepts the principles of a sound municipal administration and must fulfill his/her duties and responsibilities with integrity, dignity and impartiality.
- 5.4 The members of the Municipal Council must not place themselves in a situation where their personal interest or that of a member of their immediate family could influence them in their executive capacity.
- 5.5 The members of the Municipal Council must refrain from soliciting or possessing for themselves, for a close relative or a corporation in which he/she has a personal interest, a contract with the Municipality.
- 5.6 In order to prevent any real or potential situation of conflict of interest, none of the members of the Municipal Council may directly or indirectly participate in any invitation to tender and cannot have a direct or indirect interest in a contract with the Municipality or a municipal organization, with the exclusion of the exceptions foreseen in sections 305 of the *Act respecting elections and referendums in municipalities* (L.R.Q. c. E-2.2 and 269 of the Quebec municipal code L.R.Q. c. -27.1).
- 5.7 None of the members of the Municipal Council may solicit, accept, or receive, any payment, profit or advantage whatsoever, other than those provided for by Law, in exchange for taking a position on a bylaw, a resolution or any question submitted or that shall be submitted to the Municipal Council or to any of their committees.
- 5.8 Any member of Council, upon their election or during their mandate or employment, who is placed in a situation where there is a conflict of interest, following the implementation of a law, a marriage, common-law marriage or the acceptance of a donation or legacy, must put an end to the situation as soon as possible following the election or the occurrence of an event that generates the conflict of interest.
- 5.9 The members of Council must make it publicly known on their annual declaration of financial interests, the facts and situations that are directly or indirectly susceptible to create a conflict with the public's interest or their duties and personal interests or that of their immediate family, in a way that the citizens may establish that he/she is acting within their duties with integrity, impartiality and objectivity or, where appropriate, to observe that he/she is derogating to the correct way of acting by keeping the said declaration to date, as soon as he/she is aware of any fact or situation of this nature, by submitting an amended declaration to the Secretary-treasurer or Director General.

5.10 Communication

The members of Council will transmit the Council's decisions with precision and in an adequate fashion even if he/she is in disagreement with a majority decision.

The members must respect the Council's decision-making process.

The members must lead and transmit Council's business in an open and public fashion so that interveners may understand the process, logic and justification used to draw conclusions and make decisions.

The Municipal Council will regularly take advantage of official or unofficial occasions to obtain the tax payers' ideas as part of the decision-making process regarding questions that have major repercussions on the community.

The members of Council will show respect during discussions concerning their peers, the personnel, the Municipality and all of the Council's decisions.

The members of Council will refrain from giving comments that could denigrate their peers or the personnel's professional competence or credibility.

SECTION 6 – GIFTS – DONATIONS

- 6.1 The members of the Municipal Council must refuse all gifts, offers of hospitality or other advantages, whatever its value may be, that would risk having an influence on their judgement or their duties, or that may give rise to the perception of such risk.
- 6.2 Notwithstanding section 6.1, a member of the Municipal Council may receive certain advantages when these advantages:

- a) are in compliance with the rules of courtesy, of protocol, hospitality or usage;
 - b) are not from an anonymous source;
 - c) do not represent a sum of money, an action, an obligation, a commercial paper or any financial title;
 - d) are not of a nature that would leave any doubt on their integrity, their independence, or their impartiality, that of the Municipality or a municipal organization.
- 6.3 Any donation, act of hospitality or any other advantage received by a member of the Municipal Council which is not purely of a private nature or aimed at what is applicable to section 6.1, if its value is greater than \$200, must be the object of a written declaration by said Council member, and submitted to the Secretary-treasurer and Director General of the Municipality of Pontiac within 30 days of its reception. This declaration must include an adequate description of the donation, of the act of hospitality or the advantage received, and specifies the name of the donor as well as the date and the circumstances of its reception. The Secretary-treasurer and Director General keeps a public register of these declarations.
- 6.4 The present rule does not apply:
- a) When the act of hospitality or the advantage comes from a government or a municipality, from a government or municipal agency or any of their official representatives ;
 - b) If the member of the Municipal Council hands over the said advantage that was received, to the Municipality ;
 - c) If it consists of a meal enjoyed in the presence of the person who has offered it and is less than \$200.
- 6.5 When a member of the Municipal Council directly or indirectly receives an act of hospitality or another advantage as part of a training activity or professional development, in accordance with section 6.2, he/she must inform the Director General. The declaration of the member of the Municipal Council must be the object of a description by the Director General specifying the circumstances. The present section does not apply to an act of hospitality or any other advantage when the member of the Municipal Council has received them in his/her executive capacity, on behalf of a representative or a government agency, or a professional association to which he/she is a member of.
- 6.6 Each donor receives a copy of the present bylaw regarding ethics, so that he/she knows that the gift or donation cannot be accepted. Professionals and businesses who do business with the Municipality will receive a copy of the present bylaw.

SECTION 7 – DUTY OF DISCRETION

- 7.1 The members of the Municipal Council may not use information which he/she receives in their executive capacity and which is not generally passed on to the public, to their personal advantage or benefit.
- 7.2 The members of the Municipal Council may not transmit to a third party, information which he/she receives in their executive capacity and which is not generally passed on to the public.
- 7.3 The members of the Municipal Council may not transmit to a third party, information which is nominative in the sense of the *Act with respect to access to documents held by public organizations and on the protection of personal information*. The Director General is the person responsible, designated in virtue of the said Act and exclusively possesses the delegated authority to decide on the nominative nature of the information.
- 7.4 The members of the Municipal Council, with the exception of the Mayor, may not transmit information that is not nominative and is not generally passed on to or known by the public, without the Municipal Council's authorization.
- 7.5 In order to protect the secret with respect to information of a confidential nature, the members of Council must:

- a) refrain from using such information at the Municipality's prejudice or in view of directly or indirectly obtaining an advantage for him/herself or for others;
- b) take the necessary measures to ensure that his/her colleagues and entourage do not use or relay such information that has come to their knowledge in their executive capacity.

SECTION 8 – USE OF MUNICIPAL RESOURCES – THE NAME – THE TRADEMARK – COAT OF ARMS OR LOGO

- 8.1 The members of the Municipal Council must refrain from using or allowing the use of municipal resources, goods or services for other purposes than those intended, or those of municipal organizations, or to use the authority in their executive capacity for their personal interest or that of a member of their immediate family.
- 8.2 Despite section 8.1, a taxpayer may use certain Municipality's goods or services for personal purposes, if it is a service that is offered on a general basis by the Municipality or a municipal organization.
- 8.3 The members of the Municipal Council must refrain from using the Municipality's name or logo when concluding contracts and agreements in a personal capacity with a third party, so that the other party is not led to believe that the contract or agreement was concluded with the Municipality or that the Municipality becomes surety for them or is implicated in any way whatsoever.
- 8.4 The members of the Municipal Council must refrain from using municipal letterhead for their personal activities.
- 8.5 The members of the Municipal Council, who have or acquire interests in a company or business, must avoid using their position at the Municipality for publicity purposes or promotional support to the business in question.

SECTION 9 – BUSINESS WITH THE MUNICIPALITY

The members of the Municipal Council must refrain from directly or indirectly having an interest in a contract with the Municipality or a municipal organization, subject to the exceptions provided by the Law.

SECTION 10 – RESPECT FOR THE DECISION-MAKING PROCESS – EMPLOYEE RELATIONS – HIRING PROCESS

- 10.1 The members of the Municipal Council must respect the legislative and administrative regulations governing the Municipality's and municipal organizations' decision-making process.
- 10.2 The members of the Municipal Council must maintain respectful relations with other members of the municipal Council, with the municipal employees and the citizens of the Municipality of Pontiac.
- 10.3 The members of the Municipal Council must refrain from participating or influencing anyone when hiring, supervising, promoting or evaluating an employee's performance when the employee is a member of his/her immediate family or a person to which he/she legally or personally is indebted to.
- 10.4 The members of the Municipal Council must disclose all family ties or social affiliation via a candidate's possessions that may affect his /her credibility and must withdraw from any selection committee.

SECTION 11 –ANNOUNCEMENT DURING FUNDRAISING EVENTS

It is prohibited to any Council member to announce, during a political fundraising event, the implementation of a project, the conclusion of a contract or the award of a grant by the Municipality, unless a final decision with respect to the project, contract or grant has already been taken by the competent authority of the Municipality.

SECTION 12 – PARTICIPATION IN TRAINING SESSIONS – DECLARATION OF OATH OF THE ELECTED REPRESENTATIVE

- 12.1 The members of the Municipal Council shall participate, within four (4) months of assuming his/her duties, to a training session on ethics and professional conduct that is

specially created for the municipal sector and to additional training sessions offered periodically for the duration of the mandate.

- 12.2 The members of the Municipal Council must take the oath, according the *Act respecting elections and referendums in municipalities*, in keeping with the rules of the Code of ethics and professional conduct.

SECTION 13 – PROCESS OF APPLICATION AND CONTROL – SANCTIONS

- 13.1 Any person who has reasonable motive to believe that a member of the Municipal Council has committed a violation of a rule provided for in the code of ethics and professional conduct, which is applicable to him/her, may contact the Ministry of Municipal Affairs within three years following the end of this member's mandate, in accordance with sections 20 to 30 of the *Act respecting ethics and professional conduct* on a municipal level.

- 13.2 In order for any complaint with respect to the present bylaw to be complete, it must be written, witnessed on oath, justifiable and accompanied by any supporting document, if necessary.

- 13.3 According to sections 7 and 31 of the *Act respecting ethics and professional conduct* on a municipal level: A breach of the *Code of ethics and professional conduct* by a member of Council of the Municipality of Pontiac may lead to the imposition of the following sanctions:

1. A reprimand.
2. Handing over to the Municipality, within 30 days of the Quebec Municipal Commission's decision :
 - a. The donation received as a hospitality or advantage, or their value ;
 - b. Any profit made in breach of a rule, stated in the municipal Code.
3. The reimbursement of any payment, allocation or other sums received as a member of the Municipal Council, of a committee or a commission of the Municipality or an organization, for the period during which there was breach of a rule, provided for in the municipal Code.
4. The suspension of the member of Council for no more than 90 days, which cannot have effect beyond the day when his/her term expires.

- 13.4 When a member of the Municipal Council is suspended, he/she may not attend any council meeting, committee or Municipal commission or, in his/her capacity as member of the Municipality of Pontiac Council, or another organization, and may not receive neither payment, allocation or any other sum from the Municipality or a such organization.

SECTION 14 – POST-MANDATE

- 14.1 The members of the Municipal Council who ceased to perform his/her duties must behave in such a way as to avoid gaining undue advantage from his/her former position.

- 14.2 The members of the Municipal Council shall refrain from disclosing confidential information that is not available to the public, or from using it to their own advantage or that of a third party, which was obtained as part of their duties.

- 14.3 The members of the Municipal Council shall refrain, within the twelve (12) months following the end of their mandate, to occupy an administrative or executive position for a corporation, an employment or any other function that could make them or anyone take an undue advantage from their previous functions as Municipal Council member.

SECTION 15 – REVISION OF THE RULES ENACTED – CODE OF ETHICS AND PROFESSIONAL CONDUCT

The members of the Municipal Council agree to revise and adopt, at the beginning of each new four (4) year mandate, the rules governing the code of ethics and professional conduct in

order to reiterate their commitment regarding the respect and promotion of the rules therein and that it reflects the evolution of local concerns as well as the elected representatives' directions and priorities.

SECTION 16 – DECLARATORY PROVISIONS

The masculine and the singular are used in the present bylaw without discrimination in order to reduce the size of the document, and include the feminine and the plural.

SECTION 17 – COMING INTO EFFECT

The present bylaw will come into effect after the accomplishment of formalities enacted by Law.

Carried

18-03-3366

TENDERS FOR ISSUING BANK NOTES

Opening date :	March 13, 2018	Number of tenders :	3
Opening time :	10 :00 a.m.	Average maturity :	4 years and 8 months
Opening location :	Quebec Ministry of Finances	Average interest coupon rate :	3.1300%
Amount :	\$743, 800	Date of issue :	March 20, 2018

WHEREAS the Municipality has requested, to this regard, through the electronic system (Adjudication and publication service for the results of debt securities issued for municipal financing purposes), tenders for the sale of bank notes, dated March 20, 2018, in the amount of **\$743, 800;**

WHEREAS following the public call for tenders the sale of the above noted bank notes, the Ministry of Finances has received three proposals in compliance with the specifications, all according to section 555 of the Cities and Towns Act (RLRQ, chapter C-19) or section 1066 of the Quebec Municipal Code (RLRQ, chapter C-27.1) and the resolution adopted under this section;

1 - ROYAL BANK OF CANADA

\$26, 700	3.13000 %	2019
\$27, 600	3.13000 %	2020
\$28, 500	3.13000 %	2021
\$29, 500	3.13000 %	2022
\$631, 500	3.13000 %	2023

Price : 100.00000

Actual cost : 3.13000 %

2 - FINANCIÈRE BANQUE NATIONALE INC.

\$26, 700	2.00000 %	2019
\$27, 600	2.25000 %	2020
\$28, 500	2.50000 %	2021
\$29, 500	2.75000 %	2022
\$631, 500	3.00000 %	2023

Price : 98.65500

Actual cost : 3.27424 %

3 - CAISSE DESJARDINS DES COLLINES-DE-L'OUTAOUAIS

\$26, 700	3.53000 %	2019
\$27, 600	3.53000 %	2020
\$28, 500	3.53000 %	2021
\$29, 500	3.53000 %	2022
\$631, 500	3.53000 %	2023

Price : 100.00000

Actual cost : 3.53000 %

WHEREAS the result of the calculation of the actual cost indicates that the proposal of the *Royal Bank of Canada* is the most advantageous;

It is

Moved by : Leslie-Anne Barber

Seconded by : Isabelle Patry

AND UNANIMOUSLY RESOLVED

THAT the preamble of this resolution forms an integral part hereof, as if it were reproduced in its entirety.

THAT the Municipality of Pontiac accepts the offer of the *Royal Bank of Canada* for a loan on March 20, 2018 in the amount of \$ **743, 800** through bank notes in virtue of borrowing bylaw no. 05-15 at the price of 100.00000 CAN, for each \$100.00 at par value, due in series over **five (5) years**.

THAT the bank notes, capital and interests, will be payable by cheque in the name of the registered holder or by pre-authorized direct debit to the latter.

Carried

18-03-3367

SHORT-TERM HARMONIZATION RESOLUTION IN RELATION WITH A BORROWING BYLAW THROUGH BANK NOTES IN THE AMOUNT OF \$743, 800 THAT WILL TAKE PLACE ON MARCH 20, 2018

WHEREAS according to the following borrowing bylaw, and for the amounts specified with respect to the said bylaw, the Municipality of Pontiac wishes to borrow through bank notes, a total amount of \$ **743, 800** which will take place on March 20, 2018 and be distributed as follows:

Borrowing bylaw n°	For the amount of \$
05-15	\$743 800

WHEREAS it is necessary to modify the borrowing bylaw accordingly;

WHEREAS, according to the 1st paragraph of section 2 of the Act respecting municipal debts and loans (RLRQ, chapter D-7), for the purpose of this loan and for the borrowing bylaw 05-15, the Municipality of Pontiac wishes to carry out the loan for a shorter term than originally established for this bylaw;

It is

Moved by : Leslie-Anne Barber

Seconded by : Scott McDonald

AND UNANIMOUSLY RESOLVED

THAT the borrowing bylaw indicated in the first paragraph of the preamble will be financed through bank notes, according with the following:

1. the bank notes will be dated March 20, 2018;
2. the interests will be payable biannually, on March 20th and September 20th of each year;

3. the bank notes will be signed by the Mayor and the Secretary-treasurer.
4. THAT, as for the capital, the bank notes will be reimbursed as follows:

March 20, 2019	\$26, 700	
March 20, 2020	\$27, 600	
March 20, 2021	\$28, 500	
March 20, 2022	\$29, 500	
March 20, 2023	\$30, 500	(to pay in 2023)
March 20, 2023	\$601, 000	(to renew)

THAT, with regard to the annual capital amortizations for 2024 and for the subsequent years, the term should be shorter than what is stipulated in the borrowing bylaw number 05-15, that is, on a **five (5) year** term (as of March 20, 2018) instead of the prescribed term of the said amortizations, each subsequent issuance being for the balance or part of the balance due on the loan.

Carried

18-03-3368

TEMPORARY FINANCING – BORROWING BYLAW 02-17 FOR CAPITAL EXPENDITURES – FIRE FIGHTING VEHICLES

WHEREAS the borrowing by-law #02-17 for capital expenditures;

WHEREAS it is necessary to take a temporary loan, pending the disbursement for the loan;

It is

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

AND RESOLVED that the Council authorizes the Director General to sign the necessary documents for a temporary loan with the *Caisse Populaire des Collines-de-l’Outaouais* in the amount of \$750, 000.00 as approved by the Ministry of Municipal Affairs, Regions and Land Occupancy.

Carried

18-03-3369

TEMPORARY FINANCING – BORROWING BYLAW 09-17 FOR CAPITAL EXPENDITURES- LUSK PROJECT

WHEREAS the borrowing by-law #09-17 for capital expenditures;

WHEREAS it is necessary to take a temporary loan, pending the disbursement for the loan;

It is

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

AND RESOLVED that the Council authorizes the Director General to sign the necessary documents for a temporary loan with the *Caisse Populaire des Collines-de-l’Outaouais* in the amount of \$401, 000.00 as approved by the Ministry of Municipal Affairs, Regions and Land Occupancy.

Carried

18-03-3370

TEMPORARY FINANCING – BORROWING BYLAW 05-16 FOR CAPITAL EXPENDITURES – COMMUNITY CENTRE IN QUYON

WHEREAS the borrowing by-law #05-16 for capital expenditures;

WHEREAS it is necessary to take a temporary loan, pending the disbursement for the loan;

It is

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

AND RESOLVED that the Council authorizes the Director General to sign the necessary documents for a temporary loan with the *Caisse Populaire des Collines-de-l'Outaouais* in the amount of \$1, 500, 000.00 as approved by the Ministry of Municipal Affairs, Regions and Land Occupancy.

Carried

18-03-3371

RENEWAL OF THE SPCA'S MEMORANDUM OF UNDERSTANDING

WHEREAS the Memorandum of understanding between the S.P.C.A. and the Municipality of Pontiac has expired on December 31, 2017;

It is

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

AND RESOLVED to mandate the Director General to sign the renewal of the Memorandum of understanding prepared by the S.P.C.A. for the period covering January 1st, 2018 to December 31st, 2019.

Carried

18-03-3372

AWARDING OF CONTRACT FOR THE LAYOUT OF THE COMMUNITY CENTRE IN THE QUYON SECTOR

WHEREAS it is necessary to proceed with the interior layout of the new Community Centre in Quyon;

WHEREAS it is advisable that the architect in charge of the project coordinate this phase in order to ensure the layout's consistency;

WHEREAS the service offer received from Pierre Tabet Architect, particularly for the preparatory study, the presentation of a concept, the management of the procurement process and the service during the construction;

WHEREAS the Council wishes for a layout that is functional, creative, in good taste and respecting the \$150, 000.00 budget that is allocated for this phase;

It is

Moved by : Susan McKay
Seconded by : Isabelle Patry

AND RESOLVED THAT the Municipal Council accepts the service offer presented on January 9, 2018, by Pierre Tabet Architect, for the lump sum of \$10, 000.00, plus applicable taxes.

IT IS ALSO RESOLVED THAT the related expenses be funded through the non-allocated surplus.

Carried

18-03-3373

2017 SPRING FLOODS – SUPPORT FOR THE REQUEST TO REVIEW THE CLAIM FILE PRESENTED BY THE MRC DES COLLINES-DE-L'OUTAOUAIS TO THE MINISTRY OF PUBLIC SECURITY

WHEREAS in April and May 2017 an exceptional freshet has caused major floods in several Quebec regions;

WHEREAS many analysts and experts agree to conclude that the freshet of May 2017 is the result of a combination of several factors, such as a heavier than usual snow cover, a late snowmelt, and a much heavier rainfall than usual for the months of March and April in the Outaouais region;

WHEREAS the freshet level observed on many watercourses, in particular for the Ottawa River, was higher than that of a hundred-year recurrence;

WHEREAS several municipalities of the MRC des Collines-de-l'Outaouais have been hard hit by the floods caused by the freshet;

WHEREAS these floods have caused substantial damages to many buildings, residences and infrastructures;

WHEREAS on July 19, 2017, with the decree 777-2017, the Quebec government has declared a special intervention zone, including 6 local municipalities from the MRC des Collines-de-l'Outaouais;

WHEREAS with its decree 777-2017, the Quebec government acknowledges the exceptional nature of the 2017 spring freshet and its impacts on the municipalities;

WHEREAS these floods have forced the evacuation of residents of several sectors in the MRC des Collines-de-l'Outaouais;

WHEREAS these circumstances have required an exceptional deployment of resources by the MRC des Collines-de-l'Outaouais to ensure the safety of people and property;

WHEREAS the exceptional deployment of resources to ensure the safety of people and property has also incurred exceptional expenditures for the MRC des Collines-de-l'Outaouais;

WHEREAS the MRC des Collines-de-l'Outaouais had to pay a sum of \$190,493.67 to cover the costs related to the events of spring 2017;

WHEREAS the MRC des Collines-de-l'Outaouais has filed an application, together with the Municipality of Pontiac, to the Ministry of Public Security, in order to obtain the reimbursement of this sum through the Financial assistance program for the affected municipalities;

WHEREAS the MRC des Collines-de-l'Outaouais considers that its intervention during the 2017 spring floods is a response and recovery measure that is eligible for a reimbursement through the Financial assistance program for the affected municipalities;

WHEREAS the Ministry of Public Security has rejected the application for a \$190, 493.67 reimbursement filed by the MRC des Collines-de-l'Outaouais;

WHEREAS the Council agrees that the Ministry of Public Security must modify its interpretation of the facts and circumstances related to the reimbursement application of the MRC des Collines-de-l'Outaouais;

CONSEQUENTLY, it is

Moved by : Leslie-Anne Barber

Seconded by : Isabelle Patry

AND RESOLVED :

- that we express our disagreement to the Ministry of Public Security following the rejection of the application for reimbursement filed by the MRC des Collines-de-l'Outaouais to cover the exceptional deployment of resources to ensure the safety of people and property during the 2017 spring floods;
- to ask the Minister of Public Security to review the application for reimbursement filed by the MRC des Collines-de-l'Outaouais by adequately considering the facts and circumstances related to the exceptional nature of the 2017 spring freshet;
- to ask the Minister of Public Security to grant the full reimbursement in the amount of \$190, 493.67, as filed by the MRC des Collines-de-l'Outaouais to cover the exceptional deployment of resources during equally exceptional events;
- to transmit a copy of this resolution to Mr. Philippe Couillard, Quebec Premier, Mr. Martin Coiteux, Minister of Municipal Affairs, Regions and Land Occupancy, Mr. Jacques Demers, President of the *Fédération québécoise des municipalités* (FQM), Mr. Alexandre Cusson, President of *l'Union des municipalités du Québec* (UMQ), to the MPs and MNAs of the Outaouais region, as well as to the local municipalities of the MRC des Collines-de-l'Outaouais.

IT IS ALSO RESOLVED THAT the Mayor and the Director General and Secretary-treasurer or their replacements be and are hereby, authorized to sign for and in the name of the Municipality all documents giving effect to this resolution.

Carried

18-03-3374

AWARDING OF CONTRACT FOR THE PURCHASE OF A PUMPER-TANKER TRUCK

WHEREAS the Director of the Fire Department has proceeded with a public call for tenders on the Quebec Government's electronic system SEAO for the purchase of a 2,500-gallon pumper-tanker truck;

WHEREAS the following tenders were received within the set time frame:

TENDERERS	Submitted amount (taxes not included)
L' Arsenal	\$377 472
Battleshield	\$448 312

WHEREAS the Director of the Fire Department considers the tenders to be in compliance with our specifications and that the proposal from L' Arsenal is the most advantageous for the Municipality;

It is

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

AND RESOLVED THAT the Council awards the contract to L' Arsenal for the purchase of a 2,500-gallon pumper-tanker truck for a total amount of \$ 377, 472, taxes not included.

IT IS ALSO RESOLVED THAT this purchase will be financed through the borrowing bylaw 02-17.

Carried

18-03-3375

COMMITMENT OF PREVENTIVE EXPENSES – CIVIL SECURITY

WHEREAS the floods of April and May 2017, as well as the torrential rains of October 2017;

WHEREAS the needs that were identified during such events;

WHEREAS the rules of control and budgetary monitoring in force;

WHEREAS the Council deems it wise to factor in the eventual expenditures in such situations and enable the staff to take action if needed;

WHEREAS the floods of 2017 have shown that some sectors in the Municipality begin to flood at 59.80m above sea level, according to the data collected at the Britannia boundary by the Ottawa River Regulation Planning Board;

It is

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

AND RESOLVED to commit the expenditures listed on the annex, for a total amount of **\$81, 754.39** taxes included, only when the Britannia boundary, as posted on the site of the Ottawa River Regulation Planning Board, reaches 59.55m above sea level.

Carried

18-03-3376

HIRING – TRUCK DRIVER

WHEREAS it is necessary to fill the truck driver position;

WHEREAS following the posting of the position and the selection process, the application of Mr. Drew Nugent has been chosen by the selection committee;

WHEREAS the recommendations of the Director General;

It is

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

AND RESOLVED THAT this Council confirms the hiring of Mr. Drew Nugent as truck driver, according to the terms of the collective agreement.

Carried

18-03-3377

HIRING - DAY LABOURER

WHEREAS it is necessary to fill the day labourer position;

WHEREAS following the posting of the position for a day labourer and the selection process, the application of Mr. Patrice Leblond has been chosen by the selection committee;

WHEREAS the recommendations of the Director General;

It is

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

AND RESOLVED THAT this Council confirms the hiring of Mr. Patrice Leblond as day labourer, according to the terms of the collective agreement.

Carried

18-03-3378

AWARDING OF A PROFESSIONAL/ TECHNICAL MANDATE – REQUEST TO THE MDDELCC FOR NOTICE OF SUBJUGATION - MONTAGNE ROAD PHASE 2 LOT 2 REHABILITATION PROJECT

WHEREAS the Municipality is planning the rehabilitation of Montagne Road, between Crégheur Road and 1870 Montagne Road;

WHEREAS the Municipality has been informed that it is likely that the work involved for the drainage and raising the road will require an application for authorization to the MDDELCC under the Environment Act;

WHEREAS the Municipality wishes to complete the work in 2018;

WHEREAS the need to proceed or not with an application for authorization to the MDDELCC has a major impact on the work completion schedule;

WHEREAS CIMA+ knows the file since they are working on the preparation of the plans and specifications for the rehabilitation of this segment of Montagne Road;

WHEREAS it is necessary to call upon professional and technical service resources in order to support the team in place;

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 mandate the CIMA+ consulting firm from

Gatineau to proceed with the necessary steps with the MDDELCC in order to obtain this notice of subjugation or this project advice for an application for authorization.

IT IS ALSO RESOLVED THAT the Council authorizes the Director General and the Director of Infrastructures and Public Works to grant one or more mandates, for a maximum amount of \$5, 000.00 taxes included.

FINALLY, IT IS RESOLVED THAT these expenditures will be affected to the borrowing bylaw 03-16.

Carried

18-03-3379

AWARDING OF A PROFESSIONAL/TECHNICAL MANDATE – PREPARATION OF THE 2014-2018 INTERVENTION PLAN

WHEREAS the Municipality has taken note of the requirements set in place as part of the gas tax and Quebec contribution program (TECQ) for the years 2014 to 2018;

WHEREAS the Municipality wishes to have its 2014-2018 intervention plan approved as part of the gas tax and the Quebec contribution program (TECQ) for the years 2014 to 2018;

WHEREAS certain work must be completed in order to complete this intervention plan, and that the Municipality does not have the tools nor the staff accustomed to carry out this type of work;

WHEREAS the Council wishes to mandate the engineering department of the MRC de la Vallée de la Haute-Gatineau to carry out certain work in order to complete this plan;

WHEREAS it is necessary to call upon professional and technical resources in order to support the team in place;

It is

Moved by : Leslie-Anne Barber

Seconded by : Scott McDonald

AND RESOLVED THAT the Municipal Council authorizes the Director General and the Director of Infrastructures and Public Works to grant, in its name, a technical services mandate aiming at preparing the intervention plan requested by the MAMOT.

IT IS ALSO RESOLVED THAT the Council authorizes the Director General and the Director of Infrastructures and Public Works to grant one or more mandates, for a maximum amount of \$6, 000.00 taxes included.

FINALLY, IT IS RESOLVED THAT these expenditures will be financed through the 2014-2018 TECQ subsidy.

Carried

18-03-3380

PURCHASE OF TWO COMPRESSORS - WATER TREATMENT PLANT (QUYON)

WHEREAS the Municipality wishes to maintain the potable water service regularly and without interruption in the Quyon sector;

WHEREAS the compressors need to be replaced very soon;

WHEREAS the costs for replacement are provided in the grant from the TECQ;

WHEREAS the Municipality has proceeded with a call for tenders by invitation and that two tenderers have submitted compliant tenders:

Tenderers	Amount submitted (taxes included)
VO3 Inc.	\$55, 693.89
Ottawa Compressor Services Inc.	\$49, 844.28

It is

Moved by : Susan McKay

Seconded by : Leslie-Anne Barber

AND RESOLVED THAT the Council authorizes the Director General to purchase the two compressors described as specified in the tender documents.

IT IS ALSO RESOLVED THAT the Council grants a maximum budget of \$49, 844.28 taxes included, for this purchase.

FINALLY, IT IS RESOLVED THAT these expenditures will be financed through the 2014-2018 TECQ subsidy.

Carried

18-03-3381

AWARDING OF MANDATE – BUILDING A DIKE IN QUYON

WHEREAS it is necessary to better protect the village of Quyon in view of future flooding, particularly with the construction of dikes;

WHEREAS the government of Québec was open to study this project and funds are available in order to prepare municipalities deal with future floods;

WHEREAS the service offer received from *Argus Environnement* to support us in this project;

WHEREAS the Council first wishes to explore the feasibility of the project and get a better idea of the costs for the Municipality;

It is

Moved by : Susan McKay

Seconded by : Nancy Draper-Maxsom

AND RESOLVED THAT the Municipal Council accepts the offer presented by *Argus Environnement* according to an hourly billing, up to \$10, 000.00, plus applicable taxes.

IT IS ALSO RESOLVED THAT the Council will reassess the opportunity to continue this procedure at the end of this first stage.

Carried

18-03-3382

HIRING AN OPERATOR FOR THE POTABLE AND WASTE WATER TREATMENT SYSTEM AND DAY LABOURER

WHEREAS it is necessary to fill the position of operator for the potable and waste water treatment system and day labourer, following the creation of the position under resolution 18-02-3343;

WHEREAS following the posting of this position and the selection process, the application of Mr. Pierre Boran Prum has been chosen by the selection committee;

WHEREAS the recommendations of the Director General;

It is

Moved by: Leslie-Anne Barber

Seconded by: Susan McKay

AND RESOLVED THAT this Council confirms the hiring of Mr. Pierre Boran Prum as operator for the potable and waste water treatment system and day labourer, according to the terms of the collective agreement.

Carried

18-03-3383

APPLICATION TO THE CPTAQ FOR THE AUTHORIZATION TO ALIENATE LOT 2 756 016 LOCATED AT 1622 ROUTE 148

WHEREAS the submitted application is part of a citizen's approach to the CPTAQ for the authorization to alienate/subdivide lot 2 756 016, located in the agricultural zone decreed in the Quebec's Act Respecting the Preservation of Agricultural Land and Agricultural Activities (L.R.Q, c. P-41.1);

WHEREAS according to section 58.2 of the Act Respecting the Preservation of Agricultural Land and Agricultural Activities, the present notice which is transmitted by the Municipality

to the CPTAQ is motivated, while taking into account the criteria provided under section 62 of the ARPALAA;

WHEREAS the authorization that is sought will not affect the possibility of using these lots as well as neighbouring lots for agricultural purposes, seeing as the land use capability of the lots remains unchanged;

WHEREAS the authorization that is sought is not incompatible with agriculture since the agricultural activities will be maintained;

WHEREAS the application for authorization is not incompatible with agricultural operations in this area and does not create any constraints related to the enforcement of laws and bylaws aimed at reducing the inconveniences associated with odors inherent to agricultural activities;

WHEREAS the application for authorization is not incompatible with agriculture in this area and does not create any constraints related to the enforcement of laws and bylaws in terms of the environment and more specifically for animal production establishments, since the closest active agricultural buildings seem to be at a distance of more than 250 metres;

WHEREAS section 61.1 does not apply to the present application;

WHEREAS the homogeneity of the community will not be modified, affected, or unstructured since no application for non-agricultural use has been made;

WHEREAS the authorization that is sought will not affect water and soil resources, since these will be respected according to municipal regulations;

WHEREAS the application for authorization will not destabilize in any way, on a short or long-term basis, the agricultural operations in this area and the lot will be used for farming;

WHEREAS the application for authorization does not contravene any municipal bylaw;

It is

Moved by: Leslie-Anne Barber

Seconded by: Isabelle Patry

AND RESOLVED THAT Council supports the citizen's application to the CPTAQ in order to alienate the lot 2 756 016, located at 1622 Route 148.

Carried

18-03-3384

APPLICATION FOR A MINOR VARIANCE FOR LOT 2 682 944 LOCATED AT 51 DESJARDINS ROAD

WHEREAS the lot is 22.86 metres wide by 34.53 metres deep;

WHEREAS the shore has a depth of 15 metres, in accordance with the Protection Policy for Lakeshores, Riverbanks, Littoral Zones and Floodplains;

WHEREAS the presence of the existing septic installation, located in the middle of the land, will not be modified;

WHEREAS the prescribed side setback for a main building in zone 16 is 5 metres;

WHEREAS the existing building is at 0.48 metre of the right side line;

WHEREAS the new building will be less derogatory than the old building;

WHEREAS acquired rights allow rebuilding a main building on the same location, but do not reduce its derogatory nature;

WHEREAS the new location will allow the planting of a hedge or the installation of a fence between the right-of-way and the house;

It is

Moved by : Leslie-Anne Barber

Seconded by : Isabelle Patry

AND RESOLVED THAT the Council supports the PAC's recommendation for an application for a minor variance in order to allow the construction of a new main building which will be located at 2.30 metres from the front setback.

Carried

18-03-3385

HIRING – OFFICE CLERK POSITION – URBAN PLANNING DEPARTMENT

WHEREAS the internal posting for an office clerk position according to the terms of the employees' collective agreement;

WHEREAS Mrs. Stéphanie Miljour has applied for the position;

WHEREAS Mrs. Miljour has been working for several months in this position in an interim capacity;

WHEREAS the staffing process conducted by the hiring committee and the recommendations of the Director General;

It is

Moved by:

Seconded by:

AND RESOLVED to hire Mrs. Stéphanie Miljour in the office clerk position according to the terms of the employees' collective agreement.

AMENDMENT

HIRING – OFFICE CLERK POSITION – URBAN PLANNING DEPARTMENT

WHEREAS the internal posting for an office clerk position according to the terms of the employees' collective agreement;

WHEREAS Mrs. Stéphanie Miljour has applied for the position;

WHEREAS Mrs. Miljour has been working for several months in this position in an interim capacity;

WHEREAS the recommendations of the Director General;

It is

Moved by: Nancy Draper-Maxsom

Seconded by: Leslie-Anne Barber

AND RESOLVED to hire Mrs. Stéphanie Miljour in the office clerk position according to the terms of the employees' collective agreement.

Carried

18-03-3386

PONTIAC SPELLING BEE

WHEREAS some community volunteers took the initiative to organize a spelling bee for the school-aged children from the Municipality Pontiac;

WHEREAS the activity that will take place on April 14 (in English) and April 15 (in French) at the Quyon library, requires some purchases;

It is

Moved by: Leslie-Anne Barber

Seconded by: Isabelle Patry

AND RESOLVED THAT the Municipality of Pontiac supports the community initiative « Pontiac spelling bee», by granting an amount of \$300.00 taken from the budget item 02 70100 970.

Carried

PUBLIC QUESTION PERIOD

- Patricia Lusk
- Requests that the firefighters distribute the *Lionettes'* card offering help to the disaster victims and that they inform the *Lionettes* when a fire happens.
- Jean-Claude Carisse
- Wishes to know the progress of the septic sludge management project for private residences.
 - Asks if the citizens still have to send a copy of their invoice to the Municipality when emptying their septic system.
- Denis Dubé
- Requests clarification on the composition of the advisory committees.
 - Denies the allegations stating that the previous Council refused to act in order to recover the legal fees that were reimbursed to the ex-councillor of ward 2.
 - 1Mentions the requests made to Public Works (culvert Egan/148 (MTQ) and the security of the mill).
 - Makes a request for access to documents (copy of the electoral expenditures and nomination forms for the 2017 elections).
- Daniel Desjardins
- Deplores the poor drainage in the sector of Cochrane Road.
 - Requests that the Municipality better indicate holes in the streets.
- Joan Belsher
- Asks if all questions must go through the Director General.

18-03-3387

CLOSING OF THE MEETING

It is

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

AND RESOLVED to close the meeting at 9:37 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».