

**PROVINCE OF QUEBEC
MUNICIPALITY OF PONTIAC**

MINUTES of the regular Municipal Council meeting held on Tuesday, May 8, 2018 at 7:30 p.m. at the Breckenridge Community Hall, located at 1491 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, Mr. Thomas Howard 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.

Mrs. Joanne Labadie, President, notes that there is quorum and declares the meeting open. The meeting began at 7:36 p.m.

FLOOR TO THE PUBLIC AND QUESTION PERIOD

- | | |
|-------------------|--|
| Diane Lacasse | - Asks if the modifications to the community centre were requested by a group in particular.
- Requests clarifications concerning the financial commitments of the <i>Quyon Waterfront</i> .
- Request that we modify the municipal regulation to erase all traces of the «Lions Club» when it comes to the community centre in the sector of Quyon. |
| Jean Rebertz | - Finds regrettable the drainage problems along the 5 th Concession. |
| Ricky Knox | - Asks if Council will claim the legal fees paid to the previous Councillor of Ward # 2. |
| Daniel Desjardins | - Finds regrettable the drainage and vegetation problems on Cochrane, 5 th Concession, Taber and Mulligan roads.
- Asks for a better follow-up regarding citizens' requests. |
| Bill Twolan | - Finds regrettable that the Municipality is not acting fast enough regarding his neighbour's septic system.
- Finds regrettable that the Municipality does not keep him informed of the steps taken following his complaint. |
| Denis Papineau | - Asks when the dust-suppressant will be spread on his road. |
| Kevin Brady | - Requests an update concerning the implementation of the organic matter composting project. |

18-05-3416

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 April 10, 2018 and of the special meeting of April 23, 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 May
 - 5.5 Report regarding the delegation of authorized expenditures
 - 5.6 Municipal Housing Bureau - 2018 budget
 - 5.7 Land acquisition following the spring floods of April and May 2017, as requested by the Ministry of Public Security

- 5.8 Mandate – Group insurance
- 5.9 Notice of motion - Bylaw 03-18 replacing bylaw 02-18 regarding the standards applicable to the members of the Pontiac Municipal Council – Code of ethics and professional conduct on a municipal level
- 5.10 Tabling of the bylaw 03-18 replacing bylaw 02-18 regarding the standards applicable to the members of the Pontiac Municipal Council – Code of ethics and professional conduct on a municipal level
- 5.11 Registration of the rights of the Municipality of Pontiac with respect to a property awarded to the Municipality
- 5.12 Compensation for availability after working hours
- 6. Public security**
 - 6.1 Adoption of the standardized bylaw 18-RM-05 to amend the bylaw bearing number 16-RM-05 – To set standards with respect to fire safety
- 7. Public Works**
 - 7.1 Awarding of a professional/technical mandate – Hydraulic study on 2 culverts located close to 1892 and 1900 de la Montagne Road as part of the rehabilitation project of de la Montagne Road phase 2, lot 2
 - 7.2 Hiring – Civil engineering technician
- 8. Public hygiene**
- 9. Urban planning and zoning**
 - 9.1 Contract – Urban Planning Department Inspector
 - 9.2 Hiring – Office clerk
- 10. Recreation and culture**
 - 10.1 Request for support: Canada Day celebrations
 - 10.2 Request for support: Quyon tractor pull event
 - 10.3 Implementation of the 2018 day camp program : creation of an additional position
 - 10.4 Application for financial support to the Quebec-Municipalities Infrastructure Program - Municipalité amie des aînés (MADA) :
« Rest area and lighting for senior citizens at the Luskville Recreational Park»
- 11. Miscellaneous**
- 12. Various reports and correspondence**
 - 12.1 Tabling of various municipal reports:
 - a) animals
 - b) Tabling of the reviewed Minutes of March 13, 2018
 - c) Tabling of the reviewed Minutes of February 13, 2018
- 13. Tabling of the registre of correspondence**
 - 13.1 Register of the correspondence received in April 2017
- 14. Public question period**
- 15. Closing of meeting**

It is

Moved by : Thomas Howard
 Seconded by : Susan McKay

AND RESOLVED to adopt the agenda as prepared and read.

Carried

18-05-3417

ADOPTION OF THE MINUTES OF THE REGULAR MEETING HELD ON APRIL 10, 2018 AND OF THE SPECIAL MEETING OF APRIL 23, 2018

It is

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

AND RESOLVED TO adopt the minutes of the regular meeting held on April 10, 2018 and of the special meeting of April 23, 2018.

Carried

18-05-3418

LIST OF INVOICES TO PAY

It is

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

AND RESOLVED THAT this Council authorizes the payment of invoices amounting to **\$49, 052.84** (see appendix) for the period ending on April 30, 2018 and to debit budget allocations related to the expenses mentioned on the said list.

Carried

08-05-3419

LIST OF FIXED AND PRE-APPROVED EXPENSES

It is

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

AND RESOLVED THAT this Council approves the list of disbursements and withdrawals done from March 26 to April 24, 2018, all for a total amount of **\$543, 648.78** (see appendix).

Carried

08-05-3420

LIST OF INCURRED EXPENSES FOR THE MONTH OF MAY 2018

It is

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

AND RESOLVED to accept the incurring expenses shown in the appendix, for a total amount of **\$29, 261.18** taxes included.

Carried

The Director General tables the report regarding the delegation of authorized expenditures from March 26 to April 24, 2018.

18-05-3421

MUNICIPAL HOUSING BUREAU - 2018 BUDGET

It is

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

AND RESOLVED that the Municipality accepts the Municipal Housing Bureau's 2018 budget, as tabled, which shows a municipal share of \$11, 698.00

Carried

18-05-3422

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

WHEREAS the property noted below sustained extensive damage during the spring floods;

WHEREAS the owner has chosen to take the allowance offered by the Ministry of Public Security and to transfer his land to the Municipality of Pontiac;

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

- Inform his mortgagee;
- Obtain, before the beginning of work, all necessary permits and approvals;
- Proceed with the demolition of his residence according to the laws and regulations or to alienate it to a third party who will make sure to move the building;
- Remove the foundations according to the laws and regulations in force;

It is

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

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

- Part P, lot 22C, 23C Township 0020, Range 4, located at 209 Dion Road.

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

Carried

18-05-3423

MANDATE – GROUP INSURANCE

WHEREAS the resolution 17-04-3087 accepting the principle of offering group insurance for all unionized and managerial staff;

WHEREAS the Municipality needs professional support in the research and implementation process of its first group insurance coverage;

WHEREAS the professional services proposal received from RPGL Lawyers on April 16, 2018;

It is

Moved by :
Seconded by :

AND RESOLVED to accept RPGL Lawyers' professional services proposal for the implementation of a group insurance coverage.

IT IS ALSO RESOLVED THAT this mandate be done according to the hourly rate provided at the renewal of RPGL's mandate as legal councillors (17-03-3041).

FINALLY, IT IS RESOLVED THAT this expenditure be affected to the budget item 02 13000 412.

AMENDMENT

MANDATE – GROUP INSURANCE

WHEREAS the resolution 17-04-3087 accepting the principle of offering a group insurance for all the unionized and managerial staff;

WHEREAS the Municipality needs professional support in the research and implementation process of its first group insurance coverage;

WHEREAS the professional services proposal received from RPGL Lawyers on April 16, 2018;

It is

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

AND RESOLVED to accept RPGL Lawyers' professional services proposal for the implementation of a group insurance coverage.

IT IS ALSO RESOLVED THAT this mandate be done according to the hourly rate provided at the renewal of RPGL's mandate as legal councillors (17-03-3041).

IT IS ALSO RESOLVED THAT this expenditure be affected to the budget item 02 13000 412.

FINALLY, IT IS RESOLVED THAT the Council will have the opportunity to comment on the group insurance bylaw designed by RPGL.

Carried

NOTICE OF MOTION

Notice of motion is given by **Leslie-Anne Barber**, Councillor of Ward **6** of the Municipality of Pontiac that there will be adoption at a subsequent meeting, of the bylaw 03-18 replacing bylaw 02-18 regarding the standards applicable to the members of the Pontiac Municipal Council – Code of ethics and professional conduct on a municipal level.

TABLING OF BYLAW 03-18

BYLAW 03-18 REPLACING BYLAW 02-18 REGARDING THE STANDARDS APPLICABLE TO THE MEMBERS OF THE PONTIAC MUNICIPAL COUNCIL – CODE OF ETHICS AND PROFESSIONAL CONDUCT ON A MUNICIPAL LEVEL

WHEREAS in accordance with the *Act with respect to ethics and professional conduct on a municipal level*, local municipalities must have a Code of ethics and professional conduct that is applicable to municipal elected members;

WHEREAS the formalities provided in the *Act with respect to ethics and professional conduct on a municipal level* have been respected;

WHEREAS a notice of motion for the present bylaw has been given at the regular Council meeting of May 8, 2018;

FOR THIS REASON, it is

Moved by :

Seconded by :

AND RESOLVED to replace bylaw 02-18 and to adopt the following Code of ethics and professional conduct:

SECTION 1 : TITLE

The title of the present code is: Code of ethics and professional conduct of the elected members of the Municipality of Pontiac.

SECTION 2 : APPLICATION OF THE CODE

The present Code applies to all Council members of the Municipality of Pontiac.

ARTICLE 3 : PURPOSE OF THE CODE

The present Code has the following purposes:

- 1) To give priority to the values related to the decisions of a municipal council member and to contribute to a better understanding of the Municipality's values;
- 2) To implement behavioral standards that promotes the integration of these values into the decision-making process of the elected members and, in general, in their conduct as such;
- 3) To prevent ethical conflicts and if it happens, to help solve them efficiently and with discernment;
- 4) To ensure the implementation of control measures to ethical breaches;

SECTION 4 : MUNICIPALITY'S VALUES

The following values serve as a guideline for decision-making and, generally speaking, for the conduct of the Municipal Council members in their capacity as elected members, particularly when the situations encountered are not explicitly provided in the present Code or by the different policies of the Municipality.

1) Integrity

A member promotes honesty, rigour and justice.

2) Caution in the pursuit of public interest

The members of the Municipal Council assume their responsibilities towards the public's interest, which is incumbent upon them. In accomplishing this mission, they shall act with professionalism as well as vigilance and good judgment.

3) Respect towards other members, the employees of the Municipality and the citizens

The members promote respect in the aspect of human relations. They are entitled to it and must act respectfully with all the people they deal with, as part of their duties.

4) Loyalty to the Municipality

The members shall seek the interest of the Municipality.

5) Searching for equity

The members of the Municipal Council shall treat everyone with justice and, to the extent possible, by interpreting the laws and regulations, in keeping with their intent.

6) Honour associated with the duties of a member of the Municipal Council:

The members of the Municipal Council protect the honour associated with their duties, which presupposes the constant practice of the five values listed above, that is integrity, prudence, respect, loyalty and equity.

SECTION 5: RULES OF CONDUCT

5.1 Application

The rules listed in this section shall guide the conduct of an elected member of the Municipal Council, of a committee or a commission:

- a) of the municipality
or
- b) of another organization when acting in the capacity of a Municipal Council member;

5.2 Objectives

These rules are intended to particularly prevent:

1. any situation where the personal interest of the Council member may influence his/her independence of judgement in the performance of his/her duties;
2. any situation that would go against sections 304 and 361 of the *Act with respect to ethics and professional conduct on a municipal level* (L.R.Q., section E-2.2);
3. favoritism, misappropriation, breach of trust or other misbehaviors.

5.3 Conflicts of interest

531 It is prohibited for any member to act, to attempt to act or fail to act in such a way as to promote, in the performance of his/her duties, his/her personal interests or, in an abusive manner, those of anyone else;

532 It is prohibited to any member to take advantage of his capacity to influence someone else's decision in a way to promote his personal interests or, in an abusive manner, those of anyone else.

The member is deemed not to have contravened to the present section when he benefits from the exceptions provided in the fourth and fifth subparagraphs of section 5.3.7.

533 It is prohibited for any member to solicit, give rise to, accept or receive, for him/herself or for someone else, any benefit whatsoever in exchange for a position on a matter which a council, committee or a commission of which he is a member, can be taken.

534 It is prohibited for any member to accept any gifts, offers of hospitality or other benefits, whatever its value may be, that may influence his/her independence of judgement in the performance of his/her duties or that could risk compromising his/her integrity.

535 Any donation, act of hospitality or any other benefit received by a member of the Municipal Council which is not purely of a private nature or aimed at what is referred to in section 5.3.4, if its value is greater than \$200, must be the object of a written declaration by the 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 benefit received, and specify 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.

5.3.6 A member must not knowingly have a direct or indirect interest in a contract with the Municipality or an organization listed in section 5.1.

A member is deemed not to have such an interest in the following cases:

1. the member acquired his interest by inheritance or by donation and has renounced to it or got rid of it as soon as possible;
2. the member's interest consists in owning shares of a company that he does not control, of which he is neither the director nor the manager and from which he owns less than 10 % of the issued shares giving the right to vote;
3. the member's interest consists in the fact that he is a member, director or manager of another municipal organization, of a public organization under the *Act Respecting Access to Documents Held by Public Bodies and the Protection of Personal Information*, of a non-profit organization or an organization which, under the law, provides that this individual must be a member, director or manager as member of the Municipal Council or the municipal organization;
4. the purpose of the contract is for a compensation, allocation, reimbursement of expenditures, social benefit, good or service from which the member can benefit as a working condition related to his position within the Municipality or the municipal organization;
5. the purpose of the contract is to appoint the member to a civil servant or employee's position whose occupation does not make the holder ineligible;
6. the purpose of the contract is to supply services generally offered by the Municipality or the municipal organization;
7. the purpose of the contract is to sell or rent a property under non-preferential terms;
8. the contract consists in bonds, notes or other titles offered to the public by the Municipality or by the municipal organization, or in the acquisition of these bonds, notes or other titles under non-preferential terms;
9. the purpose of the contract is to supply services or goods that the member must do in favour of the Municipality or of the municipal organisation under a legislative or regulatory provision;
10. the purpose of the contract is to supply services or goods by the Municipality or the municipal organization and which was concluded before the member occupied his/her position within the Municipality or the municipal organization and before he applied for this position in the election where he was elected;
11. In the case of *force majeure*, the general interest of the Municipality or the municipal organization requires that the contract be conclude in preference to any other.

5.3.7 A member, who is present at a meeting at the moment an issue is addressed in which he has a direct or indirect particular pecuniary interest, must disclose the general nature of this interest, before the beginning of the deliberations on this matter. He must also refrain from participating in these deliberations, from voting or attempting to influence the vote on this matter.

When a meeting is not public, in addition to the above, the member must disclose the general nature of his interest and must leave the meeting for the duration of the deliberations and the vote regarding this matter.

When a member is absent at a meeting and an issue is addressed in which he has a pecuniary interest, he must, after becoming aware of these deliberations, disclose the general nature of his interest, at the first meeting at which he is present, after becoming aware of this fact.

The present section does not apply in the case when the member's interest consists in compensations, allocations, reimbursement of expenditures, social benefits or other working conditions related to his duties within the Municipality or the municipal organization.

It also does not apply in the case when the interest is so minimal that the member cannot reasonably be influenced by it.

5.4 Use of municipal resources

It is prohibited for any member to use municipal resources or those of any other organization

specified under section 5.1, for personal purposes or for any purposes other than those related to the performance of his duties.

This prohibition does not apply when a member uses, under non-preferential terms, a resource made available to the citizens.

5.5 Use or disclosure of confidential information

It is prohibited for any member to use, disclose or to attempt to use or disclose, both during and after his mandate, information that was obtained during or in connection with the performance of his duties, and that is not generally available to the public, in order to further his, or anyone else's personal interests.

5.6 Post-mandate

It is prohibited for members of the Municipal Council, within the twelve (12) months following the end of their mandate, to occupy an administrative or executive position for a corporation, a job or any other function that could make them or anyone take undue advantage of their previous duties as Municipal Council member.

5.7 Breach of trust and wrong doing

It is prohibited for a member to divert property belonging to the Municipality, for his own use or for use by third parties.

5.8 Announcement during political fundraising events

It is prohibited for 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 this project, contract or grant has already been taken by the competent authority of the Municipality.

The Council member who employs office staff must ensure that the employees respect the prohibition provided in the first subparagraph. In case of non-compliance with this prohibition by a member, he is attributable to the imposition of sanctions provided in section 6.

SECTION 6 : CONTROL MECHANISM

6.1 Any breach of a rule provided for in this Code by a Municipal Council member 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 benefit, or their value ;
 - b. Any profit made in breach of a rule, of the present 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 referred to in section 5.1, for the period during which there was breach of a rule of the present Code.
4. The suspension of the member of Council, for a duration of no more than 90 days, cannot have effect beyond the day when his term expires.

When a member of the Municipal Council is suspended, he may not attend any municipal council meeting, committee or commission or, in his capacity as member of the Municipal Council, or another organization, and may not receive neither payment, allocation nor any other sum from the Municipality or such an organization.

SECTION 7: 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 8: COMING INTO EFFECT

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

18-05-3424

REGISTRATION OF THE RIGHTS OF THE MUNICIPALITY OF PONTIAC WITH RESPECT TO A PROPERTY AWARDED TO THE MUNICIPALITY

WHEREAS on December 1st, 2016, part of lots 343-15 and 341-4 of the Village of Quyon has been awarded to the Municipality of Pontiac during a sale of property for failure of paying taxes;

WHEREAS the owner did not exercise his rights to withdraw within the allotted period;

It is

Moved by : Susan McKay

Seconded by : Isabelle Patry

AND RESOLVED that the Council mandates the Director General to resort to a notary for the transfer of the property in the name of the Municipality of Pontiac.

Carried

18-05-3425

COMPENSATION FOR AVAILABILITY AFTER WORKING HOURS

WHEREAS the Public Works Department must ensure monitoring 24/7, 365 days a year, in order to respond to emergencies;

WHEREAS it is necessary to compensate the employees in charge of answering calls and coordinate emergency work, outside the regular office hours;

WHEREAS the Director of Infrastructures and Public Works will designate the person in charge;

WHEREAS the Administration and Finances Committee has addressed the issue and recommends the following compensations:

\$16 per day for regular working days

\$50 per day for week-ends and holidays

It is

Moved by : Leslie-Anne Barber

Seconded by : Scott McDonald

AND RESOLVED TO approve the compensations recommended by the Administration and Finances Committee.

Carried

18-05-3426

ADOPTION OF THE STANDARDIZED BYLAW 18-RM-05 TO AMEND THE BYLAW BEARING NUMBER 16-RM-05 – TO SET STANDARDS WITH RESPECT TO FIRE SAFETY

WHEREAS under section 62 of the Municipal Powers Act, the Municipality of Pontiac may adopt bylaws in terms of safety;

WHEREAS under chapter 1 of the Fire Safety Act, the Municipality has obligations imposed or powers granted for the purpose of protecting people and property against fires of any kind, with the exception of forest resources which are protected under the Forest Act (L.R.Q.,chapter F-4.1);

WHEREAS it is in the interest of the Municipality of Pontiac's citizen that the municipal Council adopt such a bylaw and take advantage of these provisions;

WHEREAS the Municipality of Pontiac has adopted, during a special meeting held on May 17, 2016, the resolution number 16-05-2773 in order to adopt the bylaw bearing the number 16-RM-05 - to set standards with respect to fire safety;

WHEREAS the *Société de protection des forêts contre le feu* (SOPFEU), is the reference organization concerning the official identification of flammability risks indicated on the signage and other communication tools in order to inform the population of dangerous situations in terms of fire risks;

WHEREAS it is necessary to modify the sections 10.4 and 10.9, in particular, since the SOPFEU has added a level in the risk scale and that the ban on burning comes into force as soon as the risk is «high» whereas previously the ban came into force when the risk was «extreme»;

WHEREAS a notice of motion was given at the regular meeting of its Municipal Council held on April 10, 2018, to the effect that a bylaw would be submitted for adoption;

It is

Moved by: Thomas Howard
Seconded by: Susan McKay

THEREFORE, it is ordered and decreed by the Municipal Council of Pontiac and the said Council orders and rules as follows, namely:

SECTION 1 – PREAMBLE

The above-noted preamble is an integral part of the present bylaw.

SECTION 2 - DEFINITIONS

2.1 Heating and cooking appliances

Heating and cooking appliances include any oven, stove, furnace, any electrical appliance or system, steam boiler, hot water boiler, forced air furnace with or without heating ducts, a solid, liquid or gas fired stove or fireplace.

2.2 Propane room unit

A propane room unit is an appliance of less than 120 000 BTU approved by Canadian standards, intended for outdoor use.

2.3 Smoke alarm

A smoke alarm is a device equipped with a visual or acoustic warning signal designed to initiate an alarm as soon as smoke is detected.

2.4 Carbon monoxide alarm

A carbon monoxide alarm is a device equipped with a visual or acoustic warning signal designed to initiate an alarm as soon as carbon monoxide is detected.

2.5 (Propane and natural) gas alarm

A (propane and natural) gas alarm is a gas warning device equipped with a visual or acoustic warning signal designed to initiate an alarm as soon as propane or natural gas is detected inside a room or a suite in which the device is installed.

2.6 Chimney

A chimney refers to a construction, usually vertical, including one or several flues to evacuate combustible gases outdoors, which may consist of various materials, such as:

- a) Masonry or concrete chimney: Brick, stone, concrete or masonry blocks chimneys, built on site.
- b) Prefabricated chimney: Chimney consisting entirely of factory-made material, designed to be assembled on site without any cutting involved.

2.7 Cord of firewood

A cord of firewood is defined by the following dimensions : 4 ft. (1.2 m) X 8 ft. (2.4 m) X 16 in (40 cm).

2.8 National Fire Code (NFC)

The National Fire Code of Canada 2010 and its amendments.

2.9 Connecting ducts

One or several connecting ducts refers to flue pipes, meant for venting combustible gas, installed between the heating device and the evacuation duct or the chimney.

2.10 Smoke detector

A smoke detector is a device designed to send a signal to the alarm system or panel (connected to a central monitoring station) when the concentration of combustible products in the air exceeds a predetermined level.

2.11 Automatic sprinkler

An automatic sprinkler is a device designed and installed to work under certain determined conditions as a result of a fire.

2.12 Public place

The words « public place » refers to any public property, traffic lane, public land and municipal parks.

2.13 Clearance space

The words « clearance space » refers to the space around a device or equipment that must be free of any construction, obstacle or combustible material.

2.14 Camp fire

A camp fire is an open fire or in a fireplace for recreational or entertainment purposes.

2.15 Consumer fireworks

Fireworks regulated by the Explosives Safety and Security Branch of Natural Resources Canada which allows selling to the general public.

2.16 Fireplace

A fireplace is a device used to burn solid fuels of which at least one of the vertical walls has a large opening or that may be opened for refuelling and viewing the flames.

2.17 Housing

The word « housing » refers to, without restriction, a housing unit, an apartment, a camp, a cottage, a condominium, a shelter, a garage or a suite used for or intended to be used as a place of residence for one or several individuals and which include sleeping facilities or equipment to prepare and eat meals.

2.18 Master chimney sweeper

Any individual or corporation, doing chimney sweeping within the Municipality's boundaries must be qualified according to the ACNOR B-601 standards or certified by the Heating Business Association (HBA).

2.19 Burning permit

A burning permit is an authorization to make a fire related to cleaning and deforestation of any land or for the control of parasitic insects of a non-commercial nature.

2.20 Permit for using pyrotechnical items and fireworks

A permit for using pyrotechnical items and fireworks is an authorization form issued by the Fire Department, or any individual duly authorized to allow the use of pyrotechnical items and fireworks for a specific period. This authorization lists all the conditions that the applicant must meet.

2.21 Person

Natural or legal person.

2.22 Firefighter

Refers to the firefighters of the Municipality whose services are required.

2.23 Signpost

Refers to a stake equipped with a sign to indicate the location of the fire hydrants, dry hydrants or water intakes.

2.24 Representative

Any municipal employee designated by the Director of the Fire Department.

2.25 Low risks

« Low risks » refers to very small buildings, widely spaced, residential buildings of 1 or 2 detached housing units, on 1 or 2 storeys. The types of buildings are identified as warehouses, garages, detached single family homes of 1 or 2 housing units, cottages, mobile homes and rooming houses accommodating less than five people.

2.26 Medium risks

« Medium risks » refers to buildings of a maximum of 3 storeys and a surface area of 600 m² at the most. The types of buildings are identified as single family houses of 2 or 3 storeys, buildings of 8 housing units or less, rooming houses (5 to 9 rooms), Group F, division 3 industrial facilities (workshops, warehouses, show rooms, etc.).

2.27 High risks

« High risks » refers to buildings where the surface area is greater than 600 m², buildings of 4 to 6 storeys, places where the occupants are normally able to evacuate, places without significant amounts of hazardous materials. The types of buildings are identified as commercial buildings, buildings of 9 housing units or more, rooming houses (10 rooms or more), motels, Group F, division 2 industrial facilities (workshops, repair garages, printing plants, service stations, etc.), and agricultural buildings.

2.28 Very high risks

« Very high risks » refers to buildings of more than 6 storeys or poses a high risk of conflagration, places where the occupants cannot evacuate by themselves, places where an evacuation is difficult because of the high number of occupants, places where hazardous materials may be found and places where the impact of a fire is likely to affect the functioning of the community. The types of buildings are identified as business establishments, adjoining buildings in old neighbourhoods, hospitals, shelters, supervised residences, detention facilities, commercial centres of more than 45 stores, hotels, schools, daycare centres and churches, Group F, division 1 industrial facilities (hazardous materials warehouses, paint factories, chemical plants, flour mills, etc.) water treatment plants and port installations.

2.29 Hall

Room or premises located in a building which is open to the public and used as a gathering place for all kinds of activities.

2.30 Fire Department

« Fire Department (FD) » or « services », used in the present bylaw refers to the Municipality's Fire department.

2.31 Use

A use refers to the way a building or part of a building and its accessory buildings are used or may be used or occupied as defined by the 2010 NFC and its amendments.

SECTION 3 – GENERALITIES

3.1 Fire prevention

Each time that the Director of the FD or his representative discovers conditions or materials that constitute a danger or a fire hazard in a building or on a property, he may give the order to remove the said material or to remedy the situation.

Failure to comply with these orders constitutes a violation of the present bylaw.

3.2 Enforcement of the bylaw

Peace offices of the MRC des Collines-de-l’Outaouais are authorized to enforce the present bylaw and to initiate criminal proceedings against any offenders with respect to any provision of the present bylaw. The Council authorizes the peace officers to issue violation notices to this end.

The Municipality authorizes the Director General and Secretary-Treasurer as well as any other designated individual to enforce the present bylaw and to initiate criminal proceedings against any offenders with respect to any provision of the present bylaw and consequently, authorizes these individuals to issue violation notices to this end.

3.3 Duties of the service

The FD performs the following duties:

- a) Raises awareness amongst citizens regarding fire hazards and teaches what to do and what not to do in order to reduce the number of fires and the loss of life and property;
- b) Enforces the bylaws regarding Fire Safety enacted by the Municipal Council under the powers vested upon them by the Municipal Code and any safety bylaws pursuant to the delegation of powers that could be conferred to them by the Municipal Council;
- c) Establishes the intervention plans with respect to firefighting for the buildings where low or medium risks are important and the sectors where there is great risk of conflagration;
- d) Upon request of the Urban Planning and the Sustainable Development Department and the Environment, transmits the requirements following the plan revision, the construction permit requests, renovation and business permits, in relation with the Fire department regulations mentioned in the present bylaw;
- e) Intervenes in any emergency situation for which:
 - It is authorized to intervene
 - It has the required equipment
- f) Completes all reports pertaining to general offences

3.4 National Fire Code (NFC)

All provisions of the NFC, 2010 version, its amendments and appendices are an integral part herewith as if it were cited in its entirety and are applicable to low and medium risks.

3.5 Visit and inspection of premises

- a) Any individual in charge of enforcing the present bylaw has the authority to visit any residential, industrial, commercial, institutional building and public or accessory building to make the verification or fire prevention inspection, during the day, from Sunday to Saturday, between 8 a.m. and 8 p.m.
- b) In emergency cases, the visit or inspection of property and buildings could be done on any given day, at any time of day or night.
- c) Any individual refusing or making a visit or an inspection difficult is violating the present bylaw.

3.6 Room capacity

The Director of the FD or his representative has jurisdiction on the capacity of a

hall. He can control its conformity, that is, he may proceed to its evacuation or prohibit its access if:

- a) The number of people allowed inside determined by its use and occupancy is higher than that authorized or;
- b) Fire safety standards are not met and cannot be rectified prior to the occupancy of this hall.
- c) The number of occupants of any occupied building must be compliant with the standards established by the NFC and the present bylaw. The owner of the hall must provide a sign displaying the maximum amount of people legally admissible. This sign must be permanently posted in a visible location near the main entrance of the hall's floor area. The number of people occupying the premises must not exceed the maximum displayed.
- d) Failure to comply with the present section constitutes a violation of the present bylaw.
- e) Any owner of a hall must post a sign inside his premises, with the information required at section 3.6 of this bylaw. The information required by section 3.6 must appear on the sign and the print must be 50 millimetres high and a minimum of 20 millimetres wide. These inscriptions must correspond to the number of people allowed inside the hall.

For this, the owner of the hall must address his request to the Director of the FD or his representative in order to determine the capacity of people that can stay inside the said hall. Once the number is known, the owner must prepare a sign according to section 3.6 c) and post it inside the said hall.

- f) Commits a violation, the owner who does not comply with section 3.6 of the present bylaw.

To have a sign and not post it, in accordance with section 3.6, is a violation in itself.

To have a sign installed, but with the print that does not correspond to section 3.6. e), is a separate violation.

3.7 People's conduct

Constitutes a violation, any individual who hinders or renders the enforcement of the present bylaw more difficult, or deliberately makes an unfounded fire call.

An unfounded fire call refers to a call made where, once at the scene, the individuals enforcing the present bylaw, have no reason to intervene.

3.8 Security perimeter

It is prohibited to cross or to be inside a security perimeter established with appropriate signage (cautionary tape, gate, etc.), by any individual enforcing the bylaw, unless being expressly authorized to do so.

3.9 Acquired rights

No acquired rights pertaining to a property or a construction can prevent the enforcement of a provision of the present bylaw, with respect to fire safety.

3.10 Use of water

During a fire, the Director of the FD or his representative may proceed with a pumping operation from a neighbouring static source that is, a pool, pond, lagoon or tank of any kind. It is understood that the Municipality will have to see to putting everything back to its original state after having completed.

SECTION 4 – FIRE PREVENTION

4.1 Particular situations or risks constituting a fire hazard

Following the Director of the FD or his representative's recommendations, any individual must remedy without delay to any particular condition, situation or risks constituting a danger or a fire hazard either by using, storing inside or outside, lack of maintenance or simply with materials. Situations or specific risks constituting a fire hazard are the following:

- a) Storage of dangerous or illegal amounts of combustible or explosive materials, or hazardous in other ways.

- b) Hazardous conditions caused by the faulty or non-regulatory installation of material used for handling or use of combustible or explosive material or hazardous in other ways.
- c) Accumulation of garbage, old papers, boxes, grass, dry branches or any other flammable material.
- d) Accumulation of dust, or waste in the air-conditioning or ventilation systems, or grease in the kitchen ventilation ducts and other locations.
- e) Obstruction in emergency exits, stairs, hallways, doors or windows that can interfere with the intervention of the FD's response time or the evacuation of the occupants.
- f) Hazardous conditions created by a building or any other construction, as a result of a lack of repair or an insufficient number of emergency exits or other exits, of automatic sprinklers or other alarm or fire protection equipment, or because of the building's age or dilapidated condition or for any other reason.
- g) Accumulation of any material in the attics, staircases or common areas is forbidden.
- h) No decorating material, that is not fire resistant, can be placed outside of a commercial building, within 5 metres (15 feet) of any exits of the said building.
- i) Electrical installation must be completed and maintained by an electrician.
- j) Electrical panels must be cleared within one (1) metre of any material.
- k) Propane tank: it is prohibited to store or stock liquid propane tanks of more than 0.9 litre (1 lb) inside a housing unit.
- l) Usage of portable generators: this type of energy must only be used in temporary situations. The devices must be placed outside of buildings and located at a minimum of 4.5 metres (15 ft.) of any opening (door, window, air intake...). The generator must be turned off before refuelling it. The user must comply with the manufacturer's recommendations.
- m) Failure to comply with the present section constitutes a violation to the present bylaw.

4.2 Building, housing unit or vacant or abandoned unit

The owner of any unoccupied building must at all times ensure that all facilities are free of debris or flammable substances and must be exempt of any hazard that could cause injury to others. Furthermore, all openings must be properly closed and locked or barricaded to prevent unauthorized entry.

SECTION 5 – HEATING SYSTEMS

5.1 Heating devices

The use of such devices must be made with the combustible material recommended by the manufacturer and never, under any circumstances, used as an incinerator.

5.2 Approved chimney

Only CSA Warnock Hershey or ULC approved chimneys are authorized to evacuate hot gases to the exterior of a building. No other connection duct can be used as a chimney.

5.3 Ethanol fireplace

Only ULC/ORD-C627.1-2008 approved ethanol fireplaces are recognized on the Municipality's territory as decorative for occasional use. These devices cannot be used as main heating devices.

SECTION 6 – CHIMNEY CLEANING AND STORAGE

6.1 Field of application

This section is applicable to all masonry or prefabricated metal chimney, for a residential building of up to four (4) storeys. Are excluded: chimneys taller or industrial buildings equipped with metal chimneys and for which the owner must take care of the maintenance terms himself, according to the manufacturer.

6.2 Unused chimneys

Unused chimneys, still in place, must be closed at the base and at the top with a non-combustible material.

6.3 Maintenance of chimneys and ducts

Under the owner's responsibility, each chimney and vent installation onto any heating device must be inspected at an interval of at least twelve (12) months or, each time a device is connected or, if there is a chimney fire and this, to keep them free of any dangerous accumulation or combustible fuel deposit. Furthermore, each connecting duct as well as the chimney base must be inspected at least every twelve (12) months. Soot and other debris must be removed after sweeping and put in a metal container, with a lid, designed for this purpose, and placed on a non-combustible surface.

6.4 Ashes and sweeping debris

The ashes and soot residues must be stored outdoors, on a non-combustible surface and at least one (1) metre away from any building, and this, in a metal container, with a lid, designed for this purpose and must not be disposed of in the household garbage or recyclables.

6.5 Chimney cap

- a) Any chimney or vent installation, whatever the type, must have a cap at the top of the chimney or vent in order to prevent the elements and animals from entering.
- b) Notwithstanding the foregoing section 6.5 a), is not applicable to terracotta ducts.

6.6 Storage of firewood

- a) Storage of solid combustible substances, such as firewood, be it indoor or outdoor, must not block an evacuation route, a passageway, a door or a stairway at any time.
- b) Storage of wood inside any housing unit cannot exceed three (3) cords, which must be piled in a safe way.
- c) Notwithstanding section 6.6 a), one (1) cord of wood, maximum, can be stored outside on a balcony, and this, in order to allow a refuge space for the occupants of multi-unit dwellings.

6.7 Chimney sweep

Any natural or legal person, offering a chimney sweeping service in the Municipality's boundaries must be a qualified Master chimney sweep.

SECTION 7 – SMOKE ALARM

7.1 Obligation

Smoke alarms must be installed in each building where one sleeps.

7.2 Location

- a) Smoke alarms must be installed between each area where one sleeps and the rest of the building, however, when there are hallways between sleeping areas, smoke alarms must be installed in the hallways.
- b) Smoke alarms must be installed on the ceiling or close to it, according to the installation instructions provided by the manufacturer of the device and the CAN/ULC S531-M standards and should not be painted or obstructed.

7.3 Quantity

At least one smoke alarm must be installed on each storey (including the basement) with the exception of attics and unheated crawl spaces.

7.4 Electrical alarm

- a) In newer buildings built after the entry into effect of the present bylaw, and in a building undergoing interior renovations after being damaged by fire, for which the estimated renovation cost exceeds thirty per cent (30 %) of the property assessment, the smoke alarms must be permanently connected to an electrical circuit and there must be no disconnect switch between the power surge device and the smoke alarm. When a building is not supplied with electrical power, the smoke alarms must be battery-powered.

- b) When several smoke alarms are required, they must be connected together in order to produce an audible signal as soon as one alarm is triggered.

7.5 Replacement

Smoke alarms must be replaced no more than ten (10) years after the manufacturing date or according to the manufacturer's recommendations.

7.6 Battery maintenance

- a) The building owner must install and take the necessary actions to ensure proper functioning of the smoke alarms required by the present bylaw, including the repair and the replacement when necessary. The owner must install a new battery in each smoke alarm when renting an apartment or a room to a new tenant. The owner must provide maintenance instructions for the smoke alarms; the instructions must be displayed in a location that is easily accessible for consultation by the tenants.
- b) A tenant occupying an apartment or a room must take the necessary measures to ensure the proper functioning of the smoke alarms located inside the apartment or the room in which he lives and required by the present bylaw, including changing the battery if needed or the permanent connection to the electrical circuit. If the smoke alarm is defective, he must notify the owner without delay.

SECTION 8 – CARBON MONOXIDE ALARM

8.1 Obligation

A carbon monoxide alarm approved by the « Underwriters Laboratories of Canada » (UL or ULC), must be installed :

- a) When a garage is attached to a residence or an apartment .
- b) When a solid, liquid or gas fuel device is permanently or temporary installed inside any building.

8.2 Location

The carbon monoxide alarm must be installed according to the manufacturer's standards.

8.3 Battery replacement

A tenant occupying an apartment or a room must take the necessary measures to ensure the proper functioning of the carbon monoxide alarm located inside the apartment or the room in which he lives and required by the present bylaw, including changing the battery if needed or the permanent connection to the electrical circuit. If the carbon monoxide alarm is defective, he must notify the owner without delay.

8.4 Replacement

The carbon monoxide alarm must be replaced seven (7) years after their manufacturing date or according to the manufacturer's recommendations.

SECTION 9 – PORTABLE EXTINGUISHER

9.1 Obligation

A functional extinguisher with a minimum capacity of 2.2 kg (5 lb) type ABC must be installed and maintained according to the manufacturer's recommendations, in every low or medium risk building. When a building is a multi-housing unit, a portable extinguisher, provided and maintained by the owner, is required in each unit.

9.2 Use of a low and medium risk building for the care of children or the elderly

In the case where an establishment provides child care or elderly care services, portable extinguishers must be installed, according to the National Fire Code, to the NFPA-10 standards and must comply in all respects with the applicable guides in Quebec for these types of residences.

SECTION 10 – OUTDOOR FIRES

10.1 Fires

Open fires are allowed when the conditions provided in section 10.2 are met.

10.2 Conditions for open fires

- a) An open fire is allowed :

TABLE SHOWING PARTICULARITIES FOR OPEN FIRES DEPENDING ON THE MUNICIPALITY

MUNICIPALITY	PERIOD AUTHORIZED FOR OPEN FIRES
Cantley	<ul style="list-style-type: none">• Allowed during weekdays – From 6:00 p.m. to 1 : a.m.• Allowed during weekends and holidays– From 8:00a.m. to 1: a.m.
Chelsea	<ul style="list-style-type: none">• No restriction between October 2 and March 31
L’Ange-Gardien	<ul style="list-style-type: none">• Between April 1 and October 31 in fireplaces only – From 6:00 p.m. to 1:00 a.m.• Between November 1 and March 31, anytime with a permit
La Pêche	<ul style="list-style-type: none">• Allowed during weekdays – From 6:00 p.m. to 1:00 a.m.• Allowed during weekends and holidays– From 8:00 a.m. to 1: a.m.
Notre-Dame-de-la-Salette	<ul style="list-style-type: none">• Allowed during weekdays – From 6:00 p.m. to 1: 00 a.m.• Allowed during weekends and holidays– From 8:00 a.m. to 1: a.m.
Pontiac	<ul style="list-style-type: none">• Allowed during weekdays – From 6:00 p.m. to 1: 00 a.m.• Allowed during weekends and holidays– From 8:00 a.m. to 1: a.m.
Val-des-Monts	<ul style="list-style-type: none">• Allowed during weekdays – From 6:00 p.m. to 1: 00 a.m.• Allowed during weekends and holidays– From 8:00 a.m. to 1: a.m.

Must be surrounded with non-combustible material (brick, rocks, stones...).

- b) Must be located at ten (10) metres (33 ft.) from the property lines.
- c) Must be located at ten (10) metres (33 ft.) from any building or fuel tanks.
- d) Must have a clearance of two (2) metres from any combustible material.
- e) Must not exceed a diameter and height of one (1) metre (39 inches).
- f) The fire must be under the constant supervision of an individual able to intervene until the fire has been completely extinguished.
- g) A quick means of extinction must be accessible within a ten (10) metres (33 ft.) radius of the fire.

10.3 Fires in Outdoor fireplace

In the case where an outdoor fireplace is used, the installation must be done as follows and meet the following conditions :

- a) Must have a maximum base of 70 cm x 70 cm (26 in x26 in).
- b) Must be less than 1.5 metre (5 ft.) in height.
- c) Must be equipped with a wired grate.
- d) Must be equipped with a fire screen.
- e) Must be located at six (6) metres (20 ft.) from the property lines.
- f) Must be located at six (6) metres (20 ft.) from any building and fuel tanks.
- g) Must have a clearance of two (2) metres from any combustible material.
- h) Must be installed on a non-combustible base which extend one (1) metre (39 inches) from the device’s perimeter.
- i) The fire must be under the constant supervision of an individual able to

intervene until the fire has been completely extinguished.

- j) A quick means of extinction must be accessible within a ten (10) metres (33 ft.) radius of the fire.

10.4 The present section applies to fires provided in sections 10.1 to 10.3 inclusively. No fire is authorized when the winds are over fifteen (15) km/h or when the fire risk is “extreme” according to the SOPFEU. **No open fire is allowed when the fire risk is «very high», according with the SOPFEU.** The responsibility of verifying the presence of such conditions lies with the person in charge of a fire. SOPFEU is considered, for the purpose of the present bylaw, as being the reference organization and can be reached at 1-800-567-1206 or www.sopfeu.qc.ca.

10.5 It is prohibited to burn grass, leaves, hay or straw, trash, construction waste, petroleum-based products and any other item deemed to be pollutant.

10.6 Campground fires

- a) Notwithstanding sections 10.1 to 10.3 inclusively, campground owners must submit their own regulations for open fires to the FD for its approval. The said bylaw must address the schedule, location, clearance to follow, the size and the type of installation approved to make fires as well as means of extinction. Section 10.3 and 10.4 apply to open air fires on campgrounds.
- b) The approved bylaw must be displayed in common public areas of the campground and a copy must be given to the campers.

10.7 Requirements for issuing a burning permit

The requirements for issuing a burning permit are established on the authorization form issued by the Fire Department or any other duly authorized individual. This authorization contains all the following requirements that the applicant must meet:

For fires of 2 metres or less in circumference

- a) Must be located at fifteen (15) metres (50 ft.) from the property lines.
- b) Must be located at fifteen (15) metres (50 ft.) from any buildings or fuel tanks.
- c) Must have a ten (10) metres (33 ft.) clearance from any combustible material.
- d) Must be under the constant supervision of an individual able to intervene until the fire has been completely extinguished.
- e) A quick means of extinction must be accessible within a ten (10) metres (33 ft.) radius of the fire.

For fires of more than 2 metres and less than four (4) metres in circumference

- a) Must be located at thirty (30) metres (100 ft.) from the property lines.
- b) Must be located at thirty (30) metres (100 ft.) from any building or fuel tanks.
- c) Must have a fifteen (15) metres (50 ft.) clearance from any combustible material.
- d) Must be under the constant supervision of an individual able to intervene until the fire has been completely extinguished.
- e) A quick extinction means must be accessible within a ten (10) metres (33 ft.) radius of the fire.

TABLE SHOWING PARTICULARITIES FOR ISSUING BURNING PERMITS DEPENDING ON THE MUNICIPALITY

MUNICIPALITY	PERIOD AUTHORIZED FOR FIRE REQUIRING A PERMIT	MAXIMUM DURATION
Cantley	November 1 to April 30	30 days
Chelsea	November 1 to April 30	2 days
L'Ange-Gardien	November 1 to March 31	30 days
La Pêche	November 1 to May 31	5 days
Notre-Dame-de-la-Salette	12 months a year	2 days
Pontiac	12 months a year	30 days
Val-des-Monts	12 months a year	30 days

In addition to the conditions provided in the authorization form, the applicant of a burning permit agrees to comply with the provisions listed in section 10.5 and 10.6 of the present bylaw.

10.8 Traffic

It is prohibited to make a fire that can affect traffic.

10.9 Provincial ban

No burning permit is granted and the permits previously issued are automatically suspended, when the flammability index is «high» according to the SOPFEU or when the winds exceed fifteen (15) km/h;

Only fires made in an installation equipped with a fire screen are authorized when the flammability index is «very high» and no fire can be lit when the flammability index is “extreme” according to SOPFEU or when open fires are ban by government authorities (provincial or federal).

10.10 Limitation of liability

Obtaining a permit to build a fire does not free the applicant from his usual responsibilities, in the case where disbursements or damages result from the fire having been lit.

10.11 Issuing permits

The permits are issued by the Municipality.

SECTION 11 – BARBECUE (BBQ), OUTDOOR GRILL (COOKING DEVICES)

11.1 Distance from the property lines and clearance of BBQ, grill and cooking devices

- a) For barbecues (BBQ) : a clearance of one (1) metre (3 ft.) from the property lines and any combustible material and three (3) metres (10 ft.) from any fuel tanks, with the exception of the barbecue fuel supply.
- b) For grills and other cooking device installations, a clearance of three (3) metres (10 ft.) from the property lines and from any fuel tank, with the exception of the grill(s) fuel supply, and there must be a clearance of two (2) metres (6 ft.) from any combustible material.

SECTION 12 – FIREWORKS

12.1 Prohibition

It is prohibited to light any pyrotechnic items or firecrackers on the Municipality’s territory without having first obtained a permit to that effect.

12.2 Fireworks during gatherings

- a) Fireworks are permitted during public gatherings or during an event, conditional to ensuring the presence of a recognized pyrotechnician, authorized to enforce the security measures and obtaining a permit to that effect.
- b) The presence of a Fire Department representative during these events could be required depending of the case, and this, at the discretion of the Fire Department.

12.3 Family type fireworks

For family-type fireworks, a permit as well as a descriptive sheet listing the security measures must be issued by the Municipality, and this, for each event.

12.4 Issuing permits

Fireworks permits are issued by the Municipality. The conditions for issuing a fireworks permit are established on the authorization form issued by the Fire Department, or any other duly authorized individual. This authorization contains all the following provisions which the applicant must comply with:

SECTION 13 – ACCESS TO BUILDINGS

13.1 The Fire Department's access to buildings

The entrances, right of ways as well as private roads must be maintained and clear of any obstacle to allow free access by the Fire Department in any season.

13.2 Snow removal from the exits

- a) Access to exits of any building must be free of snow and any obstruction in order to ensure the safe evacuation of occupants and the access to the Fire Department.
- b) The exits located in the backyard and the other sides of the buildings must have a hallway of a minimum of sixty (60) centimetres (24 inches) leading to the main entrance of the residence.

SECTION 14 - USE, ACCESS AND MAINTENANCE OF THE FIRE HYDRANTS AND WATER INTAKE

14.1 Access

The fire hydrants, dry hydrants, water intakes and pumping stations must not be obstructed.

It is strictly prohibited to surround or hide a fire hydrant, a dry hydrant, a water intake and a pumping station with a fence, a wall, shrubs or others. No vegetation, flowers, shrubs, bush or tree can obstruct a fire hydrant, a dry hydrant, a water intake and a pumping station unless the said vegetation meets the two (2) metres (6 ft.) clearance requirements.

14.2 Sign

It is prohibited to install a sign of any kind on a fire hydrant, a dry hydrant, a water intake and a pumping station or within the two (2) metres (6ft.) clearance of the latter.

14.3 Garbage – Anchoring – Decorating

It is prohibited to leave garbage or debris close to a fire hydrant, a dry hydrant, a water intake and a pumping station or within the clearance space. It is prohibited to attach or to anchor anything to a dry hydrant or to decorate, in any way whatsoever a fire hydrant or a water intake.

14.4 Protection

It is prohibited to install any type of protective structure around a fire hydrant, a dry hydrant, a water intake and a pumping station without first obtaining the authorization of the Director of the Fire Department or his authorized representative.

14.5 Obstruction

Tree branches near a fire hydrant, a dry hydrant, a water intake and a pumping station must be cut at a minimum height of two (2) metres (6 ft.) from the ground. It is prohibited to deposit snow or ice on a fire hydrant, a dry hydrant, a water intake and a pumping station or within its clearance space. It is prohibited to modify the land profile in a way that could affect the visibility, the access or the use of a dry hydrant.

14.6 Installation

It is prohibited to install or to build anything that is likely to impair visibility, or the access to, or the use of a fire hydrant, a dry hydrant, a water intake and a pumping station or to install a non-functional or decorative fire hydrant on a property which is adjacent to a road.

14.7 Use

The Fire Department and Public Works employees of the Municipality are the only individuals authorized to use the fire hydrants, the dry hydrants, the water intakes and the pumping stations. Any other individual who must use the fire hydrants, the dry hydrants, the water intakes and the pumping stations must first obtain the authorization from one of the Directors mentioned above, or from one of their

authorized representatives.

14.8 Responsibility

Any individual, with the exception of the Municipality's Fire Department and Public Works employees, having received the authorization to use a fire hydrant, a dry hydrant, a water intake and a pumping station is responsible for any damage to the latter and shall pay for the cost of the repairs, if needed.

14.9 Private system

Private dry hydrants, used by the Fire Department, located on a private property, must be maintained in good working condition and be visible and accessible at all times. Dry hydrants located in shelters must be clearly identified and easily accessible at all times.

14.10 Signpost

It is prohibited for anyone to remove or change the location of the signposts of a fire hydrant, a dry hydrant, a water intake and a pumping station.

14.11 Paint

It is prohibited for anyone to paint, in any way whatsoever, the fire hydrants, the dry hydrants, the water intakes and the pumping stations, the signposts and the signs.

14.12 Identification

Only the signposts and the signs recognized by the Municipality must be used to identify the location of fire hydrants, dry hydrants, water intakes and pumping stations.

14.13 Damages

Anyone who damages breaks or sabotages fire hydrants, dry hydrants, water intakes, pumping stations and signposts shall pay for the cost of the repairs or the replacement.

SECTION 15 – PENAL PROVISIONS

15.1 Offences

Anyone violating one of the provisions of the present bylaw is committing a violation and is liable to:

- a) A minimum fine of two hundred dollars (\$200) and a maximum fine of one thousand dollars (\$1 000) for a natural person.
- b) A minimum fine of one thousand dollars (\$1 000) and a maximum fine of three thousand dollars (\$3 000) for a legal person.

15.2 Continuity of the offence

If an offence continues, each day will constitute a separate offence and the offender is liable to a fine for each day the offence continues.

15.3 Fees related to the compliance with the present bylaw

By Court order, any fees or expenditures incurred by the Municipality as a result of a contravention to the present bylaw by a defendant are repayable in full to the Municipality.

15.4 Payment default

Failing payment of the fine and fees, the Municipal Court fine collector may exercise the powers under the Code of Criminal Procedure with respect to the means of enforcement and the collection of fines.

SECTION 16 – ABROGATION

The present bylaw abrogates all provisions included in the following bylaws, enacted with respect to Fire Safety under numbers 01-04 (open fire), 074-86 (alarm in case of a fire), which could be incompatible with the present bylaw.

SECTION 17 – INTERPRETATIVE PROVISIONS

- 17.1** The masculine gender and the singular are used in the present bylaw without discrimination and include the feminine gender and the plural in order to avoid a laborious text.
- 17.2** In the case where a part or a clause of this bylaw would be declared invalid by a recognized court, the validity of all other parts or clauses could not be questioned. The Council hereby declares adopting the bylaw part by part, regardless of the fact that one or several of these parts could be declared null and void by the Court.

SECTION 18 – ENTRY INTO EFFECT

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

Carried

18-05-3427

AWARDING OF A PROFESSIONAL/ TECHNICAL MANDATE – HYDRAULIC STUDY ON 2 CULVERTS LOCATED CLOSE TO 1892 AND 1900 OF DE LA MONTAGNE ROAD AS PART OF THE REHABILITATION PROJECT OF DE LA MONTAGNE ROAD PHASE 2, LOT 2

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

WHEREAS following a request for a notice of subjugation to the MDDELCC presented by CIMA+ (resolution 18-03-3378), 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 with an application for authorization to the MDDELCC has a major impact on the completion schedule;

WHEREAS the need to proceed with a hydraulic study in order to properly size the two culverts located close to the civic numbers 1892 and 1900;

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 : Isabelle Patry
Seconded by : Scott McDonald

AND RESOLVED THAT the Municipal Council authorizes the Director General and the Director of Infrastructures and Public Works to mandate CIMA+ consulting firm of Gatineau to proceed with the necessary steps with the MDDELCC in order to obtain this notice of subjugation for this project for an application for authorization and the sizing of the two culverts located close to the civic numbers 1892 and 1900.

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 \$16, 000.00 taxes not included:

- Hydraulic study : \$ 11, 000, taxes not included
- Request to the MDDELCC: \$5, 500, taxes not included

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

Carried

18-05-3428

CONTRACT – URBAN PLANNING DEPARTMENT INSPECTOR

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

WHEREAS it resulted in a significant increase of permit requests;

WHEREAS under resolution 17-06-3142, the Municipality concluded a contract with Mrs. Maria Sahagun in order to offer support for the permit requests to the owners affected by the 2017 spring floods;

WHEREAS there still remains some unresolved files regarding the compensation claims and restoration work related to the floods;

WHEREAS the Council deems it important that the Municipality may continue to meet this demand;

WHEREAS the costs created by additional resources to work on the post-disaster recovery could be the object of a claim for compensation from the Ministry of Public Security;

It is

Moved by : Thomas Howard

Seconded by : Isabelle Patry

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

IT IS ALSO RESOLVED to authorize the Director General to sign a contract to this effect providing a maximum of 332 hours, at the hourly rate of \$36.00 plus tax (only GST is applicable), that is \$11, 952.00 plus tax.

IT IS ALSO RESOLVED THAT the contract ends on August 31, 2018.

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

Carried

18-05-3429

HIRING – OFFICE CLERK

WHEREAS it is necessary to fill the office clerk's position on a temporary base;

WHEREAS following the posting of the position and the selection process, the application of Mrs. Marie-France Larose has been chosen by the selection committee;

WHEREAS the recommendation of the Director General and the Administration and Finances Committee;

It is

Moved by: Leslie-Anne Barber

Seconded by: Nancy Draper-Maxsom

AND RESOLVED THAT this Council confirms the hiring of Mrs. Marie-France Larose as office clerk, for a maximum period of 6 months, according to the provisions of the collective agreement.

Carried

18-05-3430

REQUEST FOR SUPPORT : CANADA DAY CELEBRATIONS

WHEREAS the Municipality wishes to acknowledge, support and promote the efforts and the commitment of the organizations and volunteers on the territory of the Municipality of Pontiac;

WHEREAS the request from the « *Canada Day Committee* » for a contribution to the activities that are planned for 2018;

WHEREAS the funds that are available for subsidies under the Policy for the recognition and support to community-based organizations;

It is

Moved by : Susan McKay
Seconded by : Scott McDonald

AND RESOLVED THAT the Municipal Council grants a financial assistance of \$1,345 to the Canada Day Committee.

IT IS ALSO RESOLVED THAT this amount be taken from the budget item 02 701 90970.

Carried

18-05-3431

REQUEST FOR SUPPORT : QUYON TRACTOR PULL EVENT

WHEREAS the request for support from the organizing committee of the annual « *Quyón Tractor Pull* »;

WHEREAS the desire of the Municipal Council to support this rallying event, organized by community volunteers, for the benefit of the community;

WHEREAS the funds available in the budget to support community events;

It is

Moved by : Isabelle Patry
Seconded by: Susan McKay

AND RESOLVED THAT the Municipal Council offers a support of \$500 for the 2018 « Tractor Pull », particularly to help cover the fees for the rental of portable toilets.

IT IS ALSO RESOLVED THAT this amount be taken from the budget item 02 701 909 70.

Carried

18-05-3432

IMPLEMENTATION OF THE 2018 DAY CAMP PROGRAM : CREATION OF AN ADDITIONAL POSITION

WHEREAS following the registration period, the needs for support to disabled children for the 2018 day camp have increased;

WHEREAS only one position of accompanying person was provided at the beginning (resolution 18-02-3349) but it is now necessary to have a second one;

WHEREAS applications for subsidies have been made in order to obtain financial support to offset this additional cost;

It is

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

AND RESOLVED THAT the Municipal Council authorizes the Recreational and community life coordinator to start the recruitment process to fill a second position of accompanying person for disabled children at the hourly rate of \$13.50 (contract of 280 hours maximum).

Carried

18-05-3433

APPLICATION FOR FINANCIAL SUPPORT TO THE QUEBEC-MUNICIPALITIES INFRASTRUCTURE PROGRAM - MUNICIPALITÉ AMIE DES AÎNÉS (MADA) : « REST AREA AND LIGHTING FOR THE SENIOR CITIZENS AT THE LUSKVILLE RECREATIONAL PARK»

WHEREAS the PIQ-MADA program offers financial support to municipalities wishing to improve the quality of life of senior citizens by carrying out odd jobs on leisure and recreational infrastructures;

WHEREAS the elements identified by the citizens at the public consultation regarding the development of the Luskville Recreational Park, held in 2016, as well as in the MADA action plan adopted in 2015 ;

WHEREAS the recommendation of the Recreational and community life coordinator;

It is

Moved by : Scott McDonald
Seconded by : Thomas Howard

AND RESOLVED THAT the Municipal Council authorizes the Recreational and community life coordinator to submit the project entitled «Rest area and lighting for senior citizens at the Luskville Recreational Park» to the Quebec-municipalities infrastructure program - *Municipalité amie des aînés* (MADA).

IT IS ALSO RESOLVED THAT the Council commits to paying its share of the project's admissible costs and ongoing operating costs.

Carried

PUBLIC QUESTION PERIOD

- | | |
|---------------------|---|
| Jean-Claude Carisse | - Asks if the Municipality will inform the citizens of the new requirements for the monoxide detectors and the fire prevention devices.
- Asks if the newcomers in the Municipality receive a welcome letter upon their arrival. |
| Régent Genesse | - Asks if the Municipality has adjudicated the Chalk River project and what it has done to oppose it. |
| Ricky Knox | - Asks how are the Municipality's contributions to the various associations established? |

18-05-3434

CLOSING OF THE MEETING

It is

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

AND RESOLVED to close the meeting at 9:20 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».