



**PROVINCE OF QUEBEC
PONTIAC COUNTY**

MINUTES of the regular Council meeting of the Municipality of Pontiac held on Tuesday, March 10, 2020, at 7:30 p.m. at the Luskville Community Centre, located at 2024 route 148, in Pontiac, at which were present:

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

Also present, Mr. Pierre Said, Director General and a few citizens.

Excused absences: Mr. Thomas Howard and Mr. Scott McDonald, Councillors.

1. OPENING OF THE MEETING

Mrs. Joanne Labadie, President, notes the quorum and opens the meeting. The meeting starts at 7:30 p.m.

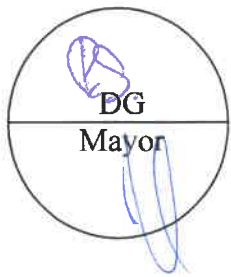
2. FLOOR TO THE PUBLIC AND QUESTIONS

Mrs. Joanne Labadie, President, takes note of the entries in the register of questions and gives the floor to the public.

3. ADOPTION OF THE AGENDA

- 1. Opening of the meeting**
- 2. Floor to the public and questions**
- 3. Adoption of the agenda**
- 4. Adoption of the minutes of the meeting of february 11, 2020**
- 5. Administration**
 - 5.1 Budgetary transfers
 - 5.2 List of invoices to be paid
 - 5.3 List of fixed expenses
 - 5.4 List of incurred expenses for the month of march 2020
 - 5.5 Tabling of the report regarding the delegation of authorized expenditures from January 30 to February 25, 2020
 - 5.6 Hiring – janitor and maintenance
 - 5.7 Memorandum of understanding – person responsible for background checks
 - 5.8 Write-off of bad debts

20-03-4013



- 5.9 Conservation calendar – signatory authorizing changes
- 5.10 Conservation calendar – approval of the list of destruction of the archives
- 5.11 Hiring – office clerk
- 5.12 Overtime of managerial staff during the flood period
- 6. Public security**
 - 6.1 Adoption of the activity report
- 7. Public works**
 - 7.1 Awarding of contract -tp-012– maintenance of green spaces
 - 7.2 Replacement of employee #02-0068
- 8. Urban planning and zoning**
 - 8.1 Acquisition of land following the spring floods
- 9. Recreation and culture**
 - 9.1 Hiring – 2020 day camp coordinator position
 - 9.2 Call for tenders for the repair of the lighting system – luskville recreational park
 - 9.3 Purchase of computers for the libraries
- 10. Public question period**
- 11. Closing of the meeting**

IT IS MOVED BY Councillor, Mrs. Leslie-Anne Barber and seconded by Councillor, Mrs. Susan McKay.

AND RESOLVED THAT the agenda be adopted as amended with the removal of the item pertaining to contract awarding 20-TP-015 - sewer rehabilitation, St. Andrew and St. John Streets.

Carried

20-03-4014

4. ADOPTION OF THE MINUTES OF THE MEETING OF FEBRUARY 11, 2020

IT IS MOVED BY Councillor, Mrs. Susan McKay and seconded by Councillor, Mrs. Isabelle Patry.

AND RESOLVED TO adopt the minute of the meeting of February 11, 2020.

Carried



5. ADMINISTRATION

20-03-4015

5.1 Budgetary transfers

IT IS MOVED BY Councillor, Mrs. Leslie-Anne Barber and seconded by Councillor, Mrs. Susan McKay.

AND RESOLVED THAT the Municipality carry out the budgetary transfers in the amount of **\$14,206.77**

Carried

20-03-4016

5.2 List of invoices to be paid

IT IS MOVED BY Councillor, Mrs. Isabelle Patry and seconded by Councillor, Mrs. Leslie-Anne Barber .

AND RESOLVED THAT this Council authorizes the payment of invoices in the amount of **\$6,821.70** for the period ending on February 25, 2020 and to debit the budgetary allocations relating to expenses.

Carried

20-03-4017

5.3 List of fixed expenses

IT IS MOVED BY Councillor, Mrs. Leslie-Anne Barber and seconded by Councillor, Mrs. Isabelle Patry.

AND RESOLVED THAT this Council approves the list of disbursements and withdrawals made from January 30, 2020, to February 25, 2020, all for a total amount of **\$503,778.39**.

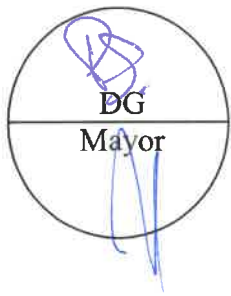
Carried

20-03-4018

5.4 List of incurred expenses for the month of March 2020

IT IS MOVED BY Councillor, Mrs. Susan McKay and seconded by Councillor, Mrs. Isabelle Patry.

AND RESOLVED to accept the incurring expenses, for a total amount of **\$9,334.18** taxes included.



Carried

20-03-4019

5.5 Tabling of the report regarding the delegation of authorized expenditures from January 30 to February 25, 2020 Hiring – janitor and maintenance

WHEREAS a letter of agreement was signed to incorporate the position of janitor into the collective agreement for a two (2) year trial period;

WHEREAS Council has created a janitorial position (resolution #20-02-4009);

WHEREAS the recommendations of the selection committee following an interview with the candidate;

WHEREAS the candidate has the experience required for this position;

THEREFORE, it is moved by Councillor, Mrs. Susan McKay and seconded by Councillor, Mrs. Isabelle Patry.

AND RESOLVED THAT Council authorizes the administration to hire Mr. Mitchel Trudeau as janitor from March 12, 2020, to March 11, 2022.

IT IS ALSO RESOLVED THAT he be paid as per letter of agreement #6.

Carried

20-03-4020

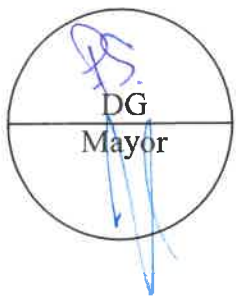
5.6 Memorandum of understanding – person responsible for background checks

WHEREAS the Public Security of the MRC des Collines-de-l'Outaouais is asking us to appoint a person in charge and a substitute for completing and forwarding the requests for background checks;

THEREFORE, it is moved by Councillor, Mrs. Leslie-Anne Barber and seconded by Councillor, Mrs. Isabelle Patry.

AND RESOLVED THAT the Municipality of Pontiac appoints the Director General, as the authority and the Assistant Director General, as a substitute, to complete and forward the requests for background checks.

Carried



20-03-4021

5.7 Write-off of bad debts

WHEREAS it is necessary to write-off certain bad debts from the Municipality's books since the amounts are prescribed by law;

THEREFORE, it is moved by Councillor, Mrs. Leslie-Anne Barber and seconded by Councillor, Mrs. Isabelle Patry.

AND RESOLVED THAT Council agrees to write-off the sum of \$5,353.89 as presented.

Carried

20-03-4022

5.8 Conservation calendar – signatory authorizing changes

WHEREAS, in accordance with section 7 of the *Archives Act* (R.S.Q., c. A-21.1), every public body must establish and keep up to date a schedule for the preservation of its documents;

WHEREAS pursuant to the third paragraph of section 8 of this Act, every public body referred to in paragraphs 4 to 7 of the annex must, in accordance with the regulation, submit its conservation calendar and any change relating to the addition of new documents or relating to documents intended to be kept permanently to the *Bibliothèque et Archives nationales du Québec* for approval;

WHEREAS the Municipality of Pontiac is a public body referred to in paragraph 4 of the annex of this Act;

THEREFORE, it is moved by Councillor, Mrs. Isabelle Patry and seconded by Councillor, Mrs. Susan McKay.

AND RESOLVED THAT Council authorizes the Director General and Secretary-treasurer, to sign the conservation calendar and any amendments relating to the addition of new documents or documents to be kept permanently and to submit this calendar or amendment for approval to the *Bibliothèque et Archives nationales du Québec* for and on behalf of the Municipality of Pontiac.

Carried



20-03-4023

5.9 Conservation calendar – approval of the list of destruction of the archives

WHEREAS section 7 of the Archives Act requires for every public body to establish and maintain a calendar for the conservation of documents;

WHEREAS section 9 of the same Act binds the public body to its calendar;

WHEREAS section 13 of the same Act stipulates that, subject to the calendar of conservation, no one may dispose or eliminate an active or semi-active document of a public body;

WHEREAS section 199 of the Municipal Code stipulates that the Secretary-treasurer may only get rid of the Municipality's archives with the approval of the Council, or by court order;

THEREFORE, it is moved by Councillor, Mrs. Isabelle Patry and seconded by Councillor, Mrs. Susan McKay.

AND RESOLVED THAT Council approves the list of destruction of the archives prepared by the Director General and Secretary-treasurer and dated January 17, 2020 and to authorize the latter to proceed with the destruction of these documents.

Carried

20-03-4024

5.10 Hiring – office clerk

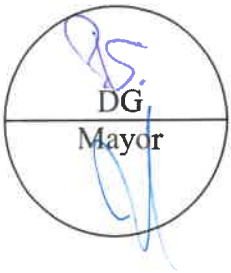
WHEREAS the position of office clerk is vacant following the promotion of employee #01-0136;

WHEREAS the position was posted as per the terms of the collective agreement;

WHEREAS Mrs. Stéphanie Aubrey has been in the position for several weeks as a trainee;

WHEREAS Mrs. Aubrey has applied for the position of office clerk and has the required qualifications;

WHEREAS the recommendation of the Acting Director of Infrastructures and Public Works;



THEREFORE, it is moved by Councillor, Leslie-Anne Barber and seconded by Councillor, Mrs. Isabelle Patry.

AND RESOLVED to accept the recommendation of the Acting Director of Infrastructures and Public Works and to proceed with hiring Mrs. Stéphanie Aubrey as office clerk, according to the terms of the collective agreement, as of March 16, 2020.

Carried

20-03-4025

5.11 Overtime of managerial staff during the flood period

WHEREAS high water levels in the spring can lead to major flooding on the territory of the Municipality of Pontiac;

WHEREAS this is an exceptional situation requiring the implementation of emergency measures;

WHEREAS the management policy that came into effect on June 1, 2019, provides that in exceptional cases, the Council may pay overtime for management staff.

WHEREAS management staff will have to work many hours, in addition to their normal workday, during the flood season;

THEREFORE, it is moved by Councillor, Mrs. Leslie-Anne Barber and seconded by Councillor, Mrs. Susan McKay.

AND RESOLVED THAT Council authorize, in the event of floods, payment to management staff for hours in excess of 48 hours at regular wages for the period of April 1 to June 15, 2020.

IT IS ALSO RESOLVED THAT Council mandates the Director General to ensure the proper administration of this measure.

Carried

6. PUBLIC SECURITY

20-03-4026

6.1 Adoption of the activity report

WHEREAS section 35 of the Fire Safety Act requires that all local authorities and inter-municipal management responsible for the application of measures provided for in



a risk coverage plan, adopt by resolution an activity report and forward it annually to the Minister of Public Security within three months of the end of their fiscal year;

WHEREAS the said report was tabled at the Council meeting held on December 11, 2019;

THEREFORE, it is moved by Councillor, Mrs. Leslie-Anne Barber and seconded by Councillor, Mrs. Isabelle Patry.

AND RESOLVED THAT the activity report be adopted as presented at the Council meeting of December 11, 2019.

IT IS ALSO RESOLVED THAT a copy of this report, along with this resolution, be forwarded to the Minister of Public Safety by March 31, 2020.

Carried

7. PUBLIC WORKS

20-03-4027

7.1 Awarding of contract -tp-012– maintenance of green spaces

WHEREAS the maintenance contract for green spaces has expired;

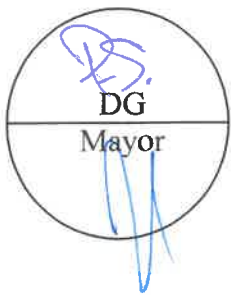
WHEREAS the Municipality proceeded with a call for tenders which was published on the SEAO as well as in the newspaper Le Droit for the maintenance of green spaces on the territory of the Municipality and that we only received the following offer for a period of three (3) years:

Taxes included	
Entreprise MK	\$127,477.39

WHEREAS Enterprise MK's proposal is the only bid received and is within our budget;

THEREFORE, it is moved by Councillor, Mrs. Susan McKay and seconded by Councillor, Mrs. Isabelle Patry.

AND RESOLVED THAT Council grants the mandate to Enterprise MK for a total amount of \$127,477.39 including taxes, for carrying out the work for a period of three (3) years.



Carried

20-03-4028

7.2 Replacement of employee #02-0068

WHEREAS the employee #02-0068 is absent for an indefinite period;

WHEREAS it is necessary to replace employee # 02-0068 during his absence in order to ensure proper functioning of the department;

WHEREAS the employee #02-0080 knows the files and has shown his ability to continue the work;

THEREFORE, it is moved by Councillor, Mrs. Leslie-Anne Barber and seconded by Councillor, Mrs. Isabelle Patry.

AND RESOLVED THAT employee #02-0080 replace employee #02-0068 in his managerial functions during his absence on an acting basis.

Carried

20-03-4029

8. URBAN PLANNING AND ZONING

8.1 Acquisition of land following the spring floods

WHEREAS the property mentioned below was heavily damaged during the spring floods;

WHEREAS the owner has chosen to take the allowance offered by the Ministry of Public Security;

WHEREAS the owner has declared that he wishes to transfer his land to the Municipality of Pontiac in order to obtain the additional financial assistance offered by the Ministry of Public Security;

WHEREAS THE owner agrees to respect all the commitments determined by the Ministry under Decree 403-2019, namely to:

- Obtain, before the beginning of the work, all necessary permits and approvals;
- Proceed with the demolition of his residence in accordance with the laws and regulations in force;



- Remove foundations in accordance with applicable laws and regulations, and in such a way that the removal does not constitute a risk to people;

THEREFORE it is moved by Councillor, Mrs. Leslie-Anne Barber and seconded by Councillor, Mrs. Isabelle Patry.

AND RESOLVED THAT the Municipality of Pontiac agrees to acquire, for the nominal amount of \$1.00, the following lot:

Lot 2 683 177 and 2 755 674, located at 122, Bord-de-l'Eau Road;

IT IS ALSO RESOLVED THAT the deed of assignment and other necessary deeds be prepared by Me Lisa Gallinaro at the expense of the Municipality of Pontiac and that these expenses may be included in the municipal claim to the Ministry of Public Security.

Carried

9. RECREATION AND CULTURE

20-03-4030

9.1 Hiring – 2020 day camp coordinator position

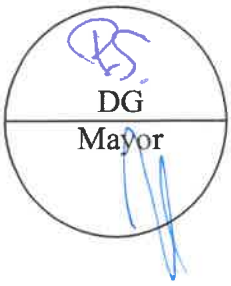
WHEREAS the candidate held this position last year and he has expressed his interest to join the day camp team again;

WHEREAS the candidate has experience and is familiar with the operation of the day camp;

THEREFORE, it is moved by Councillor, Mrs. Susan McKay and seconded by Councillor, Mrs. Isabelle Patry.

AND RESOLVED THAT the Municipal Council proceed with hiring of Mr. Mathias Bolduc for the position of municipal day camp coordinator, at an hourly rate of \$21.50 for a contract of 500 hours maximum.

Carried



20-03-4031

9.2 call for tenders for the repair of the lighting system – Luskville Recreational Park

WHEREAS the costs for carrying out the project during the first call for tenders in 2018 were not within our budget;

WHEREAS the 2019 floods delayed the completion of the project;

WHEREAS the Municipality has been granted an extension before the deadline to complete the project;

WHEREAS the Recreation Director believes that by acting as project manager it will be possible to reduce the costs for carrying out the project;

THEREFORE, it is moved by Councillor, Mrs. Leslie-Anne Barber and seconded by Councillor, Mrs. Susan McKay.

AND RESOLVED THAT the Recreation Department, in collaboration with the Public Works Department, launches the calls for tenders necessary for carrying out the project.

Carried

20-03-4032

9.3 Purchase of computers for the libraries

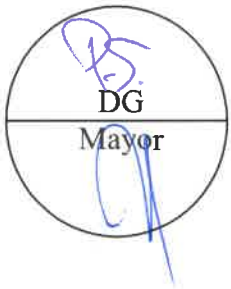
WHEREAS the computers in the libraries are outdated and no longer work;

WHEREAS the volunteers' work has been made difficult and complicated because of computer breakdowns;

WHEREAS there is a need and a demand from the citizens to use computers for school and other work;

THEREFORE, it is moved by Councillor, Mrs. Susan McKay and seconded by Councillor, Mrs. Leslie-Anne Barber.

AND RESOLVED THAT the Municipality proceed with the purchase of six (6) computers for the libraries in Quyon and Luskville for an amount of \$6,583.38+ taxes, also including software and installation.



IT IS ALSO RESOLVED THAT four (4) computers will go to the Quyon library and two (2) computers will go to the Luskville library.

FINALLY, IT IS RESOLVED THAT the funds are affected to budget items 02 70231 522 and 02 70230 526 (\$4,760.00) and that a budget transfer (\$1,823.38) is made from budget items 02 70231 494 and 02 70230 494.

Carried

10. PUBLIC QUESTION PERIOD

Mrs. Joanne Labadie, President, asks the people present if they have questions.

20-03-4033

11. CLOSING OF THE MEETING

IT IS MOVED BY Councillor, Mrs. Nancy Draper-Maxsom and seconded by Councillor, Mrs. Susan McKay.

AND RESOLVED THAT this Council agrees to close the session at 7:58 pm.

Carried

A handwritten signature in blue ink, appearing to read 'Said', written over a horizontal line.

Mr. Pierre Said
DIRECTOR GENERAL

A handwritten signature in blue ink, appearing to read 'Labadie', written over a horizontal line.

Mrs. Joanne Labadie
MAYOR

« 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».