

**PROVINCE OF QUEBEC  
PONTIAC COUNTY**

MINUTES of the regular Council meeting of the Municipality of Pontiac held on Tuesday, November 10, 2020, at 7:00 p.m. by videoconference, in which participated:

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

Also present, Pierre Said, Director General and a few ratepayers.

**1. OPENING OF THE MEETING**

Joanne Labadie, President, notes the quorum and opens the meeting. The meeting starts at 7:02 p.m.

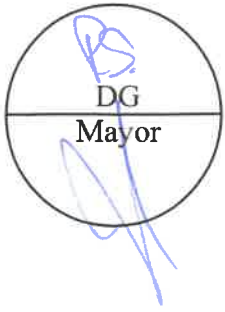
**2. FLOOR TO THE PUBLIC AND QUESTIONS**

Mayor, Joanne Labadie, answers all questions received.

**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 October 13, 2020**
5. **Administration**
  - 5.1 Budgetary transfers
  - 5.2 Mandate - NCC files
  - 5.3 Creation of an allocated surplus - emergency measures
  - 5.4 Creation of an allocated surplus - infrastructures
  - 5.5 Mandate for an external auditor
  - 5.6 Hiring a student as an intern in the Communications Department
  - 5.7 Mandate to the UMQ - insurance contract
  - 5.8 Extras - Saint-Andrew and Saint-John project
  - 5.9 Awarding of a legal mandate to obtain an order for disclosure of information
  - 5.10 List of incurred expenses for the month of November 2020
6. **Public safety**
  - 6.1 Resignation of employee #10-0009
  - 6.2 Purchase of an extrication device

20-11-4183



- 6.3 Purchase and installation of CO and NO<sub>2</sub> detectors and of an air exchanger at Fire Station #1
- 6.4 Purchase and installation of a radio repeater system at Fire Station #1
- 7. Public Works**
- 7.1 Vulnerability analysis of the drinking water supply source
- 7.2 Bronson-Bryant Road
- 8. Urban planning and zoning**
- 8.1 Application to the CPTAQ for authorization to use lot 2 683 550 located at 635 Crégheur Road for purposes other than agriculture
- 9. Recreation and culture**
- 9.1 Awarding of contract 20-loi002 Luskville Recreation Park - ball field lighting system refurbishment
- 9.2 Purchase and installation of boards for Quyon ice rink.
- 10. Tabling of documents**
- 10.1 Tabling of the report on the delegation of authorization of expenses and fixed expenditures
- 10.2 Tabling of the comparative budgetary and accounting statements of revenues and expenses
- 10.3 Tabling of the declaration of pecuniary interests of the Council Members
- 11. Closing of meeting**

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

**AND RESOLVED** to adopt the agenda with the addition of item 5.10 (list of incurred expenses for the month of November 2020) and the withdrawal of item 6.4 (installation of showers at Fire Station #1).

Carried

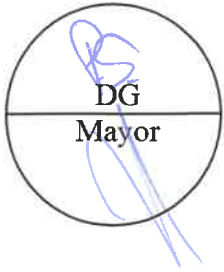
20-11-4184

**4. ADOPTION OF THE MINUTES OF THE MEETING OF OCTOBER 13, 2020**

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

**AND RESOLVED TO** adopt the minutes of the meeting of October 13, 2020.

Carried



## 5. ADMINISTRATION

20-11-4185

### 5.1 Budgetary transfers

**IT IS MOVED BY** Councillor, Isabelle Patry and seconded by Councillor, Scott McDonald.

**AND RESOLVED THAT** the Municipality carry out the budgetary transfers in the amount of \$102,266.00.

Carried

20-11-4186

### 5.2 Mandate – NCC files

**WHEREAS** the status of certain NCC properties has been modified;

**WHEREAS** the NCC is considering challenging the valuation roll and the resulting tax increase on some of their properties;

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

**AND RESOLVED** to mandate Me Wayland, who handles NCC files for other municipalities in the MRC des Collines, to represent the Municipality of Pontiac in the context of this dispute.

**IT IS ALSO RESOLVED THAT** this expense be allocated to budget item # 02 13000 412.

Carried

20-11-4187

### 5.3 Creation of an allocated surplus - emergency measures

**WHEREAS** we are expecting an amount from the MAMH as a compensation for lost revenues and additional costs related to the pandemic;

**WHEREAS** the Municipality has no reserved funds for emergency measures;

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



**AND RESOLVED THAT** the sum of \$250,000.00 be reserved for future emergency measures.

**IT IS ALSO RESOLVED THAT** resolution 20-03-4036 be rescinded.

Carried

20-11-4188

#### **5.4 Creation of an affected surplus – infrastructures**

**WHEREAS** it is necessary to create a surplus allocated to municipal infrastructures in order to have financial reserves to carry out major work without having to adopt a borrowing bylaw and pay interest;

**WHEREAS** the provincial funding for the gas tax program and the Quebec contribution (TECQ) is provided over a period of 20 years;

**THEREFORE,** it is moved by Councillor, Thomas Howard and seconded by Councillor, Isabelle Patry.

**AND RESOLVED THAT** this Council proceed with the creation of a item entitled "Allocated surplus - infrastructure" and that any unallocated or used amount from non-dedicated financial assistance be allocated to it.

**IT IS ALSO RESOLVED THAT** Council may deposit any amount it deems necessary into this fund.

**IT IS ALSO RESOLVED THAT** the provincial contribution under the TECQ program, spread over a period of 20 years, be transferred annually to the allocated surplus - infrastructure. (Contribution of interest and provincial contribution of capital).

**FINALLY, IT IS RESOLVED THAT** any unused amount from the federal contribution under the TECQ program be transferred to the allocated surplus – infrastructure.

Carried

20-11-4189

#### **5.5 Mandate for an external auditor**

**WHEREAS** the Municipality proceeded with calls for tenders in order to award a two-year mandate to an external auditor;



**WHEREAS** we received three (3) bids;

<b>Tenderers</b>	<b>Amounts - Taxes not included</b>
Lacroix et Associés Inc.	\$35,900
Dignard Éthier CPA Inc.	\$37,500
Marcil Lavallée	\$51,500

**THEREFORE**, it is moved by Councillor, Isabelle Patry and seconded by Councillor, Scott McDonald.

**AND RESOLVED** to award a two-year external auditor contract to the firm Lacroix et Associés for the sum of \$35,900.00 plus taxes.

**IT IS ALSO RESOLVED THAT** this expenditure be allocated to the budget item #02 13000 413.

Carried

20-11-4190

**5.6 Hiring a student as an intern in the communications department**

**WHEREAS** the Municipality has submitted a project to redesign its website as part of a "business class" school project at the Cégep de l'Outaouais;

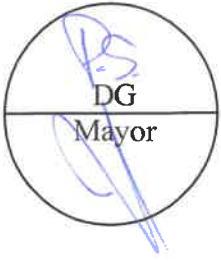
**WHEREAS** this project was selected, and it does not incur any direct costs to the Municipality;

**WHEREAS** the students will deliver to the Municipality, free of charge, a new website that meets market quality standards and that this website will require implementation and data integration to make it operational;

**WHEREAS** the Cégep de l'Outaouais recommends that the Municipality hire a student intern as a designated person to do this work;

**WHEREAS** this student intern will allow the Municipality to acquire the minimum necessary knowledge for the operation and maintenance of this new website;

**WHEREAS** the Municipality promotes the development and support of the next generation;



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

**AND RESOLVED THAT** the Municipality offers a paid internship to a student so that he can proceed with the implementation and commissioning of the new website.

**IT IS ALSO RESOLVED THAT** this internship will be at the rate of 36 hours per week, for a duration of 16 weeks, at a salary of \$17.00/hour.

**FINALLY, IT IS RESOLVED THAT** this expenditure is allocated to budget item 02 130 10 141.

Carried

20-11-4191

#### **5.7 Mandate to the UMQ - insurance contract**

**WHEREAS**, in accordance with section 29.9.1 of the Cities and Towns Act and 14.7.1 and following of the Municipal Code, the Municipality of Pontiac wishes to join the *Union des municipalités du Québec* and its grouping for the joint purchase of insurance to protect the reputation and privacy of elected officials and senior officials and health and safety criminal liability insurance (C-21), for the period from December 31, 2020, to December 31, 2025;

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

**AND RESOLVED THAT** the Municipality of Pontiac hereby joins the purchasing group of the *Union des municipalités du Québec*, for the awarding of a contract for insurance protection of the reputation and privacy of elected officials and senior officials and for health and safety criminal liability insurance (C-21), for the period from December 31, 2020, to December 31, 2025.

**IT IS ALSO RESOLVED THAT** the Municipality authorizes the Mayor to sign for, and in the name of the Municipality, all documents related to this agreement.

Carried

Councillors Scott McDonald and Nancy Draper-Maxsom vote against the resolution.



20-11-4192

**5.8 Extras - Saint-Andrew and Saint-John project**

**WHEREAS** certain unforeseeable work was carried out within the framework of the project to repair the water mains on Saint-Andrew and Saint-John Streets;

**WHEREAS** this work resulted in cost overruns to the original contract;

**WHEREAS**, further to an analysis of the documentation, these costs are justified and legitimate;

**WHEREAS** these cost overruns were communicated only at the end of the project;

**WHEREAS** the recommendations of the Public Works Coordinator;

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

**AND RESOLVED THAT** Council authorizes the payment of \$49, 877.84 plus taxes for the unforeseeable and necessary work.

**IT IS ALSO RESOLVED THAT** this amount be funded through the 2019-2023 TECQ program.

Carried

20-11-4193

**5.9 Awarding of a legal mandate to obtain an order for disclosure of information**

**WHEREAS** derogatory and offensive comments are regularly and continuously made towards the staff members and elected officials of the Municipality of Pontiac through social media;

**WHEREAS** these comments may represent an attack on the dignity and integrity of the Municipality, its employees and members of its Council;

**WHEREAS** these comments go against the operation of a healthy democratic society;

**WHEREAS** the Municipality of Pontiac has the responsibility to provide a healthy and harassment-free work environment for its employees;



**WHEREAS** the Municipality's willingness to identify the author(s) of the said comments;

**THEREFORE**, it is moved by Councillor Susan McKay and seconded by Councillor, Thomas Howard.

**AND RESOLVED THAT** Council grants a mandate for legal representation to the firm RPGL in order to prepare and undertake injunction proceedings, on behalf of the Municipality of Pontiac, seeking an order for disclosure of information.

**IT IS ALSO RESOLVED THAT** this expense be allocated to budget item #02 13000 412.

Carried

Councillors Nancy Draper-Maxsom and Scott McDonald voted against the resolution.

20-11-4194

#### **5.10 List of incurred expenses for the month of November 2020**

**IT IS MOVED** by Councillor, Isabelle Patry and seconded by Councillor, Scott McDonald.

**AND RESOLVED** to accept the incurring expenses, for a total amount of \$17, 246.55 taxes included.

Carried

#### **6. PUBLIC SAFETY**

20-11-4195

#### **6.1 Resignation of employee #10-0009**

**WHEREAS** employee #10-0009 submitted his resignation as a volunteer firefighter to the Acting Director of the Fire Department;

**THEREFORE**, it is moved by Councillor, Thomas Howard and seconded by Councillor, Scott McDonald.

**AND RESOLVED THAT** Council accepts the resignation of employee #10-0009 as of October 2, 2020.





**IT IS ALSO RESOLVED THAT** the Municipality wishes to thank employee #10-0009 for his years of dedicated services.

Carried

20-11-4196

**6.2 Purchase of an extrication device**

**WHEREAS** the extrication device currently used by the Fire Department is obsolete;

**WHEREAS** the Municipality of Pontiac has an opportunity to purchase an extrication device at a reduced price;

**WHEREAS** the recommendation of the Acting Director of the Fire Department;

**THEREFORE**, it is moved by Councillor, Thomas Howard and seconded by Councillor, Susan McKay.

**AND RESOLVED** to accept the tender of 1200 Degree for the purchase of an extrication device in the amount of \$32,273.00 plus taxes.

**IT IS ALSO RESOLVED THAT** this expense be allocated to budget item #23 030 00 725.

Carried

20-11-4197

**6.3 Purchase & installation of CO and NO<sub>2</sub> detectors and of an air exchanger at Fire Station #1**

**WHEREAS** the Fire Station #1 is not equipped with an air exchanger or CO or NO<sub>2</sub> detectors;

**WHEREAS** a recent report from CNESST calls for corrective actions to this effect;

**WHEREAS** the recommendations of the Acting Director of the Fire Department and of Martine Gaudet, CNESST inspector;

**WHEREAS** only one compliant bid was received following the requests for tenders;

**THEREFORE**, it is moved by Councillor, Thomas Howard and seconded by Councillor, Isabelle Patry.



**AND RESOLVED THAT** Council authorizes the purchase and installation of an air exchanger and CO and NO<sub>2</sub> detectors by the supplier Modern Niagara in the amount of \$11,746.33 + taxes.

**IT IS ALSO RESOLVED THAT** these expenses are allocated to the working capital, reimbursable over a period of five (5) years starting in 2021.

Carried

20-11-4198

**6.4 Purchase & installation of a radio repeater system at Fire Station #1**

**WHEREAS** there are areas in the Breckenridge sector where radio communication is currently difficult due to dead spots;

**WHEREAS** the offer from our radio supplier to purchase and install a radio repeater system to solve this problem;

**WHEREAS** the recommendation of the Acting Director of the Fire Department;

**WHEREAS** the offer from Groupe CLR;

**THEREFORE**, it is moved by Councillor, Thomas Howard and seconded by Councillor, Susan McKay.

**AND RESOLVED** to accept the tender from Groupe CLR in the amount of \$9,250.00 plus taxes for the purchase and installation of the necessary equipment.

**IT IS ALSO RESOLVED THAT** this expenditure be allocated to budget item #23 030 00 725.

Carried

**7. PUBLIC WORKS**

20-11-4199

**7.1 Awarding of mandate for a vulnerability analysis of the drinking water supply source**

**WHEREAS** the Water Withdrawal and Protection Regulation (WWPR) requires that a vulnerability analysis of each municipality's drinking water source be completed and submitted to the Minister by April 1, 2021;



**WHEREAS** the Municipality has received a service offer from the firm Akifer to conduct the analysis;

**WHEREAS** the Municipality can benefit from a grant that pays 50% of the cost of the study if the study is done before April 1, 2021;

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

**AND RESOLVED THAT** Council grants the mandate to Akifer, for the sum of \$ 23,800.00 plus applicable taxes.

**IT IS ALSO RESOLVED THAT** this expense be allocated to the budget item 23 050 08 721.

**FINALLY, IT IS RESOLVED THAT** Mr. Alain Bourgeois, Director of Infrastructures and Public Works be authorized to sign, for and in the name of the Municipality, all documents to this effect.

Carried

20-11-4200

### 7.2 Bronson-Bryant Road

**WHEREAS** during the floods of 2019, the culvert and Bronson-Bryant Road were washed out by the watercourse and the road has been closed ever since;

**WHEREAS** we could potentially benefit from financial assistance from the Ministry of Public Security to repair the road;

**WHEREAS** if we do not repair the road, we will have to build dead ends on each side;

**WHEREAS** a longer delay is required for firefighters to reach the residence at the end of the closed road;

**WHEREAS** the Ministry of Public Security must receive the plans and specifications as well as a hydrological study before they can confirm their financial contribution;

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



**AND RESOLVED THAT** Council mandates the Public Works Department to obtain plans and specifications, costs and a hydrological study for the repair of the road.

Carried

## **8. URBAN PLANNING AND ZONING**

20-11-4201

### **8.1 Application to the CPTAQ for authorization to use lot 2 683 550 located at 635 Crégheur Road for purposes other than agriculture**

**WHEREAS** this application is submitted as part of a citizen's request to the CPTAQ for permission to use, for purposes other than agricultural, lot 2 683 550 for a residence related to an agricultural operation located in the agricultural zone decreed by the Act respecting the protection of agricultural land and agricultural activities (R.S.Q., c. P-41.1);

**WHEREAS**, pursuant to section 58.2 of the Act respecting the protection of agricultural land and agricultural activities, the present notice sent by the Municipality to the CPATQ is motivated while considering the criteria established in section 62 of the LPTAA;

**WHEREAS**, according to the Canada Land Inventory soil classification, the soil on which the house will be built is of class 2 W, that is a soil with moderate limitations, which reduces the range of possible crops due to water overabundance;

**WHEREAS** the authorization that may be granted, may have certain consequences on the potential to use neighbouring lots for agricultural purposes;

**WHEREAS** this application for authorization is not incompatible with agriculture in this sector and does not create constraints with regard to the application of laws and regulations to mitigate the inconveniences caused by odours inherent to agricultural activities, since this sector is not used extensively for livestock operations;

**WHEREAS** this application for authorization is not incompatible with agriculture in this sector and does not create constraints with respect to the application of environmental laws and regulations, and more specifically for animal production establishments. The closest active agricultural buildings seem to be about 150 metres away;

**WHEREAS** there are other vacant lots on the territory of the Municipality of Pontiac that can accommodate residential use outside the permanent agricultural zone;



**WHEREAS** this use is authorized under the zoning bylaw of the Municipality of Pontiac;

**THEREFORE**, it is moved by Councillor, Scott McDonald and seconded by Councillor, Isabelle Patry.

**AND RESOLVED THAT** the Council support the citizen's application to the CPTAQ in order to obtain the authorization for the construction of a residence related to a farm operation on lot 2 683 550.

Carried

**9. RECREATION AND CULTURE**

20-11-4202

**9.1 Awarding of contract 20-loi002 Luskville Recreation Park - ball field lighting system refurbishment**

**WHEREAS** the Municipality qualifies for two grants, \$150,000.00 from the Blue Jays and \$82,914.00 from the Ministry of Education and Teaching;

**WHEREAS** the Municipality of Pontiac wishes to proceed with the refurbishment of the lighting system at the Luskville Recreation Park;

**WHEREAS** the ball field lighting is obsolete;

**WHEREAS** the Municipality is acting as the prime contractor to ensure the sound management of public funds and minimize costs;

**WHEREAS** this project will be carried out in three phases: first, acquire the lighting fixtures, then acquire the poles to house the lighting fixtures, and then hire an electrician to install the fixtures and poles;

**WHEREAS** the second stage is to acquire the posts, bases and ties;

**WHEREAS** the Municipality proceeded with a call for tenders by invitation for poles, ties and bases from four suppliers and received the following proposal:

Tenderer	Price taxes included
Pro-Ballast	\$57,258.70



**WHEREAS** Pro-Ballast's bid complies with the Municipality's specifications;

**THEREFORE**, it is moved by Councillor, Thomas Howard and seconded by Councillor, Scott McDonald.

**AND RESOLVED THAT** Council grants the mandate to Pro-Ballast for a total amount of \$57,258.70 taxes included, for the supply of poles and ties for the Lusville Recreation Park.

**IT IS ALSO RESOLVED THAT** the project be financed by the Blue Jays grant and by the financial assistance from the Ministry of Education and Teaching.

Carried

20-11-4203

**9.2 Purchase and installation of rink boards for Quyon skating rink**

**WHEREAS** the rink boards in the Quyon Recreation Park are badly damaged and unsafe;

**WHEREAS** this skating rink is widely used by citizens;

**WHEREAS** the Municipality proceeded with a call for tenders by invitation from three suppliers and received the following proposals;

Tenderer	Price -Taxes included
Agora	\$36,786.25
Omni-Tech Sports	\$39,128.82
Permafib	\$45,694.59

**WHEREAS** Agora's tender meets the requirements of the Municipality;

**THEREFORE**, it is moved by Councillor, Susan McKay and seconded by Councillor, Thomas Howard.

**AND RESOLVED THAT** Council grants the mandate to Agora for a total amount of \$36,786.25 including taxes, for the purchase and installation of boards for the skating rink at the Quyon Recreation Park.



**IT IS ALSO RESOLVED THAT** this expense be allocated to budget item 02 70150 519.

Carried

Councillors Nancy Draper-Maxson, Leslie-Ann Barber and Scott McDonald vote against the resolution. Mayor, Joanne Labadie votes in favour of the resolution.

**10. TABLING OF DOCUMENTS**

**10.1 Tabling of the report relating to the delegation of authorization of expenses and fixed expenditures from September 26 to October 25, 2020.**

**10.2 Tabling of the comparative budget and accounting statements of revenues and expenses for the period which ended on September 30, 2020.**

**10.3 Tabling of the declaration of pecuniary interests of the Council Members.**

20-11-4204

**11. CLOSING OF MEETING**

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

**AND RESOLVED** to close the meeting at 8:26 p.m. having gone through the agenda.

Carried

A blue ink signature of Pierre Said.

Pierre Said  
DIRECTOR GENERAL

A blue ink signature of Joanne Labadie.

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».*