

**PROVINCE OF QUEBEC  
MUNICIPALITY OF PONTIAC**

MINUTES of the special municipal council meeting held on Tuesday, January 13, 2015 at 7:00 p.m. at the Town Hall, situated at 2024 route 148, Pontiac. Those who were present:

Roger Larose, Mayor, Brian Middlemiss, Pro-Mayor and Councillors R. Denis Dubé, Nancy Draper-Maxsom, Thomas Howard, Inès Pontiroli and Dr. Jean Amyotte.

Also present: Mr. Benedikt Kuhn Acting Director General.

The meeting begins at 7:00 p.m.

**15-01-2242**

**ADOPTION OF THE AGENDA**

1. Floor to the public and question period
2. Adoption of the agenda
3. Notice of motion for the adoption of by-law 01-15 regarding the general property tax fees and service rates
4. Tabling of by-law 01-15 regarding the general property taxes fees and service rates
5. Contract – Davis Park skating rink
6. Purchase fire truck – Cantley
7. Creation of a position – Director of infrastructures and of Public Works
8. Creation of a position – Head of division, Public Works
9. Creation of a position – Assistant Director General
10. Authorization for the signature of official documents
11. Public question period
12. Closing of the meeting

It is

Moved by: Nancy Draper-Maxsom

Seconded by: R. Denis Dubé

AND RESOLVED to adopt the agenda as prepared and read.

Carried on a divided vote

Councillors Dr. Jean Amyotte and Inès Pontiroli vote against the adoption of the agenda because some information was not given beforehand regarding items 6, 7, 8 and 9.

Carried on a divided vote

**NOTICE OF MOTION**

I, the undersigned, **R. Denis Dubé**, Councillor of the electoral district number 2, in the Municipality of Pontiac, give notice that I intend to present at a subsequent meeting, a by-law regarding the general property tax fees and service rates.

The reading of the by-law is not necessary since the request for waiving the reading is done at the same time as the notice of motion and that a copy of the by-law has been immediately given to all present Council members and to the others two juridical days before the meeting at which it will be carried and if, during this meeting, all present members of the Municipal Council declare having read it and waive its reading (art. 445 C.M.)

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**TABLING OF BY-LAW 01-15**

**BY-LAW 01-15 REGARDING THE GENERAL PROPERTY TAX FEES AND SERVICE RATES**

WHEREAS the 2015 budget provided for property tax rates and imposition of necessary service taxes in order to balance the budget;

WHEREAS a notice of motion of this by-law was given at a special council meeting on January 13, 2015 by Councillor R. Denis Dubé;

CONSEQUENTLY, it is

Moved by:  
 Seconded by:

AND RESOLVED THAT the present by-law be adopted and that it be ruled and decreed as follows :

**ARTICLE 1** For the implementation of this budget, the general land taxes, taxes for investments, loans and others, service and compensation taxes will be levied according to the following chart:

| <b>GENERAL TAX</b>                                         | <b>2015<br/>Rate per \$100</b> |
|------------------------------------------------------------|--------------------------------|
| <b>Non-residential property</b>                            | 0.5863                         |
| <b>6 apartments or more</b>                                | 0.5863                         |
| <b>Vacant lots</b>                                         | 0.5863                         |
| <b>Residual property</b>                                   | 0.5863                         |
| <b>Agricultural</b>                                        | 0.5863                         |
| <b>Industrial</b>                                          | 0.5863                         |
| <b>TOTAL VARIOUS TAXES</b>                                 | 0.5863                         |
| <b>TAXES REGARDING LOANS - FOR ALL OF THE MUNICIPALITY</b> |                                |
| <b>By-law no. 03-03 Lagoon 25% ALL</b>                     | 0.0007                         |
| <b>By-law no. 05-02 Freightliner #24</b>                   | 0.0019                         |
| <b>By-law no. 06-10 Road paving</b>                        | 0.0256                         |
| <b>By-law no. 06-07 Grader #111</b>                        | 0.0040                         |
| <b>By-law no. 12-07 International #28</b>                  | 0.0042                         |
| <b>By-law no. 10-09 Town Hall</b>                          | 0.0033                         |
| <b>By-law no. 06-11 Omkar and Du Marquis</b>               | 0.0006                         |
| <b>Tanker truck 2014</b>                                   | 0.0039                         |
| <b>TOTAL</b>                                               | <b>0.0443</b>                  |

|                                            |               |
|--------------------------------------------|---------------|
| <b>Compensation - Various taxes – Rate</b> | 0.5863        |
| <b>Compensation for loans - Rate</b>       | 0.0443        |
| <b>RATE FOR COMPENSATION</b>               | <b>0.6306</b> |

| <b>RATE FOR LOANS - SECTORIAL TAXES</b>                                        | <b>2015<br/>Rate per \$100</b> |
|--------------------------------------------------------------------------------|--------------------------------|
| By-law no. 03-03 Quyon lagoon 75%                                              | 0.0532                         |
| By-law no. 06-13 Paving Lavigne road                                           | 0.0200                         |
| By-Law no. 06-14 Paving Davis road & Soulière Cr.                              | 0.0260                         |
| By-law no. 05-10 Paving Cedarvale, Adrien-Renaud, de la Détente and Renaud Cr. | 0.0197                         |
| By-law no. 07-10 Paving Panorama and McCaffrey roads                           | 0.0255                         |
| By-law no. 06-11 Paving Omkar 12.5%                                            | 0.0243                         |
| By-law no. 06-11 Paving Du Marquis 37.5%                                       | 0.0226                         |
| <b>TOTAL OF RATE ON EVALUATION</b>                                             | <b>0.1913</b>                  |
|                                                                                | <b>2015<br/>Cost per unit</b>  |
| By-law no. 15-10 Drinking water Quyon – vacant lot 0.85                        | \$120.39                       |
| By-law no. 15-10 Drinking water Quyon – residential 1.0                        | \$141.63                       |
| By-law no. 15-10 Drinking water Quyon – small business 1.15                    | \$162.88                       |
| By-law no. 15-10 Drinking water Quyon – large business 1.7                     | \$240.77                       |

**SERVICE TAX WITH FIXED RATE**

| <b>WATER</b>   | <b>2015<br/>Cost per unit</b> |
|----------------|-------------------------------|
| Residential    | \$ 334.62                     |
| Small business | \$ 382.14                     |
| Large business | \$ 568.42                     |

| <b>SEWERS</b>  | <b>2015<br/>Cost per unit</b> |
|----------------|-------------------------------|
| Residential    | \$ 247.41                     |
| Small business | \$ 282.92                     |
| Large business | \$ 420.86                     |

| <b>RESIDUAL MATERIALS</b>  | <b>2015<br/>Cost per unit</b> |
|----------------------------|-------------------------------|
| Residential                | \$ 216.56                     |
| Residential-commercial     | \$ 241.17                     |
| Small business             | \$ 252.73                     |
| Large business             | \$ 305.86                     |
| Recreational-accommodation | \$ 277.30                     |

### **METHOD OF PAYMENT**

**ARTICLE 2** Method of payment of taxes and compensations provided in the present by-law are as follows :

- 1) all tax or compensation invoices to which the total is less than \$300.00, **the invoice must be paid in one instalment on March 1, 2015**
- 2) all tax or compensation invoices to which the total is or exceeds \$300.00, **the debtor has the right to pay the invoice in one or three instalments as follows :**

Three equal instalments :

- The first instalment must be paid **by March 1, 2015**
- The second instalment must be paid **by June 1, 2015**
- The third instalment must be paid **by October 1, 2015**

**ARTICLE 3** Taxes and compensations are payable at the director general's office situated at 2024 Route 148, Pontiac.

### **INTEREST RATES**

**ARTICLE 4** All accounts owing to the municipality bear interest at a rate of THIRTEEN PERCENT (13%) per annum from the deadline at which they must be paid. However, only outstanding amounts on each instalment required bear interest.

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

### **CHEQUES WITHOUT FUNDS**

**ARTICLE 6** When a cheque is remitted to the Municipality and payment is refused by the financial institution, administration fees of TWENTY DOLLARS (\$20.00) will be claimed from the drawer in addition to any interests.

### **COMING INTO FORCE**

**ARTICLE 7** The present by-law will come into force on the day of its publication, in accordance with the law.

**15-01-2243**

**AWARDING THE CONTRACT FOR THE MAINTENANCE OF THE SKATING RINK  
- DAVIS PARK**

WHEREAS the winter maintenance of the skating rink at Davis Park is sourced out;

WHEREAS the Municipality has requested a written offer from at least 2 contractors;

WHEREAS upon opening the bids, the 2 offers received were of the same amount;

WHEREAS in such a situation, the Municipality must choose one of either offers;

WHEREAS the Municipality is satisfied with the services rendered in the past by Mr. Christian Lauzon;

It is

Moved by: Dr. Jean Amyotte

Seconded by: Inès Pontiroli

AND RESOLVED THAT the Municipality awards the 3-year contract for the winter maintenance of the skating rink at Davis Park to Mr. Christian Lauzon, for the amount of \$27, 594.00, all applicable taxes included, starting on January 1, 2015 to December 31, 2017.

IT IS ALSO RESOLVED to ask the Acting Director General to prepare the contract to that effect.

Carried

**15-01-2244**

**CREATION OF A POSITION – DIRECTOR OF INFRASTRUCTURES AND OF  
PUBLIC WORKS**

WHEREAS following the return of employee # 02-0091 to the bargaining unit, the position of Director of Public Works is currently vacant;

WHEREAS the abolition of the Director of Technical Services position and the division of the related responsibilities;

WHEREAS the need to restructure the management positions at the Municipality of Pontiac in order to better serve the population;

It is

Moved by: R. Denis Dubé

Seconded by: Nancy Draper-Maxsom

AND RESOLVED to abolish the Director of Public Works position;

IT IS ALSO RESOLVED to create the position of Director of infrastructures and of Public Works;

FURTHERMORE, IT IS RESOLVED to mandate the Municipal Directorate-General to prepare the job description;

FINALLY, IT IS RESOLVED to mandate the Municipal Directorate-General and the administrative and finance Committee to start procedures in order to fill the position of Director of infrastructures and of Public Works, including the negotiation of working conditions with the successful candidate following the selection process.

Carried on a divided vote

Councillors Inès Pontiroli and Dr. Jean Amyotte vote against the resolution because no information to support this resolution given was beforehand and there is no information regarding the job description and salary scale.

**15-01-2245**

**CREATION OF A POSITION – HEAD OF DIVISION - PUBLIC WORKS**

WHEREAS the abolition of the Director of Public Works position;

WHEREAS the creation of the Director of infrastructures and of Public Works position;

WHEREAS the need to restructure the management positions at the Municipality of Pontiac in order to better serve the population;

It is

Moved by: R. Denis Dubé  
Seconded by: Thomas Howard

AND RESOLVED to create the position of Head of Division, Public Works;

IT IS ALSO RESOLVED to mandate the Municipal Directorate-General to prepare the job description and to proceed with the posting of the job offer;

FINALLY, IT IS RESOLVED to mandate the Municipal Directorate-General and the administrative and finance Committee to start procedures in order to fill the position of Head of Division, Public Works, including the negotiation of working conditions with the successful candidate following the selection process.

Carried on a divided vote

Councillors Inès Pontiroli and Dr. Jean Amyotte vote against the resolution because no information to support this resolution was given beforehand and there is no information regarding the description and salary scale.

**15-01-2246**

**CREATION OF A POSITION – HEAD OF COMMUNICATIONS AND ASSISTANT DIRECTOR GENERAL**

WHEREAS the resignation of employee # 02-0116;

WHEREAS the need to restructure the management positions at the Municipality of Pontiac in order to better serve the population;

It is

Moved by: R. Denis Dubé  
Seconded by: Nancy Draper-Maxsom

AND RESOLVED to create the position of Head of Communications and Assistant Director General;

IT IS ALSO RESOLVED to mandate the Municipal Directorate-General to prepare the job description and to proceed with the posting of the job offer;

FINALLY, IT IS RESOLVED to mandate the Municipal Directorate-General and the administrative and finance Committee to start procedures in order to fill the position of Head of Communications and Assistant Director General, including the negotiation of working conditions with the successful candidate following the selection process.

Carried on a divided vote

Councillors Inès Pontiroli and Dr. Jean Amyotte vote against the resolution because no information to support this resolution was given beforehand and there is no information regarding the job description and salary scale.

**15-01-2247**

**AUTHORIZATION FOR THE SIGNATURE OF OFFICIAL DOCUMENTS**

WHEREAS employees must be designated to sign official documents during sales, purchases or land transfer transactions, also for agreements, the granting of contracts or any official transactions done by or for the Municipality of Pontiac;

It is

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

AND RESOLVED THAT this Council designates Mr. Benedikt Kuhn, Acting Director General and/or Mr. Roger Larose Mayor, to sign for and in the name of the Municipality of Pontiac, all required documents for the said transactions.

Carried

**15-01-2248**

**ADJOURNMENT OF THE MEETING**

It is

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

AND RESOLVED to adjourn the meeting at 7:35 p.m., having gone through the agenda.

Carried

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
ACTING DIRECTOR GENERAL

*« I, Mayor Roger Larose, hereby certify that the signature on the present minutes is equivalent to my signature on each and every resolution herein, as specified in article 142 (2) of the Municipal Code».*