

**PROVINCE OF QUEBEC
MUNICIPALITY OF PONTIAC**

MINUTES of the special Municipal Council meeting held on Tuesday, May 16, 2017 at 7:30 p.m. at the Luskville Community Center, situated at 2024 route 148, Pontiac. Those who were present:

Mr. Roger Larose, Mayor and Councillors Mrs. Nancy Draper-Maxsom, Mr. Thomas Howard, Dr. Jean Amyotte and Mrs. Inès Pontiroli.

Also present: Mr. Benedikt Kuhn, Director General and Mr. Dominic Labrie, Head of Division – Communications and Acting Assistant Director General as well as a few ratepayers.

Excused absences: Councillors Mr. Edward McCann (Judgement from the Superior Court), and Mr. Brian Middlemiss, Pro-Mayor.

Mr. Larose, President, notes that there is quorum and declares the meeting open. The meeting began at 7:30 p.m.

FLOOR TO THE PUBLIC AND QUESTION PERIOD

- | | |
|----------------|--|
| Jude Gervais | - Denounces the minor variance project at 82 des Tourterelles Road |
| André Gervais | - Denounces the minor variance project at 82 des Tourterelles Road |
| William Kovak | - Deplores the lack of help during the flood
- Requests that the Municipality fix his lawn which was damaged by a municipal vehicle |
| Jeff Campbell | - Wishes the Municipality would prioritize the rehabilitation of Kilroy Road |
| Line Martineau | - Requests additional investments in order to restore the Luskville recreational park |

17-05-3108

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 11, 2017.
- 5. Administration**
 - 5.1 Budgetary transfers
 - 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 Modifications to the calendar of regular meetings
 - 5.7 Write-off of bad debts
 - 5.8 Appropriated surplus for roof repairs at the Luskville library
 - 5.9 Drinking water deficit
 - 5.10 Reserved fund - Asphalt
 - 5.11 Tabling of the comparative fiscal and accounting statements of revenues and expenditures
 - 5.12 Additional resources – Recovery plan
- 6. Public security**
 - 6.1 Disciplinary measures – Employee # 10-0073
 - 6.2 Disciplinary measures – Employee # 10-0026

- 7. Public works**
 - 7.1 Authorization of proposed fees - Analysis of the company Excavasphalte's claim regarding the contract for the rehabilitation of de la Montagne Road - Phase I
 - 7.2 Call for tenders - Rental of heavy equipment with or without operators - acceptance of the price lists received
 - 7.3 Awarding of professional/technical mandates – 2017 work preparation
 - 7.4 Notice of motion – Bylaw 03-17 concerning culverts in private driveways
 - 7.5 Agreement with the City of Gatineau – Terry-Fox Road
 - 7.6 Emergency repairs of certain tolerance roads
- 8. Public hygiene**
- 9. Urban planning and zoning**
 - 9.1 Domaine des Chutes – Application for a minor variance to reduce the surface area and the width of certain lots
 - 9.2 82 des Tourterelles Road – Application for a minor variance to regularize the side setback
 - 9.3 20 Côte McKay Road – Application for a minor variance to reduce the front setback
- 10. Recreation and culture**
 - 10.1 Rehabilitation – Luskville recreational Park
 - 10.2 International Seniors Day
 - 10.3 Subsidies - Recognition and support Policy for community-based organizations
- 11. Miscellaneous**
- 12. Various reports and correspondence**
 - 12.1 Tabling of various municipal reports:
 - a) animals
- 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 : Nancy Draper-Maxsom

AND RESOLVED to adopt the agenda as prepared and read.

Carried

17-05-3109

ADOPTION OF THE MINUTES OF THE REGULAR MEETING HELD ON APRIL 11, 2017.

It is

Moved by: Thomas Howard
 Seconded by: Inès Pontiroli

AND RESOLVED TO adopt the minutes of the regular meeting held on April 11, 2017.

Carried

17-05-3110

BUDGETARY TRANSFERS (MAY 2017)

It is

Moved by: Nancy Draper-Maxsom
 Seconded by: Inès Pontiroli

AND RESOLVED THAT the Municipality carries out the budgetary transfers as described on the attached list in the amount of **\$27, 339.62.**

Carried

17-05-3111

LIST OF INVOICES TO PAY

It is

Moved by: Thomas Howard
Seconded by: Inès Pontiroli

AND RESOLVED THAT this council authorizes the payment of invoices amounting to **\$59, 687.32** (see appendix) for the period ending on April 30th, 2017 and to debit budget posts related to the expenses mentioned on said list.

Carried

17-05-3112

LIST OF FIXED AND PRE-APPROVED EXPENSES

It is

Moved by: Thomas Howard
Seconded by: Dr. Jean Amyotte

AND RESOLVED THAT this council approves the list of disbursements and withdrawals done from March 29th to April 26th, 2017, all for a total amount of **\$409,311.76** (see appendix).

Carried

17-05-3113

LIST OF INCURRED EXPENSES FOR THE MONTH OF MAY 2017

It is

Moved by: Dr. Jean Amyotte
Seconded by: Inès Pontiroli

AND RESOLVED to accept the incurring expenses shown in appendix A, for a total amount of **\$32, 647.09** taxes included.

Carried

The Director General tables the report regarding the delegation of authorized expenditures from March 29 to April 25, 2017.

17-05-3114

MODIFICATIONS TO THE REGULAR MEETINGS' CALENDAR

WHEREAS the election period;

WHEREAS section 314.2 of the Municipal Elections Act;

WHEREAS the proclamation of the elected members will be held on November 10, 2017;

It is

Moved by: Thomas Howard
Seconded by: Inès Pontiroli

AND RESOLVED to modify the 2017 calendar of the Municipal Council's regular meetings as follows:

- There will be no meeting in October
- The November meeting will be held on November 21st

IT IS ALSO RESOLVED THAT the regular meeting in August 8, 2017 which was planned to be held at the Lions Hall, will be held at the Lusville Community Center located at 2024 Route 148.

Carried

17-05-3115

WRITE-OFF OF BAD DEBTS

WHEREAS it is necessary to write-off certain bad debts from the Municipality's general ledger in order to provide an accurate picture of the Municipality's finances;

It is

Moved by: Nancy Draper-Maxsom
Seconded by: Inès Pontiroli

AND RESOLVED THAT this Council agrees to write-off \$2, 150.70 of bad debts, as listed on Appendix A attached hereto.

Carried

17-05-3116

APPROPRIATED SURPLUS FOR ROOF REPAIRS AT THE LUSKVILLE LIBRARY

WHEREAS resolution 16-11-2959 authorizing the award of a contract for a maximum amount of \$20, 000.00;

WHEREAS resolution 17-03-3048 creating an appropriated surplus of \$ 20,000.00 at the end of 2016;

WHEREAS resolution 16-12-3004 awarding a contract for roof repairs at the Luskville library in the amount of \$ 5, 375.00 plus taxes;

WHEREAS the work was carried out at a much lower cost than expected;

It is

Moved by: Nancy Draper-Maxsom
Seconded by: Inès Pontiroli

AND RESOLVED THAT this council authorizes that the appropriated surplus for the roof at the Luskville library be taken from the net amount of \$ 5, 643.08 and for the balance of this surplus, in the amount of \$14, 356.92, be returned to the non-appropriated surplus.

Carried

17-05-3117

DRINKING WATER DEFICIT

WHEREAS an amount has been budgeted to replenish the deficit from the drinking water department with the budgetary item 02-413-00-899 ;

It is

Moved by :
Seconded by :

AND RESOLVED THAT this council authorizes replenishing the deficit for the drinking water department with the following entries:

#59-131-00-011 drinking water surplus \$25, 191.00 credited
#59-110-00-000 non-appropriated surplus \$25, 191.00 debited

AMENDMENT

DRINKING WATER DEFICIT

WHEREAS an amount has been budgeted to replenish the deficit from the drinking water department with the budgetary item 02-413-00-899 ;

It is

Moved by : Dr. Jean Amyotte
Seconded by : Inès Pontiroli

AND RESOLVED THAT the Municipality charges a special tax to users.

Carried on a divided vote

Councillor Mrs. Nancy Draper-Maxsom votes against the resolution.

The Mayor exercises his right of veto. Therefore, the resolution will be on the agenda again at the next council meeting.

17-05-3118

RESERVED FUND – ASPHALT

WHEREAS on April 11 2006, the Council adopted the resolution 06-04-109 concerning the creation of a reserved fund for asphalt repairs;

WHEREAS the financial report from the external auditor has shown a non-appropriated surplus as of December 31, 2016;

WHEREAS the reserve did not increase in 2016;

It is

Moved by: Nancy Draper-Maxsom
Seconded by: Dr. Jean Amyotte

AND RESOLVED THAT the council authorizes an increase for the reserved fund for asphalt repairs for an amount of \$15, 000.00 for the year 2016 and \$15, 000.00 for the year 2017.

IT IS ALSO RESOLVED THAT the moneys to that effect will be transferred from the non-appropriated surplus.

Carried

The Director General tables the comparative fiscal and accounting statements of revenues and expenditures.

17-05-3119

ADDITIONAL RESOURCES – RECOVERY PLAN

WHEREAS it is necessary to plan for recovery measures, following the unprecedented flood in the spring 2017;

WHEREAS the citizens of Pontiac, affected or not by the floods, expect that the municipal administration continue to offer the same level of service;

WHEREAS the Ministry of Public Safety’s recovery program allows funding for the major part of a recovery plan coordinator’s salary;

It is

Moved by : Inès Pontiroli
Seconded by : Dr. Jean Amyotte

AND RESOLVED to authorize the Director General to proceed with granting an external mandate to coordinate the recovery, for a maximum period of 6 months, with the possibility of an extension if needed, for a maximum amount of \$25,000.00.

Carried

Councillor Mr. Thomas Howard steps away from the table.

17-05-3120

DISCIPLINARY MEASURES – EMPLOYEE # 10-0073

WHEREAS the events of April 5, 2017;

WHEREAS the disciplinary file of employee # 10-0073;

WHEREAS the recommendation of the Director of the Fire Department;

It is

Moved by : Roger Larose
Seconded by : Dr. Jean Amyotte

AND RESOLVED TO support the recommendation of the Director of the Fire Department and to suspend employee # 10-0073 for a period of 3 months starting on May 17, 2017.

Carried

17-05-3121

DISCIPLINARY MEASURES – EMPLOYEE # 10-0026

WHEREAS the events of April 11, 14 and 16, 2017;

WHEREAS the disciplinary file of employee # 10-0026;

WHEREAS the recommendation of the Director of the Fire Department;

It is

Moved by : Roger Larose
Seconded by : Inès Pontiroli

AND RESOLVED TO support the recommendation of the Director of the Fire Department and to suspend employee # 10-0026 for a period of 3 months starting on May 17, 2017.

Carried

Councillor Mr. Thomas Howard returns to the table.

17-05-3122

**AUTHORIZATION OF THE PROPOSED FEES - ANALYSIS OF THE COMPANY
EXCAVASPHALTE'S CLAIM REGARDING THE CONTRACT FOR THE
REHABILITATION CONTRACT OF DE LA MONTAGNE ROAD - PHASE I**

WHEREAS the Municipality had mandated the company to carry out the rehabilitation project of de la Montagne Road - Phase I, in 2015;

WHEREAS following the completion of the work in 2015-2016, Excavasphalte (6422845 Canada Inc.) submitted a claim for additional costs to the contract, alleging that the conditions for carrying out the work have caused them prejudice;

WHEREAS the conditions of the land differed, in some places, from the conditions that were noted during the pre-construction survey;

WHEREAS the Municipality has mandated Quadrivium, an engineering firm, to supervise the work;

WHEREAS the representatives of the firm Quadrivium have witnessed the work and have the file under control;

WHEREAS the mandate granted to Quadrivium did not include fees for the analysis and follow-up of a claim from the contractor;

WHEREAS Quadrivium has submitted a service offer, on an hourly basis, the duration of which may vary according to the pace of trade, and the costs are estimated at \$ 7,457.80, taxes not included;

WHEREAS the recommendations of the Director of Infrastructure and Public Works;

It is

Moved by : Inès Pontiroli
Seconded by : Thomas Howard

AND RESOLVED THAT the Municipal Council accepts the additional costs for a maximum of \$ 7,457.80 taxes not included, for a mandate to support the analysis of Excavasphalte's claim.

IT IS ALSO RESOLVED THAT this expense be attributed to the borrowing bylaw no. 05-15.

Carried

17-05-3123

CALL FOR TENDERS - RENTAL OF HEAVY EQUIPMENT WITH OR WITHOUT OPERATORS - ACCEPTANCE OF THE PRICE LISTS RECEIVED

WHEREAS the Municipality has held a call for tenders through the electronic system SEAO in order to obtain price for the rental of various equipment;

WHEREAS this price list consists of a price bank for equipment and that from this list, the Municipality will call on the supplier with the best price and whose equipment is available for the foreseen uses;

WHEREAS four (4) companies have made proposals for equipment rental:

Company
Équipements Saint-Germain Inc.
Robert Erwin Transport Inc.
Nugent Construction Inc.
Raymond Bélisle

WHEREAS all proposals are compliant;

WHEREAS the committee has evaluated the tender documents, and all of the suppliers submitted acceptable bids, some with minor deficiencies that do not warrant rejection;

It is

Moved by : Thomas Howard

Seconded by : Inès Pontiroli

AND RESOLVED the Municipal Council accepts the proposals and the summary table resulting from the invitation to tender will be used to retain the most advantageous services according to the required equipment. This table is an integral part hereof;

IT IS ALSO RESOLVED THAT the mandate will be financed through the borrowing bylaw in force when the services will be required or according to the budget approved at the time the work begins.

Carried

17-05-3124

AWARDING OF PROFESSIONAL/TECHNICAL MANDATES – 2017 WORK PREPARATION

WHEREAS the Municipal Council has budgeted and planned a series of road work, drainage, building rehabilitation and other work for 2017;

WHEREAS the Council wishes to carry out this work in order to maintain its infrastructures;

WHEREAS the key staff turnover in Public Works and the efforts related to interventions during the exceptional flood period in the Spring of 2017;

WHEREAS it is necessary to call upon professional and technical resources in order to support the team that is in place to carry out the planned projects;

WHEREAS it is especially necessary to carry out preparatory work, call for tenders and other work of technical nature;

It is

Moved by : Roger Larose

Seconded by : Nancy Draper-Maxsom

AND RESOLVED THAT the Municipal Council mandates the Director General and the Director of Infrastructures and Public Works to award, in its name, professional and technical mandates in order to support the team already in place to prepare the call for tenders, to carry out technical reports and any other technical mandates aiming at carrying out road and drainage work, building rehabilitation and other work.

IT IS ALSO RESOLVED THAT the Council authorizes the Director General and the Director of Infrastructure and Public Works to award one or several mandates for a maximum amount of \$25, 000.00 taxes included.

FINALLY, IT IS RESOLVED THAT the amounts paid for these mandates will be taken from the surplus funds designated by resolution 17-03-3045.

The vote is requested :

For :	Roger Larose	Against :	Dr. Jean Amyotte
	Nancy Draper-Maxsom		Inès Pontiroli
	Thomas Howard		

Carried on a divided vote

NOTICE OF MOTION

Notice of motion is given by **Roger Larose**, Mayor of the Municipality of Pontiac that, at a subsequent meeting, there will be adoption of a bylaw pertaining to culverts in private driveways in the Municipality of Pontiac.

17-05-3125

AGREEMENT WITH THE CITY OF GATINEAU – TERRY-FOX ROAD

WHEREAS the Municipal Powers Act provides that when a public road is divided by the boundary of two municipalities, they must conclude an intermunicipal agreement providing procedures for the management of the said public road;

WHEREAS both parties wish to conclude such an agreement and clarify each of their rights and responsibilities regarding the maintenance and improvement work to intermunicipal public roads, that is Terry-Fox Road;

WHEREAS the Memorandum of understanding proposed by the City of Gatineau ;

It is

Moved by : Thomas Howard
Seconded by : Dr. Jean Amyotte

AND RESOLVED THAT the Municipal Council authorizes the Director General and the Director of Infrastructures to sign the Memorandum of understanding submitted by the City of Gatineau, to that effect.

Carried

16-05-3126

REHABILITATION – LUSKVILLE RECREATIONAL PARK

WHEREAS the Luskville recreational Park is used by residents of all ages and for the day camp purposes;

WHEREAS the Luskville recreational Park is ideal for diversifying the supply of recreational services in the Municipality, by developing it to make it an inviting and suitable place for all kinds of independent or directed activities. This park must be upgraded and secured in order to make optimal use of it, while having respectful operating procedures;

WHEREAS the Municipality of Pontiac has started a revalorization process with its first public consultation in November 2016 and the citizens have expressed their desire to have the park rehabilitated and developed to better meet their needs;

WHEREAS it is necessary to do a series of ad hoc interventions in order to improve the safety of the installations;

It is

Moved by : Nancy Draper-Maxsom
Seconded by : Inès Pontiroli

AND RESOLVED to proceed with the investments proposed by the recreational and community life coordinator for a maximum of \$10,000.00.

IT IS ALSO RESOLVED THAT the moneys will be taken from the budgetary items 0270150141 and 0270150522.

Carried

17-05-3127

INTERNATIONAL SENIORS DAY

WHEREAS the Municipality of Pontiac wishes to underline International Seniors Day and the 150th anniversary of Canadian Confederation;

WHEREAS the Luskville Golden Age Club and other volunteers in the Municipality, led by Mrs. Patricia Lusk, wish to organize a bilingual traditional dance evening on September 30, 2017, to celebrate local heritage;

It is

Moved by : Inès Pontiroli
Seconded by : Thomas Howard

AND RESOLVED to grant a \$600.00 contribution to the Luskville Golden Age Club for the organization of that event.

IT IS ALSO RESOLVED THAT this amount will be taken from the « MADA » budgetary item 0270291447.

Carried

17-05-3128

SUBSIDIES - POLICY FOR THE RECOGNITION AND SUPPORT TO COMMUNITY-BASED ORGANIZATIONS

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

WHEREAS the Municipality of Pontiac has a Recognition and support Policy for community-based organizations (resolution 16-01-2650) ;

WHEREAS the request for assistance from the Luskville Golden Age Club;

WHEREAS the request for recognition for the purpose of the *Cercle Socio-culturel's* program;

WHEREAS the Municipal Council has taken note of the recommendations of the recreational and community life coordinator;

It is

Moved by : Inès Pontiroli
Seconded by : Nancy Draper-Maxsom

AND RESOLVED THAT the Council grants a financial assistance of \$1,000.00 to support the Luskville Golden Age Club's mission.

IT IS ALSO RESOLVED THAT the *Cercle Socio-culturel* be recognized under this Policy.

FINALLY, IT IS RESOLVED THAT the conditions enacted for obtaining these amounts be communicated to the organizations concerned along with the first payment of financial assistance.

Carried

PUBLIC QUESTION PERIOD

There were no questions from the public

17-05-3129

CLOSING OF THE MEETING

It is

Moved by: Nancy Draper-Maxsom

Seconded by: Inès Pontiroli

AND RESOLVED to close the meeting at 8:25 p.m. having gone through the agenda.

Carried

MAYOR

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 section 142 (2) of the Municipal Code».

*“However, my signature is not valid on resolution number **17-05-3117** to which I exercise the right of veto power, provided for in article 142 (3) of the Municipal Code”.*