



Municipalité de | Municipality of

**Pontiac**

**PROVINCE OF QUEBEC  
PONTIAC COUNTY**

MINUTES of the regular Council meeting of the Municipality of Pontiac held on Tuesday, January 18, 2022, at 7:30 p.m. via videoconference, at which were present:

Mr. Roger Larose, Mayor, Dr. Jean Amyotte, Pro-Mayor and Councillors, Mrs. Diane Lacasse, Mrs. Caryl McCann, Mr. Garry Dagenais, Mr. Serge Laforest and Mrs. Chantal Allen.

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

**1. OPENING OF THE MEETING**

Roger Larose, President, notes the quorum and opens the meeting. The meeting starts at 7:41 p.m.

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

Mayor, Roger Larose, 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 meetings held on December 7, 14 and 22, 2021**
- 5. Administration**
  - 5.1 List of incurred expenses
  - 5.2 Allocation of appropriation (fixed expenses)
  - 5.3 Notice of motion - bylaw #01-22 establishing the tax rate and pricing of services for the year 2022
  - 5.4 Tabling of bylaw #01-22 establishing the tax rate and pricing of services for the year 2022
  - 5.5 Notice of motion - bylaw #02-22 concerning the standards applicable to members of Pontiac Municipal Council - code of ethics and professional conduct in municipal matters
  - 5.6 Tabling of the bylaw #02-22 concerning the standards applicable to members of Pontiac Municipal Council - code of ethics and professional conduct in municipal matters
  - 5.7 Invoice - Luskville Community Centre

22-01-4518



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- 5.8 Pontiac Housing Office (OHP) - 2022 budget
- 5.9 Cleaning of part of the Town Hall
- 5.10 Renewal - purchase of professional services from RPGL
- 5.11 Withdrawal of the candidate - receptionist clerk position
- 5.12 Hiring - receptionist clerk position
- 5.13 Hiring - office clerk
- 6. Public safety**
- 6.1 Resignation of employee #10-0014
- 7. Public Works**
- 7.1 Winter maintenance - Butte and Destrier Roads
- 7.2 Local Road Assistance Program - recovery and acceleration - Tremblay Road
- 7.3 50 Egan Street - request to the Quebec Ministry of Transportation
- 7.4 Awarding of contract - A.J. Environnement
- 8. Urban planning and zoning**
- 8.1 Contribution to the park fund - 1747 route 148
- 8.2 Contribution to the park fund - lot #5 815 701
- 8.3 Implementation of a family daycare
- 9. Recreation and culture**
- 9.1 Committee formation - Port Authority
- 9.2 Awarding of a temporary contract - recreation and community life
- 9.3 Funding request - 2022 summer day camp
- 9.4 Funding request - student job - summer 2022
- 10. Tabling of documents**
- 10.1 Tabling of the report on the delegation of authorization of expenses
- 10.2 Tabling of the pecuniary interests of some of the Council members
- 11. Public question period**
- 12. Closing of meeting**

**IT IS MOVED BY** the Mayor Roger Larose and seconded by Councillor Jean Amyotte.

**AND RESOLVED** to adopt the modified agenda with the following addition:

Addition of item #5.14 : award of a temporary contract - human resources.

Carried

22-01-4519

**4. ADOPTION OF THE MINUTES OF THE MEETINGS OF DECEMBER 7, 14 AND 22, 2021**

**IT IS MOVED BY** the Mayor Roger Larose and seconded by Councillor Jean Amyotte.



**AND RESOLVED** to adopt the minutes of the meetings of December 7, 14 and 22, 2021.

Carried

## 5. ADMINISTRATION

22-01-4520

### 5.1 List of incurred expenses for the month of January

**IT IS MOVED BY** Councillor Jean Amyotte and seconded by Councillor Diane Lacasse.

**AND RESOLVED** to accept the incurring expenses, for a total amount of \$42, 762.39.

Carried

22-01-4521

### 5.2 Allocation of appropriations (fixed expenses)

**WHEREAS** according to the requirements of the Municipal Code of Quebec and according to the Manual for the presentation of municipal financial information, all expenses of the Municipality must be allocated to a specific purpose of appropriations voted by the Municipal Council;

**WHEREAS** in order to standardize these requirements for fixed expenses, the allocation of appropriations can be made at the beginning of the fiscal year. Incompressible expenses are fixed or inevitable costs which it is impossible not to assume because of a contracted obligation or the need to possess certain goods for the purposes of its operation;

**THEREFORE**, it is moved by Councillor Jean Amyotte and seconded by Councillor Caryl McCann.

**AND RESOLVED THAT** this Council authorizes that the said fixed expenses of the following nature be paid upon receipt of the invoice for the year 2022 and that a report be submitted to the Council at the meeting following payment of the latter. These are the following expenses for which appropriations will be voted at the adoption of the 2022 budget or by a specific resolution, or by commitment of expenditures, for this purpose:

- the remuneration of the Council members;
- salaries of municipal employees;
- union contributions;
- the MRC des Collines-de-l'Outaouais' share of expenses;
- heating oil expenses;
- electricity expenses;



- telephone and radio expenses;
- fuel expenses;
- expenses for the verification of oxygen tanks;
- the insurance contract for the Municipality's properties;
- the lump sum contract - legal adviser
- snow removal contracts;
- the waste collection contract;
- SPCA contract
- the contract for the green space;
- the maintenance contract for the photocopier;
- the maintenance contract for the stamp machine;
- the maintenance and service contract for the computer system;
- the contract for the alarms;
- quarterly payments to libraries;
- postage and courier expenses;
- monthly payments to the provincial and federal governments;
- vehicle registration and mechanical inspections;
- chlorine for the drinking water system;
- Internet service contract;
- the exterminator's expenses;
- the contract - AST group (ADP mutual prevention agreement);
- water testing;
- the contribution to ADMQ, FQM and UMQ and all other subscriptions to an association;
- the auditor's contract;
- other expenses of the same nature, meaning contracts with expiry dates.

Carried

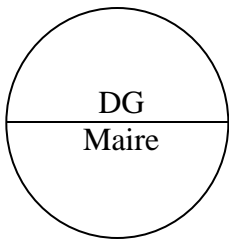
### **5.3 Notice of motion**

Notice of motion is given by the Mayor the Municipality of Pontiac, Roger Larose, to the effect that there will be adoption of the bylaw #01-22 establishing the tax rates and the pricing of services for the year 2022.

### **5.4 Tabling of the taxation draft bylaw #01-22 establishing the tax rate and pricing of services for the year 2022**

**WHEREAS** the adoption of the 2022 budget at the meeting of xx, 2022;

**WHEREAS** a notice of motion of this bylaw was given at a regular meeting held on January 18, 2022, by Mayor, Roger Larose.



**WHEREAS** under section 244 of the Act respecting municipal taxation, the Municipality can establish several rates for the general property tax in accordance with the category in which the evaluation units belong;

**WHEREAS** in order to provide for the expenses planned in the 2022 budget, this Council must levy property taxes and compensations on buildings listed on the Municipality's assessment role;

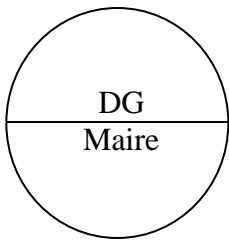
**THEREFORE**, it is moved by Councillor -- and seconded by Councillor --.

**AND RESOLVED THAT** the present bylaw be adopted and that it be ruled and decreed as follows:

**SECTION 1** For the execution of the 2022 budget, the general property tax rate (variable tax rates), investment tax rates, loan and others, services tax rates and compensations will be levied according to the following chart:

<b>TAX RATES AT VARIOUS RATES On property assessment by property category</b>	<b>2022 Rate / \$100</b>
Non-residential property	1.07862
6 apartments or more	0.07696
Vacant lots	1.28264
Residual property	0.64132
Agricultural	0.64132
Industrial	0.64132
Forestry	0.64132

<b>TAXES RATES FOR LOANS – ALL OF THE MUNICIPALITY</b>	<b>Special Taxes</b>
Bylaw #03-03 Lagoons 25%, all	0.0005
Bylaw #05-02 Freightliner #24	0.0016
Bylaw #06-10 – Road paving	0.0220
Bylaw #10-09 Town Hall	0.0025
Bylaw #06-11 Omkar & Du Marquis	0.0006
Bylaw #22-13 Tanker truck 2014	0.0045
Bylaw #05-15 Municipal work	0.0142
Bylaw #01-16 Grader #120	0.0047



Bylaw #06-16 Road network	0.0074
Bylaw #05-16 Quyon Community Centre	0.0109
Bylaw #02-17 Fire trucks	0.0037
Bylaw #09-17 Lusk project (all)	0.0014
Bylaw #03-19 Mountain Road	0.0018
Bylaw #02-21 Tremblay Road	0.0003
<b>Total special taxes</b>	<b>0.0761</b>
<b>TOTAL GENERAL TAXES FOR ALL (Basic rate plus special taxes)</b>	<b>0.7174</b>

<b>RATES FOR COMPENSATION</b>	<b>2022 Rate / \$100</b>
Basic compensation rates plus special taxes	0.7174
Compensation rate for non-residential plus special taxes	1.1547

<b>SECTOR TAXES FOR LOANS</b>	<b>2022 rate/ \$100</b>
Bylaw #03-03 Quyon lagoons 75%	0.0455
Bylaw #06-13 Paving Lavigne rd.	0.0177
Bylaw #06-14 Paving Davis and Soulière	0.0247
Bylaw #05-10 Paving Cedarvale, A. Renaud, la Détente, Cr Renaud	0.0154
Bylaw #07-10 Paving Panorama, McCaffrey	0.0213
Bylaw #06-11 Omkar 12.5%	0.0200
Bylaw #06-11 Du Marquis 37.5%	0.0198
Bylaw #09-17 Lusk project	0.0542
	<b>2022 - cost per unit</b>
Bylaw #15-10 Potable water Quyon, vacant lot 0.85	\$ 135.09
Bylaw #15-10 Potable water Quyon, residential 1.0	\$ 158.93
Bylaw #15-10 Potable water Quyon, small business 1.15	\$ 182.77
Bylaw #15-10 Potable water Quyon, big business 1.7	\$ 270.19

<b>SERVICE TAXES WITH FIXED RATES</b>	
<b>WATER</b>	<b>2022 - cost per unit</b>
#1 Water - residential	\$ 525.89
#30 Water - small business	\$ 600.57
#31 Water - big business	\$ 893.33



<b>SEWER</b>	<b>2022 - cost per unit</b>
#2 Sewers - residential	\$ 329.51
#21 Sewers- small business	\$ 421.14
#22 Sewers - big business	\$ 560.52

<b>GARBAGE</b>	<b>2022 - cost per bin / container</b>
#3 Garbage bin - residential	\$ 188.93
#4 Garbage bin - residential and business	\$ 189.84
#23 Garbage bin - business	\$ 189.84
#36 Garbage container 2 c.y.	\$ 965.03
#37 Garbage container 4 c.y.	\$ 1, 930.07
#38 Garbage container 6 c.y.	\$ 2, 606.20
#39 Garbage container 8 c.y.	\$ 3, 860.14
#40 Garbage container 10 c.y.	\$ 4, 338.93

<b>RECYCLING</b>	<b>2022 - cost per bin / container</b>
#24 Recycling bin - residential	\$ 62.13
#25 Recycling bin - residential and business	\$ 62.13
#26 Recycling bin - business	\$ 62.13
#41 Container - recycling 2 c.y.	\$ 315.82
#42 Container - recycling 4 c.y.	\$ 631.65
#43 Container - recycling 6 c.y.	\$ 947.47
#44 Container - recycling 8 c.y.	\$ 1, 263.30
#45 Container - recycling 10 c.y.	\$ 1, 577.39

<b>OTHER</b>	<b>Per certificate</b>
<b>Tax certificate</b>	<b>\$50.00</b>

**SECTION 2      METHOD OF PAYMENT**

Method of payment of taxes and compensations provided in the present bylaw are as follows:





- 1) All tax or compensation invoices for which the total is less than \$300.00 **must be paid in one instalment by March 15, 2022.**
- 2) All tax or compensation invoices for which the total reaches 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 15, 2022;**
- The second instalment must be paid **by June 1, 2022;**
- The third instalment must be paid **by October 1, 2022.**

**SECTION 3** Taxes and compensations are payable at the Director General's office situated at 2024 Route 148, Pontiac.

**SECTION 4** **INTEREST RATES**

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.

**SECTION 5** **PENALTY RATES**

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.

**SECTION 6** **CHEQUES WITHOUT FUNDS**

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.

**SECTION 7** **COMING INTO FORCE**

The present bylaw number 01-22 will come into force in accordance with the law.

This bylaw abrogates and replaces the bylaw 01-21.





### **5.5 Notice of motion**

Notice of motion is given by Councillor Garry Dagenais, of Ward 3 of the Municipality of Pontiac, to the effect that there will be adoption of the bylaw #02-22 concerning the standards applicable to the members of the Municipal Council of Pontiac - code of ethics and professional conduct in municipal matters.

### **5.6 Tabling of the draft bylaw #02-22 concerning the standards applicable to the members of the Municipal Council of Pontiac - code of ethics and professional conduct in municipal matters**

**WHEREAS** the Council of the Municipality of Pontiac adopted, on August 14, 2018, bylaw 03-18 enacting the Code of Ethics and Professional Conduct for elected officials ;

**WHEREAS**, pursuant to section 13 of the Act respecting ethics and professional conduct in municipal matters (R.R.S.Q., c. E-15.1.0.1, hereinafter: the "LEDMM"), every municipality must, before March 1 following any general election, adopt a revised code of ethics and professional conduct that replaces the one in force, with or without amendments;

**WHEREAS** a general election was held on November 7, 2021;

**WHEREAS** the coming into force on November 5, 2021, of the Act to amend the Act respecting elections and referendums in municipalities, the Act respecting ethics and professional conduct in municipal matters and various legislative provisions (SQ, 2021, c. 31), which modifies the mandatory content of the Code of Ethics for elected officials;

**WHEREAS**, consequently, it is necessary to adopt a revised Code of Ethics for elected officials;

**WHEREAS** the formalities provided for in the LEDMM for the adoption of such a revised code have been respected;

**WHEREAS** Mayor Roger Larose mentions that the purpose of this bylaw is to provide for the main ethical values of the Municipality and the rules of conduct that must guide the conduct of a person as a member of Council, a committee or a commission of the Municipality or, in his or her capacity as a member of the Council of the Municipality, of another body;

**WHEREAS** the Municipality, including its Council members, explicitly adheres to the ethical values and rules of conduct set out in the LEDMM and in this Code;

**WHEREAS** ethics and professional conduct in municipal matters are essential to maintain the bond of trust between the Municipality and its citizens;



**WHEREAS** conduct in accordance with municipal ethics and professional conduct must remain a constant concern of the Council members to ensure that the Municipality, including its public funds, is managed transparently, prudently, diligently and with integrity;

**WHEREAS** by applying ethical values and respecting the rules of conduct set out in this Code, each Council member can fulfill his or her role as an elected municipal official, to assume the responsibilities inherent to this function and to meet the expectations of citizens;

**WHEREAS** this Code contains obligations as well as guidelines for the conduct of each Council member while leaving it up to the latter to use his or her judgment in accordance with the values set out therein;

**WHEREAS** this Code aims at identifying, preventing and avoiding situations of conflict of interest;

**WHEREAS** any breach of the Code may have serious consequences for the Municipality and the Council members;

**WHEREAS** each Council member is responsible to respect this Code, to ensure that high standards of ethics and professional conduct are met in municipal matters;

**THEREFORE**, it is moved by Councillor -- and seconded by Councillor --.

**AND RESOLVED THAT** Council adopt bylaw 02-22 as follows:

**SECTION 1 : DECLARATORY AND INTERPRETATIVE PROVISIONS**

- 1.1 The title of this bylaw is: Bylaw 02-22 replacing bylaw 03-18 enacting standards applicable to members of Pontiac Municipal Council - Code of ethics and professional conduct in municipal matters.
- 1.2 The preamble is an integral part of this bylaw.
- 1.3 The Code does not replace the laws and regulations in force that govern the Municipality and, more generally, the municipal field. Rather, it is supplementary and complements the various obligations and general duties applicable to elected municipal officials that are provided for in the applicable laws and other regulations.



Thus, the Code must not be interpreted as allowing a derogation from the provisions contained in the laws and regulations in force that govern the Municipality, the elected municipal officials and, more generally, the municipal field.

**SECTION 2 : INTERPRETATION**

2.1 This Code shall be interpreted in accordance with the principles and objectives contained in the LEDMM.

The rules contained in that Act are deemed to be part of this Code and prevail over any conflicting rules contained in this Code.

2.2 In this Code, unless the context indicates otherwise, the following terms mean:

- Advantage : Whether pecuniary or not, a benefit includes any gift, donation, favour, reward, service, gratuity, hospitality, remuneration, compensation, gain, indemnity, privilege, preference, profit, advance, loan, reduction, discount, etc.
- Code : Bylaw number 02-22 *enacting the Code of Ethics and Professional Conduct for Elected Municipal Officers.*
- Council : Municipal Council of the Municipality of Pontiac.
- Professional conduct : Means the set of rules and duties that govern the office of Council members, their conduct, the relationship between them, and their relationship with City employees and the public.
- Ethics : Refers to the set of moral principles that underlie the conduct of council members. Ethics take into account the values of the Municipality.
- Personal interest : Such an interest is linked to the person of the elected official and is distinct from that of the community he represents.
- Council member : An elected official of the Municipality, a member of a committee or commission of the Municipality, or a member of the council of another municipal body, when serving as a Council member of the Municipality.



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Municipality : The Municipality of Pontiac.

Municipal organization : The Council, any committee or commission:

- (1) an organization that is declared by law to be an agent or mandatary of the Municipality;
- (2) an organization whose board is composed of a majority of the Council members, whose budget is adopted by the Municipality or whose financing is provided for more than half by the Municipality;
- (3) a public body whose council has a majority of council members from more than one municipality;
- (4) any other body determined by the Minister of Municipal Affairs and Housing.

### **SECTION 3 : ENFORCEMENT OF THE CODE**

- 3.1 This Code, and in particular the rules set out in this Code, shall guide the conduct of any Council member.
- 3.2 Certain rules contained in this Code shall also apply after the term of office of any person who has been a Council member.
- 3.3 Training of office staff
  - 3.3.1 A Council member who is responsible for office staff shall ensure that the staff for whom he or she is responsible completes the training required under section 15 of the Municipal Ethics Act.

### **SECTION 4 : PURPOSE OF THE CODE**

The purpose of this code is to:

- 1) To give priority to the values that underlie a council member's decisions and to contribute to a better understanding of the values of the Municipality;
- 2) Establish standards of behaviour that promote the integration of these values into the decision-making process of elected officials and, in general, into their conduct as such;



- 3) To prevent ethical conflicts and, if they arise, to help resolve them effectively and sensibly.
- 4.1 Objective of the bylaw

Ensure the application of control measures to ethical breaches.

### **SECTION 5 : MUNICIPALITY'S VALUES**

The following values serve as a guide for decision-making and, in general, for the conduct of the Council members of the Municipality in their capacity as elected officials, particularly when the situations encountered are not explicitly provided for in the present code or in the various policies of the Municipality.

#### 5.1 Municipality's main ethical values :

##### 5.1.1 The integrity of the Council members;

Integrity means demonstrating probity and honesty above suspicion.

##### 5.1.2 Caution in the pursuit of public interests

Caution requires that every Council member assume his or her responsibilities in the public interest in an objective and discerning manner. Caution implies being sufficiently informed, thinking about the consequences of one's actions and considering alternative solutions.

##### 5.1.3 Respect and civility towards other council members, employees and citizens

In general, respect requires treating all persons with consideration and consideration. Civility implies showing courtesy, politeness and good manners.

No member shall behave in a disrespectful manner towards other members of Council, municipal employees or citizens by using, among other things, vexatious, derogatory or intimidating words, writings or gestures or any form of incivility of a vexatious nature.

##### 5.1.4 Loyalty towards the Municipality

Loyalty means performing one's duties in the best interests of the Municipality, with objectivity and independence of mind. It implies disregarding one's personal interests and disclosing them in a transparent manner, in accordance with the applicable rules. Furthermore, loyalty implies respecting the decisions made by Council.



#### 5.1.5 The quest for fairness

Fairness implies impartiality, i.e., objective and independent conduct, and consideration of the rights of all. Fairness requires not discriminating.

#### 5.1.6 The Honour of being a Council member

Every member shall uphold the honour of the office, which presupposes the consistent practice of the five values listed above: integrity, prudence, respect, loyalty and fairness. Honour requires that one remain worthy of the duties entrusted to one by the citizens.

5.2 These values must guide the Council members of the Municipality in the assessment of the ethical rules applicable to them.

5.3 Where values are included in section 5 of this Code, these values shall not only guide the conduct of the Council member but shall also be respected and applied by the Council member.

5.4 No member shall engage in any conduct that is detrimental to the honour and dignity of the elected office.

### **SECTION 6: RULES OF CONDUCT AND PROHIBITIONS**

#### 6.1 Enforcement

The rules set forth in this section shall guide the conduct of an elected official as a Council member, committee or commission member and are intended to prevent:

6.1.1 any situation where the Council member's personal interest may influence his or her independent judgment in the performance of his or her duties;

6.1.2 any situation that would be contrary to sections 304 and 361 of the Act respecting elections and referendums in municipalities (R.S.Q., chapter E-2.2);

6.1.3 favouritism, embezzlement, breach of trust or other misconduct;

6.1.4 Any misconduct that is detrimental to the honour and dignity of the office of elected municipal official.

#### 6.2 Conflicts of interest and prohibitions

6.2.1 No member shall act, attempt to act or fail to act in a manner that promotes, in the performance of his or her duties, his or her interests or the improper interests of any other person.



6.2.2 No member shall use his or her position to influence or attempt to influence the decision of another person in a manner that promotes his or her interest or the improper interest of any other person.

The member is deemed not to be in violation of this section when he or she benefits from the exceptions provided in the fourth and fifth paragraphs of section 5.3.7.

6.2.3 No Council member shall contravene sections 304 and 361 of the Act respecting elections and referendums in municipalities (R.S.Q., c. E-2.2), subject to the exceptions provided for in sections 305 and 362 of that Act.

6.3 Receiving or soliciting benefits

6.3.1 No member shall solicit, induce, accept or receive, for himself or herself or for any other person, any benefit in exchange for taking a position on any matter that may be before a council, committee or commission of which he or she is a member.

6.3.2 No member shall accept any gift, hospitality or other benefit of any value which may affect the member's independent judgment in the performance of his or her duties or which may compromise the member's integrity.

6.3.3 Any gift, hospitality or other benefit received by a member of Council that is not of a purely private nature or covered by section 5.3.4 shall, when its value exceeds \$200, be declared in writing by the member to the clerk or Secretary-treasurer of the Municipality within thirty days of its receipt.

Such statement shall contain an adequate description of the gift, hospitality or benefit received and shall state the name of the donor and the date and circumstances of its receipt. The (Clerk) (Secretary-Treasurer) shall keep a public record of such statements.

A member shall not knowingly have a direct or indirect interest in any contract with the Municipality or an organization referred to in section 5.1.

1. the member acquired his or her interest by inheritance or gift and renounced or disposed of it as soon as possible;
2. the member's interest consists of ownership of shares of a company over which he or she has no control, of which he or she is not a director or officer and of which he or she owns less than 10% of the issued voting shares;
3. the interest of the member is that he or she is a member, director or officer of another municipal body, a public body within the meaning of the Act respecting access to documents held by public bodies and the protection of personal information, a non-profit organization or an organization for which the law provides that the person





- must be a member, director or officer as a member of the council of the Municipality or of the municipal body;
4. the purpose of the contract is to provide remuneration, an allowance, reimbursement of expenses, a benefit, property or service to which the member is entitled as a condition of employment with the Municipality or municipal body;
  5. the purpose of the contract is for the appointment of the member to a position as an officer or employee, the occupancy of which does not render the member ineligible to hold office;
  6. the purpose of the contract is to provide services generally offered by the Municipality or municipal body;
  7. the contract is for the sale or lease, on non-preferential terms, of real property;
  8. the contract consists of bonds, bills or other securities offered to the public by the Municipality or municipal body or the acquisition of such bonds, bills or other securities on non-preferential terms;
  9. the purpose of the contract is to provide services or goods that the member is obligated to perform for the Municipality or municipal body under a statutory or regulatory provision;
  10. the contract is for the supply of property by the Municipality or municipal body and was entered into prior to the Member holding office in the Municipality or municipal body and prior to the Member being a candidate for that office in the election in which he or she was elected;
  11. in a case of *force majeure*, the general interest of the Municipality or municipal body requires that the contract be entered into in preference to any other.

6.3.4 No member shall contravene section 361 of the Act respecting elections and referendums in municipalities (chapter E-2.2).

A member who is present at a meeting when a matter in which he has a direct or indirect pecuniary interest is to be considered shall disclose the general nature of that interest before the commencement of deliberations on the matter. He or she shall also refrain from participating in such deliberations, voting or attempting to influence the vote on that matter.

Where the meeting is not open to the public, the member shall, in addition to the foregoing, disclose the general nature of his or her interest and then leave the meeting, for the duration of the deliberations and vote on that matter.

Where the matter in respect of which a member has a pecuniary interest is considered at a meeting at which he or she is absent, he or she shall, after becoming



aware of such deliberations, disclose the general nature of his or her interest at the first meeting at which he or she is present after becoming aware of such fact.

This section does not apply where the member's interest consists of remuneration, allowances, reimbursement of expenses, benefits or other terms and conditions of employment with the municipality or municipal body.

Nor does it apply where the interest is so minimal that the member cannot reasonably be influenced by it.

6.4 Use of the Municipality's resources

6.4.1 No member shall use the resources of the Municipality or of any other organization referred to in section 5.1 for personal purposes or for purposes other than activities related to the performance of his or her duties. This prohibition does not apply where a member uses, on non-preferential terms, a resource made available to citizens.

6.5 Use or disclosure of confidential information

6.5.1 No member shall, both during and after his or her term of office, use or disclose, or attempt to use or disclose, any information obtained in the course of, or in connection with, the performance of his or her duties and not generally available to the public, to further his or her interests or those of any other person.

6.6 After-mandate

6.6.1 No member shall, for a period of twelve months following the end of his or her term of office, hold any office as a director or officer of a corporation, or any employment or other position, in such a manner that he or she or any other person derives improper advantage from his or her previous service as a member of Council of the Municipality.

6.7 Breach of trust and embezzlement

6.7.1 No member shall divert any property owned by the Municipality to his or her own use or to the use of any other person.



6.8 Announcement at a political fundraising event

6.8.1 No Council member shall make any announcement at a political fundraising event that a project, contract or grant has been awarded by the Municipality, unless a final decision on the project, contract or grant has already been made by the appropriate authority of the Municipality.

A Council member who employs staff shall ensure that such staff complies with the prohibition set out in the first paragraph. In the event of non-compliance with this prohibition by any of the staff, the member shall be liable for the imposition of the penalties provided for in section 7.

6.9 Interference

6.9.1 A Council member shall not interfere in the day-to-day administration of the Municipality or give instructions to municipal employees, other than in the course of making a decision at a public meeting of Council. In such a case, the directives shall be carried out with the municipal employees by the General Manager.

It is understood that a Council member who is a member of a committee or commission formed by municipal Council or who is mandated by the Municipal Council to represent the Municipality in a particular matter may still be required to co-operate with the Director General Manager and the municipal employees. Such co-operation shall be limited to the mandate given to him or her by the Municipal Council.

In no case shall this provision be applied or construed to limit the Mayor's statutory right of supervision, investigation and control.

6.9.2 Any Council member shall forward any complaints received to the Director General of the Municipality who shall make the appropriate follow-up. If the complaints are against the Director General, he/she shall refer them to the Mayor.

**SECTION 7 : MONITORING MECHANISMS**

7.1 The enforcement and control mechanisms for this Code are those set out in the LEDMM;

7.2 Any violation of a rule under this Code by a member of City Council may result in the imposition of the following penalties:



- 7.2.1 Reprimand;
- 7.2.2 participation in a training course on ethics and professional conduct in municipal matters, at the expense of the Council member, within the period prescribed by the *Commission municipale du Québec*;
- 7.2.3 The remittance to the Municipality, within thirty days of the decision of the *Commission municipale du Québec* :
  - of the gift, hospitality or advantage received or the value thereof;
  - any profit received in contravention of a rule of this Code;
- 7.2.4 The reimbursement of any remuneration, allowance or other sum received, for the period determined by the Commission, as a member of a council, committee, or commission of the Municipality or of an organization.
- 7.2.5 A penalty of up to \$4,000.00, to be paid to the Municipality.
- 7.2.6 The suspension of the Council member for a period not exceeding 90 days, which suspension shall not extend beyond the day on which his or her term of office expires if he or she is re-elected in an election held during his or her suspension and the election has not ended on the day on which his or her new term of office begins.

When a Council member is suspended, he or she may not hold any office related to his or her membership on Council and, in particular, he or she may not serve on any Council, committee or commission of the Municipality, or as a member of any Council of the Municipality, or of any other body, or receive any remuneration, allowance or other sum from the Municipality or any such organization.

#### **SECTION 8 : REPLACEMENT**

- 8.1 This bylaw replaces bylaw number 03-18 enacting a code of ethics and professional conduct for elected officials, adopted on August 14, 2018.
- 8.2 Any mention or reference to a code of ethics and professional conduct for elected officials, whether in a bylaw, resolution, policy, contract, etc., is deemed to refer to this bylaw.

#### **SECTION 9 : COMING INTO FORCE**

This bylaw shall come into force in accordance with the Law.



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22-01-4522

**5.7 Invoice - Luskville Community Centre**

**WHEREAS** the Luskville Community Centre was used during the federal election period;

**WHEREAS** there was an infestation of ants during the election day;

**WHEREAS** it was impossible to reach the person in charge of renting the Community Centre on that day;

**WHEREAS** Mrs. Diane Lacasse had to pay the cost of purchasing a spray bottle in the amount of \$14.94 to counter the ant infestation;

**WHEREAS** an invoice in the amount of \$14.95 has been submitted to the Municipality for the purchase of a spray bottle;

**THEREFORE**, it is moved by Councillor Serge Laforest and seconded by Councillor Chantal Allen.

**AND RESOLVED** to pay the invoice in the amount of \$14.95 to Mrs. Diane Lacasse.

**THAT** this expense be affected to budget item #02 70120 640.

**THAT** the Municipality thanks Ms. Lacasse for taking this initiative to solve the problem.

Councillor Diane Lacasse recuses herself from the decision due to a conflict of interest.

Carried

22-01-4523

**5.8 Pontiac Housing Office (OHP) - 2022 budget**

**WHEREAS** we have received the 2022 budget from the OHP;

**WHEREAS** the Municipality has a share to pay for the OHP;

**THEREFORE**, it is moved by Councillor Caryl McCann and seconded by Councillor Serge Laforest.

**AND RESOLVED THAT** Council accepts the OHP's 2022 budget and agrees to pay the sum of \$4, 033.00 representing 10% of their deficit.



**THAT** this expenditure be affected to budget item #02 520 00 970.

Carried

22-01-4524

### **5.9 Cleaning of a section of the Town Hall**

**WHEREAS** reports from December 2020 and July 2021 and another report expressing recommendations concerning air contamination in the older section of the Town Hall ;

**WHEREAS** it is urgent to implement these recommendations as soon as possible ;

**WHEREAS** the Municipality has received only one tender for the execution of this work, being from Abrispec, in the amount of \$29,657.80, taxes included;

**THEREFORE**, it is moved by Councillor Jean Amyotte and seconded by Councillor Diane Lacasse.

**AND RESOLVED** to hire the firm Abrispec to do the cleaning as requested in the tender, for a total amount of \$29, 657.80, taxes included.

**TO ADVISE** the Director General to contact the firm immediately and inform Council of the date of the commencement of the work.

**THAT** the expense related to the work be affected to budget item #02 13000 522 and financed by the non-allocated surplus.

Carried

22-01-4525

### **5.10 Renewal - purchase of professional services from RPGL**

**WHEREAS** the bank of hours provided for in the offer of service presented in December 2020 by the firm RPGL has been used;

**WHEREAS** the bank of hours simplifies the consultation process of legal counsel and reduces their hourly rate;

**WHEREAS** the firm RPGL agrees to renew the purchase of one hundred (100) hours of professional services under the same terms and conditions referred to in the 2021-2022 offer of service;

**THEREFORE**, it is moved by Councillor Serge Laforest and seconded by Councillor Chantal Allen.



**AND RESOLVED THAT** Council authorizes the renewal of the purchase of professional services from the firm RPGL in the amount of \$15,00000, plus taxes, for the years 2022 and 2023.

**THAT** the expense be affected to budget item #02 13000 412.

Carried

22-01-4526

### 5.11 Withdrawal of the candidate - receptionist clerk position

**WHEREAS** the resolution #21-12-4504;

**WHEREAS** the withdrawal of the candidate for the position ;

**THEREFORE**, it is moved by Councillor Garry Dagenais and seconded by Councillor Caryl McCann.

**AND RESOLVED THAT** Council accepts the withdrawal of the candidate for the position of the receptionist clerk.

Carried

22-01-4527

### 5.12 Hiring - receptionist clerk position

**WHEREAS** the receptionist clerk position needs to be filled ;

**WHEREAS** interviews were conducted;

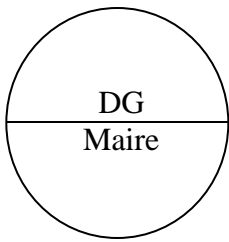
**WHEREAS** the Director General's recommendation;

**THEREFORE**, it is moved by Councillor Diane Lacasse and seconded by Councillor Jean Amyotte.

**AND RESOLVED** to hire Marie-Claire Ayinkamiye for the position of the receptionist clerk at level 4 of the collective agreement, as of January 24, 2022, for a period of two years.

Carried





22-01-4528

**5.13 Hiring - office clerk position**

**WHEREAS** the office clerk position needs to be filled ;

**WHEREAS** interviews were conducted;

**WHEREAS** the Director General's recommendation;

**THEREFORE**, it is moved by Councillor Diane Lacasse and seconded by Councillor Garry Dagenais.

**AND RESOLVED** to hire Martine Tardif for the position of office clerk at level 2 of the collective agreement, as of January 17, 2022, for a period of two years.

Carried

22-01-4529

**5.14 Award of a temporary contract - human resources**

**WHEREAS** several key positions have been vacant for several months;

**WHEREAS** the various issues associated with the retention and recruitment of personnel in the context, among other things, of the present pandemic situation;

**WHEREAS** Council wishes to procure professional services specialized in human resources in order to fill various positions within the Finance, Public Works and Recreation departments;

**WHEREAS** the firm Médiation et Coaching Outaouais Inc. sent a service proposal to support the administration in staffing a few positions;

**WHEREAS** the administration committee will be involved in the process;

**WHEREAS** the firm will work on the job descriptions of the positions to be filled;

**THEREFORE**, it is moved by Councillor Jean Amyotte and seconded by Councillor Diane Lacasse.

**AND RESOLVED THAT** the Council of the Municipality of Pontiac authorizes the Director General and the Mayor to sign the service proposal from the firm Médiation et Coaching Outaouais Inc. in the name of the Council.



**THAT** the expense be allocated to budget item #02 13000 411.

Carried

**6. PUBLIC SAFETY**

**22-01-4530**

**6.1 Resignation of employee #10-0014**

**WHEREAS** employee #10-0014 has submitted his resignation to the Director of the Fire Department as of December 27, 2021;

**THEREFORE**, it is moved by Councillor Garry Dagenais and seconded by Councillor Diane Lacasse.

**AND RESOLVED THAT** Council accepts the resignation of employee #10-0014, as of December 27, 2021.

**THAT** the Municipality of Pontiac wishes to thank employee #10-0014 for his dedicated services.

Carried

**7. PUBLIC WORKS**

**22-01-4531**

**7.1 Winter maintenance - Butte and Destrier Roads**

**WHEREAS**, at the time of the renewal of the snow removal contracts, these two roads were not listed in the contract;

**WHEREAS** this causes a temporary problem for the residents of these two roads;

**THEREFORE**, it is moved by Councillor Chantal Allen and seconded by Councillor Serge Laforest.

**AND RESOLVED THAT** the Municipality takes charge of Butte and Destrier Roads for the 2021-2022 winter season.

**THAT** the Municipality takes the necessary steps to remedy the situation.

**THAT** the expenses related to the maintenance of Butte and Destrier Roads be affected to budget item #02 33000 443.

Carried



22-01-4532

## 7.2 Local Road Assistance Program - recovery and acceleration - Tremblay Road

**WHEREAS** the Council of the Municipality of Pontiac has taken cognizance of and agrees to comply with the terms and conditions of application of the Recovery and Acceleration components of the Local Road Assistance Program (PAVL) ;

**WHEREAS** only work completed after the date indicated on the letter of announcement is eligible for financial assistance;

**WHEREAS** the work was carried out from June 28 to September 14, 2021;

**WHEREAS** the Municipality of Pontiac has sent the Ministry the following supporting documents:

- The accountability form available on the Department's website
- Invoices, progress reports and any other documents that substantiate the amounts spent (direct costs and incidental costs);
- This Council approved municipal resolution certifying completion of the work;
- A notice of compliance, a certificate of provisional or final acceptance of the work issued by an engineer, except for crack sealing, mechanized patching and granular resurfacing work.

**THEREFORE**, it is moved by Councillor Garry Dagenais and seconded by Councillor Diane Lacasse.

**AND RESOLVED THAT** the Council of the Municipality of Pontiac authorizes the presentation of the report of eligible work according to the terms and conditions in force and recognizes that in the event of non-compliance, the financial assistance will be terminated.

Carried

22-01-4533

## 7.3 50 Egan - request to the Quebec Ministry of Transportation (MTQ)

**WHEREAS** the MTQ has removed a culvert in front of the residence located at 50 Egan;

**WHEREAS** this situation causes prejudice to the owner of 50 Egan;



**WHEREAS**, following this work, water accumulates on the roadway causing safety problems for citizens;

**THEREFORE**, it is moved by Councillor Caryl McCann and seconded by Councillor Serge Laforest.

**AND RESOLVED** to ask the MTQ to evaluate the work that has been done at 50 Egan and to make the necessary corrections to remedy the situation.

Carried

22-01-4534

#### 7.4 Awarding of contract - A.J. Environnement

**WHEREAS** the Municipality wishes to proceed with the replacement of the culvert on Bronson-Bryant Road;

**WHEREAS** it is necessary to obtain ministerial and federal government authorizations for this work;

**WHEREAS** the Municipality has obtained two bids for this purpose;

**WHEREAS** the offer of the firm A.J. Environnement is more advantageous and since it has conducted the ecological study;

**THEREFORE**, it is moved by Councillor Caryl McCann and seconded by Councillor Garry Dagenais.

**AND RESOLVED TO** award the mandate to the firm A.J. Environnement, in the amount of \$9,020.36 plus taxes, for the preparation and filing of the necessary governmental authorization requests for the replacement of the culvert on Bronson-Bryant Road.

**THAT** this expense be financed by borrowing bylaw #02-21.

Carried

#### 8. URBAN PLANNING AND ZONING

22-01-4535

**8.1 Choice of contribution to the park and playground fund and natural areas on the cadastral operation for the purpose of subdividing the original lots #6 410 488 and #3 891 189 in order to create lots #6 457 919, #6 457 920 and #6 473 180**



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**WHEREAS** the application for subdivision was submitted for the purpose of subdividing the original lots #6 410 488 and #3 891 189 in order to create lots #6 457 919, #6 457 920 and #6 473 180;

**WHEREAS** the draft subdivision plan prepared by Hubert Carpentier, land surveyor, under his minutes 15247;

**WHEREAS** the Act respecting land use planning and development allows to prescribe, as a prerequisite for the issuance of certain construction permits or the approval of a plan relating to a cadastral operation, a contribution for parks, playgrounds and natural areas in the form of a transfer of land, in cash or a combination of both;

**WHEREAS** the contribution may be required within the framework of the application of the subdivision bylaw #178-01 of the Municipality of Pontiac and its amendments;

**WHEREAS** this subdivision project does not allow the transfer of a portion of land;

**WHEREAS** section 2.1.1 of the subdivision bylaw #178-01 and its amendments allows the Municipal Council to ask the owner to pay a sum of money equivalent to ten percent of the value entered on the evaluation roll for land #6 410 488 and #3 891 189;

**THEREFORE**, it is moved by Councillor Serge Laforest and seconded by Councillor Chantal Allen.

**AND RESOLVED THAT** Council accepts the application for subdivision for the creation of lots #6 457 919, #6 457 920 and #6 473 180 of the cadastre of Quebec conditional to a monetary contribution of \$6, 262.80.

**THAT** the Urban Planning Department staff responsible for issuing permits be authorized to issue the permit following receipt of this sum and the amounts arising from the application.

Carried

22-01-4536

**8.2 Choice of contribution to the parks and playgrounds and natural areas fund on the cadastral operation for the purpose of subdividing the original lot #5 815 701 to create lots #6 448 781, #6 448 782, #6 448 783 and #6 448 784**



**WHEREAS** the application for subdivision was submitted for the purpose of subdividing the original lot #5 815 701 to create lots #6 448 781, #6 448 782, #6 448 783 and #6 448 784;

**WHEREAS** the proposed subdivision plan prepared by Michel Fortin, land surveyor, under his minutes 31856;

**WHEREAS** the Land Use Planning and Development Act allows to prescribe, as a prerequisite to the issuance of certain construction permits or to the approval of a plan relating to a cadastral operation, a contribution for parks, playgrounds and natural areas in the form of a transfer of land, in cash or a combination of both;

**WHEREAS** the contribution may be required within the framework of the application of the subdivision bylaw #178-01 of the Municipality of Pontiac and its amendments;

**WHEREAS** this subdivision project does not allow the transfer of a portion of land;

**WHEREAS** section 2.1.1 of the subdivision bylaw #178-01 and its amendments allows the Municipal Council to ask the owner to pay a sum of money equivalent to ten percent of the value entered on the evaluation roll for lot #5 815 701;

**THEREFORE**, it is moved by Councillor Caryl McCann and seconded by Councillor Garry Dagenais.

**AND RESOLVED THAT** Council accepts the subdivision application for the creation of lots #6 448 781, #6 448 782, #6 448 783 and #6 448 784 of the cadastre of Quebec conditional to a monetary contribution of \$6, 232.20.

**THAT** the Urban Planning Department staff responsible for issuing permits be authorized to issue the permit following receipt of this sum and the amounts arising from the application.

Carried

22-01-4537

### **8.3 Implementation of a family daycare - 200 Crégheur Road, Luskville sector**

**WHEREAS** a call for projects was launched in 2021 by the Quebec government to add more than 9,000 additional places in the Quebec network of early childhood centres, specifically on territories where the needs are the greatest;

**WHEREAS** the statement of Minister Lacombe, who in May 2021, recognized that the waiting list had reached nearly 51, 000 names;



**WHEREAS** there is a clear and urgent need for new family daycare spaces in the Outaouais administrative region and more specifically in the Municipality of Pontiac;

**WHEREAS** the Excelsiori mini-farm daycare project is innovative, progressive, inspired by sustainable development and, above all, the project is perfectly in line with the dynamic agricultural reality of the sector;

**WHEREAS** the Excelsiori mini-farm daycare project is in a provincial agricultural zone, which requires an authorization from the *Commission de la protection du territoire agricole* (CPTAQ), for its implementation;

**WHEREAS**, in accordance with the Educational Childcare Act, more specifically, in chapter XII, section V, article 134:

*“the Council of a local municipality may by bylaw, notwithstanding any zoning bylaw and under the conditions it imposes, allow the granting of permits for the use of land or the construction, alteration or occupancy of buildings for the purposes of an Early Childhood Centre or Day Care Centre within the meaning of this Act.”*

**WHEREAS** the Municipal Council intends to introduce a draft bylaw to allow the establishment of the Excelsiori mini-farm in zone 9 of its territory;

**THEREFORE**, it is moved by Councillor Chantal Allen and seconded by Councillor Garry Dagenais.

**AND RESOLVED THAT** the Municipal Council of Pontiac supports this application for authorization in view of the reasons set out in the preamble, in order to allow the Excelsiori mini-farm to carry out an innovative "nature" project, a forerunner in our region by offering a quality service to the families of our Municipality.

Carried unanimously

## **9. RECREATION AND COMMUNITY LIFE**

### **9.1 Committee formation - Port Authority**

**WHEREAS** the municipal elections of November 7, 2021;

**WHEREAS** there is a need to appoint municipal representatives to the Port Authority Committee;





**THEREFORE**, it is moved by Councillor Jean Amyotte and seconded by Councillor Diane Lacasse.

**AND RESOLVED THAT** Council appoints Mayor Roger Larose and Councillor Caryl McCann to serve on the Port Authority Committee.

Carried

22-01-4539

### 9.2 Awarding of a temporary contract - Recreation and Community Life

**WHEREAS** the position of Director of recreation and community life has been vacant since December 8, 2021;

**WHEREAS** several urgent files must be taken care of as soon as possible;

**WHEREAS** Victoria Mestres-Laurin offered her services to help the Municipality in the short term;

**WHEREAS** Mrs. Mestres-Laurin has already overseen this municipal service, and is familiar with the files;

**THEREFORE**, it is moved by Councillor Diane Lacasse and seconded by Councillor Chantal Allen.

**AND RESOLVED THAT** the Council of the Municipality of Pontiac grants a temporary contract to Victoria Mestres-Laurin for a period of three months at 20 hours per week at the rate of \$40 per hour for the management of major and current files in the service of recreation and community life.

**THAT** the expense be allocated to budget item #02 70100 411.

Carried

22-01-4540

### 9.3 Funding request - 2022 summer day camp

**WHEREAS** it is necessary to begin planning for the day camp for this summer;

**WHEREAS** there is a possibility of obtaining funding for this activity;

**THEREFORE**, it is moved by Councillor Serge Laforest and seconded by Councillor Garry Dagenais.



**AND RESOLVED THAT** Council authorizes Victoria Mestres-Laurin to make the necessary applications to the appropriate agencies for funding for the planning and operation of the 2022 summer day camp.

**THAT** Council authorizes Victoria Mestres-Laurin to sign all documents related to the funding request for this activity.

Carried

22-01-4541

### **9.4 Funding request - student job - summer 2022**

**WHEREAS** it is possible to obtain a grant from Employment Canada for the hiring of students for the summer;

**THEREFORE**, it is moved by Councillor Diane Lacasse and seconded by Councillor Jean Amyotte.

**AND RESOLVED THAT** Council authorizes Victoria Mestres-Laurin to make the necessary applications to the appropriate organizations to obtain funding for the hiring of two students for the summer season 2022.

**THAT** Council authorizes Victoria Mestres-Laurin to sign all documents related to the funding request for the hiring of two students for the summer 2022.

Carried

## **10. TABLING OF DOCUMENTS**

**10.1 Tabling of the report regarding the delegation of authorization of expenses from December 1 to 31, 2021.**

**10.2 Tabling of the pecuniary interests of certain Council members:**

- Mrs. Diane Lacasse
- Mr. Serge Laforest
- Dr. Jean Amyotte
- Mrs. Caryl McCann

## **11. PUBLIC QUESTION PERIOD**

Roger Larose, President, asks if the people attending have any questions.



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**12. CLOSING OF MEETING**

**IT IS MOVED BY** Councillor Jean Amyotte and seconded by Councillor Serge Laforest.

**AND RESOLVED** to close the meeting at 9:03 p.m. having gone through the agenda.

Carried

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Pierre Said  
DIRECTOR GENERAL

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Roger Larose  
MAYOR

*« 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».*