



Municipalité de | Municipality of
Pontiac

**PROVINCE OF QUEBEC
PONTIAC COUNTY**

MINUTES of the regular Council meeting of the Municipality of Pontiac held on Tuesday, June 8, 2021, at 7:30 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 7:32 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 May 11, 2021**
- 5. Administration**
 - 5.1 Budgetary transfers
 - 5.2 Mayor's presentation on the highlights of the financial report and the external auditor's report
 - 5.3 Tenders for the issuance of bank notes
 - 5.4 Concordance and short-term resolution regarding a loan by bills in the amount of \$741, 700 to be completed on June 15, 2021
 - 5.5 Adjustment of the sewer surplus balance for the year 2020
 - 5.6 Officialization of the name of the Municipality of Pontiac's residents
 - 5.7 Request for a leave of absence without pay - employee #02-0065
 - 5.8 Municipal elections - voting by correspondence
 - 5.9 Remuneration of election staff

21-06-4337



Municipalité de | Municipality of

Pontiac

- 5.10 Notice of motion - bylaw #03-21 to abrogate and replace bylaw #05-19 concerning contract management
- 5.11 Tabling of bylaw #03-21 concerning contract management
- 6. Public safety**
 - 6.1 Call for tenders for the purchase of a fire truck
 - 6.2 Instructors - Firefighter I or specialty training
 - 6.3 Resignation - employee #10-0028
 - 6.4 End of employment relationship - employee #10-0071
 - 6.5 Adoption of the standardized bylaw #21-RM-05 to abrogate bylaw #18-RM-05 to set standards with respect to fire safety
 - 6.6 Pontiac municipal civil safety organization
- 7. Public Works**
 - 7.1 Permanent closing of Kilroy Road
 - 7.2 Installation of a digital meter for gasoline and diesel
- 8. Urban Planning and zoning**
 - 8.1 Application for a minor variance - 99 Desjardins Road
 - 8.2 Application for a minor variance - 373 Lelièvre Crescent
 - 8.3 PIIA - 104 Aventure Road
 - 8.4 PIIA - 116 Aventure Road
 - 8.5 Land acquisition following the spring floods of 2019
 - 8.6 Adoption of the 2nd draft bylaw #177-01-01-2021 to modify the zoning bylaw #177-01
 - 8.7 Adoption of the standardized bylaw #21-RM-02 pertaining to animals in the Municipality of Pontiac
 - 8.8 Appointment of employee #01-0145 as Secretary of the PAC
- 9. Recreation and culture**
 - 9.1 Hiring - 2021 summer day camp
 - 9.2 Resignation of employee #03-0001
 - 9.3 Awarding of contract 20-loi003 for the bases - Luskville Recreational Park - rehabilitation of the ball field lighting system
 - 9.4 Purchase - play structures for Quyon's Recreational Park
 - 9.5 Purchase of a water play structure for Quyon's Recreational Park
- 10. Tabling of documents**
 - 10.1 Tabling of the report on the delegation of authorization of expenses
- 11. Public question period**
- 12. Closing of meeting**



Municipalité de | Municipality of

Pontiac

IT IS MOVED BY the Mayor Joanne Labadie and seconded by Councillor Leslie-Anne Barber.

AND RESOLVED to adopt the modified agenda with the withdrawal of item #6.4: End of employment relationship - employee #10-0071, and the addition of item #9.6: Scholarship for Pontiac High School.

Carried

21-06-4338

4. ADOPTION OF THE MINUTES OF THE MEETING OF MAY 11, 2021

IT IS MOVED BY the Mayor Joanne Labadie and seconded by Councillor Leslie-Anne Barber.

AND RESOLVED to adopt the minutes of the meeting of May 11, 2021.

Carried

5. ADMINISTRATION

21-06-4339

5.1 Budgetary transfers

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

AND RESOLVED THAT the Municipality carries out the budgetary transfers in the amount of \$16, 028.44.

Carried

5.2 Mayor's presentation on the highlights of the financial report and the external auditor's report

21-06-4340

5.3 Tenders for the issuance of bank notes



Municipalité de | Municipality of
Pontiac

Opening date :	June 8, 2021	Number of tenders : 3
Opening time	10:00 a.m.	Average maturity : 4 years and 3 months
Opening location	Quebec Ministry of Finances	Issuance date: June 15, 2021
Amount :	\$741, 700	

WHEREAS the Municipality of Pontiac has requested, in this regard, through the electronic system "*Service d'adjudication et de publication des résultats de titres d'emprunts émis aux fins du financement municipal*", bids for the sale of the issuance of bank notes, dated June 15, 2021, in the amount of \$741,700 ;

WHEREAS, following the public call for tenders for the sale of the above-mentioned issuance, the Department of Finances received three compliant bids, all in accordance with section 555 of the Cities and Towns Act (RLRQ, chapter C-19) or section 1066 of the Quebec Municipal Code (RLRQ, chapter C-27.1) and the resolution adopted pursuant to this section;

1 - BANQUE ROYALE DU CANADA

\$52, 900	1.57000 %	2022
\$53, 800	1.57000 %	2023
\$54, 700	1.57000 %	2024
\$55, 600	1.57000 %	2025
\$524, 700	1.57000 %	2026

Price : 100,00000 True cost: 1.57000 %

2 - FINANCIÈRE BANQUE NATIONALE INC.

\$52, 900	0.50000 %	2022
\$53, 800	0.65000 %	2023
\$54, 700	0.90000 %	2024
\$55, 600	1.15000 %	2025
\$524, 700	1.50000 %	2026

Price : \$98,76100 True cost: 1.69982 %



Municipalité de | Municipality of
Pontiac

3 - CAISSE DESJARDINS DE HULL-AYLMER

\$52, 900	1.76000 %	2022
\$53, 800	1.76000 %	2023
\$54, 700	1.76000 %	2024
\$55, 600	1.76000 %	2025
\$524, 700	1.76000 %	2026

Price: 100,00000 True cost: 1.76000 %

WHEREAS the result of the actual cost calculation indicates that the bid submitted by Banque royale du Canada is the most advantageous;

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

AND RESOLVED THAT the preamble to this resolution be and is hereby made a part of this resolution as if it were reproduced in full.

IT IS ALSO RESOLVED THAT the Municipality of Pontiac accepts the offer from Banque royale du Canada for its loan by bank notes dated June 15, 2021, in the amount of \$741,700 made in accordance with loan bylaws #07-10, #05-10, #10-09 and #05-15. These bank notes are issued at price 100, 00000 for each \$100.00 nominal value of bills, maturing in series of five (5) years.

FINALLY, IT IS RESOLVED THAT the bank notes, principal and interest, be payable by cheque to the registered holder or by pre-authorized bank withdrawals to the registered holder.

Carried

21-06-4341

5.4 Concordance and short-term resolution regarding a loan by bank notes in the amount of \$741, 700 to be completed on June 15, 2021

WHEREAS, in accordance with the following borrowing bylaws and for the amounts indicated therein, the Municipality of Pontiac wishes to borrow through bank notes for a total amount of \$741,700 to be completed on June 15, 2021, distributed as follows:



Municipalité de | Municipality of

Pontiac

Borrowing bylaws	Amount
#07-10	\$23, 800
#05-10	\$36, 900
#10-09	\$202, 600
#05-15	\$478, 400

WHEREAS it is necessary to modify the borrowing bylaws accordingly;

WHEREAS, in accordance with the 1st paragraph of Section 2 of the Municipal Debts and Loans Act (RLRQ, chapter D 7), for the purposes of this loan and for loan bylaws numbers 07 10, 05 10, 10 09 and 05 15, the Municipality of Pontiac wishes to carry out the loan for a shorter term than the one originally set in these bylaws;

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

AND UNANIMOUSLY RESOLVED THAT the borrowing bylaws indicated in the 1st paragraph of the preamble be financed through bank notes, as follows:

- the bills shall be dated June 15, 2021;
- interest will be payable semi-annually on June 15 and December 15 of each year
- the bank notes shall be signed by the Mayor and the Secretary-treasurer
- the bank notes, as to capital, shall be repaid as follows:

2022	\$52, 900	
2023	\$53, 800	
2024	\$54, 700	
2025	\$55, 600	
2026	\$56, 400	(to pay in 2026)
2026	\$468, 300	(to renew)

IT IS ALSO RESOLVED THAT, with regard to the annual capital amortization planned for the years 2027 and following, the term provided for in borrowing bylaws 07-10, 05-10, 10-09 and 05-15 be shorter than the one originally set, i.e. for a term of five (5) years (as of June 15, 2021), instead of the term prescribed for said amortization,



Municipalité de | Municipality of
Pontiac

each subsequent issue having to be for the balance or part of the balance due on the loan.

Carried

21-06-4342

5.5 Adjustment of the sewer surplus balance for the year 2020

WHEREAS following the 2020 financial report, it is necessary to adjust the balance of the sewer surplus for the year 2020;

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

AND RESOLVED THAT the following entry be made to regularize the sewer surplus as of December 31, 2020:

59.131.00.012 10,794.90 credit
59.110.00.000 10,794.90 debit

Carried

21-06-4343

5.6 Officialization of the name of the Municipality of Pontiac's residents

WHEREAS the residents of the Municipality of Pontiac are not yet officially named by the *Commission de toponymie*;

WHEREAS, in some publications and resolutions, the residents of the Municipality of Pontiac are referred to as "Pontiçois/Pontiçoises";

WHEREAS Council deems it appropriate to formalize the name of the residents of the Municipality of Pontiac with the *Commission de la toponymie*;

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

AND RESOLVED to take steps with the *Commission de la toponymie* to officialize the name of the residents of the Municipality of Pontiac as "Pontiçois/Pontiçoise".

Carried



Municipalité de | Municipality of

Pontiac

Councillor Nancy Draper-Maxsom votes against the resolution.

21-06-4344

5.7 Request for a leave of absence without pay - employee #02-0065

WHEREAS the request of employee #02-0065 for a leave of absence without pay effective June 30, 2021, for a period of nine (9) months;

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

AND RESOLVED to grant a leave of absence without pay to employee #02-0065 effective June 30, 2021, for a period of 9 months.

IT IS ALSO RESOLVED THAT the employee can keep her social benefits.

Carried

21-06-4345

5.8 Municipal elections – voting by correspondence

WHEREAS, pursuant to the provisions of section 582.1 of the Act respecting elections and referendums in municipalities, the Minister may, by regulation, establish the terms and conditions according to which the right to vote may be exercised by correspondence by a person who is registered as an elector or a qualified voter on the list of electors or referendum list in a capacity other than that of a domiciled person;

WHEREAS, pursuant to the provisions of section 659.4 of the Act respecting elections and referendums in municipalities, a resolution must be passed not later than July 1 of the calendar year in which a general election is to be held;

WHEREAS Bill 85 facilitating the conduct of the November 7, 2021, municipal general election in the context of the COVID-19 pandemic:

THEREFORE, it is moved by Councillor Thomas Howard and seconded by Councillor Leslie-Anne Barber.

AND RESOLVED THAT Council allows the use of absentee voting for any person registered on the voters list or referendum list as an elector or as a person who is qualified to vote in a capacity other than as a resident at the November 7, 2021, general election.



Municipalité de | Municipality of
Pontiac

IT IS ALSO RESOLVED that Council allows the use of absentee voting at the November 7, 2021, General Election ballot for any person who meets any of the following conditions and is registered or entitled to be registered as a voter:

- As a person domiciled in a private residence for seniors identified in the register established under the Act respecting health services and social services (chapter S-4.2) or in a facility referred to in the second paragraph of section 50.

- As a domiciled person who is unable to move about for health reasons.

As a domiciled person who acts as a caregiver to a person referred to in paragraph 2 and who is domiciled in the same place as the latter.

As a domiciled person whose isolation is recommended or ordered by public health authorities because of the COVID-19 pandemic.

FINALLY, IT IS RESOLVED that Council allows the use of absentee voting at the November 7, 2021, General Election ballot for any person who is registered or entitled to be registered as a voter on the Voters List and who is 70 years of age or older on the day set for the ballot.

Carried

21-06-4346

5.9 Remuneration of electoral staff

WHEREAS the election will be held on Sunday, November 7, 2021, and pursuant to Section 88 of the Municipal Elections and Referendums Act, Council may establish new rates of remuneration for election officers;

WHEREAS Council believes it is appropriate to establish new rates of remuneration for election officers;

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

AND RESOLVED to authorize compensation for election workers as follows:



Municipalité de | Municipality of
Pontiac

President of elections	\$8 500.00
Treasurer	\$6 ,375.00
Election secretary	\$6, 375.00
Assistant to the President of elections	\$4, 250.00
Scrutineers	\$5 796.00
Secretaries - polling station	\$5, 292.00
Primos	\$1 575.00
President of table - identification of voters	\$1,200.00
Member of table - identification of voters	\$2, 115.00
Revision Commission (maximum 18 hours/person)	\$2, 700.00
Revision agents	\$650.00

Carried

5.10 Notice of motion

Notice of motion is given by Councillor Isabelle Patry of District 5 of the Municipality of Pontiac that there will be adoption of the bylaw #03-21 to repeal and replace the bylaw bearing number #05-19 to set standards with respect to contract management in the Municipality of Pontiac.

5.11 Tabling of the draft bylaw #03-21 to repeal and replace the bylaw bearing number #05-19 to set standards with respect to contract management in the Municipality of Pontiac.

WHEREAS the adoption of Bill 67 and its coming into force on March 25, 2021;

WHEREAS section 124 of Bill 67 called for an amendment to the regulation on contract management;

WHEREAS there is a need to make minor amendments to bylaw #05-19;



Municipalité de | Municipality of
Pontiac

WHEREAS a notice of motion was given and a draft bylaw was tabled at the Council meeting of June 8, 2021;

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

AND RESOLVED TO REPEAL AND REPLACE BYLAW #05-19 WITH BYLAW #03-21 AS FOLLOWS:

CHAPTER I

DECLARATORY AND INTERPRETATIVE PROVISIONS

SECTION I

DECLARATORY PROVISIONS

1. Purpose of the bylaw

The purpose of this bylaw is:

- a) to provide for measures for the award and management of contracts awarded by the Municipality, in accordance with section 938.1.2 *C.M.*
- b) to provide contracting rules that involve an expenditure of at least \$25,000, but less than the threshold set by the Minister.

2. Scope of application

This bylaw applies to any contract concluded by the Municipality.

This bylaw applies regardless of the authority granting the contract, whether it is the Council or any person to whom the Council has delegated spending and contracting authority on behalf of the Municipality.

SECTION II

INTERPRETATIVE PROVISIONS

3. Interpretation of the text



Municipalité de | Municipality of

Pontiac

The present bylaw shall be interpreted in accordance with the principles of the Interpretation Act (RLRQ, c. I-16).

It shall not be interpreted as allowing derogations from the mandatory provisions of the laws governing municipal contracts, unless these laws expressly allow derogations to be made by this bylaw, including, for example, some of the measures provided for in Chapter II of this bylaw.

In the event of any discrepancy between the French and English versions, the French version shall prevail for the purposes of the Regulation.

4. Other bodies or organizations

The Municipality recognizes the importance, role and powers granted to other authorities that may investigate and act with respect to the matters covered by certain measures provided for in this bylaw. This includes measures to prevent acts of intimidation, influence peddling, corruption, bid rigging, as well as measures to ensure compliance with the Lobbying Transparency and Ethics Act and the Code of Conduct for Lobbyists adopted under that Act.

5. Special rules of interpretation

This bylaw shall not be interpreted:

- a) in a restrictive or literal manner;
- b) as restricting the possibility for the Municipality to contract by mutual agreement, in cases where the law allows it to do so.

The measures provided for in this bylaw must be interpreted:

- in accordance with the principles set out in the preamble of the Act aimed mainly at recognizing that municipalities are local governments and thus increasing their autonomy and powers (2017, c. 13) (Bill 122), which recognizes municipalities as local governments and gives elected officials the legitimacy they need to govern according to their powers;
- in order to respect the principle of proportionality and thus ensure that the steps related to the measures imposed are proportionate to the nature and amount of the



Municipalité de | Municipality of
Pontiac

contract expenditure to be incurred, considering the costs, time required and size of the Municipality.

6. Terminology

Unless the context indicates otherwise, the words and expressions used in this bylaw have the following meanings:

"Call for Interest":	Call procedures to suppliers to obtain the characteristics and external factors of the targeted market.
"Call for tenders":	Means a public call for tenders or by invitation, required by sections 935 and following, <i>C.M.</i> or the bylaw adopted under section 938.0.1 <i>C.M.</i> The expression "call for tenders" does not include estimates that are made when no call for tenders is required by law or by this bylaw.
"Estimate":	A written document determining the value of a good or service estimated by a supplier and by which a candidate commits to the Municipality to ensure its conformity and accuracy. This estimate is submitted in response to a written request for a price quote from the Municipality.
"Bid"	Means a written act by which a person or company, in response to a public call for tenders or by invitation, offers his/its services for the execution of work and indicates the price for which he/it is prepared to do so.

CHAPTER II

CONTRACTING RULES AND ROTATION

7. General information

The Municipality complies with the contracting rules provided for in the laws governing it, including the *C.M.* In particular:



Municipalité de | Municipality of

Pontiac

- a) it shall proceed by invitation to tender when the law or the bylaw adopted pursuant to section 938.0.1 *C.M.* requires such a call for tenders, unless otherwise specifically provided in this bylaw;
- b) it shall proceed by public tender in all cases where a public call for tenders is required by law or by the bylaw adopted under section 938.0.1 *C.M.*;
- c) it may proceed by mutual agreement in cases where the law or this bylaw allows it to do so.

Nothing in this bylaw may have the effect of limiting the possibility for the Municipality to use any method of competitive bidding for the award of a contract, whether by public tender, invitation or estimate, even if it may legally proceed by a mutual agreement contract.

8. Contracts less than the threshold set by the Minister

Subject to section 13, any contract for supply, construction, services (including professional services) and insurance involving an expense of at least \$25,000, but less than the threshold set by the Minister, may be entered into by mutual agreement or by any other contract award process chosen by the Municipality.

If it involves an expense equal to or greater than the threshold set by the Minister, the contract may only be awarded after a request for public tender pursuant to section 935 *C.M.*

Any official of the Municipality must obtain a resolution from Council before committing the Municipality to any obligation that may bind it, unless the official is delegated the authority to spend and enter into contracts on behalf of the Municipality under bylaw n° 08-15 in accordance with bylaw n° 06-08 enacting budgetary control and monitoring rules.

The amount of the expenditure related to the contract involving an expenditure of at least \$25,000, but less than the threshold set by the Minister, includes all applicable taxes.

9. Rotation - Principles

The Municipality shall promote, if possible, rotation among potential suppliers with respect to contracts that may be entered into by mutual agreement pursuant to section 8.



Municipalité de | Municipality of
Pontiac

In making its decision in this regard, the Municipality particularly considers the following principles:

- a) the degree of expertise required;
- b) the quality of previous work, services or materials provided or delivered to the Municipality;
- c) the time required to carry out the work, to supply the equipment or materials or to provide services;
- d) the quality of the goods, services or works sought;
- e) the terms of delivery;
- f) the maintenance services;
- g) the required experience and financial capacity;
- h) price competitiveness, considering all market conditions;
- i) the fact that the supplier has an establishment on the Municipality's territory;
- j) any other criteria directly related to the contract.

With the objective of wanting to contribute to the economic recovery following the health crisis, the Municipality favours the purchase of Quebec goods and services, suppliers, insurers and contractors with an establishment in Quebec, until as of June 25, 2024 (3 years).

The Municipality reserves the right to exclude any company or supplier that has demonstrated unsatisfactory performance, fault or deficiency under a previous contract.

10. Rotation - Measures

In order to ensure the implementation of the rotation provided for in section 9, the Municipality shall apply, as far as possible and unless there are special circumstances, the following measures:

- a) potential suppliers are identified before awarding the contract. If the Municipality's territory has more than one supplier, this identification may be limited to the latter territory or, where applicable, the territory of the MRC or any other geographic region that will be deemed relevant given the nature of the contract to be given;



Municipalité de | Municipality of

Pontiac

- b) once suppliers have been identified and considering the principles set out in section 9, rotation between them shall be promoted, unless for reasons of sound administration;
- c) unless there are special circumstances, the person in charge of managing the contract shall, as far as possible, completes the analysis form set out in Appendix 4;
- d) For the purpose of identifying potential suppliers, the Municipality shall establish a list of suppliers for the categories of contracts it determines. Rotation between the suppliers on this list, if any, shall be promoted, subject to the provisions of paragraph (b) of this section. This list shall constitute a public document and any supplier may register on request if it complies with the eligibility criteria within the meaning of section 11.

11. Eligibility of companies

In order to obtain a contract with the Municipality, the company must:

- a) possess the qualifications, authorizations, permits, licences, registrations, certificates, accreditations and attestations necessary or required by Law;
- b) not be registered in the Register of Persons Not Eligible for Public Contracts (RENA);
- c) if there has been a previous contractual relationship, maintain a business relationship based on respect and the principle of good faith.

12. Competitive mechanism

The Municipality favours the following competitive bidding mechanism for any contract referred to in section 8 when the nature of the contract allows it:

- a) the Municipality may issue a call for interest in order to identify suppliers likely to meet its needs;
- b) the Municipality shall request estimates from two (2) suppliers, verbally or in writing, except in an emergency or with the authorization of the Director General;
- c) the normal time for the receipt of estimates is at least two (2) working days and may vary depending on the nature of the contract and the circumstances of its award;



Municipalité de | Municipality of

Pontiac

- d) the period of validity of the estimates shall expire after a reasonable period and may vary depending on the nature of the contract and the circumstances of its award.

CHAPTER III

MEASURES

SECTION I

CONTRACT BY MUTUAL AGREEMENT

13. General information

For some contracts, the Municipality is not subjected to any specific competitive bidding procedure (public call for tenders or by invitation). This bylaw cannot have the effect of restricting the possibility for the Municipality to proceed by mutual agreement for these contracts. These include, more specifically, contracts:

- which, by their nature, are not subject to any tendering process (contracts other than insurance contracts, supply of equipment or materials, services and performance of works);
- expressly exempted from the tendering process (including those listed in section 938 C.M.) and contracts for professional services which are necessary for proceeding before a court, an agency or a person exercising judicial or jurisdictional functions;
- insurance, for the performance of work, for the supply of equipment or materials or services (including professional services) that involve an expense of more than \$10,000, but less than \$25,000. In the latter case, the Municipality must request an estimate in writing, except under the authorization of the Director General;

14. Transparency, integrity, and impartiality measures

When the Municipality chooses to award, by mutual agreement, any of the contracts referred to in section 8, the following measures aimed at transparency, integrity and impartiality shall apply, unless the latter are incompatible with the nature of the contract:



Municipalité de | Municipality of

Pontiac

- a) Measures provided for in sections 18 (Duty to inform elected officials and employees) and 19 (Training) - LOBBYISM;
- b) Measure provided for in section 21 (Denunciation)-INTIMIDATION, INFLUENCE PEDDLING OR CORRUPTION;
- c) Measure provided for in section 23 (Denunciation) - CONFLICT OF INTEREST;
- d) Measure provided for in SECTION 29 -AMENDMENT OF A CONTRACT.

15. Information document

The Municipality must publish, on its website, the information document relating to contract management in order to inform the public and potential contractors of the measures taken by the Municipality under this bylaw (Appendix 1).

SECTION II

BID RIGGING

16. Sanctioning if collusion

The Municipality will reject any estimate if it is established that there has been collusion with any person in violation of any law aimed at combating bid rigging.

A provision must be included in the tender documents providing for the possibility for the Municipality to reject a bid if it is clearly established that there has been collusion with any person in contravention of any law aimed at combating bid rigging.

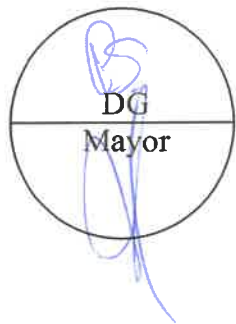
17. Declaration

Every supplier must attach to his estimate or to his tender, or at the latest before the award of the contract, a declaration stating solemnly that his estimate has been prepared and filed without collusion, communication, agreement or arrangement with any person in contravention of any law against bid rigging (Appendix 2).

SECTION III

LOBBYISM

18. Duty to inform elected officials and employees



Municipalité de | Municipality of

Pontiac

Any member of the Council or any official or employee must remind anyone who takes the initiative to contact him or her in order to obtain a contract, of the existence of the Lobbying Transparency and Ethics Act, when he or she considers that there has been a contravention of that Act.

19. Training

The Municipality favours the participation of council members, public servants and employees for training which aims at getting information on the legislative and regulatory provisions applicable to lobbying.

20. Declaration

Every supplier must attach to his estimate or to his tender, at the latest before the award of the contract, a declaration stating solemnly that neither he nor any of his collaborators, representatives or employees engaged in a communication of influence for the purpose of obtaining the contract in contravention of the Lobbying Transparency and Ethics Act or, if such communication of influence took place, that it was made after any registration has been made in the registry of lobbyists where it is required under the Act (Appendix 2).

SECTION IV

INTIMIDATION, INFLUENCE PEDDLING OR CORRUPTION

21. Denunciation

Any member of Council, public servants or employees, as well as any other person working for the Municipality, must report, as soon as possible, any attempt at intimidation, influence peddling or corruption that he or she has witnessed in the course of his or her duties. This measure should not be interpreted as limiting the right of the concerned individual to lodge a complaint with a police force or other public authority.

A member of Council shall make this denunciation to the Director General; the Director General to the Mayor; other officials and employees as well as any person working for the Municipality, to the Director General. When the denunciation directly or indirectly involves the Mayor or the Director General, the denunciation is made to the person who is not involved. The Director General or Mayor shall treat the denunciation promptly



Municipalité de | Municipality of

Pontiac

and take appropriate measures depending on the nature of the situation reported, including reporting the situation to any other competent authority.

22. Declaration

Every supplier must attach to his estimate or to his tender, or at the latest before the award of the contract, a solemn declaration that neither he nor any of his collaborators, representatives or employees have engaged, in the contractual process, in acts of intimidation, influence peddling or corruption against a member of the Council, an official, an employee or any other person working for the Municipality (Appendix 2).

SECTION V

CONFLICTS OF INTEREST

23. Denunciation

Any Council member, any public servant, any employee, as well as any other person working for the Municipality, involved in preparing contract documents or in the awarding of contracts, must report as soon as possible, the existence of any pecuniary interest of a legal person, corporation or company likely to conclude a contract with the Municipality.

A member of Council reports this to the Director General; the Director General to the Mayor; other public servants and employees as well as any other person working for the Municipality, reports this to the Director General. When the denunciation directly or indirectly involves the Mayor or the Director General, it is reported to the one that is not involved. If they are both involved, the denunciation is made to the acting mayor or to another Municipal Council member who is not involved. The person who receives the denunciation must treat it with diligence and take the appropriate measures according to the nature of the situation denounced.

24. Declaration

When the Municipality uses weighting and evaluation system of tenders, any member of the selection committee must solemnly declare in writing, before starting the evaluation, that he/she has no particular pecuniary interest, neither directly nor indirectly, with respect to the contract being evaluated. He/she must also agree to not disclosing the mandate he/she has been entrusted by the Municipality, as well as not to use,



Municipalité de | Municipality of

Pontiac

communicate, attempt to use or communicate the information obtained in the course of, or in connection with the performance of his/her duties as a member of the selection committee (Appendix 3), both during his/her term of office and after.

25. Minimal pecuniary interest

The minimum pecuniary interest is not affected by the measures described in sections 23 and 24.

SECTION VI

IMPARTIALITY AND OBJECTIVITY OF THE CALL FOR TENDERS

26. Person responsible for the call for tenders

Any call for tenders specifies of a person in charge and foresees that any (potential or real) bidder must contact that sole contact person to obtain any information or clarification regarding the call for tenders.

The person requesting the estimate is, by default, the person responsible and may delegate this responsibility to any person working for the Municipality.

27. Questions from tenderers

The person responsible for the call for tenders compiles the questions that are asked by each of the tenderers during the tendering process and submits an addendum if he/she deems it necessary, so that all bidders receive answers to the questions asked by others.

The person responsible for the call for tenders has the sole discretion of judging the relevance of the questions asked and of those that require an answer, and he/she may consolidate and rephrase certain questions for the purpose of providing answers to the tenderers.

28. Denunciation

Any Council member, any public servant, any employee, as well as any other person working for the Municipality, must, as soon as they have been informed, report the existence of any situation, other than a conflict of interest, susceptible of compromising



Municipalité de | Municipality of

Pontiac

the impartiality and objectivity of the contract process and management of any resulting contract.

A member of Council reports this to the Director General; the Director General to the Mayor; other public servants and employees as well as any other person working for the Municipality, reports this to the Director General. When the denunciation directly or indirectly involves the Mayor or the Director General, it is reported to the one that is not involved. If they are both involved, the denunciation is made to the acting mayor or to another Municipal Council member who is not involved. The person who receives the denunciation must treat it with diligence and take the appropriate measures according to the nature of the situation denounced.

SECTION VII

MODIFICATION OF A CONTRACT

29. Modification of a contract

Any amendment to a contract resulting from a call for tenders or an estimate which has the effect of increasing the price must be justified by the person responsible for managing the contract, by considering the rules applicable to authorize such an amendment. This person must also obtain the authorization of the Council or the Director General according to the threshold conferred on him by virtue of his delegation of authority, in accordance with article 8 para. 2 of this bylaw.

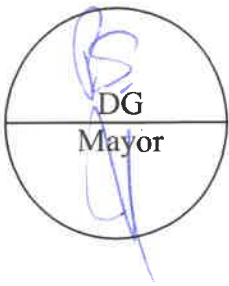
The Municipality cannot amend a contract that has been awarded following a call for tenders, except when the amendment constitutes an add-on to the contract and does not change its nature.

CHAPTER IV

ADMINISTRATIVE AND FINAL PROVISIONS

30. Enforcement of the bylaw

The enforcement of the present bylaw falls under the responsibility of the Municipality's Director General. He is responsible for preparing the report concerning the enforcement of the present bylaw, to be tabled to the Council annually, in accordance with section 938.1.2 C.M.



Municipalité de | Municipality of
Pontiac

31. Promotion of French

The Municipality promotes the use of French and is not required to produce a document in a language other than that of French within the framework of the application of this bylaw.

32. Repeal and amendments to policies and bylaws regarding contract management

The present bylaw replaces and repeals bylaw 05-19, the Policy on contract management adopted by Council on December 14, 2010, the Procurement policy adopted by Council on May 21, 2013, the Purchasing policy under resolution #11-05-677, as well as any other provision that is not in accordance with this bylaw.

This bylaw amends section 4.2 of bylaw #08-15 delegating to municipal officials the power to authorize expenditures and to award contracts accordingly, as follows:

4.2 The Municipality of Pontiac's bylaw concerning contract management.

Notwithstanding the above, the present authorization does not exempt public servants who are subject to an authorization, from complying with the bylaw concerning the contract management of the Municipality of Pontiac.

33. Complaints in connection with the awarding of a contract

Any contract resulting from a call for tenders is subject to the *Procedure regarding the reception and examination of filed* complaints made in connection with the adjudication or the award of a contract adopted on August 13, 2019, by resolution #19-08-3844.

34. Coming into effect and publication

The present bylaw comes into effect in compliance with the Law and is published on the Municipality's website. In addition, a copy of this bylaw is sent to the MAMH.

APPENDIX 1

**INFORMATION DOCUMENT
(Contract management)**



Municipalité de | Municipality of
Pontiac

The Municipality has adopted a bylaw on contract management providing measures aiming to :

- Promote compliance with applicable laws to oppose bid rigging;
- Ensure that the *Lobbying Transparency and Ethics Act* and *Lobbyists Code of Conduct* adopted under this law are respected
- Prevent acts of intimidation, influence peddling or corruption
- Prevent situations of conflict of interest;
- Prevent any other situation likely to compromise the impartiality and objectivity of the estimation request or tender process and the resulting management of the contract;
- Supervise the taking of any decision that has the effect of authorizing the amendment of any contract.
- Promote, as much as possible, the rotation of potential counter-parties with respect to contracts involving an expenditure of at least \$25,000, but less than the threshold decreed by the Minister and that may be concluded by mutual agreement with the Municipality, according to the criteria and principles provided for in the bylaw.

Anyone who intends to enter into a contract with the Municipality is invited to read the bylaw concerning contract management and to enquire with the Director General and Secretary-Treasurer if they have any questions in this regard.

Furthermore, anyone who has information regarding the non-compliance with any of the measures contained herein is invited to share it with the Director General and Secretary-Treasurer or the Mayor. They will, if necessary, see that useful measures are taken or will refer the complaint and documentation to the competent authorities.



Municipalité de | Municipality of

Pontiac

APPENDIX 2

SUPPLIER'S DECLARATION (Contract management)

I, the undersigned, supplier or the supplier's representative
_____, solemnly declare to the best of my knowledge:

- a) that the present estimate or the present tender was prepared and submitted without any collusion, communication, agreement or arrangement with any other person, in violation of any law designed to oppose bid rigging;
- b) that neither myself nor any collaborators, suppliers' representatives or employees, did we engage in any communication of influence, for the purpose of obtaining the contract in breach of the *Lobbying Transparency and Ethics Act*, or, if such communication of influence has taken place, I declare that this communication was made after any registration in the lobbyists' register was made, required by law,
- c) that neither myself nor any collaborators, suppliers' representatives or employees, did we engage in any acts of intimidation, influence or bribery, against a member of the council, any public servant, any employee, as well as any other person working for the Municipality as part of this request for estimates.

AND I HAVE SIGNED :

[Signature]

Solemnly affirmed before me at _____

this _____ day of _____ 2021

Commissioner of Oaths for Quebec



Municipalité de | Municipality of

Pontiac

APPENDIX 3

DECLARATION OF A MEMBER OF A SELECTION COMMITTEE



I, the undersigned, member of the selection committee pertaining to (identify contract), solemnly declare that I do not have particular pecuniary interest, directly or indirectly, in regard to this contract.

I promise not to disclose the mandate entrusted to me by the Municipality, as well as not use, communicate, attempt to use or communicate, both during and after my term, the information obtained in the course of, or in connection with, the performance of my duties as a member of the selection committee.

AND I HAVE SIGNED :

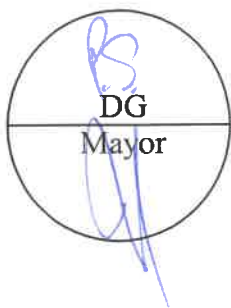


Solemnly affirmed before me at 

this  day of  2021



Commissioner of Oaths for Quebec



Municipalité de | Municipality of

Pontiac

APPENDIX 4

ANALYSIS FORM FOR CHOOSING A CONTRACTING METHOD

1 NEEDS OF THE MUNICIPALITY

Object of the contract

Specific objectives (desired savings, quality, environment, etc.)

Estimated value of the expense (including renewal options)

Duration of the contract

2 TARGETED MARKET

Targeted region

Number of known companies

Is the participation of all known companies desirable?

Yes ☐ No ☐

If not, please justify.

Estimated cost of preparing the estimate or tender

Other pertinent information

3 CONTRACTING METHOD CHOSEN

Mutual agreement ☐

Call for tenders by invitation ☐

Regional public tender ☐

Public invitation to tender open to all ☐

In the case of a contract entered by mutual agreement, are the measures of the bylaw concerning the contractual management of the Municipality of Pontiac to promote rotation respected?

Yes ☐ No ☐

If yes, which measures are concerned?



Municipalité de | Municipality of

Pontiac

If not, why is the rotation not possible?

4

SIGNATURE OF THE PERSON RESPONSIBLE

First name, last name

Signature

Date

6. PUBLIC SAFETY

21-06-4347

6.1 Call for tender for the purchase of a fire truck

WHEREAS it is important to maintain the availability of the fire truck fleet;

WHEREAS the purchase of a new fire truck has been budgeted for 2021;

WHEREAS a call for tenders is necessary for an expense of this magnitude;

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

AND RESOLVED THAT the Fire Department issue a call for tenders for the purchase of a fire truck.

Carried

21-06-4348

6.2 Instructors – firefighter I or specialty training

WHEREAS the firefighters' training is based on practical and theoretical learning;

WHEREAS the instructor must work in collaboration with the instructors during the training;



Municipalité de | Municipality of
Pontiac

WHEREAS the Quebec National Fire School requires a ratio of 8 firefighters per instructor in fire station practices for Firefighter I, and a ratio of 5 firefighters per instructor for the specialties;

WHEREAS we must update our list of instructors since some have retired and we have hired new qualified instructors;

WHEREAS the Municipality has firefighters who have the required training to be instructors within its Fire Department;

WHEREAS the recommendation of the Fire Director;

THEREFORE, it is moved by Councillor Leslie-Anne Barber and seconded by Councillor Scott McDonald.

AND RESOLVED THAT the Municipal Council recognizes the following firefighters as suitable for instructor training for Firefighter I:

Employee
#10-0164
#10-0040
#10-0016
#10-0179
#10-0041
#10-0058
#10-0014

IT IS ALSO RESOLVED THAT the Director of the Fire Department be instructed to prepare a schedule for instructor training for the purpose of budget preparation.

FINALLY, IT IS RESOLVED THAT Municipal Council repeals resolution #15-10-2552.

Carried

21-06-4349

6.3 Resignation - employee #10-0028



Municipalité de | Municipality of

Pontiac

WHEREAS employee #10-0028 has submitted resignation as a volunteer firefighter to the Director of the Fire Department on May 10, 2021;

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

AND RESOLVED THAT this Council accepts the resignation of employee #10-0028 as of April 22, 2021.

IT IS ALSO RESOLVED THAT the Municipality wishes to thank employee #10-0028 for his years of dedicated services.

Carried

21-06-4950

6.4 Adoption of the standardized bylaw #21-RM-05 to abrogate bylaw #18-RM-05 to set standards with respect to fire safety in the Municipality of Pontiac

WHEREAS under section 62 of the Municipal Powers Act, the Municipality of Pontiac may adopt bylaws concerning safety;

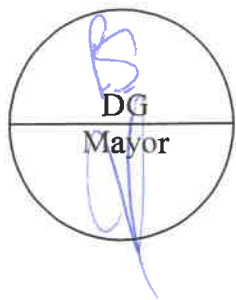
WHEREAS under Chapter 1 of the Fire Safety Act, the Municipality has obligations imposed or powers granted for the protection of persons and property against fires of any kind, except for forest resources protected under the Forest Act (R.S.Q., chapter F-4.1);

WHEREAS all the municipalities of the MRC des Collines-de-l'Outaouais have adopted or will adopt the same bylaw in order to standardize its application on the territory of the MRC;

WHEREAS a notice of motion was given at the regular meeting of the Municipal Council held on May 11, 2021, to the effect that this bylaw would be submitted for approval;

WHEREAS a draft bylaw was tabled at the public meeting of May 11, 2021;

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



Municipalité de | Municipality of

Pontiac

AND RESOLVED THAT IT IS RULED AND DECREED BY THE COUNCIL OF THE MUNICIPALITY OF PONTIAC THAT THIS PRESENT BYLAW RULES AND DECREES THE FOLLOWING:

SECTION 1 – PREAMBLE

The preamble to this bylaw forms part of this bylaw.

SECTION 2 – PURPOSE

The purpose of this bylaw is to enact, legislate and better regulate the rules and provisions for the protection of persons and property against fires of any kind and for environmental aspects.

SECTION 3 – DEFINITIONS

Unless otherwise stated, either expressly or as a result of the context of the provision, the following expressions, terms and words shall have the meaning and application in these regulations ascribed to them in this section:

3.1 Propane room heater :

Refers to an appliance of less than 120,000 BTU certified to Canadian standards, designed for outdoor use.

3.2 Heating and cooking appliances:

Means any oven, furnace, furnace, electric appliance or system, steam boiler, hot water boiler, ducted or unducted hot air furnace, stove and fireplace fuelled by solid, liquid or gaseous fuel.

3.3 Smoke alarm:

Designates a device with a built-in audible or visual signal, designed to sound the alarm as soon as smoke is detected.

3.4 Gaz detector (propane and natural):

Means a gas alarm with an audible signal designed to sound the alarm upon detection of propane or natural gas in a room or suite in which it is installed.



Municipalité de | Municipality of

Pontiac

3.5 Carbon monoxide alarm:

Refers to a device with a built-in audible or visual signal, designed to give the alarm upon detection of carbon monoxide.

3.6 Chimney:

Refers to a generally vertical construction containing one or more flues for venting flue gases to the outside which may be of various constructions such as:

a) Masonry or concrete chimney: a chimney made of brick, stone, concrete, or masonry blocks built on site.

b) Prefabricated Chimney: a chimney composed entirely of factory-made components designed to be assembled in the field without shaping.

3.7 Prevention Code (NFC):

Means the National Fire Code of Canada 2015 and its amendments.

3.8 Connecting pipe:

Refers to the piping, used for the evacuation of combustion gases, between the heating appliance and the flue or chimney.

3.9 Firewood cord:

Refers to a cord of firewood with the following dimensions: 4' (1.2 m) X 8' (2.4 m) X 16" (40 cm).

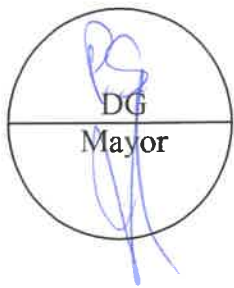
3.10 Smoke Detector:

Means a device designed to transmit a signal to the alarm system or panel (whether or not connected to a control panel) when the concentration of combustion products in the air exceeds a predetermined level.

3.11 Public Place

- Public property:

Means any property, roadway, public land, park, ditch, road, street, entrance, bank, riverfront, recreational facilities or spaces, parking area, bridge or any other place or building and infrastructure of the municipal or public domain, located within the limits of the



Municipalité de | Municipality of

Pontiac

Municipality, any strip of land of the Municipality up to the land of any adjacent private property, including the approaches and entrances of all properties of the Municipality, as well as any other public property belonging to the Government of Quebec and its agencies, and likely to be frequented by the general public.

3.12 Clearance Space:

Refers to the space surrounding an appliance or equipment that must be free of all construction, obstructions or combustible materials.

**3.13 Ambient Fire
- Open fire:**

Means an open fire that is lit for recreational or entertainment purposes.

3.14 Fireworks:

Refers to fireworks that are permitted for sale to the general public under Natural Resources Canada's explosive regulations.

3.15 Outdoor fireplace:

Means an appliance or structure used to burn solid fuel and provided with a spark (10 mm - 1 cm) and ignited for recreational or entertainment purposes.

3.16 Automatic sprinkler:

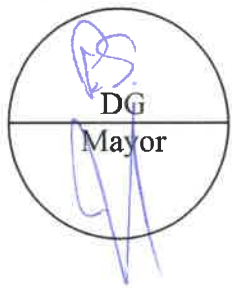
Means an appliance constructed and installed so that it will operate under certain specified conditions resulting from the action of a fire.

3.17 Grill:

Refers to a high temperature outdoor cooking appliance.

3.18 Housing:

Means, but is not limited to, a dwelling, apartment, camp, cottage, condominium, shelter, garage or suite used or intended to be used as a dwelling for one or more persons and which includes facilities for sleeping or facilities for preparing and consuming meals.



Municipalité de | Municipality of

Pontiac

3.19 Master Chimney Sweep:

Refers to any person, natural or legal, who wishes to sweep chimneys within the limits of the Municipality must be qualified according to the standards in force or accredited by the *Association des Professionnels du Chauffage (APC)*.

3.20 EPA Standard:

Refers to the U.S. Agency responsible for setting environmental standards for the United States.

3.21 Burning Permits:

Means an authorization given to make a fire in connection with the cleaning or clearing of any land or for the control of pests of a non-commercial nature.

**3.22 Permits for the Use
of fireworks:**

Means an authorization form issued by the Fire Department, or any duly authorized person, for the purpose of permitting, for a specified period of time, the use of pyrotechnics and fireworks. This authorization contains all the conditions that the applicant must respect.

3.23 Person:

Refers to any natural or legal person.

3.24 Firefighter:

Designates the firefighters employed by the Municipality whose services are required.

3.25 Indicator post:

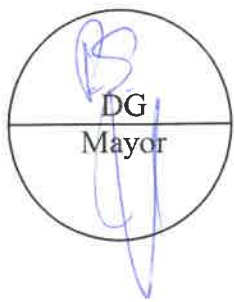
Designates a stake with a sign at the end to indicate the location of fire hydrants, dry hydrants or water outlets.

3.26 Representative:

Means any employee of the Municipality designated by the Director of the Fire Department.

3.27 High risk:

Refers to buildings with a floor area greater than 600 m² (6,458 square feet), buildings 4 to 6 stories high, locations where occupants are normally able to evacuate, locations without significant quantities of hazardous materials.



Municipalité de | Municipality of

Pontiac

Building types are identified as commercial establishments, business establishments, buildings with 9 or more dwelling units, rooming houses (10 or more rooms), motels, Group F, Division 2 industrial establishments (workshops, repair garages, printing shops, gas stations, etc.), and agricultural buildings.

3.28 Low risk:

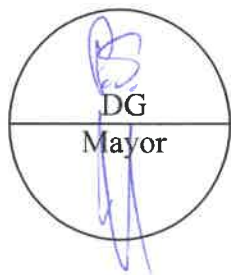
Refers to very small, widely spaced, 1 or 2 units, 1 or 2 story, detached residential buildings. Building types are identified by sheds, garages, single-family detached residences of 1 or 2 dwelling units, cottages, mobile homes, and rooming houses of less than 5 bedrooms.

3.29 Medium risk:

Refers to a building of no more than 3 storeys and a footprint of no more than 600 m² (6,458 square feet). Building types are identified as 2 or 3 storey attached single-family residences, apartment buildings, and 8 dwellings or less, rooming houses (5 to 9 bedrooms), Group F, Division 3 industrial establishments (workshops, warehouses, sales rooms, etc.)

3.30 Very high risk:

Refers to buildings over 6 stories or with a high risk of conflagration, locations where occupants cannot evacuate on their own, locations involving difficult evacuation due to large numbers of occupants, locations where hazardous materials are likely to be found, and locations where the impact of a fire is likely to affect community functioning. Building types are identified as business establishments, attached buildings in older neighbourhoods, hospitals, nursing homes, assisted living facilities, detention facilities, shopping centres with more than 45 stores, hotels, schools, daycare centres, and churches, Group F, Division 1 industrial establishments (hazardous



Municipalité de | Municipality of
Pontiac

materials warehouses, paint plants, chemical plants, feed mills, etc.), and water treatment plants and port facilities.

3.31 Room:

A room or space in a building that is open to the public and serves as a gathering place for all types of activities.

3.32 Fire Safety Service :

Designates the Municipality's Fire Safety Department.

3.33 SOPFEU

Refers to the Forest Fire Protection Society.

3.34 Use

Means the principal purpose for which a building or portion thereof and its accessory buildings are or may be used or occupied as defined by the 2010 NFC and its amendments.

SECTION 4 - GENERAL INFORMATION

4.1 Fire prevention

Whenever the Director of the Fire Department or his representant discovers conditions or materials in a building or on property that constitute a fire hazard or risk, he or she may issue an order to remove such materials or remedy such conditions.

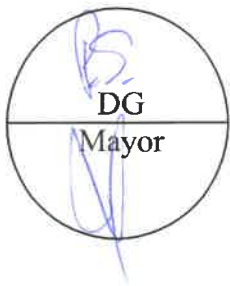
Failure to comply with such orders shall constitute a violation of these rules.

4.2 Application of the regulation

The peace officers of the MRC des Collines-de-l'Outaouais are authorized to enforce this bylaw and to undertake penal proceedings against any offender of any provision of this bylaw. The Council authorizes these persons to issue the necessary statements of offence for this purpose.

The Municipality authorizes the Director General and Secretary-treasurer as well as any other person designated by her to apply the present bylaw and to undertake penal proceedings against any offender to any of the provisions of the present bylaw and consequently authorizes these persons to issue the useful statements of offence for this purpose.

4.3 Service function



Municipalité de | Municipality of
Pontiac

In addition to the Fire Department mission statement adopted by bylaw 01-17, the Fire Department also performs the following functions:

- a) Educates the public on the dangers of fire and teaches them the do's and don'ts to reduce the number of fires and loss of life and property.
- b) Ensure the enforcement of any Fire Safety bylaw enacted by the Municipal Council pursuant to the powers conferred upon it by the Quebec Municipal Code and any safety bylaw which may be assigned to it by Municipal Council.
- c) Establish firefighting response plans for buildings where low and medium hazards are significant and neighbourhoods where conflagration hazards are high.
- d) Transmits, upon request from the Planning and Sustainable Development and Environment Departments, the requirements following the revision of plans, applications for construction permits, renovations and business permits, in relation to the fire safety regulations set out in this bylaw.
- e) Intervenes in all emergency for which:
 - He is authorized to intervene
 - He has the required equipment
- f) Completes all general violation reports.

4.4 National Fire Code (NFC)

All provisions of the NFC, 2010 version, its amendments and appendices are included as if they were recited here at length.

4.5 Site Visit and Inspection

- a) Any person charged with the enforcement of this bylaw shall have the right to enter any residential, industrial, commercial, institutional, and public building or accessory building for the purpose of conducting a fire prevention audit or inspection during the daytime hours of 8:00 a.m. to 8:00 p.m. from Sunday to Saturday.
- b) In the event of an emergency, visits and inspections of the grounds and buildings may be made daily, at any time of the day or night.



Municipalité de | Municipality of

Pontiac

- c) Any person who refuses or makes difficult a visit or inspection is in violation of this bylaw.

4.6 Hall capacity

The Director of the Fire Service or his representative has jurisdiction over the capacity of a hall. He may control the compliance of the hall, i.e., he may evacuate it or prohibit access to it if:

- a) The number of persons permitted inside is calculated according to its purpose and is greater than that permitted or;
- b) Fire safety standards are not met and cannot be corrected prior to occupancy.
- c) The number of occupants in any given building in occupancy mode shall be in accordance with the standards established by the NFC and this bylaw. The owner of the hall shall provide a sign indicating the maximum number of persons that may be legally admitted. Such sign shall be permanently posted in a conspicuous place near the main entrances to the floor area of the hall. The number of persons admitted to an area shall not exceed the maximum number posted.
- d) Failure to comply is an offence under this bylaw.
- e) Every hall owner shall post a sign inside the hall containing the information required by section 4.6 of this bylaw. The information required by section 3.6 must appear on the sign and the characters must be 50 millimetres (2 inches) high and a minimum of 20 millimetres ($\frac{3}{4}$ inch) wide. Such markings shall correspond to the number of persons permitted inside said room.

To do so, the hall owner shall apply to the Director of the Fire Service or his or her designate to determine the capacity of persons who may remain in the hall. Once this capacity is obtained, the hall owner shall make a sign in accordance with Section 4.6 c) and post it inside the hall.

It is a violation to have a sign without posting it in accordance with Section 4.6.



Municipalité de | Municipality of
Pontiac

Having the sign installed, but the typeface does not comply with section 4.6 (e) is a separate offence.

4.7 Conduct of persons

It shall be an offence for any person to obstruct or make more difficult the enforcement of this bylaw or to willfully make an unfounded fire call.

An unfounded fire call means a call where the persons enforcing this bylaw do not perform any fire response action once on the scene.

4.8 Security perimeter

No person shall cross or be within a security perimeter established by appropriate signage (tape, barrier, etc.) by any person enforcing the bylaw unless specifically authorized to do so.

4.9 Acquired rights

No vested right in any land or structure shall prevent the application of any provision of this bylaw relating to fire safety.

4.10 Use of water

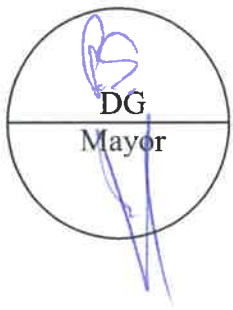
In the event of a fire, the Director of the Fire Department or his representative may proceed with a pumping operation from a nearby static source, such as a pool, pond, basin or reservoir of any kind. It is understood that the Municipality shall ensure that the area is restored to its original condition after completion of the operation.

SECTION 5 - FIRE PREVENTION

5.1 Particular situations or risks constituting a fire hazard

Upon notification by the Director of Fire Department or his representative, any person shall immediately remedy any condition, situation or hazard that constitutes a fire hazard or risk either by use, indoor or outdoor storage, lack of maintenance or simply by materials. The specific situations or hazards constituting a fire hazard are as follows:

- a) The storage of dangerous or illegal quantities of combustible, explosive or otherwise hazardous materials.



Municipalité de | Municipality of

Pontiac

- b) Hazardous conditions constituted by the defective or improper installation of equipment used in the handling or use of combustible, explosive or otherwise hazardous materials.
- c) The accumulation of garbage, paper wastes, boxes, grass, dry branches or other flammable materials.
- d) Accumulation of dust or debris in air conditioning or ventilation systems, or grease in ventilation ducts in kitchens and other areas.
- e) Obstruction of emergency exits, stairways, corridors, doors, or windows, which may impede the response of the ISS or the evacuation of the occupants.
- f) Unsafe conditions created by a building or other structure because of lack of repair or inadequate emergency exits or other exits, automatic sprinklers or other fire alarm or protection equipment, or because of the age or dilapidated condition of the building or for any other cause.
- g) The accumulation of any materials in roof spaces, stairwells or common areas is prohibited.
- h) Any decorative material that does not represent fire resistance shall not be placed on the exterior of a commercial building within 5 metres (15 feet) of any exit from the building.
- i) Electrical installations shall be completed and maintained by a qualified electrician.
- j) Electrical panels shall be kept one (1) metre (3 feet) clear of all materials.
- k) Propane tanks: No person shall store or keep tanks of liquid propane gas more than 0.9 litres (1 pound) within a dwelling unit.
- l) Use of portable generators: This type of energy should only be used in temporary situations. Units should be located outside of buildings and a minimum of 4.5 metres (15 feet) from any opening (door, window, air intake...). The generator must be shut down before refuelling. The user must respect the manufacturer's recommendations.
- m) Failure to comply with this section is an offence under this bylaw.
- n)



Municipalité de | Municipality of
Pontiac

5.2 Vacant or disused building, dwelling or premises

The owner of any unoccupied building shall always ensure that the premises are free from debris or flammable substances and shall be free from any hazard that may cause harm to others. In addition, all openings shall be properly closed and locked or barricaded to prevent entry by unauthorized persons.

SECTION 6 - HEATING SYSTEM

6.1 Heating appliances

The use of such appliances must be done with the fuels recommended by the manufacturer and in no case serve as an incinerator.

6.2 Approved chimney

Only CSA, Warnock Hershey or ULC approved chimneys are permitted to vent hot gases outside a building. No connecting flu can be used as a chimney.

6.3 Ethanol fireplace

Only ULC/ORD-C627.1-2008 approved ethanol fireplaces are recognized for use in the Municipality as decorative items for occasional use. These appliances may not be used as a primary heating source.

SECTION 7 - CHIMNEY SWEEPING AND STORAGE

7.1 Area of application

This section applies to any masonry or prefabricated metal chimney in a residential building up to four (4) stories high. Excluded are chimneys in taller buildings and industrial buildings with metal chimneys where the owner is responsible for the maintenance of the chimney according to the manufacturer.

7.2 Unused chimneys

Unused but still existing chimneys must be sealed at the base and end with non-combustible material.

7.3 Chimney and flue maintenance

Under the responsibility of the owner, each chimney installation and vent on all heating appliances shall be inspected at intervals not exceeding twelve (12) months or whenever an appliance is connected or a chimney fire occurs, in order to keep them free of any



Municipalité de | Municipality of

Pontiac

hazardous accumulation or combustible deposits. In addition, each flue and the base of the chimney must be inspected at intervals of not more than twelve (12) months. Soot and other debris shall be removed after sweeping and placed in a metal container with a lid provided for that purpose and placed on a non-combustible surface.

7.4 Ashes and chimney sweeping

Ashes and chimney sweeping shall be stored outside on a non-combustible surface at least one (1) metre (3 ft.) from any building in a metal container with a lid provided for that purpose and shall not be disposed of in the waste material.

7.5 Chimney cover

- a) Every chimney or vent installation, regardless of type, shall be capped at the end of the chimney or vent to prevent entry by weather and animals.
- b) Notwithstanding the above in Section 7.5(a), does not apply to terra cotta ducts.)

7.6 Firewood Storage

- a) The storage of solid fuel, such as firewood, whether indoors or outdoors, shall at no time obstruct an escape route, passageway, door or stairway.
- b) The storage of wood within any dwelling shall not exceed three (3) cords, which shall be stacked (corded) in a secure manner.
- c) Notwithstanding Section 7.6(a), a maximum of one (1) cord of wood may be stored outside on a balcony to provide refuge space for occupants of multi-unit buildings.

SECTION 8 - SMOKE DETECTOR

8.1 Obligation

Smoke detectors must be installed in every building where people sleep.

8.2 Location

- a) Smoke detectors shall be installed between each sleeping area and the remainder of the dwelling unit, except that where sleeping areas are served by corridors, smoke detectors shall be installed in the corridors.
- b) Smoke detectors shall be mounted on or near the ceiling in accordance with the installation instructions provided by the appliance manufacturer in



Municipalité de | Municipality of

Pontiac

accordance with CAN/ULC S531-M and shall not be painted or obstructed.

8.3 Number

At least one smoke detector shall be installed on each floor (including the basement) except for attics and unheated crawl spaces.

8.4 Electrical alarm

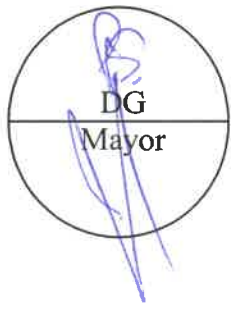
- a) In new buildings constructed after the coming into force of this bylaw and in burned-out buildings undergoing interior renovations estimated to cost more than thirty percent (30%) of the assessed value of the building, smoke detectors shall be permanently connected to an electrical circuit and there shall be no disconnecting device between the overcurrent protection device and the smoke detector. Where a building is not supplied with electrical power, smoke detectors shall be battery operated.
- b) Where more than one smoke detector is required, the smoke detectors shall be interconnected in such a manner that an audible signal is emitted whenever one of the detectors is activated.

8.5 Replacement

Smoke detectors must be replaced no later than ten (10) years from the date of manufacture or as recommended by the manufacturer.

8.6 Battery Maintenance

- a) The building owner shall install and take the necessary steps to ensure the proper operation of the smoke detectors required by this bylaw, including repair and replacement, where necessary. The owner shall place a new battery in each smoke detector so powered when leasing the dwelling unit or room to any new tenant. The landlord shall provide instructions for the maintenance of smoke detectors and such instructions shall be posted in a readily accessible location for reference by tenants.
- b) Every tenant occupying a dwelling unit or room shall take steps to ensure the proper operation of smoke detectors located within the dwelling unit or room occupied by the tenant and required by this bylaw, including changing the battery as necessary or permanently connecting the battery to the electrical circuit. If the smoke detector is defective, he or she shall notify the owner without delay.



Municipalité de | Municipality of
Pontiac

SECTION 9 - CARBON MONOXIDE DETECTOR

9.1 Obligation

A carbon monoxide detector approved by the "Underwriters Laboratories of Canada" (UL or ULC) must be installed:

- a) Where a garage is integrated or incorporated into a residence or dwelling.
- b) Where an appliance burning either solid fuel or liquid or gaseous fuel is permanently or temporarily installed within any building.

9.2 Location

The carbon monoxide detector must be installed according to the manufacturer's standards.

9.3 Battery Replacement

Every tenant occupying a residence, dwelling unit or garage shall take steps to ensure the proper functioning of carbon monoxide detectors located within the residence or dwelling unit occupied by him or her and required by this bylaw, including permanently connecting the detector to the electrical circuit or changing the battery, as necessary. If the carbon monoxide detector is defective, he or she shall notify the owner without delay.

9.4 Replacement

Carbon monoxide detectors should be replaced seven (7) years after the date of manufacture or as recommended by the manufacturer.

SECTION 10 - PORTABLE FIRE EXTINGUISHER

10.1 Obligation

A working fire extinguisher with a minimum capacity of 2.2 kg (5 lbs.) type ABC shall be installed and maintained according to the manufacturer's recommendations in each low and medium risk building.

Where a building is a multi-unit dwelling, a portable fire extinguisher is required in each unit, which must be provided and maintained by the owner.



Municipalité de | Municipality of

Pontiac

10.2

Use of a low and medium risk building for the care of children or elderly persons.

In the case of a daycare service for children or the elderly, portable fire extinguishers must be installed in accordance with the National Fire Code, NFPA-10 and must comply in all respects with the guides applicable in Quebec for these types of residences.

SECTION 11 - OUTDOOR FIRES

11.1 Fires

Ambient (open air) fires are permitted when the conditions set out in Appendix "A" are met.

11.2 Open-air fire conditions - Appendix A

- a) An open-air fire is permitted in accordance with the criteria set out in Appendix "A" for each municipality with respect to information regarding the duration of burning permits.
- b) Appendix "A" may be repealed and replaced individually by resolution of the Town Council of each municipality as required.
- c) Be surrounded by non-combustible materials (bricks, rocks, stones...).
 - i. Be located ten (10) metres (33 feet) from property lines.
 - ii. Be located ten (10) metres (33 ft.) from any building or fuel storage tank.
 - iii. Have a clearance of two (2) metres (6 feet) from all combustible materials.
 - iv. Not exceed a maximum height of one (1) metre (3 ft) and a maximum diameter of one (1) metre (3 ft).
 - v. The fire must be under the continuous supervision of a person who has the ability to intervene until the fire is completely extinguished.
 - vi. A means of rapid extinguishing shall be available within ten (10) metres (33 feet) of the fire.

11.3 Outdoor fireplace



Municipalité de | Municipality of

Pontiac

In the case of fires in an outdoor fireplace, the layout must be done as follows and comply with the following conditions:

- a) Must have a maximum base of 70 cm X 70 cm (26" X 26").
- b) Be less than 1.5 metres (5 feet) in height.
- c) Be equipped with a screen.
- d) Be equipped with a spark arrestor (10 mm) (1 cm).
- e) Be located six (6) metres (20 feet) from property lines.
- f) Be located six (6) metres (20 feet) from any building and fuel tanks of any building.
- g) Have a clearance of two (2) metres (6 feet) from all combustible materials.
- h) Resting on a non-combustible base.
- i) The fire shall be under the continuous supervision of a person who has the ability to intervene until the fire is completely extinguished.
- j) A means of rapid extinguishing shall be available within six (6) metres (20 feet) of the fire.

11.4 This section applies to the fires set out in sections 11.1 to 11.3 inclusive. No fire shall be permitted when winds exceed fifteen (15) km/hr or when the flammability rating is "extreme" according to the Société de protection des forêts contre le feu (SOPFEU). No open fires are permitted when the flammability index reaches a rating of "very high" according to SOPFEU. The responsibility for verifying the presence of such conditions rests with the person responsible for the fire, SOPFEU is considered, for the purposes of this bylaw, to be the reference organization and can be contacted at 1 800 567-1206 or www.sopfeu.qc.ca.

11.5 The burning of grass, leaves, hay, grass straw, waste materials, construction waste, petroleum-based products and any other items deemed to be polluting is prohibited.

11.6 Campground Fires

- a) Notwithstanding Sections 11.1 to 11.3 inclusive, campground owners shall submit their own fire regulations to the Fire Department for approval. Such bylaw shall set out the hours of operation, locations, clearances, size and type of facilities approved and the provision of extinguishing media. Sections 11.3 and 11.4 shall apply to campground fires.



Municipalité de | Municipality of

Pontiac

- b) The approved bylaw shall be posted in the common public areas of the campground and a copy shall be provided to campers.

11.7 Conditions for Issuance of Burning Permit

The conditions for the issuance of a burning permit are established on the authorization form issued by the Fire Department or any duly authorized person. This authorization contains, among others, all the following conditions that the applicant must respect:

For fires up to 2 metres in diameter

- a) Be located fifteen (15) metres (50 ft.) from property lines.
- b) Be located fifteen (15) metres (50 ft.) from any building or fuel tanks.
- c) Have a clearance of ten (10) metres (33 feet) from all combustible materials
- d) The fire shall be under the continuous supervision of a person who has the ability to intervene until the fire is completely extinguished.
- e) A means of rapid extinguishing shall be available within ten (10) metres (33 feet) of the fire.

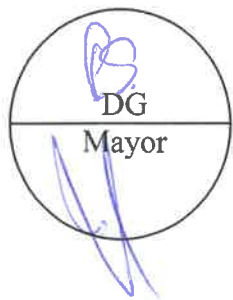
For lights over 2 metres (6 ft.) and less than four (4) metres (12 ft.) in diameter

- a) Be located thirty (30) metres (100 feet) from property lines.
- b) Be located thirty (30) metres (100 feet) from any building or fuel tank.
- c) Have a clearance of fifteen (15) metres (50 feet) from all combustible materials.
- d) The fire shall be under the continuous supervision of a person who has the ability to intervene until the fire is completely extinguished.
- e) A means of rapid extinguishing shall be available within ten (10) metres (33 feet) of the fire.
- f) A means of rapid extinguishing shall be available within ten (10) metres (33 feet) of the fire.

The authorized period for fires requiring a burning permit and the maximum authorized period are set out in Appendix "B", which may be repealed and replaced individually by resolution of the Municipal Council of each municipality as required.

In addition to the conditions set out in the authorization form, the applicant for a burning permit agrees to comply with the conditions set out in Section 11 of this bylaw.

11.8 Road traffic



Municipalité de | Municipality of

Pontiac

No one will be allowed to make a fire that impedes traffic.

11.9 Prohibited

No open-air fires with or without a permit are permitted when the flammability rating is "high" according to SOPFEU or when winds exceed 20 km/hr. Permits already issued are automatically suspended for the duration of the ban.

Only fires in a facility equipped with a spark arrestor are permitted when the flammability rating is "high or very high".

No fire at any facility should be lit when the flammability rating is "extreme" according to SOPFEU or when prohibited by government authorities (provincial or federal).

11.10 Limitation of liability

The granting of a permit to set a fire does not relieve the person who has obtained the permit of his or her ordinary responsibilities in the event that any expense or damage results from the fire so set.

11.11 Issuance of Permits

Permits are issued by the Municipality.

11.12 Respect for the neighbourhood and the environment

It is an offence to have any odour, smoke or other matter perceptible outside the property where a fire is, or was present, even if the fire is, or was made in accordance with this bylaw.

SECTION 12 - OUTDOOR BARBEQUE (BBQ), GRILL (COOKING APPLIANCES)

12.1 Distance from property lines and clearance from BBQs, grills, and cooking appliances

- a) For BBQs: a clearance of one (1) metre (3 ft.) from property lines and all combustible materials and three (3) metres (10 ft.) from any fuel tank, except for the tank that feeds the BBQ.
- b) For grills and other cooking facilities, a clearance of three (3) metres (10 ft.) from property lines and from any fuel tank, except the tank supplying the



Municipalité de | Municipality of
Pontiac

grill(s), and a clearance of two (2) metres (6 ft.) from all combustible materials must be provided.

SECTION 13 – FIREWORKS

13.1 Fireworks at gatherings

- a) A fireworks display is permitted at a public gathering or event by ensuring the presence of a recognized fireworks supervisor who is authorized to enforce safety measures and by obtaining a permit to that effect.
- b) The presence of a representative of the Fire Safety Department at such events may be required on a case-by-case basis at the discretion of the Fire Safety Department.

13.2 Family Type Fireworks

For family-type fireworks, a permit and a sheet outlining safety measures must be issued by the Fire Department for each event.

13.3 Issuance of Permits

Fireworks permits are issued by the Fire Department. The conditions for the issuance of a fireworks permit are set out on the authorization form provided for this purpose. This authorization contains, among others, all of the conditions that the applicant must respect.

13.4 Prohibited

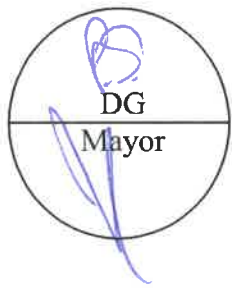
It is forbidden to light pyrotechnics, firecrackers or flying Chinese lanterns on the territory of the Municipality without having first obtained a permit from the Fire Department to this effect.

SECTION 14 - ACCESS TO BUILDINGS

14.1 Access to buildings by the Department

The entrances, rights of way and private roads must be maintained and cleared of all obstructions and allow the free movement of Fire Department vehicles at all times.

14.2 Snow Removal from Exits



Municipalité de | Municipality of

Pontiac

- a) Access to all building exits shall be kept clear of snow and obstructions to ensure the safe evacuation of occupants and access to the Fire Department.
- b) Exits to the rear yard and other sides of buildings shall be provided with a corridor of a minimum of sixty (60) centimetres (24 inches) of access to the main entrance of the residence.

SECTION 15 - USE, ACCESS AND MAINTENANCE OF HYDRANTS AND WATER INTAKES

15.1 Access

Fire hydrants, dry hydrants, hydrants and pump stations shall not be obstructed.

No person shall enclose or conceal a fire hydrant, hydrant, hydrant or pumping station with a fence, wall, shrubbery or otherwise. No vegetation, flowers, shrubs, bushes or trees shall obstruct a fire hydrant, hydrant, water intake or pumping station unless such vegetation meets the two (2) metres (6 ft.) clearance requirements.

15.2 Signs

No person shall place any signs on a fire hydrant, hydrant, water intake or pumping station or within the two (2) metres (6') clearance therefrom.

15.3 Residual materials - Anchoring – Decoration

No person shall deposit any waste material or debris near a fire hydrant, hydrant, water intake or pumping station or in their clearance area. No person shall attach or anchor anything to a hydrant or decorate a hydrant or intake in any manner.

15.4 Protection

No person shall install any protective structure around a fire hydrant, dry hydrant, water intake or pumping station without the prior approval of the Fire Chief or his authorized representative.

15.5 Obstruction

Tree branches in the vicinity of a fire hydrant, hydrant, water hydrant or pumping station shall be cut back to a minimum height of two (2) metres (6 feet) above ground level no person shall deposit snow or ice on a fire hydrant, hydrant, water intake or



Municipalité de | Municipality of

Pontiac

pumping station or in the clearance area thereof. No person shall alter the contour of any property in such a manner as to interfere with the visibility, access or use of a hydrant.

15.6 Installation

No person shall install or erect anything that interferes with the visibility of, access to or use of a fire hydrant, hydrant, water intake or pumping station or install a non-functional or decorative fire hydrant on land adjacent to a highway.

15.7 Use

The employees of the Fire Department and the Public Works Department of the Municipality are the only persons authorized to use the fire hydrants, dry hydrants, water intakes or pumping stations. Any other person who is required to use the fire hydrants, dry hydrants, water intakes or pumping stations must first obtain authorization from one of the directors of the aforementioned departments or their authorized representatives.

15.8 Responsibility

Any person, excluding employees of the Fire Department and Public Works Department of the Municipality, who has been authorized to use a fire hydrant, dry hydrant, water intake or pumping station shall be liable for any damage caused thereto and shall pay the cost of repairs, if any.

15.9 Private system

Private fire hydrants, for the use of the fire department, located on private property shall be maintained in good working order and always be visible and accessible. Private hydrants located in shelters shall be clearly marked and readily accessible at all times.

15.10 Signpost

No person shall remove or change the location of any hydrant, hydrant, intake or pump station signpost.

15.11 Paint

No person shall paint, in any manner whatsoever, fire hydrants, dry hydrants, water intakes or pumping stations, signposts and signs.

15.12 Identification



Municipalité de | Municipality of

Pontiac

Only signposts and signs recognized by the Fire Department shall be used to identify the location of fire hydrants, dry hydrants, hydrants, or pump stations.

15.13 Damages

Any person who damages, breaks, or sabotages fire hydrants, dry hydrants, hydrants or pumping stations or signposts shall be responsible for the cost of repair or replacement.

SECTION 16 - PENALTY PROVISIONS

16.1 Offence

Any person who contravenes any of the provisions of this bylaw is guilty of an offence and is liable:

- a) To a fine of not less than three hundred fifty dollars (\$350.00) or five hundred dollars (\$500.00) and not more than one thousand dollars (\$1,000.00) for an individual.
- b) To a fine of not less than one thousand dollars (\$1,000) and not more than three thousand dollars (\$3,000) for a corporation.

16.2 Continuity of Offence

If an offence continues, it shall constitute a separate offence on a day-by-day basis and the offender shall be liable to the fine for each day on which the offence continues.

16.3 Fees for Compliance with this bylaw

Upon order of the court, any costs or expenses incurred by the Municipality as a result of a contravention of this bylaw by a defendant shall be refunded in full to the Municipality.

16.4 Default of payment

If the fine and costs are not paid, the Collector of Fines of the Municipal Court may exercise the powers provided for in the Code of Penal Procedures with respect to the enforcement of judgments and the collection of fines.

SECTION 17 – REPEAL

This bylaw repeals and replaces bylaws number:



Municipalité de | Municipality of

Pontiac

01-04: concerning open fires

18-RM-05: To amend bylaw number 16-RM-05 - To enact fire safety standards

SECTION 18 - INTERPRETATION PROVISIONS

- 18.1** The masculine and singular genders are used in these rules without discrimination and include the feminine and plural genders to avoid excessive text.
- 18.2** In case of any discrepancy between the French and the English version, the French version will prevail.

18.3 PARTIAL INVALIDITY OF REGULATIONS

If any part or clause of this bylaw is declared invalid by a recognized court, the validity of all other parts or clauses shall not be affected. Municipal Council hereby declares that it adopts the bylaw in part, notwithstanding that any part or parts thereof may be declared by the Court to be void and of no effect.

SECTION 19 - COMING INTO FORCE

This bylaw shall come into force upon completion of the formalities prescribed by Law.

Carried



Municipalité de | Municipality of
Pontiac

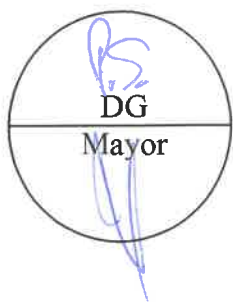
APPENDIX A

MUNICIPALITY	AUTHORIZED PERIOD FOR OPEN FIRES
Cantley	<ul style="list-style-type: none">Weekday permits – From 6:00 p.m. to 1:00 a.m.Weekend permits and public holidays – From 8:00 a.m. to 1:00 a.m.
Chelsea	No restriction between October 2 nd and March 31 st
L'Ange-Gardien	<ul style="list-style-type: none">Between April 1st and October 31st, fireplaces only – From 6:00 p.m. to 1:00 a.m. Between November 1 st and March 31 st , permit required at all times
La Pêche	<ul style="list-style-type: none">Weekday permits – From 6:00 p.m. to 1:00 a.m.Weekend permits and public holidays – From 8:00 a.m. to 1:00 a.m.
Notre-Dame-de-la-Salette	<ul style="list-style-type: none">Weekday permits – From 6:00 p.m. to 1:00 a.m.Weekend permit and public holidays – From 8:00 a.m. to 1:00 a.m.
Pontiac	<ul style="list-style-type: none">Weekday permits – From 6:00 p.m. to 1:00 a.m.Weekend permits and public holidays – From 8:00 a.m. to 1:00 a.m.
Val-des-Monts	<ul style="list-style-type: none">Weekday permits – From 6:00 p.m. to 1:00 a.m.Weekend permits and public holidays – From 6:00 p.m. to 1:00 a.m.

APPENDIX B

**TABLE OF PARTICULARS FOR THE ISSUANCE OF
BURNING PERMITS BY MUNICIPALITY**

MUNICIPALITY	PERIOD ALLOWED FOR FIRES REQUIRING A PERMIT	MAXIMUM TIME
Cantley	November 1st to April 30	30 days
Chelsea	November 1st to April 30	2 days
L'Ange-Gardien	November 1st to March 31	30 days
La Pêche	November 1st to May 31	5 days
Notre-Dame-de-la-Salette	12 months per year	2 days
Pontiac	12 months per year	30 days
Val-des-Monts	12 months per year	7 days



Municipalité de | Municipality of

Pontiac

6.5 Pontiac municipal civil safety organization

WHEREAS resolutions #19-11-3917 and #19-11-3918;

WHEREAS, following the departure of some employees, it is necessary to review the organization of the civil safety plan for our Municipality;

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

AND RESOLVED THAT the Municipal Civil Safety Organization be modified.

IT IS ALSO RESOLVED THAT the following individuals be appointed and advised by the Municipal Council to fill the positions of the various missions of the Municipal civil safety organization:

Responsible	Function
Joanne Labadie	Person designated for emergency measures and spokesperson
Pierre Said	Municipal coordinator
Geneviève Latulippe	Advisor to the municipal coordinator and his substitute
Kevin Mansey	Coordinator of operations – Fire and Public Safety
Maxime Renaud	Coordinator of operations – Public Works
Geneviève Latulippe	Coordinator of operations - Communications



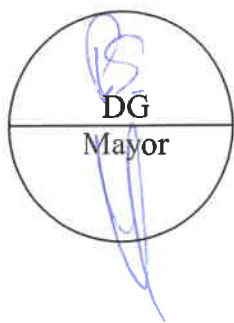
Municipalité de | Municipality of

Pontiac

Responsible	Role
Elza Sylvestre	Coordinator of operations – Disaster and volunteer services
Louise Ramsay	Coordinator of operations - Administration
Martine Major	CCMU Secretary
Jean-Luc Trépanier	Technical advisor and transport
Mike Proulx	Water plant operator
Louise Ramsay	Disaster assistance officer
Laura Rendle-Hobbs	Supply officer
Yves Charette	Regional Director of Public Safety (MRC)
MSP Regional Management	Civil Safety advisor - Operations (MSP)
Stéphane Martel	Civil Safety advisor – Financial assistance (MSP)

FINALLY, IT IS RESOLVED THAT Council authorizes the municipal coordinator to update the civil safety plan and to replace the people in charge with others if he deems it necessary.

Carried



Municipalité de | Municipality of

Pontiac

7. PUBLIC WORKS

21-06-4352

7.1 Permanent closure of Kilroy Road

WHEREAS Kilroy Road has not been used by motorists for many years;

WHEREAS the road is cut in two by a broken culvert and has been impassable for several years;

WHEREAS the permanent closure of Kilroy Road do not create any detour or hindrance to motorists;

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

AND RESOLVED THAT the Municipality permanently closes Kilroy Road.

Carried

21-06-4353

7.2 Installation of a digital meter for gasoline and diesel

WHEREAS the Municipality proceeded with the installation of a gasoline tank at the garage of Luskville to avoid the long trips to fill up;

WHEREAS the pump of the tank must be connected to the electric panel;

WHEREAS the Municipality has requested a quote for the supply of a digital intelligent meter for gasoline and diesel;

WHEREAS the litres, the hours of filling, the vehicles and the names of the employees using the pump will now be recorded electronically;

WHEREAS the supply of the meter and the installation are two separate services;

Name of supplier	Amount before taxes
Garant équipement (Système Saphir Lite)	\$4,330.96
Lauriault Électrique (ajout d'un circuit 15A)	\$2,790.00



Municipalité de | Municipality of

Pontiac

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

AND RESOLVED THAT Municipal Council proceeds with the purchase of the meter from Garant équipements and have it installed by Lauriault Électrique, the whole for an amount of \$7,120.96 before taxes.

IT IS ALSO RESOLVED THAT this expense be financed by the non-allocated surplus.

Carried

8. URBAN PLANNING AND ZONING

21-06-4354

8.1 Application for a minor variance to allow the extension of the surface area following the expansion of the main building - lots #2 682 813 and #2 889 758 located at 99 Desjardins Road

WHEREAS an application for a minor variance was submitted for lots #2 682 813 and #2 889 758, located at 99 Desjardins Road, so as to allow an increase of the surface area following the expansion of the main building by 2.94% to be 23.91% on lot #2 682 813 whereas the regulatory standard for the maximum surface area is 15% for lots with no public services;

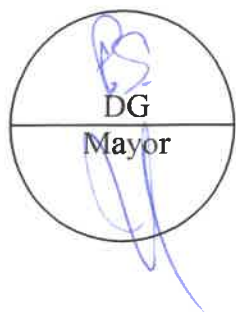
WHEREAS the regulatory provision concerning the object of this application is section 4.1.5 of the zoning bylaw #177-01 and its amendments;

WHEREAS the Planning Advisory Committee (PAC) has analyzed this application for a minor variance on May 26, 2021, and unanimously recommends Council to accept the application for a minor variance for the lot #2 682 813 located on Desjardins Road;

WHEREAS Council has heard the interested parties;

WHEREAS the house was built in 2001 and the maximum surface area is already non-compliant at 20.97%;

WHEREAS the existing house in 1995 already had a non-compliant surface area;



Municipalité de | Municipality of

Pontiac

WHEREAS the dimensions of the house were changed in 2001 from 67.44 m² to 69.29 m²;

WHEREAS the house is built on a lot consisting of two lots;

THEREFORE, it is moved by Councillor Leslie-Anne Barber and seconded by Councillor Scott McDonald.

AND RESOLVED THAT the Municipal Council accepts the application for a minor variance for lot #2 682 813 located at 99 Desjardins Road in order to increase the surface area following the expansion of the main building on lot #2 682 813.

Carried

21-06-4355

8.2 Application for a minor variance to regularize the surface area and the frontage of lot #2 684 374 located at 373 Lelièvre Crescent

WHEREAS an application for a minor variance was submitted for the lot designated as lot #2 684 374, located at 373 Lelièvre Crescent, to regularize the surface area of the lot at 2, 028.90 square metres whereas the regulatory requirement is 3, 700 square metres for a lot without services;

WHEREAS the regulatory provision concerning the object of this application is section 3.8.1 of the subdivision bylaw #178-01 and its amendments;

WHEREAS this application for a minor variance also includes the request to allow the regularization of the lot with a frontage of 39.62 metres instead of 45 metres for a lot without service;

WHEREAS the regulatory provision concerning the object of this application is section 3.8.1 of the subdivision bylaw #178-01 and its amendments;

WHEREAS the Planning Advisory Committee (PAC) has analyzed this application for a minor variance on May 26, 2021, and unanimously recommends that Council approves the application for a minor variance on lot #2 684 374 located on Lelièvre Crescent;

WHEREAS Council has heard the interested parties;



Municipalité de | Municipality of

Pontiac

WHEREAS the property was subdivided before the coming into force of this bylaw;

WHEREAS the dimensions of the lot have never changed;

WHEREAS the lot was part of a lot before the cadastral reform;

WHEREAS the owner cannot obtain a permit for the construction of a main building without first obtaining a subdivision permit for his property;

WHEREAS it is difficult to expand the lot to meet the regulatory requirement of 3,700 square metres and 45 metres of frontage;

WHEREAS the lot can accommodate a septic installation in compliance with provincial regulations;

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

AND RESOLVED THAT the Municipal Council accepts the application for a minor variance for lot #2 683 979 located at 373 Lelièvre Crescent to allow the subdivision of a lot with a surface area of 2, 028.90 square metres instead of 3, 700 square metres and a frontage of 39.62 metres for a lot without services.

Carried

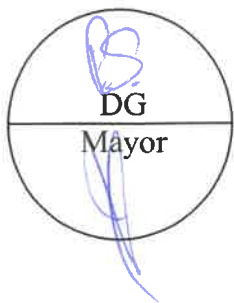
21-06-4356

**8.3 Site planning and architectural integration program - lot #6 377 582,
104 Aventure Road**

WHEREAS the owner of the property known as lot #6 377 582 of the Quebec cadastre, located at 104 Aventure Road, has submitted an application for approval of a site plan for the construction of a detached single-family house;

WHEREAS the site plan is as shown on the plan prepared by Michel Fortin, land surveyor, under his minutes 31 600;

WHEREAS the house will be built according to the plans prepared by Guy Allen on March 28, 2021;



Municipalité de | Municipality of

Pontiac

WHEREAS the siding chosen for the house will mainly consist of "Renard Roux" (reddish-brown) engineered wood and the facade will have "Laffit Chambord" (grey) architectural stones on the lower portion of the house and on almost the entire attached garage;

WHEREAS, at its meeting held on May 26, 2021, the Planning Advisory Committee has analyzed this application in accordance with the criteria established in the Municipality's bylaw #605-2016 concerning site planning and architectural integration programs and recommends its approval;

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

AND RESOLVED THAT the above preamble is an integral part of this resolution.

IT IS ALSO RESOLVED THAT Council approves the construction project, pursuant to bylaw #605-2016 respecting Site Planning and Architectural Integration Programs, for lot #6 377 582 of the Quebec cadastre, located on Aventure Road.

FINALLY, IT IS RESOLVED THAT the Planning Department staff responsible for issuing permits be authorized to issue this permit under the criteria set out in this resolution and subject to the application of the Urban Planning bylaw.

Carried

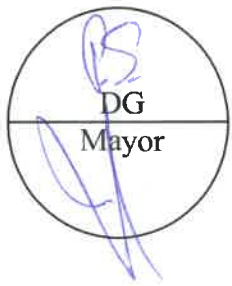
21-06-4357

**8.4 Site planning and architectural integration program - lot #6 377 579,
116 Aventure Road**

WHEREAS the owner of the property known as lot #6 377 579 of the Quebec cadastre, located at 116 Aventure Road, has presented an application for approval of a site plan for the construction of a detached single-family house;

WHEREAS the site plan will be as shown on the plan prepared by Mathieu Fournier, land surveyor, under his minutes 2262;

WHEREAS the house will be built according to the plans prepared by Talo Plans T.P. in 2021;



Municipalité de | Municipality of

Pontiac

WHEREAS the house will be built with engineered wood siding in "Blanco #QC 183035" (white) and the facade will be covered with "Lafitt Newport grey" architectural stones on the garage and the vertical centre part of the house;

WHEREAS, at its meeting held on May 26, 2021, the Planning Advisory Committee has analyzed this application in accordance with the criteria established in the Municipality's bylaw #605-2016 concerning site planning and architectural integration programs and recommends its approval;

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

AND RESOLVED THAT the above preamble is an integral part of the present resolution.

IT IS ALSO RESOLVED THAT Council approves the construction project, pursuant to bylaw #605-2016 respecting Site Planning and Architectural Integration Programs, for lot #6 377 579 of the Quebec cadastre, located on Aventure Road.

FINALLY, IT IS RESOLVED THAT the Planning Department staff responsible for issuing permits be authorized to issue this permit under the criteria set out in this resolution and subject to the application of the Urban Planning bylaw.

Carried

Councillor Leslie-Anne Barber votes against the resolution.

21-06-4358

8.5 Land acquisition following the spring floods of 2019

WHEREAS the property mentioned below was heavily damaged during the spring floods of 2019;

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

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



Municipalité de | Municipality of

Pontiac

WHEREAS the owner agrees to respect all the commitments determined by the Ministry under Decree 495-2017, namely to:

- Obtain, before the beginning of the work, all necessary permits and approvals;
- Proceed with the demolition of their residence according to the laws and regulations in force;
- Remove foundations in accordance with applicable laws and regulations, and in such a way that the removal does not constitute a risk to people;

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

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

- Lot 2 683 205, located at 130 Bélisle Rd;

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

Carried

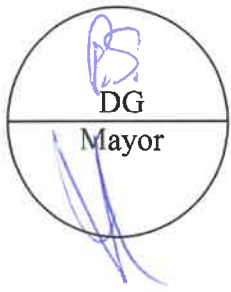
21-06-4359

8.6 Adoption of the second draft bylaw #177-01-01-2021 to modify the zoning bylaw #177-01

WHEREAS Council deems it necessary to amend the zoning bylaw #177-01 to modify the complementary residential uses to stimulate the economy following the pandemic and in order to create zone 57 within zone 18 and to create a new specification grid to regularize the commercial uses in this zone which have a local and regional scope;

WHEREAS the proposed amendment will be subjected to public consultation and may require approval by referendum

WHEREAS a notice of motion for this draft bylaw was given at the meeting of April 13, 2021;



Municipalité de | Municipality of

Pontiac

WHEREAS a copy of the draft bylaw was given to the members of Council at least two working days before the meeting and that all members of Council present declared having read it and renounced to its reading;

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

AND RESOLVED THAT to adopt the second draft bylaw #177-01-01-2021, as follows:

SECTION 1 - PREAMBLE

The preamble is an integral part of the present bylaw.

SECTION 2 – MODIFICATION OF THE COMPLEMENTARY RESIDENTIAL USAGES

Section 1 The section 3.9.2 of the zoning bylaw #177-01 regarding zoning is replaced by the following section:

3.9.2 COMPLEMENTARY RESIDENTIAL USAGES

- This type of complementary residential usage must be located on an immovable that includes a residential building and must be compatible with the immediate neighbours. In addition, to obtain a certificate of authorization of use, all complementary residential usage must be compliant with the following points:
- the complementary residential usage must be done from the residential building, except for small appliance repair workshops or construction of craft objects; those may be done from a secondary building;
- a maximum of two complementary residential usage may be authorized by lot or by land;
- only the residents of the dwelling can exercise the complimentary use, they can be joined by an additional person;
- a maximum of two additional parking spaces may be added;
- the complementary residential usage or its derivatives should not cause any nuisances for the neighbours due to noises, odours, dust, smoke, lighting especially traffic or represent a danger to the residents of the neighbourhood;



Municipalité de | Municipality of

Pontiac

- a maximum of 50 metres square is allowed for a complementary residential usage;
- no display can be seen from the exterior;
- the building must preserve its residential architecture;
- the installation of a panel, according to the dispositions of sections 4.10.2 to 4.10.2.2 of this bylaw and having a maximum surface area of 17 556.6 cm square or 576 inches square (24"X 24") is allowed. This panel can be illuminated continuously by a white incandescent bulb;
- no storage of materials or containers are allowed outside the building;
- when the complementary residential usage requires a larger consumption of water, a consultant must confirm that the existing septic installation is able to receive this new usage before issuing a certificate of authorization of use.

As an indicator are from the complementary residential usage:

- Art workshop for craftsmanship;
- Administrative office for a general contractor and/or specialized contractor;
- Business or management consultant's office;
- Telemarketing office;
- Ceramist;
- Shoemaker;
- Seamstress;
- Designer/decorator;
- Distribution without storage;
- Woodworker;
- Private teaching of music, arts, crafts, and physical activity provided that there is no room rentals;
- Art gallery;
- Milliner;
- Painter;
- Photographer;
- Promoter;
- Repairs of small household appliances;
- Tanning salons;
- Hair Salon;
- Sculptor;
- Home Daycare services;
- Marketing services;



Municipalité de | Municipality of

Pontiac

- Professional services (doctor, lawyer, engineer, consultant, others);
- Services provided that there is no dog keeping. "Dog-sitting," is only allowed during work hours;
- Caterer services or artisanal food manufacturing without sales made on site;
- Transportation service for people, provided that no clients are on site;
- Beauty care;
- Tailor.

SECTION 3 – MODIFYING ZONE 18 TO CREATE A ZONE 57 AND A NEW TABLE OF SPECIFICATIONS FOR THIS ZONE

Section 2 The zoning plan #PZ-01-01 in the Annex of the Zoning bylaw #177-01 is modified by the creation of the new zone (57) within a part of zone (18) as per illustrated in the plan in annex "I" of this bylaw hereof as if it were reproduced in its entirety.

Section 3 The table of specifications in annex of the zoning bylaw #177-01 is modified pas inserting a new table of specifications that will be titled table zone number (57) and will follow the table of zone number (56). The new table of specification of the zone 57 is in annex "II" of this bylaw.

SECTION 4 – FINAL PROVISIONS

COMING INTO EFFECT

This draft bylaw will come into effect according to the procedures provided by Law.

Carried

21-06-4360

8.7 Adoption of the standardized bylaw #21-RM-02 pertaining to animals in the Municipality of Pontiac

WHEREAS Council deems it necessary and in the public interest, to regulate the presence of animals on its territory;

WHEREAS an update of the standardized bylaw is necessary following the adoption by the government of Bill #128, An Act to promote the protection of persons by establishing a framework concerning dogs (dangerous dogs' bylaw), which came into force on Tuesday, March 3, 2020;



Municipalité de | Municipality of
Pontiac

WHEREAS all the municipalities of the MRC des Collines-de l'Outaouais have adopted or will adopt the same bylaw in order to standardize its application on the territory of the MRC;

WHEREAS a notice of motion was given at the regular Council meeting of May 11, 2021, to the effect that the present bylaw would be submitted for approval;

WHEREAS a draft bylaw was tabled at the public meeting of May 11, 2021;

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

AND RESOLVED THAT Council adopts the standardized bylaw #21-RM-02 as follows:

SECTION 1 - PREAMBLE

The preamble is an integral part of this bylaw.

SECTION 2 - OBJECTIVE

The purpose of this bylaw is to promote the protection of people through the establishment of regulations concerning animals, to establish standards pertaining to the management and possession of dogs, and to establish the powers that the Municipality may exercise with respect to animal owners.

SECTION 3 - TERMINOLOGY

Unless otherwise specified, either expressly or because of the context of the provision, the following expressions, terms, and words shall have the meaning and application ascribed to them in this section:

3.1. Farmer :

Refers to any person engaged in agricultural activities and recognized as such.

3.2. Animal :

Refers to any animal of any species and from any source.



Municipalité de | Municipality of

Pontiac

3.3. Agricultural Animal:

Means any animal reserved for breeding on a farm such as sheep, cattle, swine, horses, wild boar, bison, llamas, and any other animal used for agriculture, except dogs.

3.4. Companion animal :

Refers to any domestic or wild animal that lives with humans, more specifically in their homes, as a companion and for recreational purposes.

3.5. Domestic pet :

Refers to any animal of a species or breed that has been selected by humans to meet their needs and without limiting the scope are, among others, cat, dog, rabbit, ox, horse, pig, sheep, goat, hen, and their hybrids.

3.6. Unconfined animal:

Refers to all animals found outside of the premises or off its owner's property and that is not under his control nor on a leash.

3.7. Stray animal :

Refers to any animal that is lost or misplaced and without a known owner or guardian.

A stray is interpreted as being an animal that is found outside of the premises or off its owner's property and that is not under his control, or if the owner is on a different property than where the animal is being kept.

3.8. Exotic animal :

Refers to any animal of species or subspecies that are not naturally found in Quebec, apart from birds, fish and miniature turtles.

3.9. Wild animal :

Refers to any animal that typically live in water, woods, deserts, or forests that are not generally domesticated by humans.

3.10. Competent authority :

Refers to the « Animal Protection Services » staff and all members of the Public Security Department of the MRC des Collines-de- l'Outaouais'

3.11. Building :



Municipalité de | Municipality of

Pontiac

Refers to a building consisting of a roof supported by columns or walls and that is used to shelter human beings, animals or objects.

3.12. Kennel :

Refers to any area set up in such a way as to board, shelter or breed more than three (3) dogs.

3.13. Dog :

Refers to all males, females, or pups.

3.14. Watch dog:

Refers to a dog trained or used to guard against trespassers and will attack an intruder on sight or command.

3.15. Guide dog:

Refers to a dog trained and recognized as a guide dog to assist the blind or any other physically disabled person.

3.16. Outbuilding:

Refers to a secondary building with a unit of occupancy or a property on which the said unit is located or adjoining to it, including attached garages.

3.17. Public building :

Refers to any public buildings, or private buildings to which people have access.

3.18. Breeder :

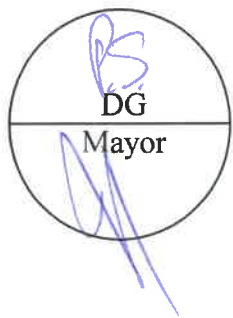
Refers to any individual who breeds cats or dogs, be it on a full-time or part-time basis, with or without remuneration, who has more than 4 cats or dogs and has a permit issued by the Municipality to that effect.

3.19. Public area :

Refers to any public property, public road, public land and municipal park.

3.20. Foster family :

Refers to any individual or group of individuals authorized to have temporary guardianship of an animal. It is the responsibility of the SPCA or the organization designated by the Municipality, or one of its representatives, to designate these foster families.



Municipalité de | Municipality of

Pontiac

3.21. Pound :

Refers to « Animal Protection Services » shelter.

3.22. Guardian :

Refers to an individual who owns or keeps a domestic animal or shelters, feeds or cares for a domestic animal, as well as the father, mother, or owner at whose home resides a minor who keeps, has the ownership or gives shelter, feeds or takes care of a domestic animal.

Also refers to the owner, the occupant or tenant of housing where the animal lives.

3.23. Municipality :

Refers to the Municipality of Pontiac.

3.24. Organization :

Refers to the organization that has entered into an agreement with the Municipality to collect the cost of licences and to enforce this bylaw.

3.25. Park :

Refers to parks located on the territory of the Municipality and also includes rest areas, parkways, recreational pathways, tourist routes and, generally speaking, all public areas, sodded or not, accessible to the public for rest or relaxation, games, sports or for any other similar purpose, but does not include streets, roads, alleys and sidewalks adjacent to streets nor any area designed for vehicle traffic.

3.26. Animal boarding :

Refers to any location used for boarding animals, with or without remuneration, for a specific period. The term “owner” associated with the terms “animal boarding” refers to a person who carries on this type of activity.

3.27. Individual :

Refers to an individual as well as a corporation.

3.28. Disabled person :

Refers to a person recognized as such by *l'Office des personnes handicapées du Québec* or any similar government authority

3.29. Kennel owner :

Refers to an individual who is paid or not, be it part-time or full-time, to board, care



Municipalité de | Municipality of

Pontiac

for or breed more than 3 dogs.

3.30. Property :

Includes any privately owned property or building that is not accessible to the public.

3.31. Shelter :

Refers to a place where several animals can be received. The place, its operation and living conditions of the animals of the shelter must be recognized by the or the organization designated by the Municipality.

3.32. Regulations pertaining to animals in captivity:

Pursuant to the Act respecting the conservation and development of wildlife.

(L.R.Q., c. 61.1, r.0.0001)

3.33. Agricultural sector :

Refers to a sector designated for farming activities permitted by the Municipality.

3.34. Animal Protection Services :

Refers to an organization which has made an agreement with the Municipality regarding the collection of licence fees and the enforcement of the present bylaw.

3.35. Playground :

Refers to a public area designed primarily for sports or recreational activities.

3.36. Private property :

Refers to privately owned property, which is not accessible to the public, save for the building on said property.

3.37. Housing unit :

Refers to one or several rooms in a building that are mainly used for residential, institutional, commercial, or industrial purposes.

3.38. Traffic area :

Refers to a street, alley, public road, private road with public access, parking space or lot, sidewalks, or others.

SECTION 4 – IMPLEMENTATION OF THIS BYLAW



Municipalité de | Municipality of

Pontiac

- 4.1 The municipality may enter into an agreement with any person or organization to authorize said person or organization to collect animal licence fees and to enforce part or all of this bylaw.
- 4.2 For the purpose of this bylaw, any person or organization entrusted with the authority to collect licence fees and enforce this bylaw, in part or completely, is designated as the Animal Protection Services.
- 4.3 Notwithstanding the provisions given in articles 4.1 and 4.2 of this bylaw, police officers of the MRC des Collines-de-l'Oustaouais are also authorized to enforce this bylaw.
- 4.4 Any person authorized to enforce this bylaw must have identification provided by the appropriate authority.

SECTION 5 – PROVISION APPLICABLE TO FARM ANIMALS

- 5.1 Anyone who wishes to keep one or more farm animals within the limits of the municipality must be in an agriculture zone or a designated area, notably where this use is recognized as such by the Municipality.
- 5.2 Land where farm animals are kept shall be fenced and the fences shall be maintained in good condition and constructed to contain the animals.
- 5.3 Every owner of a farm shall keep his animals on his property in such a manner as to prevent them from roaming unattended on public roads or any other public place within the Municipality.
- 5.4 An owner or person responsible for farm animals, who must have the animals cross a public road, must ensure that this is done in a safe manner.
- 5.5 It is prohibited for anyone to have more than one farm animal crossing a road unless escorted by a person carrying and holding in full view a red flag as a warning signal.

SECTION 6 – KENNELS AND OTHERS

- 6.1 Anyone who wishes to operate a kennel, pet shop or veterinarian clinic must have a permit to do so within the zones where such activities are permitted. The cost of the said permit is determined according to the current municipal bylaw.
- 6.2 Any owner of a kennel must operate his business in such a way as to avoid noise and foul odours and, ensure that sanitary conditions meet the requirements of municipal



Municipalité de | Municipality of

Pontiac

authorities.

SECTION 7 – GENERAL PROVISIONS FOR THE KEEPING OF ANIMALS - PERMITTED ANIMALS

7.1 It is prohibited for anyone to keep other than the following within the limits of the Municipality, except for exhibit purposes and with the permission of Council:

- a) Dogs, cats, fish, small pet rodents (selected mice and rats) pet rabbits as well as ferrets (*mustela putorius furo*);
- b) The number and species of native amphibians and reptiles allowed to be kept according to the *Règlement sur les animaux en captivité* (regulation on animals in captivity) (R.R.Q., C-61.1, r.o. 0001);
- c) The following exotic animals:
 - i) all reptiles except for crocodilians, venomous lizards, venomous snakes, boas, pythons, anacondas as well snakes reaching 3 metres in length when full grown, sea turtles and red-eared green turtles and corn snakes;
 - ii) all amphibians;
 - iii) all of the following birds: capitonidae (type of Barbet), columbidae (type of pigeon), emberizidae (type of sparrow), estrildidae (type of finch), irenidae (type of fairy bluebird), myna bird, musophagidae (turacos and relatives), ploceidae (type of weaver), psittacidae (true parrots), pycnonotidae (type of bulbul), ramphastidae (toucan), timiliidae (type of babbler), turdidae (type of thrush or robin), zosteropidae (silvery or white eyes);
 - iv) all the following mammals: chinchillas, guinea pigs, degus, gerbils, jerboas, hamsters.

Chickens and small agricultural animals are also permitted in non-agricultural areas in accordance with the terms and conditions set out in the Municipality's Urban Planning bylaw(s).

Standards and minimum conditions for keeping animals

7.2 No one shall keep, in a dwelling where such dwelling is located or in the outbuildings of such dwelling, more than three (3) dogs, for a maximum permitted total of five (5) animals.



Municipalité de | Municipality of

Pontiac

The maximum number of animals permitted on the territory of the Municipality does not apply to farmers.

- 7.3 In order to conform to this bylaw, the owner of a dog that gives birth must dispose of the puppies within three months of their birth.

Section 4.2 does not apply prior to this period.

- 7.4 The owner must provide the animal in his custody with food, water, shelter and any appropriate and required care according to the animal's breed and age.
- 7.5 The owner must maintain the area where the animal is kept in a sanitary condition.
- 7.6 The animal owner must provide an animal that is kept outside with a shelter appropriate for the breed and the weather. The shelter must meet the following minimum requirements:

- a) It must not be exposed to too much sun or wind, to snow or rain;
- b) It must be waterproof and insulated from the ground and be constructed of an insulated material.

- 7.7 A rope or leash used to tie up an animal outside must have a minimum length of three (3) metres.
- 7.8 It is prohibited for anyone to transport an animal in the trunk of a vehicle or in an open vehicle, commonly called a pick-up truck.

At all times, the owner of the vehicle involved must ensure that the animal is sheltered from the sun, heat or poor weather conditions, and ensure that there is no danger of the animal falling out of the vehicle.

- 7.9 An owner who is aware that his animal is injured or ill and does not take proper measures to have it treated or euthanized is in violation of this section of the bylaw.
- 7.10 An owner may not dispose of an animal by abandoning it. He must hand over the animal or animals to a competent authority that will have it or them put up for adoption or euthanized. In the event of euthanasia, the owner is responsible for costs incurred.
- 7.11 Following a complaint in which an animal or several animals were abandoned by their owner, the competent authority will proceed with an investigation and, if necessary, will dispose of the animal(s) through adoption or by euthanasia.

If the animal's owner is found, he will be held liable for the costs incurred and is subject to legal proceedings in accordance with this section.



Municipalité de | Municipality of

Pontiac

- 7.12 Within 24 hours following an animal's death, the owner must deliver it to the Animal Protection Services or dispose of it in accordance with the standards of the MDDEFP (Quebec Ministry of Environment).

Nuisances

- 7.13 It is prohibited for anyone to organize, participate in, promote or attend animal fights.
- 7.14 It is prohibited for anyone to be cruel, to mistreat, molest, harass or to provoke an animal.
- 7.15 An owner must immediately clean up, in an appropriate manner, any public place or private property which has been soiled by the animal's faeces and must dispose of said faeces in a sanitary manner. The owner must have all the required material in his possession for these purposes. This provision does not apply to guide dogs.
- 7.16 Any person who finds a stray animal must report it or deliver it at once to the Animal Protection Services.
- 7.17 It is prohibited for anyone to use or to allow the use of poison or traps to capture animals, except for a cage equipped with a trap door.
- 7.18 It is considered a nuisance the fact that someone feeds, keeps, or otherwise attracts pigeons, squirrels or any other animals living freely in the wild within the limits of the Municipality, in a manner as to be harmful to the health, safety or comfort of one or several people in the neighbourhood.
- 7.19 It is prohibited to take or destroy any birds' eggs or nests found in parks or other locations within the Municipality.
- 7.20 It is prohibited to feed the ducks or gulls along the shores of rivers, lakes or ponds within the territory of the Municipality.
- 7.21 Except for areas specifically intended for this purpose, it is prohibited to ride horses in municipal parks.
- 7.22 It is prohibited at all times for anyone to bring an animal on public property or in a public park. The present section does not apply to guide dogs or to any occasion where the presence of animals is authorized by the Municipality.
- 7.23 It is prohibited for anyone to bathe an animal in the Municipality's swimming pools.
- 7.24 It is permitted to bathe an animal in the Municipality's lakes and rivers, except in designated areas where signs are installed banning such activity.



Municipalité de | Municipality of

Pontiac

SECTION 8 – SPECIFIC PROVISIONS APPLICABLE TO DOGS

8.1 Exempted dogs

The following dogs are not subjected to this bylaw:

- 1) A dog that is required by a person to assist him and with a valid certificate stating that it has been trained for that purpose by a professional service dog training organization;
- 2) a dog in a police dog team;
- 3) a dog used in the course of the activities of the holder of a permit issued under the Private Security Act (chapter S-3.5);
- 4) a dog used in connection with the activities of a wildlife officer.

Report of injuries inflicted by a dog

8.2 A veterinarian shall promptly report to the appropriate authority the fact that he has reasonable grounds to believe that a dog who poses a risk to public health or safety has inflicted a bite wound on a person or domestic animal by providing, when known, the following information:

- a) the name and contact information of the owner or custodian of the dog;
- b) any information, including the breed or type, that allows the dog to be identified;
- c) the name and contact information of the injured person or the owner or guardian of the injured domestic animal and the nature and severity of the injury that was inflicted.

8.3 A medical practitioner shall promptly report to the Municipality the fact that a dog has inflicted a bite wound on a person by communicating to the Municipality the nature and severity of such wound and, where known, the information set out in paragraphs (a) and (b) of section 8.2.

The guardian of a dog that has inflicted an injury on a person or other animal shall promptly contact the appropriate authority and provide the information set out in section 8.2.

8.4 For the purposes of sections 8.2 and 8.3, the relevant jurisdiction shall be the jurisdiction of the principal residence of the owner or guardian of the dog that



Municipalité de | Municipality of

Pontiac

inflicted the injury or, where this information is not known, the jurisdiction where the event took place.

Declarations of potentially dangerous dogs and orders against dog owners or guardians

8.5 When there are reasonable grounds to believe that a dog constitutes a risk to public health or safety, an authority having jurisdiction may require the owner or guardian of the dog to submit the dog for examination by a veterinarian of the authority's choice for the purpose of assessing the condition and dangerousness of the dog.

8.6. The competent authority shall notify the owner or guardian of the dog, when known, of the date, time and place where he must present himself with the dog for the examination and of the costs he will have to pay for the examination.

8.7 The veterinarian shall forward his report to the appropriate authority as soon as possible. The report shall contain the opinion of the veterinarian regarding the health or safety risk posed by the dog.

The report may also contain recommendations for action to be taken with respect to the dog or its owner or guardian.

8.8 A dog may be declared potentially dangerous by an authority having jurisdiction who is of the opinion, after considering the report of the veterinarian who has examined the dog and assessed its condition and dangerousness, that it constitutes a risk to public health or safety.

8.9 A dog that has bitten or attacked a person or domestic animal and inflicted an injury upon that person or domestic animal may also be declared potentially dangerous by a competent authority.

8.10 A competent authority shall order the owner or guardian of a dog that has bitten or attacked a person and caused death or serious injury to that person to have the dog euthanized. A competent authority shall also euthanize any such dog whose owner or guardian is unknown or cannot be found.

Until euthanized, a dog referred to in the first subparagraph must always be muzzled by means of a muzzle box when it is outside the residence of its owner or guardian.

For the purposes of this section, a serious injury is any physical injury that may result in death or in significant physical consequences.

8.11 A competent authority may, when circumstances warrant, order the owner or guardian of a dog to comply with one or more of the following measures:



Municipalité de | Municipality of

Pontiac

- 1) subject the dog to one or more of the standards set forth in this bylaw, at sections 8.17, 8.18, 8.19, 8.20, 8.30, 8.31, 8.39, 8.40, 8.41, 8.42, or any other measure that is designed to reduce the risk posed by the dog to public health or safety;
- 2) have the dog euthanized;
- 3) dispose of the dog or any other dog or prohibit the person from owning, acquiring, keeping or breeding a dog for a determined period.

The order must be proportionate to the risk to public health or safety posed by the dog or the owner or guardian.

Procedures for the exercise of power by the competent authority

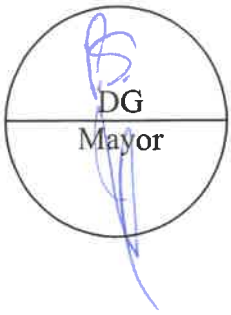
- 8.12 The competent authority shall, prior to declaring a dog potentially dangerous under sections 8.8 or 8.9 or making an order under sections 8.10 or 8.11, inform the owner or guardian of the dog of its intention and the grounds on which it is based and shall advise the owner or guardian of the period within which he or she may make representations and, if necessary, produce documents to complete his file.

During the decision process, the competent authority may impose any conditions it deems necessary on the owner or guardian of the dog to preserve the safety of people and animals. In a non-limiting manner, the competent authority may impose any temporary conditions, until the competent authority has rendered its decision on the potentially dangerous nature of the dog.

Any owner or guardian who fails to comply with the temporary conditions for the decision period is in violation of this bylaw.

- 8.13 Any decision made by the competent authority shall be communicated in writing to the owner or guardian of the dog. When the competent authority declares a dog to be potentially dangerous or issues an order, the decision shall state the reasons for the decision in writing and shall refer to any documents or information that the competent authority has considered.

The owner or guardian of the dog shall be notified of the declaration or order and shall be given a period within which to comply with it. Before the expiration of the time limit, the owner or guardian of the dog shall, upon request of the competent authority, demonstrate to the competent authority that he or she has complied with the order. If the owner or guardian fails to do so, the owner or guardian shall be presumed not to have complied with the order. In such a case, the authority having jurisdiction shall give notice to the owner or guardian to comply within a specified



Municipalité de | Municipality of
Pontiac

period and shall indicate the consequences of the failure to comply.

Any owner or guardian who fails to comply with the order or who fails to demonstrate compliance with the order is in violation of this bylaw.

- 8.14 A competent authority may designate an officer or employee of the Municipality to be responsible for the exercise of the power.
- 8.15 The powers of a competent authority to declare a dog potentially dangerous and to issue orders under this bylaw are exercised with respect to dogs whose owner or guardian has his principal residence on its territory.

However, a declaration or order made by a competent authority applies throughout the territory of Quebec.

Standards for the management and possession of dogs

- 8.16 No one may own or keep a dog within the limits of the Municipality without having obtained a dog licence from a competent authority.
- 8.17 The owner or guardian of a dog must register the dog with the competent authority of his principal residence within 30 days of acquiring the dog or at the moment the dog reaches the age of 3 months.

Despite the first subparagraph, the obligation to register a dog:

- a) Applies from the day the dog reaches the age of 6 months when a dog breeder owns or keeps the dog;
 - b) does not apply to a pet shop, being a business where pets are kept and offered for sale to the public, a veterinary establishment, an educational establishment, or an establishment that carries out research activities, or to a pound, an animal service, a shelter or any person or organization dedicated to the protection of animals that holds a permit referred to in section 8.20 of the Act respecting the welfare and safety of animals (chapter B-3.1);
 - c) the owner or guardian of a dog shall pay the annual registration fee set by the competent authority.
- 8.18 The owner or guardian of the dog must provide the following information and documents for the registration of the dog:
- a) its name and contact information;
 - b) breed or type, sex, colour, year of birth, name, distinguishing marks, origin



Municipalité de | Municipality of

Pontiac

of the dog and whether it weighs 20 kg or more;

- c) if applicable, proof that the dog's rabies vaccination status is up to date, that it is spayed or neutered or microchipped and the microchip number, or a written opinion from a veterinarian stating that vaccination, spaying, or microchipping is contraindicated for the dog
- d) if applicable, the names of the municipalities in which the dog has been previously registered, and any decision made in respect of the dog by a competent authority under this bylaw or a municipal dog bylaw.

8.19 The registration of a dog in a jurisdiction shall continue as long as the dog and its owner or guardian remain the same.

The owner or guardian of a dog shall notify the competent authority in which the dog is registered of any change in the information provided pursuant to section 8.18.

8.20 The competent authority shall issue to the owner or guardian of a registered dog a tag bearing the registration number of the dog.

A dog must wear the tag issued by the competent authority to be identifiable at all times.

8.21 The licence issued under this bylaw is valid for a one-year period, beginning January 1st and ending December 31st of each year.

8.22 The guardian of a dog within the limits of the Municipality must obtain a new licence for this dog in January of each year.

8.23 No dog guardian shall bring within the limits of the Municipality a dog that normally lives outside the territory of the Municipality, unless he or she is the holder of a licence issued by the Municipality where the dog normally lives.

However, when the Municipality where the dog usually lives does not impose the obligation to obtain a licence, the dog must wear a tag on which is inscribed the identity of its guardian, the address of the latter and a telephone number where he or she can be reached.

Any owner or guardian who keeps on the territory of the competent authority, for a period of fifteen (15) days or more, a dog that does not usually live there and who does not have a licence from the Municipality where the dog usually lives, must obtain a licence from the competent authority, failing which he/she commits an infraction.

For the purposes of this section, any dog referred to in this bylaw, which is in the jurisdiction for a period of fifteen (15) days or more, and for which the owner or guardian has not obtained a licence from the jurisdiction, shall be presumed not to be licenced in the



Municipalité de | Municipality of
Pontiac

Municipality in which the dog ordinarily lives. It is the responsibility of the owner or guardian to prove that the dog has a valid licence in the Municipality in which the dog ordinarily lives.

This section does not apply to an animal that is participating in a show or competition for the duration of the event.

- 8.24 An animal owner who settles in the municipality must abide by all of the provisions within this section, even if he possesses a dog licence that has been issued by another municipality.
- 8.25 The cost of the licence is set out in **section 11.1** of this bylaw and applies to each dog. The cost of the licence is indivisible and non-refundable.
- 8.26 A tag issued to one dog may not be worn by another dog.
- 8.27 It is forbidden for anyone to modify, alter or remove the tag of an animal in such a way as to prevent its identification.
- 8.28 An owner must show the certificate received from the Animal Protection Services to any representative of said service or to the Police Department upon its request.

Additional standards of ownership and control

- 8.29 It is prohibited to have a dog on the loose outside the boundaries of the building, dwelling or the property of its owner.

Beyond these boundaries, the dog's owner must have the dog on a leash or otherwise assume instant control and always supervise the animal. A dog that is not on a leash is not considered to be under his owner's control.

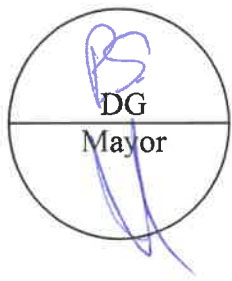
- 8.30 In a public area, a dog must be under the control of someone capable of controlling it at all times, except in a dog exercise area or when participating in a dog activity, including hunting, exhibition, competition or training.

A dog must also be held on a leash not exceeding 1.85 metres (6 feet) in length.

A dog weighing 20 kg (44.1 lb) or more must also wear a halter or harness attached to its leash, at all times. For the purposes of this section, the guardian or owner shall be responsible for demonstrating to the proper authority that the dog weighs less than 20 kg (44.1 lb).

Subject to the other provisions of this bylaw, the use of an extendible leash is prohibited in a public place but is permitted in public parks or places where dogs are not prohibited.

- 8.31 A dog shall not be on property owned by anyone other than the owner or guardian of the dog unless the presence of the dog has been specifically authorized.



Municipalité de | Municipality of

Pontiac

- 8.32 No guardian shall allow his dog to lie down in a public place in such a manner as to obstruct the passage of people.
- 8.33 Any guardian transporting a dog or dogs in a road vehicle must ensure that the dog or dogs cannot leave the vehicle or attack a person passing by the vehicle.
- 8.34 Any guardian of minor age must, in order to control and hold a dog, have attained the maturity and ability to hold the dog on a leash, without the dog escaping or controlling its movements.
- 8.35 Every dog, whether on the property of the building occupied by the guardian or on any other private property where the dog is located with the permission of the owner or occupant of such property, shall be kept:
- a) in a building from which it cannot get out;
 - b) on land that is fenced on all sides. The fence shall be of sufficient height, with respect to the size of the animal, to prevent the animal from leaving the land where it is kept;
 - c) on land that is not fenced, the owner or occupant of such land shall install a recognized electronic fence system.

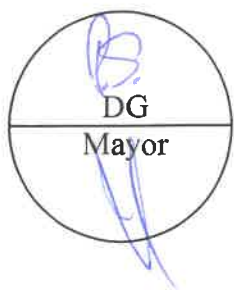
The dog must wear a receiver in good working condition on its neck while outside the building. A dog that is found outside the premises equipped with such a system is presumed to be an unrestrained dog and therefore in violation of section 8.29.

The dog may be tied to a metal post or its equivalent, by means of a chain or a rope of metal or synthetic fibre. The post, chain or rope and clip must be of sufficient size and strength to prevent the dog from being released.

The length of the chain or rope shall not permit the dog to come within one metre of a property line that is not separated from the adjacent property by a fence of sufficient height, taking into consideration the size of the animal, to prevent it from leaving the property on which it is being kept.

- d) In a dog park consisting of an enclosure surrounded by a galvanized mesh fence, or its equivalent, made of tightly woven wire mesh to prevent children or anyone from reaching through, 1.2 metres (3.28 feet) in height and finished, at the top, inwardly, in the shape of a "Y" not less than 60 cm (23.62 inches).

In addition, this enclosure must be surrounded by a fence with a base of at least 30 cm (11.81 inches) in the ground and the bottom of the enclosure must be made of wire or material such



Municipalité de | Municipality of

Pontiac

that it prevents the dog from digging. The area must be equivalent to at least 4 m² (43.1 ft²).

For the purposes of this provision, when a dog is kept in accordance with paragraph (a) or (b), the fence shall be kept clear of any snow accumulation or other matter so that the prescribed heights are maintained.

8.36 No guardian may order his dog to attack a person or an animal unless his physical integrity is compromised or his safety, family or property is threatened.

8.37 Any guardian of a guard, protection or attack dog, whose dog is on his private property, must indicate to any person wishing to enter his property, that he may be in the presence of such a dog and this, by posting a written notice that can be easily seen from the public place bearing one of the following words: "Caution - guard dog" or "Caution - dangerous dog" or by posting a recognized pictogram indicating the presence of such a dog.

Nuisances caused by dogs

8.38 The facts, circumstances, and acts stated hereinafter constitute a nuisance or an offence and the owner is liable to the fines stipulated in the present bylaw:

- a) the fact that a dog barks or howls in such a way as to disturb the peace and quiet and bothers a person or persons;
- b) the fact that a dog disturbs or rummages through household garbage;
- c) the fact that a dog is on private property without the express consent of the owner or occupant of said property;
- d) the fact that a dog causes damage to a lawn, patio, garden or flower bed, shrubs, or other plants;
- e) the fact that a dog bites or attempts to bite an animal that is behaving peacefully;
- f) the fact that a dog bites or attempts to bite a person that is behaving peacefully;
- g) the fact that a dog is in a public place where a sign indicates that dogs are not allowed;
- h) the fact that the owner of a dog fails to pick up the excrement on his property on a regular basis and fails to maintain the area in an adequately sanitary state;
- i) the fact that the owner of a dog who is in a public place with a dog, is



Municipalité de | Municipality of

Pontiac

unable to keep it under control at all times;

- j) the fact that the owner leaves his dog alone or without appropriate care and unattended for more than 24 hours;
- k) the owner's refusal to let any one of competent authority inspect any area or building to verify the compliance with this bylaw;
- m) the fact that the owner of a dog is at a playground with his dog;
- n) the fact that the animal is a stray, within the Municipality's territory.

§ 2. - Standards for dogs declared potentially dangerous

- 8.39 A dog declared potentially dangerous shall at all times have a current rabies vaccination status, be neutered and microchipped, unless it is contraindicated by a veterinarian.
- 8.40 A dog declared potentially dangerous shall not be kept in the presence of a child 10 years of age or younger unless it is under the constant supervision of a person 18 years of age or older.
- 8.41 A dog declared to be potentially dangerous shall be kept by means of a device that prevents the dog from leaving the boundaries of private property that is not fenced or if it is not fenced in. In addition, a sign shall also be posted in a place that will announce to a person coming onto the property the presence of a dog declared potentially dangerous.
- 8.42 In a public place, a dog declared potentially dangerous must wear a muzzle at all times. In addition, the dog must be kept on a leash not exceeding 1.25 m in length, except in a dog exercise area.

SECTION 9 – POWERS OF THE COMPETENT AUTHORITY

- 9.1 For the purpose of enforcing the provisions of this bylaw, a competent authority who has reasonable grounds to believe that a dog or animal is in a place or vehicle may, in the course of his duties:
 - 1) enter at any reasonable time and inspect such premises;
 - 2) inspect or order the stopping of such vehicle for inspection;
 - 3) conduct an examination of such dog;
 - 4) take pictures or recordings;
 - 5) require anyone to produce for examination, copies or abstractions from book, account, record, file or other document, if he or she has reasonable grounds to



Municipalité de | Municipality of

Pontiac

believe that it contains information relating to the enforcement of this bylaw;

- 6) require anyone to provide any information relating to the enforcement of this bylaw.

Where the place or vehicle is unoccupied, the competent authority shall leave a notice on the place or vehicle stating the name of the competent authority, the time of the inspection and the reasons for the inspection.

- 9.2. When an authority having jurisdiction believes on reasonable grounds that a dog is in a housing unit, the authority may require the owner or occupant of the premises to show the dog to the authority. The owner or occupant shall comply immediately.

The competent authority may enter the housing unit only with the authorization of the occupant or, failing that, pursuant to a search warrant issued by a judge, on the basis of an affidavit made by the competent authority stating that he has reasonable grounds to believe that a dog constituting a risk to public health or safety is in the housing unit, authorizing, under the conditions indicated in the affidavit, the competent authority to enter the housing unit, seize the dog and dispose of it in accordance with the provisions of the bylaw. Such warrant may be obtained in accordance with the procedure set out in the Code of Penal Procedure (chapter C-25.1) with the necessary modifications.

Any judge of the Court of Quebec or of a municipal court, or any presiding justice of the peace has jurisdiction to issue a search warrant under the second subparagraph.

- 9.3 The competent authority may require the owner, guardian or person in charge of a vehicle or premises being inspected, and any person in the vehicle or premises, to assist him in the performance of his duties.

- 9.4 An authority having jurisdiction may seize a dog for the following purposes:

- 1) submit the dog to a veterinarian for examination in accordance with **section 8.5** when the authority has reasonable grounds to believe that it constitutes a risk to public health or safety;
- 2) submit the dog to an examination required by the competent authority when its owner or guardian fails to appear for the examination, in accordance with the notice sent pursuant to **section 8.6**;
- 3) enforce an order made by the competent authority under **section 8.10 or 8.11** when the time limit for compliance under the second subparagraph of **section 8.13** has expired.

- 9.5 The competent authority has custody of the seized dog. The authority may hold the



Municipalité de | Municipality of

Pontiac

seized dog or may give custody of the seized dog to a person at a veterinary facility or shelter, animal service, pound or to a place maintained by a licenced animal welfare person or organization.

- 9.6 The custody of the seized dog shall continue until it is returned to its owner or guardian.

Unless the dog was seized to enforce an order made under the first paragraph of **section 8.10** or **subparagraph 2 or 3** of the first paragraph of **section 8.11** or if the Municipality orders, under any of those provisions, it shall be released to its owner or guardian upon the occurrence of any of the following situations:

- 1) as soon as the examination of the dog has been completed, when the veterinarian is of the opinion that the dog does not pose a risk to public health or safety, or as soon as the sentence has been filled;
 - 2) when 90 days have elapsed from the date of seizure without the dog having been declared potentially dangerous or before the expiration of that period, if the competent authority is notified that the dog is not required to be declared potentially dangerous or if the dog has been declared potentially dangerous.
- 9.7 Guardian fees incurred as a result of a seizure are the responsibility of the owner or guardian of the dog, including, but not limited to, veterinary care, treatment, surgery and medication required during the seizure, as well as examination by a veterinarian, transportation, euthanasia or disposal of the dog.

SECTION 10 - POUND

- 10.1 Anyone may have a domestic animal impounded if it's in violation of, or whose owner is in violation of any of the provisions of this by-law. In the case where a duly licenced dog has been brought to the dog pound, the Animal Protection Services must without delay inform the owner or the guardian of the said dog that it has been impounded.
- 10.2 A police officer or an official of the Animal Protection Services is authorized to use a tranquillizer or a net to capture a dog.
- 10.3 The competent authority's representative may enter any area where there is an injured, sick, or mistreated animal. He may capture the animal and place it in a pound or bring it to a veterinarian until it has recovered or until the appropriate location for the well-being and care of the animal is available. Costs are payable by the owner.

In case of emergency and a serious concern for the health or if the life of the animal is



Municipalité de | Municipality of

Pontiac

jeopardized by the delay in obtaining a warrant under this bylaw, the Animal Protection Services representative may enter any private property without a warrant for the sole purpose of seizing the animal to preserve its health and life. The authority having jurisdiction is not responsible for damage to private property.

- 10.4 The Animal Protection Services official may enter any area where an animal is believed to have a contagious disease. He may capture the animal and impound it. If the animal does have a contagious disease, it must be quarantined until it is completely cured and, if not cured of the disease, it must be euthanized. If the disease is not confirmed, the dog is returned to its owner. Costs are payable by the owner.
- 10.5 In a case where the municipal authorities have been notified of a rabies case, they may order, by public notice, that all dog owners in the municipality or of the area in question, lock up their animals to avoid contact with any other animal. This order will be effective for a period not exceeding 60 days, beginning on the date that the public notice is given and, is subject to an extension for another 60 days, for as long as there are cases or the risk of rabies. The owner of an animal who fails to comply with this order is liable to penalties under this bylaw.
- 10.6 Any animal found in a public place or on public property following the publication of the notice mentioned in section 11.5 may be seized by the animal control officer and euthanized, at the expense of the animal's owner.
- 10.7 Any animal believed to be infected with rabies may be seized by the animal control officer and placed under observation by the competent authorities for a period of 15 days, at the expense of the animal's owner. If the animal cannot be cured, it may be euthanized at the expense of the animal's owner.
- 10.8 Any unclaimed and unidentified dog brought to the pound is kept for a minimum period of 5 days, unless its physical state warrants euthanizing it.
- 10.9 If a dog is wearing the required tag on its collar, in accordance with this bylaw, or if a microchip is detected or any other item which will allow, with reasonable efforts, to contact its owner, the animal can be kept up to 5 days at the pound. If the owner has not claimed the animal within this time limit, the competent authority may dispose of it.
- 10.10 After the time limits prescribed in articles 10.7 and 10.8, the dog may be euthanized or sold for adoption, all subject to the other provisions of this bylaw.
- 10.11 The owner can retrieve his animal, unless it has been disposed of, by paying to the competent authority the boarding costs which were established, pursuant to the contract between the competent authority and the Municipality, all without prejudice to



Municipalité de | Municipality of

Pontiac

the rights of the Municipality to sue for the breach of any provisions of the present bylaw, if needed.

- 10.12 In accordance with this bylaw, if no licence was issued for the current year, for the dog in question, to retrieve his dog, the owner must obtain the said licence, all without prejudice to the rights of the Municipality to sue for the breach of any provisions of the present bylaw, if needed.
- 10.13 Anyone who wishes to have a dog euthanized may personally ask a veterinarian of his choice, or the competent authority, to do so, in which case he or she must pay the competent authority the amount determined in the present bylaw.
- 10.14 The competent authority may immediately dispose of an animal that has died at the pound or has been euthanized in accordance with this bylaw.
- 10.15 The competent authority that, in accordance with this bylaw, has euthanized a dog, cannot be held liable for taking such action.
- 10.16 Any animal which is the cause of a breach of this bylaw may be impounded or confined in any other area designated by the competent authority and its owner must be notified of this as soon as possible.

The owner must claim the animal within 5 days; all transportation and boarding fees are payable by the owner, failing which, the competent authority may dispose of the animal by putting it up for adoption or by euthanizing it.

The owner of an animal that has been impounded must pay the fees for transportation, boarding, euthanasia, and other fees, even if he does not retrieve his animal.

- 10.17 Neither the Municipality nor the Animal Protection Services can be held liable for damages or injuries to a dog, due to its capture and being placed in a pound.

SECTION 11 – RATES

- 11.1 The cost of a licence for each dog (or cat) shall be determined by the applicable pricing bylaw.
- 11.2 The cost of custody shall be determined by the applicable pricing bylaw.
- 11.3 The cost of transporting an animal shall be determined by the applicable pricing bylaw.
- 11.4 The actual cost of euthanizing an animal shall be as applicable at the time of the infraction.
- 11.5 The cost of veterinary medicine, when necessary, is at the expense of the guardian.



Municipalité de | Municipality of

Pontiac

SECTION 12 - LEGAL PROVISIONS

- 12.1. The owner or guardian of a dog who contravenes **section 8.6** or who fails to comply with an order made under **section 8.10 or 8.11** is liable to a minimum fine of no less than \$1,000 and no more than \$10,000 in the case of an individual, and of no less than \$2,000 and no more than \$20,000 in all other cases.
- 12.2 The owner or guardian of a dog who contravenes to either of the **sections 8.17, 8.19 and 8.20** is liable to a fine of no less than \$250 and no more than \$750 if the owner or guardian is a natural person and of no less than \$500 and no more than \$1,500 in all other cases.
- 12.3 The owner or guardian of a dog who contravenes to either of **the sections 8.31 and 8.32** is liable to a fine of no less than \$500 and no more than \$1, 500, if the owner or guardian is a natural person and of no less than \$1, 000 and no more than \$3, 000 in all other cases.
- 12.4 The minimum and maximum fines provided for in **sections 12.1 and 12.3** are doubled when the offence concerns a dog which is declared to be potentially dangerous.
- 12.5 The owner or guardian of a dog who contravenes any of the provisions of **sections 8.39 to 8.42** is liable to a fine of no less than \$1,000 and no more than \$2,500 in the case of a natural person, and of no less than \$2,000 and no more than \$5,000 in all other cases.
- 12.6 The owner or guardian of a dog who provides false or misleading information, or information that the owner or guardian ought to have known was false or misleading in connection with the registration of a dog, is liable to a fine of no less than \$250 and no more than \$750 if the owner or guardian is a natural person and of no less than \$500 and no more than \$1,500 in any other case.
- 12.7 Anyone who contravenes any of the provisions of this bylaw **except sections 8.6, 8.10, 8.11, 8.17, 8.19, 8.20, 8.31, 8.32, 8.39 and 8.42** is guilty of an offence and is liable to a fine of no less than \$500 and of no more than \$1,500 in the case of a natural person and of no less than \$1,000 and of no more than \$3,000 in any other case.
- 12.8 Anyone who, in any way, interferes with the performance of the duties of any law enforcement officer, misleads the officer by withholding or misrepresenting information, or refuses to provide information to which the officer is entitled, under this bylaw, is liable to a fine of no less than \$500 and of not more than \$5,000.



Municipalité de | Municipality of
Pontiac

- 12.9 In the event of a subsequent offence, the minimum and maximum fines provided for in this bylaw shall be doubled.

SECTION 13 – INTERPRETATION

- 13.1 Nothing in this bylaw must be interpreted as restraining in any way, the rights and powers of the Council of the Municipality to collect by all means provided by the law, the cost of the licence payable, or the expense of care costs, in accordance with the present bylaw.
- 13.2 The masculine and the singular have been used indiscriminately in this bylaw and include both the feminine and the plural, to reduce the text.
- 13.3 The preamble herein is an integral part of this bylaw.
- 13.4 In case of divergence, the French version of the text shall prevail for the purposes of implementing this bylaw.

SECTION 14 – CRIMINAL PROSECUTION

Generally, the Council authorizes the animal control officer as well as peace officers and other individuals designated in section 2, to initiate criminal proceedings against any offender with respect to any provisions of this bylaw, and consequently generally authorizes the animal control officer to issue the citations for such purpose.

All costs incurred for the purpose of criminal prosecution shall be borne by the owner or guardian of the animal, including costs provided for in this bylaw or in any other law or regulation, as well as any necessary expertise or any other costs that may be incurred by the competent authority in the establishment of the criminal proceedings.

SECTION 15 – REPEAL AND ENTRY INTO FORCE

- 15.1 This bylaw repeals for legal purposes, bylaws under number 13-RM-02 pertaining to animals within the limits of the Municipality of Pontiac and all previous bylaws to the contrary.
- 15.2 This bylaw will come into force according to the Law.

Carried

Councillor Nancy Draper-Maxsom votes against the resolution.



Municipalité de | Municipality of

Pontiac

21-06-4361

8.9 Appointment of employee #01-0145 as secretary for the PAC

WHEREAS the departure of employee #02-0076;

WHEREAS it is necessary to replace employee #02-0076 as the Secretary of the PAC;

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

AND RESOLVED to appoint employee #01-0145 as Secretary of the PAC.

Carried

9. RECREATION AND CULTURE

21-06-4362

9.1 Hiring - 2021 summer day camp

WHEREAS resolution 21-04-4306;

WHEREAS the Director of Community life and Recreation has published the positions to be filled;

WHEREAS the recommendations of the Director of Community life and Recreation;

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

AND RESOLVED THAT the Municipal Council proceeds with the hiring of :

- Camp coordinator: Mathias Bolduc - hourly rate \$22.00 (contract of 500 hours maximum)
- Camp leader: Angelo Avenida - hourly rate \$15.00 (contract of 360 hours maximum)
- Camp animator: Destin Amisi - hourly rate \$14.50 (contract of 360 hours maximum)
- Camp animator: Loïc Gendron - hourly rate \$14.50 (contract of 300 hours maximum)

Carried



Municipalité de | Municipality of

Pontiac

21-06-4363

9.2 Resignation - employee #03-0001

WHEREAS, on May 6, 2021, employee #03-0001 has submitted resignation as janitor effective on June 3, 2021;

WHEREAS the last day of work for employee # 03-0001 is June 1st, 2021;

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

AND RESOLVED THAT this Council accepts the resignation of employee #03-0001 as of June 1st, 2021.

IT IS ALSO RESOLVED THAT the Municipality wishes to thank employee #03-0001 for his dedicated services.

Carried

21-06-4364

9.3 Awarding of contract 20-loi003 for the bases - Luskville Recreational Park - rehabilitation of the ball field lighting system

WHEREAS the Municipality qualifies for two grants, namely \$150,000 from the Blue Jays and \$82,914 from the Ministry of Education and of higher Education;

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

WHEREAS the site has been dismantled and that suppliers for the lights and poles have been selected;

WHEREAS the poles require concrete bases;

WHEREAS the Municipality proceeded with a call for tenders by invitation for six concrete bases from three suppliers and that we have received only one conforming proposal that meets the entire mandate:

Tenderer	Price – taxes included
Groupe Brunet / Béton Brunet Ltée	\$31, 733.10



Municipalité de | Municipality of
Pontiac

WHEREAS the tender of Groupe Brunet / Béton Brunet Ltée complies with the Municipality's requirements;

THEREFORE, it is moved by Councillor Scott McDonald and seconded by Councillor Leslie-Anne Barber.

AND RESOLVED THAT Council grant the mandate to Groupe Brunet / Béton Brunet Ltée for a total amount of \$31, 733.10, taxes included, for the supply of 6 concrete bases for the Luskville Recreational Park.

IT IS ALSO RESOLVED THAT the project be funded by the Blue Jays grant and by the Ministry of Education and of higher Education.

Carried

21-06-4365

9.4 Purchase of play structures for Quyon's Recreational Park

WHEREAS the Municipality has obtained funding to cover 50% (parks and recreation fund) of the costs for the purchase and installation of play structures at the Quyon Recreational Park;

WHEREAS resolution #20-12-4207;

WHEREAS the Municipality proceeded with a call for tenders by invitation for the play structures and received two bids;

WHEREAS the Municipality has analyzed the bids to ensure their conformity;

THEREFORE, it is moved by Councillor Susan McKay and seconded by the Mayor Joanne Labadie.

AND RESOLVED THAT the Municipality award the contract for the play structures to Jambette for a total amount of \$49 211.60, taxes included.

IT IS ALSO RESOLVED THAT the project be financed in part by financial assistance from the Ministry of Education and by the funds reserved for this purpose.

Carried



Municipalité de | Municipality of

Pontiac

21-06-4366

9.5 Purchase of a water play structure for Quyon's Recreational Park

WHEREAS the Municipality has obtained funding to cover 50% (parks and recreation fund) of the costs for the purchase and installation of a water play structure at the Quyon Recreational Park;

WHEREAS resolution 20-12-4207;

WHEREAS the work for the preparation of the site will be done by the Public Works team due to budgetary constraints;

WHEREAS the call for tenders by invitation was sent to three suppliers and the Municipality received only one conforming proposal that meets the entire mandate;

Tenderer	Price-Taxes included
SIMEXCO	\$75, 406.53

THEREFORE, it is moved by Councillor Susan McKay and seconded by the Mayor Joanne Labadie.

AND RESOLVED THAT the Municipality awards the contract to Simexco for the purchase of a water play structure for the total amount of \$75, 406.53 taxes included.

IT IS ALSO RESOLVED THAT the project be financed in part by financial assistance from the Ministry of Education and by the funds reserved for this purpose.

Carried

21-06-4367

9.5 Scholarship for Pontiac High School

WHEREAS the Pontiac High School Scholarship Program was established to promote access to full-time post-secondary studies by students from the MRC Pontiac and the Municipality of Pontiac;

WHEREAS the program is open to all full-time post-secondary students, secondary V graduates or students who have completed a semester in a professional training course (continuing education);



Municipalité de | Municipality of

Pontiac

WHEREAS the Municipal Council wishes to support higher education;

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

AND RESOLVED THAT the Municipal Council authorizes the payment of \$ 500.00 to the Pontiac High School Scholarship Program for the awarding of a scholarship to a student of the Municipality of Pontiac.

IT IS ALSO RESOLVED THAT this expense be allocated to budget item #02 70297 447 and that a budgetary transfer from the unallocated surplus be made to this item.

Carried

Councillor Scott McDonald votes against the resolution.

10. TABLING OF DOCUMENTS

10.1 Tabling of the report regarding the delegation of authorization of expenses from March 30 to April 25, 2021

10.2 Tabling of financial statements and of the report from the external auditor

11. PUBLIC QUESTION PERIOD

Joanne Labadie, President, asks if the people attending have any questions.

12. CLOSING OF THE MEETING

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

AND RESOLVED to close the meeting at 9:58 p.m. having gone through the agenda.

Carried

21-06-4368



Municipalité de | Municipality of

Pontiac

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

Pierre Said
DIRECTOR GENERAL

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

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».