



Municipalité de | Municipality of

**Pontiac**

**PROVINCE OF QUEBEC  
PONTIAC COUNTY**

MINUTES of the regular Council meeting of the Municipality of Pontiac held on Tuesday, April 12, 2022, at 7:30 p.m. at the Luskville Community Centre, located at 2024 route 148, Pontiac, at which were present:

Mr. Roger Larose, Mayor and Councillors, Mrs. Diane Lacasse, Mrs. Caryl McCann, Mr. Garry Dagenais, Mr. Serge Laforest and Mrs. Chantal Allen.

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

Excused absence : Dr. Jean Amyotte, Councillor.

**1. OPENING OF THE MEETING**

Roger Larose, President, notes the quorum and opens the meeting. The meeting starts at 7:35 p.m.

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

Mayor, Roger Larose, takes note of the entries in the register of questions and gives the floor to the public.

**3. ADOPTION OF THE AGENDA**

- 1. Opening of the meeting**
- 2. Floor to the public and questions**
- 3. Adoption of the agenda**
- 4. Adoption of the minutes of the meetings held on March 8 and 24, 2022**
- 5. Administration**
  - 5.1 List of incurred expenses
  - 5.2 Budgetary transfers
  - 5.3 Adoption of the bylaw #03-22 enacting the code of ethics and professional conduct for employees of the Municipality of Pontiac
  - 5.4 Creation of an agricultural committee and nominations
  - 5.5 Creation of an environmental committee and nominations
  - 5.6 Creation of a committee for tolerance roads
  - 5.7 End of employment relationship - employee from the agency Barbara Personnel Inc.

22-04-4599



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- 5.8 Resolution of support - health services
- 5.9 Resolution of support - nuclear surface storage facility - Canadian Nuclear Laboratories
- 5.10 Feasibility study for an intermunicipal grouping, collection and transportation of residual materials
- 6. Public Works**
  - 6.1 Call for tenders for the snow removal in sectors B and E
  - 6.2 Rental of a truck with operator - hourly rate
  - 6.3 Spreading of dust suppressant in the Municipality of Pontiac
  - 6.4 Sweeping of paved streets
  - 6.5 Mowing and brushing along municipal roads
  - 6.6 Awarding of contract for the rehabilitation of Clarendon and Murray Streets
- 7. Urban planning and zoning**
  - 7.1 Resignation of employee #01-0145
  - 7.2 Notice of motion - bylaw #08-22 for the maintenance of tertiary ultraviolet disinfection treatment systems
  - 7.3 Tabling of the draft bylaw #08-22
- 8. Recreation and culture**
  - 8.1 Community garden - storage
  - 8.2 Sponsorship request - Pontiac Artists' Association
  - 8.3 Transcollines (maintenance and improvement of intercity transportation services on Route 148)
  - 8.4 Scholarship for Pontiac High School
- 9. Tabling of documents**
  - 9.1 Tabling of the report on the delegation of authorization of expenses
  - 9.2 Tabling of the compliance audit report
  - 9.3 Tabling of the letter from the Commissioner of municipal integrity and investigations
- 10. Public question period**
- 11. Closing of meeting**

**IT IS MOVED BY** the Mayor Roger Larose and seconded by Councillor Garry Dagenais.

**AND RESOLVED** to adopt the agenda as modified:

Addition of item #5.11 : Hiring - clerk-receptionist

Addition of item #5.12 : Hiring – Director of Public Works and Acting Director General

Removal of item 8.1 : Community garden - storage

Carried



22-04-4600

4. **ADOPTION OF THE MINUTES OF THE MEETINGS OF MARCH 8 AND 24, 2022**

**IT IS MOVED BY** the Mayor Roger Larose and seconded by Councillor Serge Laforest.

**AND RESOLVED** to adopt the minutes of the meetings of March 8 and 24, 2022.

Carried

5. **ADMINISTRATION**

22-04-4601

5.1 **List of incurred expenses for the month of April**

**IT IS MOVED BY** the Mayor Roger Larose and seconded by Councillor Serge Laforest.

**AND RESOLVED** to accept the incurring expenses, for a total amount of \$45, 473.73, taxes included.

Carried

22-04-4602

5.2 **Budgetary transfers**

**IT IS MOVED BY** Councillor Chantal Allen and seconded by Councillor Diane Lacasse.

**AND RESOLVED THAT** the Municipality carries out the budgetary transfers in the amount of \$75, 482.00.

Carried

22-04-4603

5.3 **Adoption of the bylaw #03-21 enacting the code of ethics and professional conduct for employees of the Municipality of Pontiac**

**WHEREAS** the Act respecting ethics and professional conduct in municipal matters (LEDMM), sanctioned on December 2, 2010, created the obligation for all local municipalities to adopt a code of ethics and professional conduct that sets out the main values of the municipality in matters of ethics and the rules that must guide the conduct of employees;

**WHEREAS** the Act to amend the Act respecting elections and referendums in municipalities, the Act respecting ethics and professional conduct in municipal matters and various legislative provisions, commonly known as "PL 49" and sanctioned on November



5, 2021, requires the addition of a rule relating to the receipt of a gift or benefit by an employee;

**WHEREAS**, in accordance with section 18 of the LEDMM, any decision regarding the adoption of the Code of Ethics and Professional Conduct is made by regulation;

**WHEREAS** a notice of motion was given at a Council meeting held on March 8, 2022;

**WHEREAS** the adoption of this bylaw was preceded by the presentation and filing of a draft bylaw dated March 8, 2022, as well as a consultation of employees on the draft bylaw held on March 4, 2022;

**WHEREAS**, in accordance with section 12 of said Act, a public notice containing a summary of the draft bylaw was published on April 4, 2022;

**WHEREAS** Council deems it opportune, essential and in the public interest to comply with the requirements of the Act by amending the Code of Ethics and Professional Conduct for the employees of the Municipality of Pontiac;

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

**AND RESOLVED THAT** by a majority vote, Council adopts bylaw #03-22 as follows:

### **SECTION 1 - PREAMBLE**

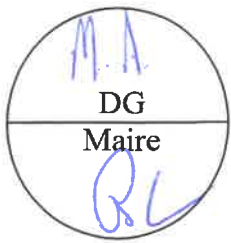
The preamble to this bylaw forms an integral part of it.

### **SECTION 2 - OBJECT**

The purpose of the present bylaw is to replace the Code of ethics and professional conduct for the employees of the Municipality, in particular, to add a clarification concerning gifts and benefits received by a municipal employee.

### **SECTION 3 - CODE OF ETHICS AND PROFESSIONAL CONDUCT FOR EMPLOYEES**

The Code of Ethics and Professional Conduct for employees of the Municipality of Pontiac, attached as Appendix "A", is adopted.



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#### **SECTION 4 - ACKNOWLEDGEMENT OF THE CODE OF ETHICS AND PROFESSIONAL CONDUCT**

A copy of the Code of Ethics and Professional Conduct is given to each employee of the Municipality. The employee must certify to the Director General, on the form provided for this purpose, that he/she has received a copy and has read it within ten (10) days of its receipt. The completed certification shall be placed in the employee's file.

The Mayor shall receive a copy of the certificate from the Director General and Secretary-treasurer.

#### **SECTION 5 - REPLACEMENT**

This bylaw replaces the policy enacting a code of ethics and professional conduct for municipal employees, which is currently in effect.

Any mention or reference to a code of ethics and professional conduct for municipal employees, whether in a bylaw, resolution, policy, contract, etc., is deemed to be a reference to this bylaw.

#### **SECTION 6 - COMING INTO FORCE**

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

Carried

#### **APPENDIX A**

#### **CODE OF ETHICS AND PROFESSIONAL CONDUCT FOR MUNICIPAL EMPLOYEES**

##### **1. Presentation**

This "Code of Ethics and Professional Conduct for Municipal Employees of the Municipality of Pontiac" is adopted pursuant to sections 2, 16 and 18 of the Act respecting ethics and professional conduct in municipal matters (R.S.Q., c. E-15.1.0.1).

In accordance with the provisions of this law, the Municipality of Pontiac must adopt by bylaw a code of ethics and professional conduct for municipal employees that sets out the main values of the Municipality in matters of ethics and the rules that must guide their conduct according to the application and control mechanisms provided for this purpose.



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## **2. Values**

2.1 The ethical values of the Municipality are:

- 1° the integrity of municipal employees;
- 2° the honour related to the duties of an employee of the Municipality;
- 3° caution in the pursuit of the public interest;
- 4° respect and civility towards members of Council, other employees of the Municipality and citizens, including during communications on the web and social media;
- 5° loyalty to the Municipality;
- 6° The pursuit of fairness.

2.2 All employees shall act with integrity, honesty, objectivity and impartiality in the performance of their duties.

2.3 The values set out in this Code shall guide any employee to whom they apply in assessing the ethical rules applicable to him or her from a public interest.

## **3. General principal**

3.1 An employee shall perform his or her duties and organize his or her professional activities in such a way as to preserve and maintain the public's confidence in the Municipality.

## **4. Objectives**

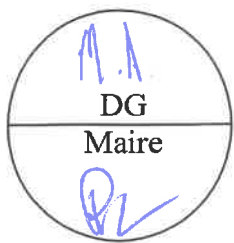
4.1 The objectives of the rules set out in this Code are to prevent, in particular:

- 1° any situation where the employee's personal interest may influence his or her independence of judgment in the performance of his or her duties;
- 2° any situation that is contrary to the values set out in this Code of Ethics and Professional Conduct;
- 3° favoritism, malfeasance, breach of trust or other misconduct.

## **5. Interpretation**

5.1 Unless the context otherwise requires, words used in this Code retain their ordinary meaning, except for the expressions and words defined as follows:





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- 1° **advantage:** any advantage of any kind, as well as any promise of such an advantage;
- 2° **conflict of interest:** any situation where the employee must choose between the interests of the Municipality and his or her interests;
- 3° **confidential information:** information that is not public and that the employee holds because of his or her employment relationship with the Municipality;
- 4° **immediate superior:** a person who represents the first level of authority over an employee and who exercises control over his or her work. In the case of the Director General, the immediate superior is the Mayor.

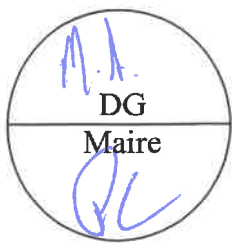
## 6. Scope of Application

- 6.1 This Code applies to all employees of the Municipality.
- 6.2 The Municipality may add to this Code: regulations, policies or directives to which employees are bound and which, in the event of a breach, may result in disciplinary action. In the event of any inconsistency, the Code shall prevail.
- 6.3 Any federal or provincial statute, regulation or employment contract to which the Municipality is a party shall prevail over any inconsistent provision of this Code.
- 6.4 The Code is in addition to any other code of ethics or professional conduct to which the employee is subject, particularly under the Professional Code (R.S.Q., c. C-26) or under a law governing a profession mentioned therein. However, the Municipality may not, by virtue of this Code or otherwise, force an employee to contravene another code of ethics or professional conduct adopted by virtue of a law.

## 7. General obligations

### 7.1 The employee must :

- 1° perform the work inherent in his or her duties with diligence;
- 2° respect this Code as well as the policies, rules and directives of the employer;
- 3° respect his or her duty of reserve towards the Municipality. He or she must not undermine the dignity or reputation of his or her employer or, when it is related to his or her work, those of a member of Council or another employee of the Municipality;
- 4° act with integrity and honesty;



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5° when at work, be appropriately dressed;

6° communicate to his employer any information brought to his knowledge that he knows is relevant to the Municipality.

7.2 During elections to the council of the Municipality, this Code shall not be interpreted as prohibiting an employee from performing an act that the Act respecting elections and referendums in municipalities (R.S.Q., c. E-2.2) declares not to constitute work of a partisan nature;

7.3 This Code shall not be construed or applied to prevent an employee from taking any reasonable steps to protect the health, safety, or physical and mental well-being of the employee or any other person.

## **8. Specific obligations**

### **8.1 RULE 1 - Conflict of interests**

8.1.1 An employee shall avoid any situation where he/she must knowingly choose between the interest of the Municipality and his/her interest or, in an abusive manner, that of any other person.

#### **8.1.2 An employee shall :**

- 1° faithfully carry out his duties in accordance with applicable legislation, including the regulations in force in the Municipality or in any other municipal body;
- 2° refrain from knowingly having, directly or indirectly, by himself/herself or by his/her associate, a contract with the Municipality. However, this prohibition does not apply to a contract authorized by law;
- 3° when a situation is likely to put him/her in conflict of interest, inform his/her superior.

#### **8.1.3 Without limiting the particularity of the foregoing, no employee shall:**

- 1° act, attempt to act or fail to act in a manner that promotes, in the performance of his or her duties, his or her personal interests or, in an improper manner, those of any other person ;
- 2° use his or her position to influence or attempt to influence the decision of another person in a manner that favours his or her interests or, in an abusive manner, those of any other person.

### **8.2 RULE 2 - The advantages**

#### **8.2.1 No employee shall :**





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- 1° solicit, induce, accept or receive, for himself or herself or for another person, any advantage whatsoever in exchange for a decision, an act, the omission to decide or act, or the exercise of any influence whatsoever within the scope of his or her duties;
- 2° accept any gift, hospitality or other benefit, regardless of its value, that is offered by a supplier of goods or services or that may influence his or her independence of judgment in the performance of his or her duties or that may compromise his or her integrity.

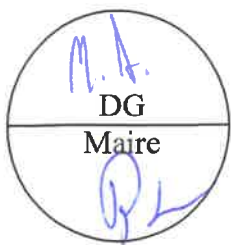
8.2.2 It is permitted to accept a benefit that is not offered by a supplier of goods or services if the following three conditions are met:

- 1° it is received in accordance with a rule of courtesy, protocol, hospitality or custom;
- 2° it does not consist of a sum of money or a financial instrument of any kind such as a share, a bond or a commercial paper;
- 3° it is not such as to cast doubt on the integrity, independence or impartiality of the employee.

An employee who receives a benefit that meets these conditions must report it to his or her immediate supervisor. The declaration must be entered in a register kept for this purpose by the Secretary-treasurer (or clerk).

### 8.3 RULE 3 - Discretion and confidentiality

- 8.3.1 An employee shall not knowingly use, disclose or attempt to use or disclose any information obtained in the course of or in connection with the performance of his or her duties and not generally available to the public, to further his or her interests or the improper interests of any other person.
- 8.3.2 An employee shall take all reasonable steps to ensure the protection of confidential information, including electronic communication.
- 8.3.3 In case of doubt, the employee must contact the person responsible for the application of the *Act respecting access to documents held by public bodies and the protection of personal information* to ascertain whether information is public or confidential.



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#### 8.4 RULE 4 - The use of the Municipality's resources

8.4.1 An employee is prohibited from using the resources of the Municipality for personal purposes or for purposes other than the performance of his/her duties.

This prohibition does not apply, however, to the use of resources on non-preferential terms made available to citizens.

8.4.2 An employee shall :

- 1° carefully use a property of the Municipality. He/she must use it, for the performance of his/her work, in accordance with the policies, rules and directives;
- 2° hold, at all times, any authorization or permit required when using a vehicle of the Municipality.

#### 8.5 RULE 5 - Respect of people

8.5.1 An employee's relationship with a co-worker, a member of Council of the Municipality or any other person shall be based on respect, consideration and civility.

8.5.2 An employee shall :

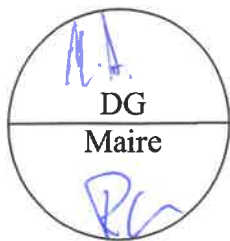
- 1° act fairly in the performance of his or her duties and shall not give preferential treatment to one person to the detriment of others;
- 2° refrain from using abusive language or harassing a person by attitudes, words or gestures that may be harmful to the person's dignity or integrity;
- 3° use language appropriate to the performance of his or her duties.

#### 8.6 RULE 6 - The duty of loyalty

8.6.1 An employee shall be loyal and faithful to their commitments to the employer.

#### 8.7 RULE 7 - Sobriety

8.7.1 It is prohibited for an employee to consume or induce anyone to consume any alcoholic beverage or drug while on duty. An employee may not be under the influence of any such beverage or drug while performing his or her job.



However, an employee who, as part of his or her duties, attends an event where alcoholic beverages are served is not in violation of this rule if he or she consumes such beverages within reason.

**8.8 RULE 8 - Announcement during a political fundraising**

8.8.1 It is prohibited for an employee to make any announcement at a political fundraising event that a project, contract or grant has been awarded by the Municipality unless a final decision on the project, contract or grant has already been made by the appropriate authority of the Municipality.

**8.9 RULE 9 - Obligations following termination of employment**

8.9.1 The following employees of the Municipality:

- 1) The Director General and his/her assistant;
- 2) The Secretary-treasurer and his/her assistant;
- 3) The Treasurer and his/her assistant
- 4) The Registrar and his/her assistant

Are prohibited from holding a position as a director or officer of a corporation, employment or any other office in such a manner that he or she or any other person derives an improper benefit from his or her previous service as an employee of the municipality.

**9. Sanctions**

9.1 A breach of this Code may result in the application of any sanction appropriate to the nature and gravity of the breach, upon the decision of the Council of the Municipality or of the Director General, if he/she has the authority to do so in accordance with the Act, a bylaw or a resolution, and in compliance with any employment contract.

9.2 In the event of a breach of duty that occurs after the termination of the employment contract, the Municipality may, depending on the circumstances, apply to the courts for redress or generally to protect its rights.

9.3 The Municipality recognizes the remedial aspect of discipline in the workplace. It recognizes that the discipline imposed will be fair and reasonable and proportionate to the seriousness of the misconduct.



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**10. Application and control**

10.1 Any citizen complaint under this Code shall:

- 1° be filed in confidence with the director general (and Secretary-treasurer), who shall determine whether there has been a breach of the Code of Ethics and Professional Conduct;
- 2° be complete, in writing, with reasons and accompanied, if necessary, by any supporting document, and come from any person who has knowledge of a breach of this Code of Ethics.

10.2 With respect to the Director General (and Secretary-treasurer), any complaint must be filed with the Mayor of the Municipality. Paragraphs 1 and 2 of the preceding paragraph apply with the necessary adaptations.

10.3 No sanction may be imposed on an employee unless the employee :

- 1° has been informed of the accusation made against him/her;
- 2° had the opportunity to be heard.

**CERTIFICATION OF RECEIPT AND ACKNOWLEDGEMENT OF THE  
CODE OF ETHICS AND PROFESSIONAL CONDUCT OF THE  
EMPLOYEES OF THE MUNICIPALITY OF PONTIAC**

I, the undersigned, |(employee's name)|, |(work function)|, confirm that I have received a copy of the Code of Ethics and Professional Conduct for the employees of the Municipality of Pontiac.

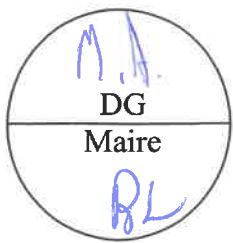
I also confirm that I have read the rules mentioned therein.

This (date)

\_\_\_\_\_  
Signature of the employee

For the administration  
I hereby confirm that I have received  
this certificate dated (date) and placed  
it in the employee's file on (date).

\_\_\_\_\_  
Name and signature of the person in  
charge:



22-04-4604

#### **5.4 Creation of an agricultural committee and nominations**

**WHEREAS** the Municipal Council wishes to form an agricultural committee made up of elected officials and citizens;

**WHEREAS** the importance of being able to work in collaboration with farmers on different issues;

**WHEREAS**, following an advertisement in the municipal bulletin, the Municipality of Pontiac has received the names of citizens wishing to sit on the agricultural committee;

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

**AND RESOLVED** to appoint three farmers to sit on the Agricultural Committee, namely Mr. Justin Alary, Mr. Blake Draper and Ms. Andrea Goffart.

Carried

22-04-4605

#### **5.5 Creation of an environmental committee and nominations**

**WHEREAS** the Municipal Council wishes to form an environmental committee;

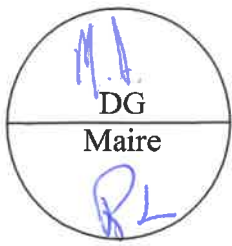
**WHEREAS** the committee will consist of elected officials and citizens following the announcement in the municipal bulletin and the Municipality's website;

**WHEREAS** the committee will make recommendations to the Council members on various environmental issues;

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

**AND RESOLVED** to appoint Mr. Alain Goulet and Ms. Sheila McCrindle to sit on the Environmental Committee.

Carried



22-04-4606

**5.6 Creation of a committee regarding tolerance roads and nominations**

**WHEREAS** the Municipal Council wishes to form a committee for tolerance roads;

**WHEREAS** the importance of being able to work in collaboration with the tolerance road associations on different issues;

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

**AND RESOLVED** to appoint Councillors Serge Laforest and Garry Dagenais to sit on the committee for tolerance roads.

Carried

22-04-4607

**5.7 End of employment relationship - employee from Barbara Personnel Inc. Agency**

**WHEREAS** the recommendation of the Director General regarding employee hired via the Barbara Personnel Inc. Agency;

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

**AND RESOLVED** to terminate the employment relationship of said employee with the Municipality of Pontiac as of April 1, 2022.

Carried

22-04-4608

**5.8 Resolution of support - health services**

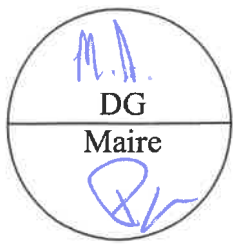
**WHEREAS** it is imperative for Quebecers in all regions of Quebec to have access to local health care;

**WHEREAS** the price of gasoline and the lack of public transportation make it increasingly difficult to access certain health care facilities;

**WHEREAS** hospital services are not required for blood samples;

**WHEREAS** there is no blood sampling service in the Municipality of Pontiac;





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

**AND RESOLVED THAT** the Municipality of Pontiac supports the online petition to have access to a blood sampling service at the CLSC in Quyon.

Carried

22-04-4609

**5.9 Resolution of support - nuclear surface storage facility - Canadian Nuclear Laboratories**

**WHEREAS** our resolution #17-09-3240 and resolution #C.M. 2021-12-04 of the MRC Pontiac;

**WHEREAS** the importance of the file relating to the Canadian Nuclear Laboratories above ground nuclear storage facility;

**THEREFORE**, it is moved by Councillor Diane Lacasse and seconded by Councillor Caryl McCann.

**AND RESOLVED THAT** the Municipality of Pontiac supports the resolution of the MRC Pontiac to urge the federal government to move the proposed nuclear above ground storage facility to a site well away from the Ottawa River.

Carried

22-04-4610

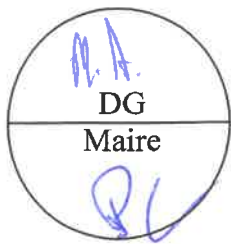
**5.10 Feasibility study for an intermunicipal grouping, collection and transportation of residual materials**

**WHEREAS** the Municipality wishes to evaluate the possibility of creating an intermunicipal group for the collection and transportation of residual materials;

**WHEREAS** the Municipality of La Pêche has requested quotes from four (4) firms and only received one offer from the firm Stratzer within the prescribed time frame, for the feasibility study of an intermunicipal grouping for an amount of \$21, 425.00, plus taxes;

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

**AND RESOLVED THAT** the Municipality of Pontiac agrees to participate in the partnership project with the municipalities of Chelsea, Cantley and La Pêche and to assume a portion of the costs.



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**THAT** the Municipality of La Pêche be designated as the municipality responsible for the project and authorized respondent for the request for financial assistance.

**THAT** the Mayor or the Pro-Mayor and the Director General be authorized to sign, for and in the name of the Municipality of Pontiac, all documents related to the implementation of this resolution.

Carried

22-04-4611

### **5.11 Hiring - clerk-receptionist**

**WHEREAS** the position of clerk-receptionist has been vacant since April 1, 2022;

**WHEREAS** the position was posted internally for ten (10) days and that none of the employees of the Municipality of Pontiac expressed interest in the position;

**WHEREAS** the position has been posted on various platforms since April 1, 2022;

**WHEREAS** Ms. Lyne Lévesque has expressed her desire to act as clerk-receptionist on a temporary basis and that she has the required skills;

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

**AND RESOLVED** to hire Ms. Lyne Lévesque as a clerk-receptionist, as per the collective agreement, Class G, level 2, effective April 21, 2022.

Carried

22-04-4612

### **5.12 Hiring - Director of Public Works and Acting Director General**

**WHEREAS** the position of Director of Public Works has been vacant since June 25, 2021;

**WHEREAS** the position has been posted several times since June 25, 2021, on various platforms;

**WHEREAS** the Public Works season is about to begin;

**WHEREAS** Mr. Mario Allen has expressed his desire to act as Public Works Director on a temporary basis and that he has the required skills;



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

**AND RESOLVED** to hire Mr. Mario Allen as Public Works Director and Acting Director General, in the absence of the General Manager, starting on April 19, 2022, and this, until September 15, 2022.

**THAT** Mr. Roger Larose, Mayor of the Municipality of Pontiac, be mandated to sign the employment contract according to the terms and conditions negotiated with Mr. Allen and whose salary is established according to the executive class 3, level 7, of the executive compensation policy.

Carried

## **6. PUBLIC WORKS**

22-04-4613

### **6.1 Call for tenders for the snow removal in sectors B and E**

**WHEREAS** the snow removal contracts for sectors B and E expire in April 2022;

**WHEREAS** Council wishes to contract for the snow removal of these sectors.

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

**AND RESOLVED THAT** Council asks the Public Works Department to issue a call for tenders for the snow removal contracts for sectors B and E for the years 2022 to 2026, on the electronic tender system. (SÉAO).

Carried

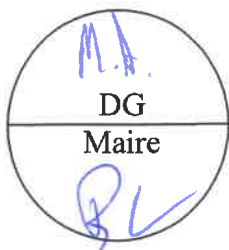
22-04-4614

### **6.2 Rental of a truck with operator - hourly rate**

**WHEREAS** the request from suppliers for an adjustment to the rate for the rental of a truck with operator;

**WHEREAS** with the price of fuel constantly increasing, it has proven difficult to rent a truck and operator;

**WHEREAS** the rental price for a truck and operator was set at \$70.00/hour for a three (3) axle truck;



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

**AND RESOLVED THAT** the Municipality modify its hourly rate for the rental of a truck with operator to the 2021 rate of the bulk carriers Association region 07.

Carried

22-04-4615

### 6.3 Spreading of dust suppressant in the Municipality of Pontiac

**WHEREAS** the Public Works Department does not have the necessary equipment to proceed in an efficient way with the spreading of dust suppressant on the municipal roads;

**WHEREAS** the spreading of dust suppressant is necessary in the sectors of Quyon, Luskville and Breckenridge;

**WHEREAS** the Public Works Department proceeded with a call for tenders by invitation and received the following offers:

| Name                    | Amount before taxes |
|-------------------------|---------------------|
| Multi Routes            | \$76, 573. 35       |
| Les Entreprises Bourget | \$83, 471. 85       |

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

**AND RESOLVED THAT** the Municipality awards the contract for the purchase of dust suppressant to Multi-Route Inc. in the amount of \$76, 573.35, plus taxes.

**THAT** this expense be attributed to the budget item #02 32001 635.

Carried

22-04-4616

### 6.4 Sweeping of paved roads

**WHEREAS** the Public Works Department does not have the necessary equipment to proceed efficiently with the sweeping of municipal roads;

**WHEREAS** street sweeping is necessary in the sectors of Quyon, Luskville and Breckenridge;



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**WHEREAS** the Public Works Department proceeded with a call for tenders by invitation and received the following offers:

| Name                | Amount before taxes |
|---------------------|---------------------|
| Les Fermes Renaud   | \$41, 460.19        |
| P. Munro Group Inc. | \$56, 873.13        |

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

**AND RESOLVED THAT** the street sweeping mandate for the 2022 season be awarded to Les Fermes Renaud for an amount of \$41, 460.19, plus taxes.

**THAT** this expense be allocated to budget item #02 32000 515.

Carried

22-04-4617

### **6.5 Mowing and brushing along municipal roads**

**WHEREAS** grass cutting along roads is necessary for the maintenance of municipal roads and the safety of users;

**WHEREAS** the clearing of ditches is essential for the free flow of water and the maintenance of good drainage;

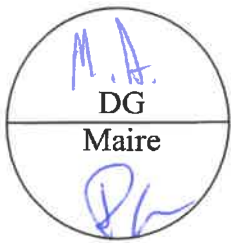
**WHEREAS** it is more advantageous to subcontract this mandate than to do it ourselves, since the Municipality does not have the necessary equipment;

**WHEREAS** the Public Works Department proceeded with a call for tenders by invitation for the cutting of grass along roads as well as the clearing of ditches, for a total of 354 km of cuts, and only received one offer, that is from *Les Fermes Renaud*, in the amount of \$34, 595.98, plus taxes;

**WHEREAS** the Municipality has analyzed the price of the tender in relation with contract for mowing and brushing, and that the tender complies with our specifications;

**THEREFORE**, it is moved by Councillor Serge Laforest and seconded by Councillor Diane Lacasse.

**AND RESOLVED THAT** the mandate for mowing and brushing along municipal roads for a total of 354 km, be awarded to *Les Fermes Renaud* for a total of \$ \$34, 595.98, plus taxes.



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**THAT** this expense be allocated to the budget item #02 32000 515.

Carried

22-04-4618

**6.6 Awarding of contract for the rehabilitation of Clarendon and Murray Streets**

**WHEREAS** resolution # 21-09-4437;

**WHEREAS** the preliminary studies were completed by the firm Cima+ for the rehabilitation of Clarendon and Murray roads

**WHEREAS** the Municipality of Pontiac has obtained a quote from the firm Cima+ for the design of the final plans and specifications;

**THEREFORE**, it is moved by Councillor Caryl McCann and seconded by Councillor Diane Lacasse.

**AND RESOLVED THAT** the Municipality of Pontiac awards the contract to Cima+ for the production of the final plans and specifications and any other necessary documents for the execution of the work on Clarendon and Murray Streets, in the amount of \$88,500.00 plus taxes.

**THAT** this expense be financed with the umbrella borrowing bylaw and with the financial assistance from the Quebec Ministry of Transports.

Carried

**7. URBAN PLANNING AND ZONING**

22-04-4619

**7.1 Resignation of employee #01-0145**

**WHEREAS** employee #01-0145 submitted her resignation to the Director General as of March 18, 2022;

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

**AND RESOLVED THAT** Council accepts the resignation of employee #01-0145 as of March 18, 2022.





**THAT** the Municipality wishes to thank employee #01-0145 for her years of dedicated services.

Carried

## **7.2 Notice of motion**

Notice of motion is given by the Mayor of the Municipality of Pontiac, Roger Larose to the effect that there will be adoption of the bylaw #08-22 for the maintenance of tertiary ultraviolet disinfection treatment systems.

The reading of the bylaw will not be necessary since the request for waiving the reading is done at the same time as the notice of motion and that a copy of the bylaw has been immediately given to all present Council members and to the others, no later than two juridical days before the meeting at which it will be carried and if, during this meeting, all present members of the Municipal Council declare having read it and waive its reading (art. 445 C.M.).

## **7.3 Tabling of the draft bylaw #08-22 for the maintenance of tertiary ultraviolet disinfection treatment systems**

**WHEREAS** section 87.14.1 of the Regulation respecting wastewater disposal systems for isolated dwellings (R.R.Q., c. Q-2, r.22) allows the installation of a tertiary disinfection system by ultraviolet radiation, provided that the Municipality takes charge of the maintenance of this system;

**WHEREAS** the Municipality is willing to maintain tertiary disinfection systems by ultraviolet radiation, if the conditions set out in this bylaw are respected;

**WHEREAS** the powers conferred on the Municipality by section 25.1 of the Municipal Powers Act;

**WHEREAS** it is in the interest of the Municipality to adopt this bylaw;

**WHEREAS** a notice of motion of this bylaw with the exemption of its reading was given by THE Mayor, Roger Larose at a Council meeting held on April 12, 2022;

**WHEREAS** all Council members have declared having read the draft bylaw and renounce to its reading;

**WHEREAS** the Mayor has mentioned the purpose of the bylaw and its scope;

**THEREFORE**, it is moved by Councillor XXX and seconded by Councillor xxxxx.



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**AND RESOLVED THAT** the Municipal Council decrees and enacts as follows:

### **SECTION 1 : TITLE OF THE BYLAW**

The bylaw is entitled « Bylaw 08-22 for the maintenance of tertiary ultraviolet disinfection treatment systems ».

### **SECTION 2 : PREAMBLE**

The preamble to this bylaw forms part of this bylaw as if it were set out in full.

### **SECTION 3 : PURPOSE OF THE BYLAW**

The purpose of this bylaw is to regulate the installation, operation and maintenance of tertiary ultraviolet disinfection treatment systems as a last resort.

### **SECTION 4 : PERMIT**

Anyone wishing to install and use a tertiary ultraviolet disinfection system (hereinafter referred to as "system") must first obtain a permit from the Municipality in accordance with the Regulation respecting wastewater disposal systems for isolated dwellings (hereinafter referred to as "the Provincial Regulation").

### **SECTION 5 : PROVISIONS FOR THE PERMIT ISSUANCE**

The issuance of a permit for the installation and use of a tertiary ultraviolet disinfection system is subject to compliance with the Provincial Regulation and the signing, by the owner of the building in question and by any tenant or occupant of said building, of an undertaking to the Municipality providing for the following:

1. The designation of the parties;
2. The description of the work to be performed on the building and the name of the supplier or manufacturer of the system, including the contact information of the person in charge of said manufacturer or supplier who can be contacted;
3. The date on which the work will be completed;
4. An undertaking by the owner that the system will be used in accordance with the Provincial Regulation and the recommendations of the manufacturer or supplier;
5. An undertaking by the owner, tenant and/or occupant to inform the Municipality of any change in the use of the building or any change in any of the information contained in the agreement;



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6. An undertaking by the owner to provide the Municipality with any user's guide or other similar document, or update of such a guide, that may be provided to the owner from time to time by the manufacturer, within 5 days of receipt thereof;
7. An undertaking by the owner of the property to involve any subsequent purchaser of the property in the agreement.

#### **SECTION 6 : MAINTENANCE BY THE MUNICIPALITY**

Upon compliance with all of the provisions set out in the Provincial Regulation and upon signing the undertaking set out in Section 5 of this bylaw, the Municipality agrees to carry out or have carried out the maintenance of the tertiary ultraviolet disinfection treatment system referred to in the permit application and until the end of the useful life of the asset, in accordance with any applicable regulations and in accordance with the Manufacturer's Guide to be provided by the owner.

The Municipality will contract with a qualified third party for minimum maintenance of the system based on the intensity of use. The Municipality will proceed, if necessary, with the replacement of any part that has reached its life expectancy.

The Municipality shall forward to the owner of said property any analysis report or inspection report that may be submitted to it, from time to time, by the third party mandated for this purpose.

The Municipality's maintenance obligation does not limit its powers of intervention under the Municipal Powers Act.

#### **SECTION 7 : RESPONSIBILITIES OF THE OWNER, TENANT OR OCCUPANT**

The owner, tenant or occupant of the building served by a system covered by this bylaw must take the necessary measures to allow, at all times, any employee of the Municipality or anyone expressly designated by the Municipality for this purpose, access to his or her building so as to allow maintenance of the tertiary ultraviolet disinfection treatment system.

To this end, and without restricting the generality of the foregoing, he must, in particular, visibly identify the location of the openings of his septic installation and clear them of any obstruction.

#### **SECTION 8 : MAINTENANCE FEES**

All maintenance fees of the system referred to in this bylaw shall be borne by the owner of the property concerned, in accordance with the prices set out in this bylaw.



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## **SECTION 9 : PRICING**

The fee for the maintenance of the system is equivalent to the amount that will be charged by the person mandated by the Municipality to carry out this maintenance, increased by 10% for the administrative costs of the plan. This fee may be modified, from time to time, in the taxation bylaw adopted by the Council of the Municipality.

## **SECTION 10 : INVOICING**

The amount due for the maintenance of the system will appear on the tax bill of the owner of the property that received municipal maintenance service for the system in the previous year.

## **SECTION 11 : INSPECTION**

Any employee of the Municipality as well as anyone expressly mandated by the Municipality to proceed with the maintenance covered by the present bylaw are authorized to visit and examine, between 7:00 a.m. and 8:00 p.m. every day of the week, any property to ensure compliance with the present bylaw.

Any owner or occupant of such building shall receive them, give them access to the building and any building therein, and answer any questions relating to the enforcement of this bylaw.

The people referred to in the first paragraph may examine any septic system and, for that purpose, request that it be opened by the owner or occupant.

## **SECTION 12 : ISSUANCE OF STATEMENTS OF VIOLATION**

The Building and Environment Inspector or any other person designated by resolution, is authorized to issue, in the name of the Municipality, statements of violation for any infraction of the present bylaw.

## **SECTION 13 : PARTICULAR VIOLATION**

It is a violation for the owner, occupant or lessee of a property served by a tertiary ultraviolet disinfection treatment system to contravene any of the provisions of this bylaw or the contents of the undertaking provided for in section 5.

## **SECTION 14 : VIOLATION AND FINE**

Anyone who violates or fails to comply with any of the provisions of this bylaw is guilty



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of a violation and is liable, in addition to the costs of each violation, to a fixed fine of \$1,000.00 if the offender is a natural person, or to a fixed fine of \$2,000.00 if the offender is a corporation.

In the case of a repeat violation, the offender is liable, in addition to the costs for each violation, to a fixed fine of \$2,000.00 if the offender is a natural person, or to a fixed fine of \$4,000.00 if the offender is a legal person.

When a violation lasts more than one day, there shall be as many separate violations as there are days or fractions of a day that the violation lasts, and such violations may be described in a single charge.

Notwithstanding any remedy by way of criminal action, the board shall have the right to pursue in the courts of civil jurisdiction all remedies at law necessary to enforce the provisions of this bylaw.

#### **SECTION 15 : OTHER LAWS AND REGULATIONS**

The contents of this bylaw shall not limit the responsibilities of the owner, lessee or occupant of a property with respect to any other responsibilities incumbent upon him or her by virtue of the applicable laws and regulations, including, in particular, the responsibilities contained in the Regulation respecting wastewater disposal systems for isolated dwellings (R.R.Q., c. Q-2, r.22).

#### **SECTION 16 : COMING INTO FORCE**

The present bylaw will come into force according to the Law.

### **8. CULTURE AND RECREATION**

#### **8.1 Sponsorship request - Pontiac Artists' Association**

**WHEREAS** the Pontiac Artists' Association publishes each year a brochure to promote various organizations and people of our region working in the artistic field;

**WHEREAS** the request for sponsorship to that effect;

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

**AND RESOLVED THAT** the Municipality contributes an amount of \$125.00 as a sponsor for the brochure published by the Pontiac Artists' Association.

22-04-4620



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**THAT** the amount be affected to budget item #02 701 00970.

Carried

22-04-4621

**8.2 Transcollines (maintenance and improvement of intercity transportation services on Route 148)**

**WHEREAS** the MRC Pontiac, the Municipality of Pontiac and Transcollines wish to maintain and develop the intercity transportation service on their territory and promote a better linkage between the different types of passenger transportation as well as between the different territories of the rural Outaouais;

**WHEREAS** a memorandum of understanding to this effect was signed on September 7, 2016, between the MRC Pontiac, the Municipality of Pontiac and Transcollines;

**WHEREAS** the said memorandum of understanding has since been renewed annually and will soon come to the end of its last renewal;

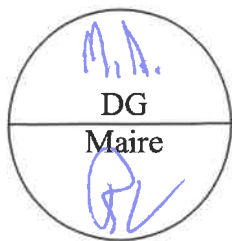
**WHEREAS** a request for financial support has been submitted by the MRC Pontiac to the Quebec Ministry of Transportation (MTQ) to cover the operating costs of the service until October 16, 2021;

**WHEREAS** the financing of the service was completed by a financial contribution from the MRC Pontiac, the Municipality of Pontiac, as well as by the revenues from the sale of transportation tickets;

**WHEREAS** the financial support from the MTQ covered the period until March 31, 2021;

**WHEREAS** the financial forecast for the period from April 1, 2021, to December 31, 2021, is as follows:





| April 1st to December 31, 2021 |                   |               |
|--------------------------------|-------------------|---------------|
| Expenditures                   |                   | %             |
| Operation                      | \$115, 324        | 79.6%         |
| Operation fees                 | \$1, 720          | 1.2%          |
| STO gains share                | \$822             | 0.6%          |
| Administrative fees            | \$4, 428          | 3.1%          |
| Human resources                | \$22, 668         | 15.6%         |
|                                |                   |               |
| <b>TOTAL expenditures</b>      | <b>\$144, 962</b> | <b>100.0%</b> |
|                                |                   |               |
| Founding                       |                   | %             |
| Income from users              | \$10, 008         | 6.9%          |
| MTQ - Intercity                | \$101, 082        | 69.7%         |
| MTQ – Rate integration         | \$215             | 0.1%          |
| MRC Pontiac                    | \$22, 415         | 15.5%         |
| Municipality Pontiac           | \$11, 242         | 7.8%          |
|                                |                   |               |
| <b>TOTAL FOUNDING</b>          | <b>\$144, 962</b> | <b>100.0%</b> |
| <b>BALANCE</b>                 | <b>\$0</b>        |               |

**WHEREAS** the contribution of the Municipality of Pontiac to cover the portion of the operating deficit for the period from April 1, 2021, to December 31, 2021, is \$11, 242.00;

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

**AND RESOLVED THAT** Council wishes to support the MRC Pontiac's request for financial assistance from the MTQ under the above-mentioned program in the amount of \$101, 082.00 to cover part of the eligible expenses for the period from April 1, 2021, to December 31, 2021.

**THAT** the Municipality of Pontiac's financial contribution be \$11,242.00 for a period of 9 months, from April 1, 2021, to December 31, 2021.

Carried



22-04-4622

### **8.3 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);

**WHEREAS** the Municipal Council wishes to support higher education;

**THEREFORE**, it is moved by Councillor Caryl McCann and seconded by Councillor Chantal Allen.

**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.

**THAT** this expense be allocated to budget item #02 70297 447.

Carried

## **9. TABLING OF DOCUMENTS**

**9.1 Tabling of the report regarding the delegation of authorization of expenses from February 23 to March 20, 2022.**

**9.2 Tabling of the compliance audit report.**

**9.3 Tabling of the letter from the Commissioner of municipal integrity and investigations.**

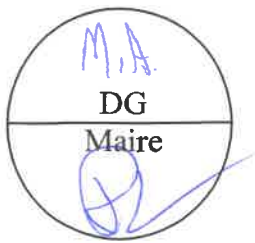
## **10. PUBLIC QUESTION PERIOD**

Roger Larose, President, asks the people present if they have questions.

22-04-4623

## **12. CLOSING OF MEETING**

**IT IS MOVED BY** Councillor Serge Laforest and seconded by Councillor Diane Lacasse.




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**AND RESOLVED** to close the meeting at 8:51 p.m. having gone through the agenda.

Carried

  
\_\_\_\_\_  
Mario Allen  
ACTING DIRECTOR GENERAL

  
\_\_\_\_\_  
Roger Larose  
MAYOR

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