

Municipalité de | Municipality of

Pontiac

**PROVINCE OF QUEBEC
PONTIAC COUNTY**

MINUTES of the regular Council meeting of the Municipality of Pontiac held on Tuesday, May 10, 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, Dr. Jean Amyotte, Pro-Mayor, and Councillors, Mrs. Caryl McCann, Mr. Garry Dagenais, Mr. Serge Laforest and Mrs. Chantal Allen.

Also present, Mario Allen, Acting Director General and a few ratepayers.

Councillor Diane Lacasse arrives at 7:32 p.m.

1. OPENING OF THE MEETING

Roger Larose, President, notes the quorum and opens the meeting. The meeting starts at 7:30 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.

22-05-4629

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 held on April 12, 2022**
- 5. Administration**
 - 5.1 List of incurred expenses
 - 5.2 Budgetary transfers
 - 5.3 Service offer - DHC Avocats
- 6. Public Safety**
 - 6.1 Resignation of employee #10-0179
 - 6.2 Appointment of employee #10-0050 as Captain
 - 6.3 Hiring of a firefighter eligible for the position of lieutenant
 - 6.4 Improvement work - well at Fire Station #1





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7. Public Works

- 7.1 Work supervision mandate - Murray and Clarendon Streets
- 7.2 Maintenance of culverts

8. Urban Planning and zoning

- 8.1 Adoption of bylaw 08-22 for the maintenance of tertiary ultraviolet disinfection treatment systems
- 8.2 Awarding of contract - urban plan
- 8.3 Awarding of contract - permit issuance

9. Recreation and culture

- 9.1 Sponsorship - Shawville Fair
- 9.2 Policy - rental of the municipal facilities
- 9.3 Grants awarded to associations

10. Tabling of documents

- 10.1 Tabling of the report regarding the delegation of authorization of expenses from March 21 to April 20, 2022
- 10.2 Tabling of the petition concerning the Quyon docks
- 10.3 Tabling of the policy for the rental of municipal facilities

11. Public question period

12. Closing of the meeting

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

AND RESOLVED to adopt the agenda as modified as prepared and read.

Carried

22-05-4630

4. ADOPTION OF THE MINUTES OF THE MEETING OF APRIL 12, 2022

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

AND RESOLVED to adopt the minutes of the meeting of April 12, 2022.

Carried

5. ADMINISTRATION

22-05-4631

5.1 List of incurred expenses for the month of May

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

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AND RESOLVED to accept the incurring expenses, for a total amount of \$13, 038.17, taxes included.

Carried

22-05-4632

5.2 Budgetary transfers

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

AND RESOLVED THAT the Municipality carries out the budgetary transfers in the amount of \$43, 000.00.

Carried

22-05-4633

5.3 Service offer - *DHC Avocats*

WHEREAS Council wishes to have a second legal opinion concerning certain files;

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

AND RESOLVED THAT Council accepts the service offer from the firm *DHC Avocats* as per Annex 1.

THAT this expense be attributed to budget item #02 32000 412.

Carried

6. PUBLIC SAFETY

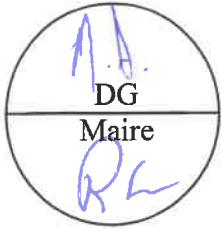
22-05-4634

6.1 Resignation of employee #10-0179

WHEREAS employee #10-0179 has submitted her resignation as Captain, to the Director of the Fire Department, as of April 17, 2022;

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

AND RESOLVED THAT Council accepts the resignation of employee #10-0179, as of April 17, 2022.



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THAT the Municipality of Pontiac wishes to thank employee #10-0179 for her dedicated services.

Carried

22-05-4635

6.2 Appointment of employee #10-0050 as Captain

WHEREAS the resignation of employee #10-0179 as Captain of the Fire Department;

WHEREAS there is a need to fill this position for the safety of firefighters and citizens;

WHEREAS employee #10-0050 was previously a firefighter and lieutenant in the Pontiac Fire Department;

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

AND RESOLVED to appoint employee #10-0050 as Captain of the Pontiac Fire Department.

Carried

22-05-4636

6.3 Hiring of a firefighter eligible for the position of Lieutenant

WHEREAS it is necessary to maintain an adequate hierarchical structure during emergency interventions;

WHEREAS there have been five officer resignations in the last two years and there are two vacant lieutenant positions in the brigade;

WHEREAS employee #10-0073 has been employed by the Municipality for several years and has shown interest in becoming officer during the last recruitment for this position;

WHEREAS this employee is in the process of obtaining his qualifications to become officer;

WHEREAS he has a high attendance rate to the Fire Safety Services calls;

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



AND RESOLVED to appoint employee #10-0073 as eligible firefighter for the position of lieutenant on an interim basis until the Municipality proceeds with the hiring of lieutenants on a permanent basis.

Carried

22-05-4637

6.4 Improvement work - well at Fire Station #1

WHEREAS the drinking water well at Fire Station #1 (Breckenridge) does not meet current needs;

WHEREAS it is necessary to make corrections to meet the needs of the Fire Department;

WHEREAS the Director of the Fire Department has received estimates from two contractors for this work;

WHEREAS the offer from J.R. Drilling is the most advantageous for the Municipality;

THEREFORE, it is moved by Councillor Serge Laforest and seconded by Councillor Dr. Jean Amyotte.

AND RESOLVED to proceed with the improvements as presented in the two bids from J.R. Drilling in the estimated amount of \$16,340.00, plus taxes.

THAT this expense be affected to budget item #02 22020 522.

Carried

7. PUBLIC WORKS

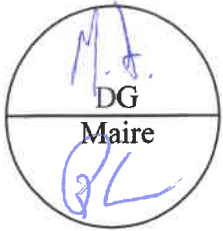
22-05-4638

7.1 Work supervision mandate - Murray and Clarendon Streets

WHEREAS the service offer from the firm QDI for the supervision of the work on Murray and Clarendon Streets;

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

AND RESOLVED THAT Council accepts the service offer from QDI for the supervision of the work on Murray and Clarendon Streets, in the amount of \$89,500.00, plus taxes.



THAT this expense be financed by the umbrella borrowing bylaw #06-22.

Carried

22-05-4639

7.2 Maintenance of culverts

WHEREAS the Municipality must ensure the maintenance of its culverts;

WHEREAS beavers cause significant damages to culverts;

WHEREAS Mr. Foster has offered his services as a trapper;

WHEREAS Mr. Foster is registered as a trapper and that he has had contracts with the Municipality in the past;

THEREFORE, it is moved by Councillor Dr. Jean Amyotte and seconded by Councillor Serge Laforest.

AND RESOLVED THAT the Municipality awards a contract to Mr. Foster for the capture of beavers at the request of the Director of Public Works.

THAT the Municipality pays an amount of \$70.00 per beaver trapped.

THAT this expense be affected to budget item #02 32000 411.

Carried

8. URBAN PLANNING AND ZONING

22-05-4640

8.1 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;



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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 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 Chantal Allen and seconded by Councillor Garry Dagenais.

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

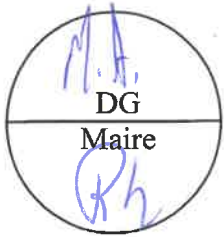
The purpose of this bylaw is to regulate the installation, operation and maintenance of tertiary ultraviolet disinfection treatment systems as a last resort.

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:



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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;
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.

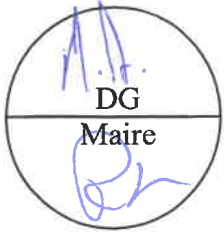
SECTION 6: MAINTENANCE BY THE MUNICIPALITY

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.



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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 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.

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.

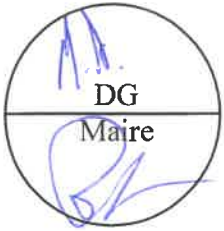
SECTION 10: INVOICING

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 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.

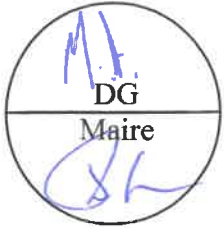
In the case of a repeat violation, the offender is liable, in addition to the costs for each violation, to a fixed fine of \$2,000.00 if the offender is a natural person, or to a fixed fine of \$4,000.00 if the offender is a legal person.

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.

Carried

Councillor Dr. Jean Amyotte votes against the resolution.

22-05-4641

8.2 Awarding of contract - urban plan

WHEREAS the lack of staff in the Urban Planning Department;

WHEREAS this situation causes a delay with the revision of the Municipality's urban plan;

WHEREAS the offer received from the firm CARDO Urbanisme;

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

AND RESOLVED to accept the offer from CARDO Urbanisme to review our urban plan and prepare public consultations, in the amount of \$21,700.00, plus taxes.

THAT this expense be attributed to budget item #02 61000 141.

Carried

22-05-4642

8.3 Awarding of contract - permit issuance

WHEREAS the lack of staff in the Urban Planning Department;

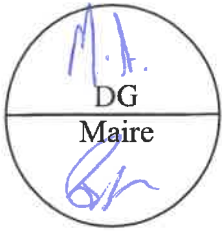
WHEREAS the backlog for the issuance of building permits;

WHEREAS the offer received from the firm CARDO Urbanisme;

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

AND RESOLVED to accept the offer of the firm CARDO Urbanisme for the issuance of permits according to the rate presented by CARDO Urbanisme, that is:

- Project Manager: \$120.00/hour, plus taxes;



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- Project Professional \$100.00/hour, plus taxes;
- Project Technician \$80.00/hour, plus taxes.

THAT this expense be affected to budget item #02 61000 141.

Carried

9. RECREATION AND CULTURE

22-05-4643

9.1 Sponsorship - Shawville Fair

WHEREAS the Shawville Fair is an important family event which promotes agricultural producers in our region;

WHEREAS the Council wishes to encourage and promote this event;

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

AND RESOLVED THAT Council authorizes a sponsorship of \$250.00 to the Pontiac Agricultural Society.

THAT this expenditure be allocated to budget item #02 70190 970 and financed by the non-allocated surplus.

Carried

22-05-4644

9.2 Policy - rental of the municipal facilities

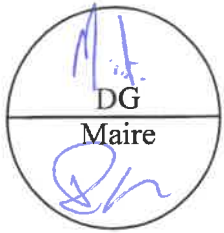
WHEREAS the Recreation and Community Life Committee has revised the Municipal facilities Rental Policy;

WHEREAS the revised policy has been presented to all councillors;

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

AND RESOLVED THAT Council adopts the revised Municipal facilities Rental Policy as tabled.

Carried



Councillor Diane Lacasse steps away from the table at 7h53 p.m. because of conflict of interests.

22-05-4645

9.3 Grants awarded to associations

WHEREAS the importance of supporting our volunteer associations;

WHEREAS the Recreation and Cultural Committee has reviewed the grant applications of associations;

THEREFORE, it is moved by Councillor Serge Laforest and seconded by Councillor Dr. Jean Amyotte.

AND RESOLVED to grant the following amounts to the associations listed below:

- Pontiac Equestrian Association: \$750.00
- *Cercle socio-culturel*: \$1,000.00
- *Les Bés d'Or*: \$1,500.00
- *Sault des Chats*: \$1,000.00
- *Groupe Action Jeunesse*: \$1,600.00

THAT this amount be affected to the budget item #02 70190 970.

Carried

Councillor Diane Lacasse returns to the table at 7h54 p.m.

10. TABLING OF DOCUMENTS

10.1 Tabling of the report regarding the delegation of authorization of expenses from March 21 to April 20, 2022.

10.2 Tabling of the petition concerning the Quyon docks.

10.3 Tabling of the policy for the rental of municipal facilities.

11. PUBLIC QUESTION PERIOD

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



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12. **CLOSING OF MEETING**

IT IS MOVED BY Councillor Serge Laforest and seconded by Councillor Garry Dagenais.

AND RESOLVED to close the meeting at 8:03 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 ».