



**PROVINCE OF QUEBEC
PONTIAC COUNTY**

MINUTES of the regular Council meeting of the Municipality of Pontiac held on Tuesday, June 14, 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. Diane Lacasse, Mr. Garry Dagenais, Mr. Serge Laforest and Mrs. Chantal Allen.

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

Excused absence : Mrs. Caryl McCann, Councillor.

1. OPENING OF THE MEETING

Roger Larose, President, notes the quorum and opens the meeting. The meeting starts at 7:32 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 May 3 and 10, 2022**
- 5. Administration**
 - 5.1 List of incurred expenses
 - 5.2 Budgetary transfers
 - 5.3 Mandate to RPGL law firm
 - 5.4 Collective insurances - group purchase
 - 5.5 Appointment of a person responsible for access to information requests
 - 5.6 Environment Committee
- 6. Public Safety**
 - 6.1 Creation of a Public Safety Committee
- 7. Public Works**
 - 7.1 Employee #05-0017 - reimbursement of training class
 - 7.2 Extension of contract 19-TP-003A - garbage and residual material collection
 - 7.3 Paving of road sections - Baie Road



22-06-4647



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- 7.4 Resignation of employee #02-0078
- 7.5 Hiring - blue-collar day labourers
- 7.6 Sweeping of paved roads - correction
- 7.7 Work order - GNP contract
- 7.8 Hiring of students - 2022 Canada summer job program
- 8. Urban Planning and zoning**
- 8.1 CPTAQ - 1900 Montagne Road
- 8.2 CPTAQ - 1976 Lac-Des-Loups Road
- 8.3 Minor variance - 24 Asaret Road
- 8.4 Minor variance - 16 Côte McKay
- 8.5 Hiring of an office clerk
- 8.6 Hiring of a building technician
- 8.7 Mandate for the Environment Committee
- 9. Tabling of documents**
- 9.1 Tabling of the report regarding the delegation of authorization of expenses
- 10. Public question period**
- 11. 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 with the following modification:

Addition of item 6.2: Resignation of employee #02-0087.

Carried

22-06-4648

4. ADOPTION OF THE MINUTES OF THE MEETINGS OF MAY 3 AND 10, 2022

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

AND RESOLVED to adopt the minutes of the meetings of May 3 and 10, 2022.

Carried

5. ADMINISTRATION

22-06-4649

5.1 List of incurred expenses for the month of June

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





22-06-4652

5.4 Professional services of a group insurance consultant for municipalities and organizations, as part of a group purchase by the UMQ

WHEREAS the Municipality of Pontiac has received a proposal from the *Union des municipalités du Québec (UMQ)* to form, on its behalf and on behalf of several other interested municipalities, a group to retain the professional services of a group insurance consultant for municipalities and organizations, as part of a group purchase by the UMQ;

WHEREAS sections 29.9.1 of the Cities and Towns Act and 14.7.1 of the Municipal Code allow a municipality to enter into such an agreement with the UMQ;

WHEREAS the Municipality of Pontiac wishes to join this group;

WHEREAS, in accordance with the law, the UMQ will proceed with a public call for tenders to award the contract;

WHEREAS the said contracting process is subject to "Bylaw number 26 on the contractual management of the UMQ for its grouping agreements" adopted by the UMQ Administrative Council;

WHEREAS the UMQ issued this call for tenders in March 2022;

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

AND RESOLVED THAT the Municipality of Pontiac confirms its adherence to the UMQ group to retain the professional services of a group insurance consultant for municipalities and organizations, as part of a group purchase and entrusts the UMQ with the process leading to the awarding of the contract;

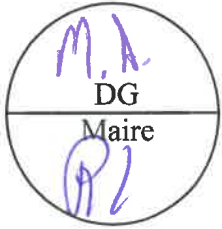
THAT the awarded contract will be for a period of one year, renewable from year to year over a maximum period of five years.

THAT the Municipality of Pontiac undertakes to provide the UMQ, within the set time frame, with the information required for the call for tenders.

THAT the Municipality of Pontiac agrees to respect the terms and conditions of the said contract as if it had contracted directly with the supplier to whom the contract will be awarded.

THAT the Municipality of Pontiac agrees to pay the UMQ a management fee of 1.15% of the total premiums paid by the Municipality.

Carried



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AND RESOLVED to accept the incurring expenses, for a total amount of \$68, 989.08, taxes included.

Carried

22-06-4650

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 \$80, 099.00.

Carried

22-06-4651

5.3 Mandate to RPGL law firm

WHEREAS RPGL law firm has submitted a service offer dated November 26, 2020, to act as legal advisors for the Municipality of Pontiac;

WHEREAS this Council, by its resolution 20-12-4216, granted a two (2) year mandate to RPGL law firm to represent the Municipality of Pontiac as legal counsel;

WHEREAS the said mandate provides for the possibility of renewing the bank of hours during the course of the mandate, and those additional hours of legal services are required;

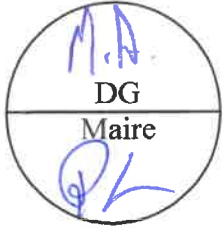
THEREFORE, it is moved by Councillor Garry Dagenais and seconded by Councillor Diane Lacasse.

AND RESOLVED THAT Council hereby grants permission to proceed with the purchase of one hundred (100) hours from RPGL law firm to represent the Municipality of Pontiac as legal counsel in all domains, according to the rates provided in their services for the year 2022.

THAT Council hereby authorizes the Mayor, Roger Larose and the Acting Director General, Mario Allen, or their replacements, to sign, for and in the name of the Municipality of Pontiac, all documents giving effect to the present resolution.

THAT this expense be affected to budget item 02 13000 412.

Carried



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THEREFORE, it is moved by Councillor Dr. Jean Amyotte and seconded by Councillor Chantal Allen.

AND RESOLVED to appoint Councillors Serge Laforest and Garry Dagenais to sit on the Public Safety Committee.

Carried

22-06-4656

6.2 Resignation of employee #02-0087

WHEREAS employee #10-0164 has submitted his resignation as Director of the Fire Department, to the Acting Director General, as of July 1, 2022;

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

AND RESOLVED THAT Council accepts the resignation of employee #02-0087, as of July 1, 2022.

THAT the Municipality of Pontiac wishes to thank employee #02-0087 for his years dedicated services.

THAT the Council authorizes the Director of Human Resources to proceed with the posting to fill the position.

Carried

7. PUBLIC WORKS

22-06-4657

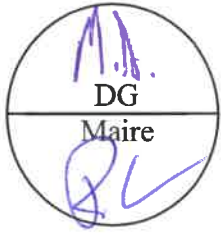
7.1 Employee #05-0017 - reimbursement of training

WHEREAS employee #05-0017 is currently undergoing training to obtain his qualifications as a truck driver;

WHEREAS this training will allow employee #05-0017 to access other advanced training;

WHEREAS having an employee with these qualifications represents an asset for the Municipality;

WHEREAS the cost of this training amounts to approximately \$5,000.00;



22-06-4653

5.5 Appointment of a person in charge of access to information requests

WHEREAS the Access to Information Act assigns responsibility for access to documents or protection of personal information to the person with the highest authority in a public body, namely the Director General of the Municipality;

WHEREAS the Director General may designate a member of his management staff as the person in charge and delegate all or part of his duties to him;

THEREFORE, it is moved by Councillor Dr. Jean Amyotte and seconded by Councillor Chantal Allen.

AND RESOLVED THAT, upon the recommendation of the Acting Director General, Municipal Council appoints the Director of Finance and Human Resources as the person responsible for access to documents or the protection of personal information, for an indefinite period.

Carried

22-06-4654

5.6 Environment Committee

WHEREAS the Municipality has formed an Environment Committee composed of elected officials and citizens;

WHEREAS following publications on the Municipality's website, two other citizens have shown interest in sitting on the committee;

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

AND RESOLVED THAT the Municipality accepts the candidacies of Ms. Diane Duval and Mr. Bernard Gélinas to also sit on the Environment Committee.

Carried

6. PUBLIC SAFETY

22-06-4655

6.1 Creation of a Public Safety Committee

WHEREAS the Municipal Council wishes to create a Public Safety Committee;



WHEREAS the Public Works Department has repaired the road infrastructure;

WHEREAS the Municipality of Pontiac has received two bids to resurface the asphalt on both sections;

Contractor	Prix (taxes non included)
Jason Hynes Construction	\$7, 225.00
Pavage Robillard	\$20, 790.00

THEREFORE, it is moved by Councillor Garry Dagenais and seconded by Councillor Dr. Jean Amyotte.

AND RESOLVED THAT Council awards the contract for the paving of two sections on Baie Road to Jason Hynes Construction in the amount of \$7,225.00 plus taxes.

THAT this expense be attributed to budget item #02 32000 625.

Carried

22-06-4660

7.4 Resignation of employee #02-0078

WHEREAS employee #02-0078 has submitted his resignation to the Acting Director General, effective June 6, 2022;

THEREFORE, it is moved by Councillor Garry Dagenais and seconded by Councillor Dr. Jean Amyotte.

AND RESOLVED THAT Council accepts the resignation of employee #02-0078 as of June 6, 2022.

THAT THE Municipality wishes to thank employee #02-0078 for his years of dedicated services.

Carried

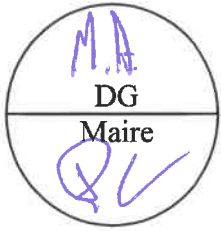
22-06-4661

7.5 Hiring - blue-collar day labourers

WHEREAS the need for manpower in the Public Works Department;

WHEREAS interviews were conducted by the Administration Committee;

WHEREAS the recommendations of the Committee;



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

AND RESOLVED to reimburse employee #05-0017 for the cost of the training upon presentation of the certificate of success.

THAT upon reimbursement, employee #05-0017 agrees in writing to remain an employee of the Municipality of Pontiac for a minimum period of 2 years.

THAT if the condition mentioned in the preceding paragraph is not respected, employee #05-0017 will have to reimburse the Municipality for the totality of the sums paid to him for this training.

THAT this expense be attributed to budget item #02 32000 454.

Carried

22-06-4658

7.2 Extension of contract 19-TP-003A - garbage and residual material collection

WHEREAS resolution #19-08-3832 in which Council had opted on a three (3) year contract with an option to renew with the company 2963-2072 Québec Inc. (Services Sanitaires Lanthier);

WHEREAS the contractor has shown interest in renewing the contract for an additional year, starting August 12, 2022;

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

AND RESOLVED THAT Council extends the contract with the company 2963-2072 Quebec Inc. (Services Sanitaires Lanthier R.L.) for an additional year as stipulated in the contract.

THAT this expense be attributed to budget items #02 45112 446 and #02 45212 446.

Carried

22-06-4659

7.3 Paving of road sections - Baie Road

WHEREAS following the construction of houses, two sections of Baie Road were damaged;



THAT this amount be affected to borrowing bylaw #03-19.

Carried

22-06-4664

7.8 Hiring of students - 2022 Canada summer job program

WHEREAS the Municipality should be granted financial assistance for the hiring of 2 students, through the Canada Summer Jobs program;

THEREFORE, it is moved by Councillor Chantal Allen and seconded by Councillor Dr. Jean Amyotte.

AND RESOLVED THAT Council authorizes the Director General to sign all documents related to the financial assistance and to proceed with the hiring of Loïc Gendron and Adrien Bako, starting June 15, 2022, for a period of 10 weeks, for 35 hours per week at an hourly rate of \$16.00.

Carried

8. URBAN PLANNING AND ZONING

22-06-4665

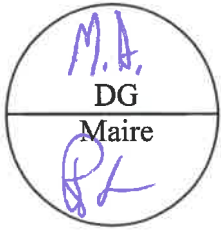
8.1 CPTAQ - 1900 Montagne Road

WHEREAS this application is part of a citizen's approach to the CPTAQ to obtain authorization to use lot #2 683 820 for purposes other than agriculture for a residence already built in 1950 in accordance with section 40 of the Act respecting the protection of agricultural land and agricultural activities in Quebec (R.S.Q., c. P-41.1);

WHEREAS this application consists in authorizing the use of the land in the agricultural zone for purposes other than agriculture, namely residential use;

WHEREAS, in accordance with section 58.2 of the Act respecting the protection of agricultural land and agricultural activities, the present notice sent by the Municipality to the CPATQ is motivated by considering the criteria established in section 62 of the LPTAA;

WHEREAS, according to the soil classification of the Canada Land Inventory, the soil where the house will be built is class 2 X. That is a Class 2 soil that has moderate limitations that reduce the range of crops that can be grown or require the application of ordinary conservation measures;



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

AND RESOLVED to hire the following persons as day labourers, level 1, according with the terms of the collective agreement and at the dates listed bellow:

- Mr. Shawn Belland, starting on June 15,2022;
- Mr. Steve Léveillée, starting on June 22, 2022;
- Mr. Marc Beaumont, starting on July 4, 2022.

Carried

22-06-4662

7.6 Sweeping of paved roads - correction

WHEREAS resolution #22-04-4616 in which the Municipality granted a mandate for the sweeping of paved streets to *Les Fermes Renaud*, for an amount of \$41,460.19 plus taxes;

WHEREAS this is a mistake since the total amount includes taxes;

THEREFORE, it is moved by Councillor Dr. Jean Amyotte and seconded by Councillor Garry Dagenais.

AND RESOLVED to formulate a new resolution granting this same mandate to the same supplier to read:

THAT the Municipality grants the mandate for the sweeping of paved roads for the 2022 season to *Les Fermes Renaud* in the amount of \$41,460.19, taxes included.

THAT this resolution repeals resolution #22-04-4616. 8.2 Awarding of contract - urban plan.

Carried

22-06-4663

7.7 Work order - GNP Inc. contract

WHEREAS additions have been made to the contract specifications for the Mountain Road Phase 2, Lot 2;

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

AND RESOLVED THAT the Municipality accept to pay the work order of Entreprises GNP Inc. in the amount of \$9,299.71, taxes included.



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WHEREAS this authorization will have no impact on the agricultural use of neighbouring lots since a house has been built there since 1950;

WHEREAS this application for authorization is not incompatible with agriculture in the area and does not create any constraints regarding the application of laws and regulations aimed at mitigating the inconveniences related to odours inherent to agricultural activities, since the area has little livestock activity;

WHEREAS the application for authorization is not incompatible with agriculture in the area where it is located and does not create any constraints regarding the application of environmental laws and regulations, particularly for animal production establishments. The closest active farm buildings to the affected areas appear to be approximately 120 metres away;

WHEREAS this is an application for a residence that is already built;

WHEREAS there is a limited amount of vacant land in the Municipality of Pontiac that could be used for residential purposes, outside the permanent agricultural zone and Gatineau Park;

WHEREAS the use is authorized under the zoning bylaw of the Municipality of Pontiac;

THEREFORE, it is moved by Councillor Dr. Jean Amyotte and seconded by Councillor Chantal Allen.

AND RESOLVED THAT Council supports the citizen's application to the CPTAQ to authorize the reconstruction of a residence related to a farm on lot #2 683 820.

Carried

22-06-4666

8.2 CPTAQ - 1976 Lac-Des-Loups Road

WHEREAS this application consists in authorizing usage for purposes other than agriculture, that is the extension of a sand pit on a land located in an agricultural zone;

WHEREAS in accordance with section 58.2 of the Act respecting the protection of agricultural land and agricultural activities, the present notice sent by the Municipality to the CPATQ is motivated considering the criteria established in section 62 of the LPTAA;



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WHEREAS, according to the Canada Land Inventory soil classification, the soil is of class 4 MF. That is a soil with very serious limitations that restrict the range of crops or impose special conservation measures or both;

WHEREAS the authorization that may be granted will have no impact on the potential to use the neighbouring lots for agricultural purposes;

WHEREAS this application for authorization is not incompatible with agriculture in the area and does not create any constraint with regard to the application of laws and regulations aimed at mitigating the inconveniences related to odours inherent to agricultural activities, since the area has few livestock operations;

WHEREAS the application for authorization is not incompatible with the agriculture in the sector where it is located and does not create any constraint with regard to the application of laws and regulations concerning the environment and more specifically for animal production establishments. The closest active farm buildings to the subject parties appear to be approximately 120 metres away;

WHEREAS the use is authorized under the zoning bylaw of the Municipality of Pontiac;

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

AND RESOLVED THAT Council supports the citizen's application to the CPTAQ to authorize the expansion of the sand pit.

Carried

22-06-4667

8.3 Minor variance - 24 Asaret Road

WHEREAS an application for a minor variance was submitted for lot #3 966 406 to regularize the location of the secondary building at 1.86 m from the right-side lot line instead of the required two (2) m in zone 2;

WHEREAS this application for a minor variance also includes the regularization of the location of the enclosed porch at 4.84 m from the left-side lot line instead of the required five (5) m prescribed in said zone;

WHEREAS the Urban Planning Advisory Committee (PAC) has analyzed this application for a minor variance on May 31, 2022, and recommends that Council approve the application for a minor variance to allow the secondary building to be located at 1.86 m from the right-side lot line and reject the application for the enclosed porch;



WHEREAS the posting for the hiring of an office clerk and the interviews conducted by the Administration and Human Resources Committee;

WHEREAS the recommendation of the committee;

THEREFORE, it is moved by Councillor Chantal Allen and seconded by Councillor Dr. Jean Amyotte.

AND RESOLVED to hire Ms. Chantal Cayer as an Office Clerk, as of June 16, 2022, at level 2 and as per the terms of the collective agreement.

Carried

22-06-4670

8.6 Hiring of a building technician

WHEREAS the need for staff in the Urban Planning Department in order to offer a good service to citizens;

WHEREAS the posting for the hiring of a building technician and the interviews conducted by the Administration and Human Resources Committee;

WHEREAS the recommendation of the committee;

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

AND RESOLVED to hire Mr. Walid Benarbia as a building technician, as of June 20, 2022, at level 2 and as per the terms of the collective agreement.

Carried

22-06-4671

8.7 Mandate for the Environment Committee

WHEREAS the Municipality has formed an Environment Committee;

WHEREAS the Municipality must have the necessary budgetary funds for a new composting program;

WHEREAS the file is complex and that several options must be considered and assessed;

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



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WHEREAS the municipal administration has received additional information since the PAC meeting;

WHEREAS the construction of the enclosed porch was carried out without a building permit, but at the same time as the construction of the main building and that the owners acted in good faith;

WHEREAS the 0.16-metre encroachment of the porch does not cause any prejudice to the neighbours;

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

AND RESOLVED THAT Council accepts the application for a minor variance to locate the building at 1.86 m from the right-side lot line and the application to regularize the enclosed porch at 4.84 m from the left-side lot line.

Carried

22-06-4668

8.4 Minor variance - 16 Côte McKay

WHEREAS an application for a minor variance was submitted for the lot designated as #2 755 810 to allow the construction of a secondary building;

WHEREAS the Planning Advisory Committee has analyzed this application on May 31, 2022, and recommends that Council accept the minor variance to authorize the construction of a detached secondary building while leaving the right-of-way free;

THEREFORE, it is moved by Councillor Dr. Jean Amyotte and seconded by Councillor Chantal Allen.

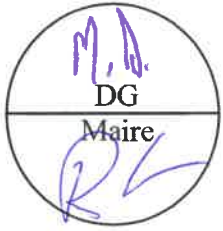
AND RESOLVED THAT Council accepts the minor variance to allow the construction of a secondary building.

Carried

22-06-4669

8.5 Hiring of an office clerk

WHEREAS the need for staff within in the Municipality in order to offer a good service to citizens;



AND RESOLVED THAT the Municipality mandates the Environment Committee to provide a report to the Council members to that effect, before October 1, 2022.

Carried

9. TABLING OF DOCUMENTS

9.1 Tabling of the report regarding the delegation of authorization of expenses from April 21 to May 19, 2022.

10. PUBLIC QUESTION PERIOD

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

11. CLOSING OF MEETING

IT IS MOVED BY Councillor Garry Dagenais and seconded by Councillor Diane Lacasse.

AND RESOLVED to close the meeting at 8:16 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. »