



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 11, 2023, 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 7:30 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.

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 March 7, 14 and 28, 2023**
- 5. Administration**
 - 5.1 Appointment of a person in charge of request for access to information
 - 5.2 Notice of motion - bylaw 03-23
 - 5.3 Tabling of the draft umbrella borrowing bylaw 03-23 to decree capital expenditures and a loan of \$1,500,000.00
 - 5.4 Mandate for an external auditor
 - 5.5 Signing authority
 - 5.6 Mandate to RPGL
 - 5.7 Service offer from Vidéotron - communications
 - 5.8 Service offer - CARDO urbanisme
- 6. Public Works**
 - 6.1 Modification/adjustment - snow removal sector G 2021-2025

23-04-4919



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- 6.2 Awarding of contract 23-TP-01- maintenance of green spaces
- 6.3 Purchase of a grader
- 6.4 Notice of motion - bylaw 06-23 for the closure of a portion of Mohr Road - lots 6 471 979 and 6 471 980
- 7. Urban Planning and zoning**
- 7.1 Request to the Quebec Toponymy to formalize the name of Corcoran Road, lot 5 111 774
- 7.2 Application for alienation to the CPTAQ - 1432, 6th Concession - lot 5 814 023
- 7.3 Subdivision project - lot 5 957 637 - Domaine des Chutes - phase 2
- 7.4 Minor variance -76 du Village Road
- 7.5 Application to the CPTAQ - 1963 Alexander Road, lot 5 814 003
- 8. Recreation and culture**
- 8.1 2023 Day Camp - pricing
- 8.2 Sponsorship - Shawville Fair
- 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 as prepared and read.

Carried

23-04-4920

4. ADOPTION OF THE MINUTES OF MARCH 7, 14 AND 28, 2023

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

AND RESOLVED to adopt the minutes of March 7, 14 and 28, 2023.

Carried

5. ADMINISTRATION

23-04-4921

5.1 Appointment of a person in charge of request for access to information

WHEREAS the Act for Access to Information 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;



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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 this person;

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

AND RESOLVED THAT, upon the recommendation of the Acting Director General, the Municipal Council appoints the Assistant Director General, Mr. Louis-Alexandre Monast, as the person responsible for access to documents or the protection of personal information.

THAT the name of Mr. Mario Pilon be withdrawn as the person responsible for access to documents or the protection of personal information.

Carried

5.2 Notice of motion

Notice of motion is given by Councillor Serge Laforest of Ward 4 of the Municipality of Pontiac, to the effect that there will be adoption of the umbrella borrowing bylaw 03-23 to decree capital expenditures and a loan of \$1,500,000.00 for the Public Works Department.

5.3 Tabling of the draft umbrella borrowing bylaw 03-23 to decree capital expenditures and a loan of \$1,500,000.00 for the Public Works Department

WHEREAS the Municipality of Pontiac wishes to avail itself of the power provided for in the second paragraph of section 1063 of the Quebec Municipal Code;

WHEREAS maintenance and repair work are necessary on Clarendon, Murray, Bronson-Bryant, as well as other municipal roads;

WHEREAS a notice of motion of this bylaw was given at the regular meeting of April 11, 2023, and that the draft bylaw was tabled at that same meeting;

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

AND UNANIMOUSLY RESOLVED THAT THE PRESENT BYLAW BE ADOPTED AND THAT IT BE DECREED AND RULED AS FOLLOWS:



SECTION 1

The Council is authorized to make capital expenditures in the total amount of 1,500,000.00 distributed as follows :

Description	20 years
Roadwork	\$1,500,000.00
Total	\$1,500, 000.00

SECTION 2

For the purpose of paying the expenses provided for in this bylaw, Council is therefore authorized to borrow an amount of \$1,500,000.00 over a period of 20 years.

SECTION 3

In order to provide for the expenses incurred in relation to the interests and the reimbursement in capital of the annual due dates of the loan, it is hereby imposed, and a special tax will be levied, annually, during the term of the loan, on all taxable properties on the territory of the Municipality, at a sufficient rate according to their value as it appears on the valuation role in effect each year.

SECTION 4

In the event that the amount of an allotment authorized by this bylaw is greater than the amount actually spent in respect of such allotment, Council is authorized to use such excess to pay any other expenditure authorized by this bylaw for which the allotment is insufficient.

SECTION 5

Council shall allocate to the reduction of the loan decreed in this bylaw any contribution or grant that could be paid for the payment of part or all of the expenditure decreed by this bylaw.

Council also allocates, to the payment of part or all of the debt service, any grant payable over several years. The term of repayment of the loan corresponding to the amount of the grant shall be automatically adjusted to the period set for the payment of the grant.

SECTION 6

This bylaw shall come into force in accordance with the Law and is published on the Municipality’s website.



23-04-4922

5.4 Mandate for an external auditor

WHEREAS the Municipality proceeded with calls for tenders in order to award a mandate to an external auditor for the years 2022-2023;

WHEREAS the Municipality only received one tender, that is from Mazars S.E.N.C.R.L.;

WHEREAS the tender is deemed compliant;

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

AND RESOLVED to award the mandate for an external auditor to the firm Mazars S.E.N.C.R.L. for the sum of \$67,000.00 plus taxes for the years 2022-2023.

THAT this expenditure be allocated to the budget item #02 13000 413.

Carried

23-04-4923

5.5 Signing authority - Butte Road

WHEREAS file 003267 23 907 of the Ministry of Natural Resources and Forests;

WHEREAS the signature of the Clerk or the Secretary-treasurer is required to proceed with this file;

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

AND RESOLVED to authorize Mr. Louis-Alexandre Monast, Assistant Director General, Secretary-Treasurer and Clerk, to sign for and in the name of the Municipality of Pontiac, all necessary documents in file 0032267 23 907.

Carried

23-04-4924

5.6 Mandate to RPGL

WHEREAS the file concerning 15 des Grues Road;

WHEREAS Council wishes to have this file handled by our law firm;



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

AND RESOLVED to mandate RPGL firm to handle this file and the recovery of amounts owed.

Carried

23-04-4925

5.7 Service offer from Vidéotron - communications

WHEREAS the service offer from Vidéotron Ltée for transportation for the Municipality of Pontiac;

WHEREAS Vidéotron Ltd wishes to apply to the CRTC for funding to build and upgrade the transportation network in our Municipality;

WHEREAS the CRTC will evaluate favourably the application with proof of support from our Municipality;

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

AND RESOLVED to support the transportation project proposed by Vidéotron Ltée for the Municipality of Pontiac.

Carried

23-04-4926

5.8 Service offer - CARDO Urbanisme

WHEREAS the Municipality wishes to adopt new urban planning bylaws of a normative nature in order to comply with the land planning and development plan of the MRC des Collines-de-l'Outaouais;

WHEREAS this work involves several steps and that it is necessary to proceed with a planning firm;

WHEREAS the service offer from CARDO Urbanisme, which is already familiar with the Municipality's files;

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



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AND RESOLVED to award the mandate to CARDO Urbanisme for a lump sum of \$21,700, plus taxes.

THAT additional work, if required, will be billed by the hour, that is \$125 for the project manager and \$100 for project professionals.

THAT this expense be attributed to budget item 02 61000 411.

Carried

6. PUBLIC WORKS

23-04-4927

6.1 Modification/adjustment - snow removal sector G 2021-2025

WHEREAS Section 28 of contract/plan 21-TP-06 for the maintenance and snow removal work in sector G;

WHEREAS it was omitted to include Destrier Road and Butte Road in the contract;

WHEREAS Laurentides Road was municipalized in the fall of 2022;

WHEREAS the Municipality had asked the contractor to carry out the snow removal work on these three roads and that it resulted in a modification of the costs for the work;

WHEREAS these three roads represent a total of (0.25 km, 0.20 km and 0.30) 0.75 km, at a rate of \$5,119.78/km, taxes included;

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

AND RESOLVED TO pay to the contractor the additional amount of \$3,839.84, including all applicable taxes, in one instalment, for the 2022-2023 season.

THAT this expenditure be taken from budget item 02 33000 443.

Carried

23-04-4928

6.2 Awarding of contract 23-TP-01 - maintenance of green spaces

WHEREAS the Municipality of Pontiac has requested bids for the maintenance and mowing of lawns for the year 2023, in accordance with bylaw 03-21 concerning the contractual management of the Municipality of Pontiac;



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WHEREAS the Municipality has received only one tender for this purpose, that of Entreprise MK;

WHEREAS section 938.3 of the Quebec Municipal Code allows the Municipality to negotiate a contract with the sole bidder at a lower price than that proposed in the bid;

WHEREAS sections 936.0.10, 936.0.11, 936.0.12 of the Quebec Municipal Code and that a report of the discussions and negotiations was submitted to the Council members by the secretary of the selection committee, Mario Allen, at the present meeting;

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

AND RESOLVED THAT contract 23-TP-01 be awarded to Entreprise MK in the revised amount of \$47,954.00, plus applicable taxes, for one year.

THAT this expenditure be taken from various budget items.

Carried

23-04-4929

6.3 Purchase of a grader

WHEREAS the Municipality of Pontiac wishes to improve the quality of service offered to citizens regarding the maintenance of gravel roads;

WHEREAS the Municipality could use one of its two tractors to offer this service when requests are numerous;

WHEREAS the Municipality does not have a rear grader that can be combined with the tractor to do this grading work;

WHEREAS the Municipality proceeded with a call for tenders by invitation for the purchase of a grader for this purpose and obtained four (4) prices for four (4) different models of graders;

WHEREAS the proposal of the supplier Delta Power Equipment for the grader 2023 HFL 960 Laneway Grader is compliant and the most advantageous for the Municipality;

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



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AND RESOLVED THAT the Municipality proceeds with the purchase of the grader model 2023 HFL 960 Laneway Grader in the amount of \$7,900.00 plus applicable taxes, from the supplier Delta Power Equipment.

THAT this expense be taken from the unallocated surplus.

Carried

6.4 Notice of motion

Notice of motion is given by Councillor Diane Lacasse of Ward 1 of the Municipality of Pontiac, to the effect that there will be adoption of the bylaw 06-23 for the closure of a portion of Mohr Road - lot 6 471 979.

7. URBAN PLANNING AND ZONING

23-04-4930

7.1 Request to the Quebec Toponymy to formalize the name of Corcoran Road, lot 5 111 774

WHEREAS the previous owners of the lots were named Filiou and Corcoran and that the name Filiou was given to the adjacent road;

WHEREAS the name of the road was proposed by the developer and is acceptable to the Municipality;

WHEREAS building permits have been issued for certain lots on this road;

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

AND RESOLVED to formalize the name of the road located on lot 5 111 774, as "Corcoran Road" with the Quebec Toponymy.

Carried

23-04-4931

7.2 Application for alienation to the CPTAQ - 1432, 6th Concession - lot 5 814 023

WHEREAS the application for the alienation of lot 5 814 023 of the Quebec cadastre, representing an area of 65.6 hectares, located on the edge of the 6th Concession, in district 1 of the Municipality of Pontiac;



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WHEREAS the purpose of this application is to donate the property to the owner's children in order to allow the applicants to acquire this land and to continue to rent it out for agricultural activities;

WHEREAS said property is located within a permanent agricultural zone established under the Act respecting the protection of agricultural land and agricultural activities;

WHEREAS under section 58 of the LPTAA, a person who wishes to perform an act for which an authorization or a permit is required with respect to a lot located in an agricultural zone must submit a request to the municipality concerned;

WHEREAS, in accordance with section 58.1, the municipality must transmit a recommendation to the *Commission de la protection du territoire agricole du Québec* (CPTAQ);

WHEREAS the homogeneity of the environment will not be modified, altered nor destructured given that no request for use for purposes other than agriculture is requested;

WHEREAS the use is authorized under the zoning bylaw of the Municipality of Pontiac and is in conformity with the MRC des Collines-de-l'Outaouais land use and development plan;

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

AND RESOLVED THAT Council supports the application for the alienation of lot 5 814 023.

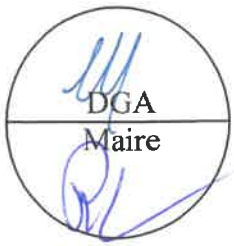
Carried

23-04-4932

7.3 Subdivision project - lot 5 957 637 - Domaine des Chutes - phase 2

WHEREAS an application for a subdivision permit has been submitted for lot 5 957 637 of the Quebec cadastre for the purpose of dividing it into 22 lots;

WHEREAS a presentation of the subdivision project was made to the Urban Planning Advisory Committee and members of Council in the fall of 2022 and that Council is favourable to the project provided that a servitude is established as shown on the plan joined to the technical description, prepared by Hubert Carpentier, land surveyor, file #96732-5 under his minute 17399;



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WHEREAS this subdivision project is in keeping with the main land use planning orientations of the Municipality of Pontiac's Master Plan, which consists in promoting residential and commercial development throughout the territory of the Municipality;

WHEREAS, in the first phase of the project, all park fees were paid for the entire project and that no additional contribution for park fees is required;

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

AND RESOLVED to authorize the issuance of a subdivision permit for the creation of 22 lots, the whole in conformity with the subdivision bylaw number 178-01 and on the condition that a servitude is established as shown on the plan joined to the technical description, the whole prepared by Hubert Carpentier, land surveyor, file 96732-5 under his minute 17399.

THAT Council authorize the Mayor, Roger Larose, and the Acting Director General, Mario Allen, to sign for, and in the name of the Municipality of Pontiac all documents concerning the servitude.

THAT this resolution repeals resolution 23-02-4883.

Carried

23-04-4933

7.4 Minor variance - 76 du Village Road

WHEREAS an application for a minor variance was submitted for the lot located at 76 du Village Road to regularize the implantation of an access ramp at 0.31 m from the front line of the lot line instead of the required ten (10) m in this zone;

WHEREAS the Urban Planning Advisory Committee (PAC) has analyzed this application for a minor variance and recommends that Council approve the application for a minor variance to allow the implantation of an access ramp to be located at 0.31 m from the front line of the lot;

WHEREAS the encroachment of the ramp does not cause any prejudice to the neighbours;

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



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AND RESOLVED THAT Council accepts the application for a minor variance for the implantation of an access ramp at 0.31 m from the front line of the lot.

Carried

23-04-4934

7.5 Application to the CPTAQ - 1963 Alexander Road, lot 5 814 003

WHEREAS this application is part of a citizen's initiative to obtain authorization from the CPTAQ to renew the authorization issued in file 415795 for the operation of a sand and gravel pit, located in the agricultural zone decreed for non-agricultural use, as well as for the recycling of concrete, asphalt and bricks;

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 CPTAQ is motivated by considering the criteria established in section 62 of the LPTAA;

WHEREAS the authorizations requested will not affect in any way the homogeneity of the community and that the potential for agricultural exploitation of the land in question is notably absent since the removal of sand and gravel is currently authorized on 7.75 hectares for a period of 10 years;

WHEREAS the intended use complies with the zoning bylaw of the Municipality of Pontiac;

WHEREAS there is no suitable space available outside the agricultural zone for a concrete, asphalt and brick recycling use;

WHEREAS the portion of the lot is already subject to conditions of use and rehabilitation for the purpose of restoring the site to agricultural use by the *Commission de protection du territoire agricole*;

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

AND RESOLVED THAT Council supports the application to the CPTAQ for the renewal of the authorization for the operation of a sand and gravel pit at 1963 Alexander Road, lot 5 184 003.

Carried



8. RECREATION AND CULTURE

23-04-4935

8.1 2023 Day Camp - pricing

WHEREAS the Municipality of Pontiac will offer a day camp service for children this summer;

WHEREAS this service will be offered to residents and non-residents of the Municipality;

WHEREAS it is necessary to establish the fees for the day camp for the summer of 2023;

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

AND RESOLVED THAT the price for residents be set at \$150 per child, per week.

THAT the price for non-residents be set at \$200 per child, per week.

Carried

23-04-4936

8.2 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 Serge Laforest and seconded by Councillor Garry Dagenais.

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.

Carried

9. TABLING OF DOCUMENTS

9.1 Tabling of the report regarding the delegation of authorization of expenses from February 21 to March 21, 2023.



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10. PUBLIC QUESTION PERIOD

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

23-04-4937

11. CLOSING OF MEETING

IT IS MOVED BY Councillor Chantal Allen and seconded by Councillor Serge Laforest.

AND RESOLVED to close the meeting at 8:08 p.m. having gone through the agenda.

Carried

Louis-Alexandre Monast
Director General, Clerk
and Secretary-treasurer

Roger Larose
Maire

« 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».