



Municipalité de | Municipality of

Pontiac

**PROVINCE OF QUEBEC
PONTIAC COUNTY**

MINUTES of the regular Council meeting of the Municipality of Pontiac held on Tuesday, October 10, 2023, at 7:30 p.m. at the Lusville 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, Mario Allen, Acting 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 7:30 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.

23-10-5079

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 September 12, 2023**
- 5. Administration**
 - 5.1 List of incurred expenses
 - 5.2 Budgetary transfers
 - 5.3 Resolution of support: renewal of the gas tax program and Quebec's contribution (2024-2028) - negotiations between the governments of Quebec and Canada
 - 5.4 Request for fair treatment from the minister of public safety - funding for the MRC des Collines-de-l'Outaouais Public Safety Department
 - 5.5 Purchase of acoustic panels for Quyon Community Centre - Solutions Acoustiques 2012
 - 5.6 Identification of the Municipality of La Pêche as responsible for and signatory for agreements with Eco Entreprise Québec (EEQ), intermunicipal grouping of the municipalities of Cantley, Chelsea, Pontiac, Val-des-Monts and La Pêche



- 5.7 End of employment relationship - employee 01-0154
- 5.8 Management remuneration policy and organization chart
- 6. Public Works**
- 6.1 Adoption of bylaw 09-23 to repeal and replace bylaw 10-16, concerning the collection of residual materials
- 6.2 Adoption of bylaw 10-23 to repeal and replace bylaw 08-23, concerning light maintenance service on private roads open to the public by tolerance
- 6.3 Awarding of contract 23-TP-06 - snow removal in sector C
- 6.4 Purchase of a six-wheeler snow removal truck
- 7. Urban Planning and Zoning**
- 7.1 Request - Quyon ferry
- 7.2 Director of the Urban Planning Department - interim position
- 8. Recreation and culture**
- 8.1 2024 Pontiac Country Festival
- 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 Garry Dagenais.

AND RESOLVED to adopt the agenda with the following modifications:

- Withdrawal of item 6.2: Adoption of bylaw 10-23 to repeal and replace bylaw 08-23, concerning light maintenance service on private roads open to the public by tolerance
- Addition of an item which will become item 8.1: mandate and cash advance - 2024 Pontiac Country Festival
- The item mentioned at 8.1 on the agenda will become item 8.2: 2024 Pontiac Country Festival

Carried

23-10-5080

4. ADOPTION OF THE MINUTES OF SEPTEMBER 12, 2023

IT IS MOVED BY the Mayor Roger Larose and seconded by Councillor Diane Lacasse.

AND RESOLVED to adopt the minutes of September 12, 2023.

Carried



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5. ADMINISTRATION

23-10-5081

5.1 List of incurred expenses for the month of September

IT IS MOVED BY the Mayor Roger Larose and seconded by Councillor Chantal Allen

AND RESOLVED to accept the incurring expenses, for a total amount of \$96, 651.10, taxes included.

Carried

23-10-5082

5.2 Budgetary transfers

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

AND RESOLVED THAT the Municipality carries out the budgetary transfers in the amount of \$5,712.00.

Carried

23-10-5083

5.3 Resolution of support: renewal of the gas tax program and Quebec's contribution (2024-2028) - negotiations between the governments of Quebec and Canada

WHEREAS the governments of Quebec and Canada are currently negotiating the renewal of the Quebec Gas Tax and Contribution (TECQ) program for the period 2024-2028;

WHEREAS this program is essential to the realization of important projects in Quebec communities;

WHEREAS, despite the significant sums allocated to this program, it remains insufficient to meet the needs and must be substantially increased due to the rising costs of carrying out projects;

WHEREAS the Federation of Canadian Municipalities has called on the federal government to double its investment in this program, and to provide for an annual indexation of 3.5%;

WHEREAS the FQM and its members have been asking, for several years, that the Quebec Gas Tax and Contribution (TECQ) program allows for the financing and realization of projects planned and decided by Quebec municipalities, in the sense that municipal building projects (garages, town halls, fire stations, etc.) and work on retention structures (dams, dikes, etc.) are eligible for this program;



WHEREAS the importance of adapting programs to the challenges caused by climate change, and enabling municipalities to finance development and adaptation work to deal with the consequences of these changes, such as the creation of fire barriers to protect forest communities;

WHEREAS the accountability for project implementation is heavy for the municipalities;

WHEREAS negotiations must be concluded by early fall 2023 to ensure implementation on January 1, 2024, and to enable municipalities to plan investments in their budgets;

WHEREAS the sums allocated to this program must be exempt from any new obligations or conditions to ensure its success;

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

AND RESOLVED THAT the FQM ask the governments of Quebec and Canada :

- To conclude a new federal-provincial agreement early this fall for the renewal of the Gas Tax and Quebec Contribution (TECQ) program for the period of January 1, 2024, to December 31, 2028;
- To increase the sums available to Quebec municipalities, and to provide for an annual increase in the envelope for the duration of the agreement to cover rising costs;
- To add no additional accountability, obligations or conditions to municipalities in the application of the program;
- To allow the funding of municipal building projects, retention structures and wharves owned by municipalities as part of eligible work;
- To make eligible projects involving prevention, development and adaptation to the consequences of climate change.

THAT copies of this resolution be forwarded to the Quebec Minister of Finances, Mr. Éric Girard, the Quebec Minister of Municipal Affairs, Ms. Andrée Laforest, the Canadian Deputy Prime Minister and Minister of Finances, the Honourable Chrystia Freeland, the Canadian Minister of Housing, Infrastructure and Communities, the Honourable Sean Fraser, and the Federation of Canadian Municipalities.

THAT this resolution be sent to all FQM members for adoption and transmission to the appropriate stakeholders.



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

Carried

23-10-5084

5.4 Request for fair treatment from the minister of Public Safety - funding for the MRC des Collines-de-l'Outaouais' Public Safety Department

WHEREAS the tabling, in December 2019, of the Green Book entitled "Réalité policière au Québec : modernité, confiance et efficience", and the report of the Advisory Committee;

WHEREAS, on October 15, 2020, the MRC des Collines-de-l'Outaouais' Council of Mayors adopted the resolution 20-10-260 authorizing the submission of a brief on the policing reality of its Public Safety Department to the Advisory Committee;

WHEREAS the MRC des Collines-de-l'Outaouais has endorsed the recommendations of the Union des municipalités du Québec (UMQ) in its brief submitted to the Advisory Committee, which calls on the Quebec government to financially support municipal police services in order to support them in their growing challenges and respond to their specific realities;

WHEREAS the MRC des Collines-de-l'Outaouais was required, when the levels of service were established, to provide level 2 services for the sole reason that it is in the Gatineau RMR;

WHEREAS level 2 services must apply to towns with populations between 100,000 and 200,000;

WHEREAS in 2021, the MRC des Collines-de-l'Outaouais had a population of 54,498;

WHEREAS there is no reason to justify the need for the MRC des Collines-de-l'Outaouais to provide a level 2 service;

WHEREAS the MRC's member municipalities are fully responsible for the costs of its public security services, while many Québec municipalities served by the Sûreté du Québec receive financial assistance for policing their territory;

WHEREAS in 2023, the taxpayers of the MRC des Collines-de-l'Outaouais will continue to assume 100% of the costs of their police services through their municipal taxes, in addition to contributing to the financing of the Police Services Fund (PSF) through their provincial taxes;



WHEREAS the MRC des Collines-de-l'Outaouais is entitled to equitable treatment in the funding of its police service and that such financial assistance would create equity between the member municipalities of the MRC and the municipalities served by the Sûreté du Québec;

WHEREAS the citizens of the MRC des Collines-de-l'Outaouais are satisfied with the services provided by their local police force;

WHEREAS the MRC des Collines-de-l'Outaouais wishes to maintain its police service;

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

AND RESOLVED THAT the MRC des Collines-de-l'Outaouais demand equitable and recurring treatment with regard to the funding of its municipal police service.

THAT, in order to respect the ability of the citizens of the MRC des Collines-de-l'Outaouais to pay, the MRC des Collines-de-l'Outaouais demands that a fair financial compensation be inserted in the budget of the MRC des Collines-de-l'Outaouais.

THAT a copy of this resolution be forwarded to the following authorities:

- Minister of Public Security;
- Minister responsible for the Outaouais region;
- President of the Union des municipalités du Québec;
- President of the Fédération québécoise des municipalités;
- Members of Parliament for the Outaouais region;

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

Carried

23-10-5085

**5.5 Purchase of acoustic panels for Quyon Community Centre -
Solutions Acoustiques 2012**

WHEREAS bylaw 03-21 regarding contract management;

WHEREAS the Municipality has launched a call for tenders by invitations to get bids in order to improve acoustics at the Quyon Community Centre;



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WHEREAS the bid submitted by Solutions Acoustiques 2012, based on the type of specialized products;

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

AND RESOLVED TO award the contract to solve the acoustical problem at the Quyon Community Centre to Solutions Acoustiques 2012 in the amount of \$27,830.00 plus taxes.

THAT this sum be taken from budget item 02 70121 52.

Carried

23-10-5086

5.6 Identification of the Municipality of La Pêche as responsible for and signatory for agreements with Éco Entreprise Québec (ÉEQ), intermunicipal grouping of the municipalities of Cantley, Chelsea, Pontiac, Val-des-Monts, l'Ange-Gardien and La Pêche

WHEREAS, since October 24, 2022, Éco Entreprise Québec (ÉEQ) has been the management organization designated by the Quebec government to develop, implement and financially support selective collection throughout the territory, in accordance with the Regulation respecting a selective collection system for certain residual materials;

WHEREAS the existing waste management grouping of the municipalities of La Pêche, Cantley, Chelsea and Val-des-Monts aiming at issuing a call for tenders in the fall of 2023;

WHEREAS the Municipality of Pontiac and the Municipality of L'Ange-Gardien already manage themselves the collection of residual materials;

WHEREAS the partnership agreement between ÉEQ and the signatory organizations would require the Municipality of Pontiac and the Municipality of L'Ange-Gardien to join a group with a population of at least 25,000;

WHEREAS, at the meeting held on September 28, 2023, with all the municipalities of the MRC des Collines-de-L'Outaouais, it was agreed that the Municipality of Pontiac and the Municipality of L'Ange-Gardien would join La Pêche, Cantley, Chelsea and Val-des-Monts group, while continuing to manage the collection of its recyclable materials;

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

AND RESOLVED THAT Council authorizes and recognizes the Municipality of La Pêche as the legitimate signatory and responsible municipal organization for the



grouping of the municipalities of Cantley, Chelsea and Val-des-Monts, L'Ange-Gardien and Pontiac, and as signatory for the agreement with Éco Entreprise Québec (ÉEQ).

THAT the Municipality of Pontiac, like the Municipality of L'Ange-Gardien, become a member of this grouping for administrative purposes only, and continues to manage the collection of its residual materials.

Carried

23-10-5087

5.7 End of employment relationship - employee 01-0154

WHEREAS the recommendation of the Administrative Committee regarding employee 01-0154;

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

AND RESOLVED to terminate the employment relationship of employee 01-0154 with the Municipality of Pontiac as of September 29, 2023.

Carried

23-10-5088

5.8 Management remuneration Policy and organization chart

WHEREAS resolution 19-03-3699 regarding the Management remuneration Policy;

WHEREAS it is necessary to update said policy as well as the organization chart of the Municipality of Pontiac;

WHEREAS the recommendations of the Administrative Committee;

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

AND RESOLVED to adopt the new Management remuneration Policy, as tabled and to and make the necessary payroll changes, effective October 11, 2023:

- Recreation, Community Life and Communications Coordinator will change to Management 1 - level 1 classification;
- Assistant Director General and Secretary, Clerk-treasurer will change for Management 3 - level 1 classification.

TO adopt the new organization chart as tabled.



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THAT this resolution repeals resolution 19-03-3699.

Carried

6. PUBLIC WORKS

23-10-5089

6.1 Adoption of bylaw 09-23 to repeal and replace bylaw 10-16, concerning the collection of residual materials

WHEREAS a notice of motion was given at a regular meeting of this Municipal Council, on September 12, 2023, indicating that this bylaw would be submitted for adoption;

WHEREAS the Municipal Council wishes to repeal and replace bylaw number 10-16 concerning the collection of residual materials;

WHEREAS the Municipal Council deems it advisable and necessary to adopt said bylaw;

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

AND RESOLVED THAT the Municipal Council of the Municipality of Pontiac decrees and rule as follows:

CHAPTER I – PRELIMINARY PROVISIONS

SECTION 1 - PREAMBLE

The preamble to the present bylaw forms an integral part thereof.

SECTION 2 - DEFINITIONS OF TERMS

The following expressions, terms and words, when used in this bylaw, have the meaning, significance and application respectively assigned to them or by the context of the provision:

Roll-out bin : Container with wheels and a lid, with a capacity of 360L or 240L and fitted with a European type lifting handle, designed to receive waste, recyclables or other materials and must be fitted with a European type lifting handle.

Garbage bin : Closed, watertight wheeled bin made of plastic, coloured except brown or blue, equipped with wheels and a lid, with a capacity of 360L or 240L and fitted with a European type lifting handle.



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- Recycling bin :** Blue, closed, watertight wheeled bin made of plastic, equipped with wheels and a lid, with a capacity of 360L and fitted with a European type lifting handle.
- Minor damage to a bin:** Means damage to a wheeled bin that occurs during its service life, being the result of normal use and easily repairable.
- Major damage to a bin:** Damage to a wheeled bin that cannot be repaired, which affects its use and requires replacement of the bin.
- Biodigestion :** Technical device enabling putrescible matter of plant and animal origin to decompose naturally using micro-organisms, fungi and worms.
- Sorting centre:** Refers to a place where recyclable materials are placed. The sorting centre is one that has an agreement with the MRC des Collines.
- Pavement :** The surface on which vehicles travel on a road, excluding the shoulders.
- Collection:** The action of taking household waste, recyclables and bulky items placed on an access road or other location and loading them into a completely enclosed vehicle.
- « Biodigesteur »
composter :** Municipally approved container for composting putrescible materials of plant or animal origin, enabling biodigestion - See Biodigestion.
- Contaminant :** Refers to a solid, liquid or gaseous material, a micro-organism, a sound, a vibration, radiation, heat, odour, or any combination of any of them likely to alter in any way the quality of the environment.
- Commercial
container :** Containers authorized by the Municipality of Pontiac and made of solid materials of various sizes, watertight and with a lid, in good condition and mechanically handled or emptied into a sanitary truck using a front or rear-loading hydraulic system.
- Ecocentre :** Municipally approved site for depositing, sorting and recovering dry materials, construction-renovation and demolition residues, ceramics, wood, gypsum, shingles, insulation, concrete, branches, scrap metal, bulky items and household hazardous waste.
- Bulky items :** Objects of any kind placed at the curb by occupants of an occupancy unit and resulting from the cleaning of their grounds or buildings, weighing no more than 25 kg and measuring no more than 2 m on the longest side, such as furniture, devices or appliances for domestic use.



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The following are not considered bulky items and are EXCLUDED from the application of the present bylaw: all bulk materials such as rock, stone, earth, concrete, asphalt larger than one cubic foot, tree stumps, boxes, all car bodies or large parts of car bodies, truck boxes, snowmobiles, waste from forges, garages, tinsmiths, plumbers, all materials from demolitions or renovations and all materials from the operation of a farm, as well as all hazardous household waste (Ex. oil, paint, solvents, tires, batteries, etc.) as defined in Appendix 1 of this bylaw.

Bulky

metal : Bulky items made mostly of metal, including furnaces, water tanks, appliances, swings, pipes and metal poles.

Driveway : Main or secondary access from private or public property to a road infrastructure or right-of-way.

No one may substitute the term *driveway* for a private road, even if the property is shared by four (4) or fewer occupancy units.

Warehouse : An enclosed shelter with a roof, four walls and a lockable door.

ICI : Refers to industries, businesses and institutions located on the territory of the Municipality of Pontiac.

Immeuble : An immovable within the meaning of the Civil Code of Québec. For the purposes of this contract, immovable also means a unit of occupancy.

Compostable

organic materials: Material that can be biodegraded by micro-organisms. Includes several types of organic matter, including green waste such as leaves, grass and yard waste, as well as food waste such as fruit and vegetables, table scraps, meal preparation residues and other food residues generated by households, businesses and institutions, such as restaurants and food retailers. For the purposes of this bylaw, compostable organic materials are defined in Appendix 1 of this bylaw.

Recyclables materials: Material that can be reclaimed through the recycling process and reintroduced into a production cycle. More specifically, recyclable materials are listed in Appendix 1 of this bylaw and include paper and cardboard, glass, metal and most plastics.

Residual materials : Any material resulting from a production, transformation or use process, any substance, material or product, or any abandoned, outdated or discarded movable property or object that can be reclaimed, recovered, recycled, repaired, composted or



"biodigested" naturally, or ultimately buried and disposed of. For the purposes of this bylaw, residual materials include all materials covered by this bylaw, i.e., recyclable materials, compostable organic materials and "biodigestable" organic materials, household hazardous waste (HHW), construction-renovation and demolition residues and dry materials, bulky items and small electrical and electronic appliances, computer equipment, reusable clothing, linens and textiles, miscellaneous reusable items and, ultimately, garbage and waste.

The following are not considered residual materials and are EXCLUDED from the application of this bylaw: solid residual products at 200c from industrial or agricultural activities, motor vehicle carcasses, hydrocarbon-soaked soils and sands, products resulting from the treatment of contaminated soils by stabilization, fixation and solidification process, pesticides, biomedical waste, manure, mining residues, radioactive waste, sludge, solid residues from pulp and paper mills or sawmills, as well as hazardous materials within the meaning of paragraph 210 of section 1 of the Environmental Quality Act, waste residues which are not the above-mentioned hazardous materials, and which result from industrial processes in the tanning, petroleum refining, metallurgy, mineral chemistry, organic chemistry and surface treatment and coating sectors.

Dry materials : Refers to wood, cut-to-size, rubble and plaster, concrete and masonry, paving slabs or any other construction or renovation materials, and crushed or shredded residues that are not fermentable and do not contain hazardous materials.

Nuisance: Harmful to physical, moral or environmental health. See the standard nuisance bylaws in effect and adopted by the MRC des Collines and the Municipality of Pontiac.

Occupants : Refers to owners, tenants or residents occupying a dwelling or premises (building).

Officer in charge : Official responsible for issuing permits and certificates.

Household waste: All residual materials that cannot be repaired, recovered, recycled or reclaimed through composting. Includes materials other than recyclables, compostable organic materials, household hazardous waste, electrical, electronic and computer equipment, bulky items, dry materials and materials from construction-renovation-demolition



work. Materials that may be considered household waste are listed in Appendix 1 of this bylaw.

Transshipment and household hazardous wastes centres

A site managed by the MRC des Collines that focuses primarily on the transshipment of household waste

Household hazardous wastes (HHW) and hazardous and explosive materials:

Refers to the residues of many common household hazardous products which, if improperly disposed of in the environment, can cause damage to health and the environment. Many household residues can be considered hazardous, such as used oils and filters, paints, car batteries, solvents, garden pesticides, acidic cleaning products, medicines and others.

Green wastes:

Vegetable matter produced by citizens or specialized businesses while gardening, horticulture or landscaping activities.

Garbage bag :

Conventional plastic bag, designed for this purpose, standard or normal size, green, black or other colour, except blue bags to be used extraordinarily exclusively for recyclables when the recycling bin is full.

Occupancy unit :

Refers to residential, commercial or institutional occupancy units.

Residential occupancy

unit :

Refers to all single detached houses, double houses, row houses, duplexes, houses attached to a non-residential building, multi-unit buildings, condominiums which are specifically intended for residential use of 4 occupancy units or less. Each residential civic address is considered a separate residential occupancy unit.

Commercial occupancy

unit :

Refers to land and a building including its outbuildings used by an owner, tenant or occupant for commercial purposes.

Institutional occupancy

unit :

Refers to a land and building that contribute to the organization of society or the state. Without limiting its scope, it can mean: school, daycare centres, places of worship, government building.

Serviced unit :

Any property served by recycling, household waste and bulky goods collection.



CHAPTER II - GENERAL RULES

SECTION 3 - TERRITORY

This bylaw applies to the entire territory of the Municipality of Pontiac.

SECTION 4 – COLLECTION SERVICE

- 4.1 Once collected, household waste, recyclables and bulky items become the property of the Municipality, which may then dispose of them as it sees fit.
- 4.2 Therefore, it is forbidden for any person other than an employee of the Municipality or the firm holding the garbage, recycling and bulky items collection contract with the Municipality, to collect, remove or transport residual materials. Excluded, however, are firms or persons who recover scrap metal, used tires, paint, used oil and construction residues and who are authorized by the Municipality.
- 4.3 Where applicable, the collection of household waste, recyclable materials and bulky items is carried out in accordance with the contract for the collection of waste and recyclable materials signed with a contractor or managed by the Municipality, and in accordance with this bylaw.
- 4.4 Any occupant of a unit served by the Municipality is bound by the present bylaw to use the waste collection and disposal services determined by the Municipality.

CHAPTER III - RESPONSIBILITIES OF THE OWNER OR OCCUPANT OF AN OCCUPANCY UNIT SERVED BY THE RESIDUAL MATERIALS COLLECTION SERVICE

SECTION 5 - RESPONSIBILITY TO SORT, RECOVER, PREPARE FOR DISPOSAL AND IMPLEMENT SAFETY MEASURES

- 5.1 Before residual materials are disposed of in accordance with this bylaw, they must be sorted and deposited according to their respective category in the appropriate wheeled bins or at the designated location. As such, materials must be sorted as follows:
 - a) Household waste
 - b) Recyclables
 - c) Bulky items by category



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5.2 Household waste and recyclables

All building occupants must dispose of their household waste, recyclables and bulky items in accordance with the provisions of this bylaw (see Appendix 1).

5.3 Compostable materials

All building occupants must compost all compostable materials (see Appendix 1).

5.4 Bulky items

Any occupant wishing to dispose of bulky items may do so by depositing them on the dates set out in the Municipality's collection schedule, in accordance with the contract awarded under the provisions of this bylaw (see Appendix 1).

5.5 Household hazardous waste (HHW) and hazardous materials

Any occupant wishing to dispose of household hazardous waste (HHW) and hazardous materials must do so at a service centre in the region indicated by Recyc Québec, at the Centre de résidus domestiques dangereux de la MRC des Collines-de-l'Outaouais, at the Municipality's ecocentre or at any other authorized location in accordance with any applicable provincial or federal law (see Appendix 1).

5.6 Construction and demolition waste

Any occupant of a serviced unit who wishes to dispose of construction or demolition materials must do so by transporting them at his or her own expenses directly to an authorized landfill site provided for by law, or by entering into an agreement at his or her own expense with a contractor, or by transporting them to the Municipality's ecocenter (see Appendix 1).

5.7 Bulky items, household hazardous waste (HHW) and hazardous materials, compostable materials and construction or demolition materials must never be deposited in wheeled bins or concealed with materials destined for either landfill or recycling.

5.8 Safety measures

The owner or occupant of the residential occupancy unit must secure, as much as possible, bulky items deposited at the curb for collection. He/she must ensure that no sharp or prickly object protrudes from the object and can injure a person who may be walking near the object, or a person mandated to collect bulky items. The bulky item must not contain chemicals or products hazardous to health. If a bulky item could present a safety hazard,



the owner or occupant must notify the Municipality before the day of collection, for the Municipality to take the appropriate measures to ensure that the collection is carried out as safely as possible.

CHAPTER IV - STORAGE OF RESIDUAL MATERIALS BETWEEN COLLECTIONS AND COLLECTION METHODS

CHAPTER 6 : SETTING OUT WHEELED BINS FOR COLLECTION

6.1 Wheeled bins must be placed at the edge of the driveway or entrance to the property at the junction with the roadway, in such a way as not to obstruct traffic or pose any danger to public safety.

As the collection of residual materials can be done by mechanical lifting, only residual materials inside wheeled bins placed at a maximum distance of 2 metres from the junction with the road and the private entrance will be collected. Bins must be placed at least 60 cm apart.

The owner or occupant must ensure that wheeled bins are visible and easily accessible, placed so that the wheels and handle face the street and the front of the wheeled bin faces the private property, with the lid closed.

During the winter, wheeled bins must be placed in such a way as not to interfere with snow removal operations.

As soon as the present bylaw comes into force, any private road owner or association will be deemed to have automatically authorized and permitted the free circulation of garbage trucks or pick-up trucks on their private road(s) for the purpose of door-to-door collection of residual materials. When the owner or association of a private road refuses access to garbage trucks, the said owner or association will be responsible for the purchase, construction and installation of a warehouse or centralized depot as provided for in the present bylaw.

When garbage, recyclables and bulky items are collected on private roads, the owner or association responsible for the private road is required to maintain, clear and de-ice the road so that the contractor holding the Municipality's garbage collection contract can use it safely.

Similarly, if the private road or driveway is not accessible, properly maintained, cleared of snow or ice, the collection of household waste, recyclables and bulky items will not be carried out.

No one may substitute the term *driveway* for a private road, even if the property is shared by four (4) or fewer occupancy units.



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6.2 Drop-off and pick-up times for wheeled bins

Residual materials must be deposited no earlier than 4 p.m. on the day before collection day and no later than 7 a.m. on collection day.

Wheeled bins must be removed by 7 a.m. the day after collection.

6.3 Prohibition on rummaging through collection depots

It is forbidden for anyone to proceed with the recovery of residual materials deposited on the street for collection unless they have obtained prior authorization from the Municipality to this effect.

6.4 Municipality of Pontiac waste collection schedule

Household waste will be collected door-to-door once (1) every two (2) weeks for the entire year. Recyclables will be collected door-to-door once (1) every two (2) weeks for the entire year.

If collection is required on a holiday as defined herein, collection will be rescheduled for the following day.

Collection dates for the various types of residual materials and for the various sectors of the Municipality are set for the next calendar year, no later than the last day of the calendar year ending.

The schedule of waste collection dates must be published on the Municipality of Pontiac's website. The Municipality may also, on an optional basis, use other communication media to publish the dates of collection of the various residual materials, in particular, publication in the newspaper distributed on the territory of the municipality.

It is the responsibility of Pontiac residents to be aware of these dates and to drop off wheeled bins and/or bulky items for collection on the dates identified by the Municipality for each collection. Residual materials put out for collection other than as prescribed in this bylaw will not be collected.

CHAPTER V: AUTHORIZED CONTAINERS FOR GARBAGE AND RECYCLING COLLECTION

SECTION 7 – BINS



7.1 Garbage bins

A closed, watertight wheeled bin, made of plastic, coloured except brown or blue, with wheels and a lid, with a capacity of 360L or 240L and equipped with a European type lifting handle, designed and marketed for the collection of residual materials.

Exceptionally, when the owner or occupant obtains a bin from the Municipality, the latter guarantees the replacement or repair of the lid, wheels and axle. Otherwise, when the bin is not provided by the Municipality, the latter entrusts the owner or occupant with the responsibility of keeping and maintaining the bins.

7.2 Recycling bins

A closed, watertight wheeled bin made of plastic, blue in colour, equipped with wheels and a lid, with a capacity of 360L, fitted with a European type lifting handle and designed and marketed for the collection of recyclable materials.

Exceptionally, when the owner or occupant obtains a bin from the Municipality, the latter guarantees the replacement or repair of the lid, wheels and axle. Otherwise, when the bin is not provided by the Municipality, the latter entrusts the owner or occupant with the responsibility of keeping and maintaining the bins.

7.3 Unauthorized containers

Containers which are not authorized by the present bylaw, such as conventional garbage cans and wooden, plastic or metal boxes, may not be used to store residual materials at the curb, in the front yard or in the front section of the driveway.

Notwithstanding the preceding paragraph, enclosures for the storage of wheeled bins are authorized for the purposes of this bylaw.

CHAPTER VI: CONTAINERS AND RESPONSIBILITY TO COMPOST

SECTION 8 "BIODIGESTER" COMPOSTER

8.1 Notwithstanding section 5.3, all owners and occupants are required to compost putrescible materials. The owner or occupant may obtain from the Municipality a container for composting putrescible matter of plant or animal origin. Composters are the responsibility of the owner or occupant of the occupancy unit, who is responsible for their maintenance, repair and replacement.

For special collections of dead leaves, exclusively, compostable paper bags for dead leaves and green waste sold and marketed for compost collection purposes are eligible containers for the purposes of this bylaw.



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SECTION 9 - QUANTITY

9.1 Household wastes

The Municipality offers two (2) types of wheeled bins, 240 or 360 litres. The total quantity must not exceed the capacity of the wheeled bin per collection, per building, and the contents must not exceed the capacity of the bin(s) for which the occupant has obtained prior authorization from the Public Works Department, in terms of the number of bins.

9.2 Garbage bin limit

The number of wheeled bins for household waste is limited to 1 per residential occupancy unit and up to 4 or 5 for commercial and institutional occupancy units. Recycling and composting are not subject to any limit on the number of bins or composters.

To be considered a residential occupancy unit, a dwelling must have a civic address distinct from the main address of the building in which it is located. This distinction can be achieved by adding an apartment number or suffix to the main building address to distinguish the apartment from the main building.

9.3 Recycling

Each building must be equipped with at least one (1) wheeled recycling bin. The total quantity of recyclable materials must not exceed the capacity of the bin(s) authorized for the building.

9.4 Warehouses

The total quantity of household or commercial waste and recyclable materials must not exceed the quantity stipulated per collection, per building served by the warehouse mentioned in sections 12.1 and 12.2.

SECTION 10 - INDUSTRIES, BUSINESSES AND INSTITUTIONS (ICI)

10.1 Household wastes

Any occupant or owner of a place of business (non-residential building) that produces or requires more than the capacity of four 360-litre bins per collection is hereby required to enter into an agreement with the Municipality to use a container for household waste to provide for the removal and disposal of household waste, in accordance with the pricing bylaw in effect.

10.2 Recyclable materials

Any occupant or owner of a place of business (non-residential building) that produces or requires more than the capacity of four 360-litre bins per collection is hereby required to



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enter into an agreement with the Municipality to use a container to provide for the removal and disposal of recyclable materials, in accordance with the pricing bylaw in effect.

However, firms or individuals recovering scrap metal, used tires, batteries, construction debris and cardboard are excluded. The Municipality may also, by resolution, authorize any occupant or owner of a place of business (non-residential building) to recycle some of their materials on site, to market them or, to do so, to sign a contract with a firm specializing in recycling.

10.3 Other materials

Any occupant or owner of a place of business (non-residential building) is required to comply with the bylaw and applicable laws concerning the disposal of materials other than those mentioned above.

SECTION 11 – PUBLIC HYGIENE AND ENVIRONMENTAL PROTECTION

- 11.1** Containers or warehouses used for residual materials must always be maintained in good condition and free from any breakage or defect likely to injure employees during removal.
- 11.2** Everyone must comply with the requirements of the Environmental Quality Act (LQE, Q-2).
- 11.3** Residual materials must always be stored in closed, leakproof containers in such a way as not to constitute a nuisance or contaminate the environment, whether by odour, accumulation or vermin.
- 11.4** Every occupant of a building located on the territory of the Municipality of Pontiac is required, by the present bylaw, to keep the yards and outbuildings attached thereto, clean and free of garbage and putrescible substances. It is the occupant's responsibility to pick up any scattered or spilled materials, regardless of the cause.

SECTION 12 - PRICING

Every owner of an immovable is subject to the payment of a fee for the collection of household garbage or recyclable materials, which fee is established and collected in accordance with the bylaw in force concerning a fee applicable to goods and services or activities offered by the Municipality.



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SECTION 13 - ENFORCEMENT

- 13.1** The enforcement of this bylaw is entrusted to the Director of the Infrastructure and Public Works Department, as well as to any other employee of the Public Works and Urban Planning Departments of the Municipality of Pontiac. This mandate may also be delegated to any representatives of firms responsible for the collection of residual materials.
- 13.2** The enforcement of this bylaw is entrusted to the Director of the Infrastructure and Public Works Department and any other employee of the Public Works and Urban Planning Departments of the Municipality of Pontiac. He may, among other things, designate the persons responsible for issuing statements of offence pursuant to this bylaw.
- 13.3** Any person mandated to enforce the present bylaw is authorized to check the contents of containers to validate that the contents comply with the present bylaw. They also have the authority to report any violation of this bylaw.
- 13.4** Any person authorized to enforce the present bylaw is authorized to issue a correction notice to any owner whose container is deemed defective or unacceptable. No person shall spill, upset or damage bags, garbage cans or containers containing residual materials.
- 13.5** The authorized person has the right to visit the building between 7 a.m. and 7 p.m. to ensure that the provisions of this bylaw are being followed and may take photographs and any samples he deems necessary to ensure that the provisions of this bylaw are being complied with.
- 13.6** Any occupant of an immovable is obliged to receive the mandated person.
- 13.7** No section of the present bylaw may have the effect of exempting anyone from the application of a federal or provincial law or be incompatible with any special provision of the Municipal Code or the Municipal Powers Act.

SECTION 14 - VIOLATIONS

It is *prohibited* and constitutes a nuisance and an offence to :

- a) Deposit or conceal in household garbage items such as (non-exhaustive list) tires, tanks, car or truck parts, construction scraps, compostable materials, dead animals, animal droppings as defined in the bylaw on agricultural operations, recyclable materials, HHW or hazardous materials and other materials provided for in provincial and federal laws and regulations.



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- b) Use bags instead of bins.
- c) Rummage through a waste container to remove valuables.
- d) Throw, deposit, spread or leave residual materials in streets, public or private roads, public squares, vacant lots, streams, rivers, ponds, lakes or watercourses.
- e) Throw or deposit residual materials outside garbage or recycling containers, even if they are full.
- f) Spill, damage or break a container.
- g) Deposit liquid or semi-liquid materials of any kind in containers.
- h) Deposit or leave garbage bags on the side of the road, street or path, without depositing them in appropriate containers.
- i) Use recycling bins for purposes other than those prescribed by the present bylaw.
- j) Use barrels, old refrigerators or freezers to deposit garbage bags.
- k) Bring in or import household garbage, recyclable materials, garbage or construction waste produced on the territory of another municipality or town, for the purpose of having said items picked up and disposed of by the Municipality of Pontiac or its authorized representative.
- l) To throw away or deposit residual materials in a centralized depot that does not specifically serve one's property.
- m) Any other failure to comply with the provisions of this bylaw.

SECTION 15 - PENALTY

15.1 Any contravention of the present bylaw renders the offender liable to a fine with or without costs according to the following procedure:

Intervention	Procedure	Fine
1 st	First correction notice	\$0
2 nd	Second correction notice	\$0
3 rd	Issuance of first statement of offence	\$300
4 th	Issuance of second statement of offence	\$600
5 th	Issuance of third statement of offence	\$1,200

15.2 The contractor mandated by the Municipality to collect and transport household waste, recyclable materials and bulky items **may issue courtesy tickets and statements of offence to offenders**, at the Municipality's request.



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SECTION 16 - REPEAL

The present bylaw repeals and replaces, for all legal purposes, bylaw number 10-16 concerning the collection of residual materials.

SECTION 17 - INTERPRETATIVE PROVISIONS

The masculine gender is used in the present bylaw without discrimination and includes the feminine gender to avoid excessive text.

SECTION 18 – COMING INTO FORCE

The present bylaw will come into force once the formalities required by law have been completed.

Carried

ANNEX 1 - LIST OF RESIDUAL MATERIALS

For the purposes of the present bylaw, the method of disposal of residual materials depends on the category in which they are classified, namely (non-exhaustive list) :

1.1 Household wastes

Household waste includes any other material that is not recyclable, bulky, household hazardous waste, compostable material or construction and demolition waste that is destined for disposal in an engineered landfill or incineration facility and that complies with the Regulation respecting the landfilling and incineration of residual materials (c. Q-2, r.6.02) contained in the Government of Quebec's Environmental Quality Act.

This waste also includes domestic animal droppings (as defined in the nuisance bylaw), provided they are disposed of in bags.

1.2 Recyclables materials

1.2.1 Paper and cardboard

Newspapers, flyers, magazines, books, yearbooks, office paper, envelopes, brown paper bags, egg cartons, corrugated cardboard, milk and juice containers.



1.2.2 Plastic

All plastics bearing the numbers 1, 2, 3, 4, 5 or 7, including agricultural plastics, silage plastics and greenhouse plastics.

1.2.3 Metal

Cans, metal and aluminum cans, aluminum plates and dishes, cardboard containers with metal bottoms, iron, copper pipe, coat hangers.

1.2.4 Glass

Clear and coloured glass, soft drink and alcoholic beverage bottles, all-purpose glass containers.

1.3 **Bulky items**

- Bath (acrylic or fibreglass)
- Furniture with fabric (sofa, armchair)
- Mattresses
- Wooden bed base
- Blinds
- Large plastic object (furniture, toy)
- Garden hoses
- Plastic pool filters (emptied)
- Pool liner and carpets cut into 4-foot pieces, rolled up and tied down
- Styrofoam provided it contains no water
- Artificial Christmas tree
- Wooden furniture
- Bulbs and lamps are accepted in the household garbage or bulky goods collection, depending on size.
- Flat glass (windows, patio doors, panes and mirrors), but must not contain the frame. Glass should be broken up and placed in a cardboard box or open container.
- Aquarium, glass must be broken and placed in a cardboard box or open container.
- Pool pump
- Sweeper and vacuum cleaner

1.4 **Household hazardous waste (HHW) and hazardous materials**

1.4.1 Accepted HHW :

- Car batteries, alkaline and rechargeable batteries
- Rimless tires
- Acids



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- Aerosols
- Bases
- Other organic
- Propane tanks
- Cyanides
- Oils
- Medicinal products
- Oxidizers
- Pesticides
- Reagents
- Electronic waste (computers, screens, cell phones, etc.)
- Solvents

1.4.2 Refused HHW :

- Biomedical waste
- Weapons and ammunition
- Compressed gas cylinders
- PCBs
- Radioactive waste
- Explosives and dynamite
- Commercial and industrial residues
- Unknown products

1.5 Compostable organic materials

1.5.1 Home composting

- Fruit
- Vegetables
- Meat
- Plant
- Dead leaves
- Grass
- Branches
- Soiled cardboard and paper

1.5.2 Industrially compostable materials

Any human or animal food residue composed mainly of natural organic matter, including vegetable oils and meats.

1.6 Uncontaminated or unburned construction and demolition waste

- Structural and finishing wood
- Windows including frame and glass
- Doors including frames, glass, hinges and handles



- Mortar, pieces of cement, stone, brick
- Insulation of any kind
- Vapour barriers of any kind
- Roofing paper (asphalt, metal or other shingles)
- Structural steel or aluminum studs
- Cabinets, walls

23-10-5090

6.2 Awarding of contract 23-TP-06 - snow removal in sector C

WHEREAS the snow removal contract in sector C has expired;

WHEREAS the Municipality has launched a call for tenders on the SÉAO for the snow removal in sector C for the 2023-2024 season with two optional years, that is 2024-2025 and 2025-2026;

WHEREAS the Municipality has received only one bid, that is from Mountainview Turf;

WHEREAS the bid is in compliance with the Municipality's requirements;

THEREFORE, it is moved by Councillor Serge Laforest and seconded by Councillor Caryl McCann.

AND RESOLVED TO award the snow removal contract for Sector C to Mountainview Turf for a minimum term of one (1) year (2023-2024), and a maximum term of three (3) years, subject to annual renewal by resolution of the Municipal Council.

TO AWARD the snow removal contract for sector C to Mountainview Turf for the 2023-2024 season, in the amount of \$247,561.40, taxes included.

TO avail itself, if desired, only by annual renewal and by resolution of the Municipal Council, of the two (2) optional years, namely for 2024-2025, for the sum of \$253,750.43, taxes included, and for 2025-2026, for the sum of \$260,094.19, taxes included.

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

Carried

23-10-5091

6.3 Purchase of a six-wheeler snow removal truck

WHEREAS the Municipality issued a call for tenders by invitations for the purchase of a 6-wheel snow removal truck;



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WHEREAS the Municipality received only one bid, from Bryan Lance;

WHEREAS his bid meets the Municipality's requirements;

THEREFORE, it is moved by Councillor Caryl McCann and seconded by Councillor Serge Laforest.

AND RESOLVED to purchase the snow removal truck from Bryan Lance in the amount of \$25,903.87, taxes included.

THAT this expenditure be allocated to borrowing bylaw 02-23.

Carried

7. URBAN PLANNING AND ZONING

7.1 Request - Quyon ferry

WHEREAS the Ministry of Transportation must perform a routine inspection of the Quyon ferry;

WHEREAS the request from the ferry owners for the authorization to use the beach area between the ferry dock and the boat launch to store the ferry for the duration of the inspection, if necessary;

WHEREAS by granting this authorization, if needed, the Municipality facilitates the inspection and potentially reduces service interruption;

THEREFORE, it is moved by Councillor Caryl McCann and seconded by Councillor Serge Laforest.

AND RESOLVED to grant authorization to the ferry owners to store the ferry on the beach between the ferry dock and the boat launch for the duration of the inspection, should this become necessary.

THAT this authorization be valid for inspections, for the next six (6) years.

THAT the ferry owners present proof of valid insurance to this effect, before moving the ferry onto municipal property.

Carried

23-10-5092



23-10-5093

7.2 Director of the Urban Planning Department - interim position

WHEREAS the extended absence of the Director of the Urban Planning Department;

WHEREAS no date for his return to work has yet been determined;

WHEREAS the employees of the Urban Planning Department would benefit from regular support in the performance of their daily duties;

WHEREAS the recommendations of the Administrative Committee;

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

AND RESOLVED THAT Mr. Louis-Alexandre Monast, Assistant Director General, Clerk, and Secretary-treasurer, will act as interim Director of the Urban Planning Department to provide support and assistance to the Urban Planning Department staff during the Director's absence.

THAT a premium of 10% be granted to Mr. Monast to act as Director of the Urban Planning Department on an interim basis.

Carried

8. RECREATION AND CULTURE

23-10-5094

8.1 Mandate and cash advance - 2024 Pontiac Country Festival

WHEREAS the Municipality wishes to repeat the Pontiac Country Festival experience for a second edition;

WHEREAS the Recreation Committee wishes to work in collaboration with the Municipality's organizations and associations, and to begin the process as soon as possible;

WHEREAS funds are required to make reservations with the various services and suppliers;

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

AND RESOLVED THAT this Council mandates the Recreation, Community Life and Communications Coordinator to initiate and manage the project, in collaboration with the



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Recreation Committee and the Municipality's community organizations and associations, and to advance the sum of \$35,000.00 to proceed with preparations for the 2024 Pontiac Country Festival.

THAT this sum be taken from the 2024 Pontiac Country Festival budgetary item, 02 70100 699.

THAT the balance of revenues be invested in a recreation fund.

This resolution, having no one move it nor to second it, is rejected.

23-10-5095

9.2 2024 Pontiac Country Festival

WHEREAS the Municipality wishes to repeat the experience of the Pontiac Country Festival for a second edition;

WHEREAS the Recreation Committee wishes to work in collaboration with the Municipality's organizations and associations, and to begin the process as soon as possible;

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

AND RESOLVED THAT Council authorizes the Coordinator of Recreation, Community Life and Communications to begin preparations for the Pontiac Country Festival 2024.

Carried

9. TABLING OF DOCUMENTS

9.1 Tabling of the report regarding the delegation of authorization of expenses from August 21, to September 20, 2023.

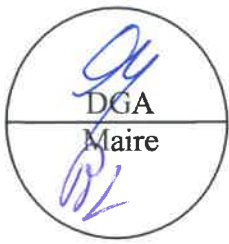
10. PUBLIC QUESTION PERIOD

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

23-10-5096

12. CLOSING OF MEETING

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



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AND RESOLVED to close the meeting at 8:02 p.m. having gone through the agenda.

Carried

Louis-Alexandre Monast
Assistant Director General, Clerk
And Secretary-treasurer

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».

*“However, my signature is not valid on resolution number **23-09-5075** to which I exercise the right of veto power, provided for in article 142 (3) of the Municipal Code”.*