



Municipalité de | Municipality of

Pontiac

**PROVINCE OF QUEBEC
PONTIAC COUNTY**

MINUTES of the regular Council meeting of the Municipality of Pontiac held on Tuesday, January 23, 2024, 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, Mrs. Caryl McCann, Mr. Garry Dagenais, Mrs. Chantal Allen and Mr. Serge Laforest.

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

1. OPENING OF THE MEETING

Roger Larose, President, notes the quorum and opens the meeting. The meeting starts at 7:31 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 meeting of December 12 and of the two meetings of December 20, 2023**
- 5. Administration**
 - 5.1 List of incurred expenses
 - 5.2 Adoption - bylaw 01-24 establishing the tax rate and pricing of services for the year 2024
 - 5.3 Allocation of appropriations (fixed expenses)
 - 5.4 O.M.P. - 2023 revised budget
 - 5.5 Resignation - employee 01-0152
 - 5.6 End of employment relationship - employee 03-0002
 - 5.7 Acceptance of the service offer - PG Solutions - training Accès Cité territoire
 - 5.8 Acceptance of the service offer - DHC - legal services
 - 5.9 Acceptance of the service offer - RPGL
 - 5.10 Acceptance of service offer - CARDO urbanisme - professional services
 - 5.11 Acceptance of service offers - PMB bailiffs - legal services

24-01-5156



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- 5.12 Acceptance of service offers - Loisir Sport Outaouais and A4 Architecture - professional services - Quyon and Luskville parks development project
- 5.13 Acceptance of service offers - AP Enviro-Conseil - professional services - biological expertise
- 5.14 Acceptance of the service offer - Société d'évaluation immobilière de l'Outaouais - professional services
- 5.15 Notice of motion - bylaw 02-24
- 5.16 Tabling of draft bylaw 02-24 regarding agreements in relation with municipal work
- 5.17 Quebec ministry of Transport - grant from the local roads assistance program (PAVL) - maintenance component
- 5.18 Agreement - Community engagement learning Program with the University of Ottawa
- 6. Public Works**
- 6.1 Mandate to the individuals responsible for potable water and wastewater treatment plants
- 6.2 Awarding of contract 23-TP-10 - purchase of an excavator
- 7. Urban Planning and Zoning**
- 7.1 Acceptance of a lease agreement for the lot located at 967 Ruisseau Road - lot 5 275 119
- 7.2 Acceptance of a lease agreement for the lot located at 799 Saphir Road - lot 2 682 359
- 7.3 Mandate - recreational trail between Terry-Fox Road and Sumac Road
- 7.4 Notice of motion - bylaw 03-24
- 7.5 Tabling of draft bylaw 03-24 concerning the occupancy and maintenance of buildings
- 7.6 Legale file
- 8. Tabling of documents**
- 8.1 Tabling of the report regarding the delegation of authorization of expenses from November 24 to December 17, 2023
- 9. Public question period**
- 10. 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



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24-01-5157

4. ADOPTION OF THE MINUTES OF DECEMBER 12 AND 20, 2023

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

AND RESOLVED to adopt the minutes of December 12 and 20, 2023.

Carried

5. ADMINISTRATION

24-01-5158

5.1 List of incurred expenses for the month of January

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

AND RESOLVED to accept the incurring expenses, for a total amount of \$7,617.16, taxes included.

Carried

24-01-5159

5.2 Adoption of the taxation bylaw 01-24 establishing the tax rates and the pricing of services for the year 2024

WHEREAS the adoption of the 2024 budget at the meeting of December 20, 2023;

WHEREAS a notice of motion of this bylaw was given at a special meeting held on December 20, 2023, by Councillor Serge Laforest;

WHEREAS under section 244 of the Act respecting municipal taxation, the Municipality can establish several rates for the general property tax in accordance with the category in which the evaluation units belong;

WHEREAS in order to provide for the expenses planned in the 2024 budget, this Council must levy property taxes and compensations on buildings listed on the Municipality's assessment role;

THEREFORE, it is moved by the Mayor Roger Larose and seconded by Councillor Dr. Jean Amyotte.

AND RESOLVED THAT the present bylaw be adopted and that it be ruled and decreed as follows:



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SECTION 1 For the execution of the 2024 budget, the general property tax rate (variable tax rates), investment tax rates, loan and others, services tax rates and compensations will be levied according to the following chart:

TAX RATES AT VARIOUS RATES	2024 Rate/ \$100
On property assessment by property category	
Non-residential property	1.15342
6 apartments or more	0.72053
Vacant lots	1.38802
Residual property	0.54335
Agricultural	0.56702
Industrial	0.56702
Forestry	0.56702

TAXES RATES FOR LOANS - ALL OF THE MUNICIPALITY	Special Taxes
Bylaw #03-03 Lagoons 25%, all	0.0005
Bylaw #05-02 Freightliner #24	0.0000
Bylaw #06-10 – Road paving	0.0166
Bylaw #10-09 Town Hall	0.0019
Bylaw #06-11 Omkar & Du Marquis	0.0003
Bylaw #22-13 Tanker truck 2014	0.0034
Bylaw #05-15 Municipal work	0.0116
Bylaw #01-16 Grader #120	0.0036
Bylaw #06-16 Road network	0.0055
Bylaw #05-16 Quyon Community Centre	0.0082
Bylaw #02-17 Fire trucks	0.0047
Bylaw #09-17 Lusk project (all)	0.0011
Bylaw #03-19 Mountain Road	0.0056
Bylaw #02-21 Tremblay Road	0.0017
Total special taxes	0.0647
TOTAL GENERAL TAXES FOR ALL (Basic rate plus special taxes)	0.6081

RATES FOR COMPENSATION	2024 rate/ \$100
Basic compensation rates plus special taxes	0.5968
Compensation rate for non-residential plus special taxes	1.2182



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SECTOR TAXES FOR LOANS	2024 rate/ \$100
Bylaw #03-03 Quyon lagoons 75%	0.03919
Bylaw #06-13 Paving Lavigne rd.	0.01326
Bylaw #06-14 Paving Davis and Soulière	0.01756
Bylaw #05-10 Paving Cedarvale, A. Renaud, la Détente, Cr Renaud	0.01155
Bylaw #07-10 Paving Panorama, McCaffrey	0.01583
Bylaw #06-11 Omkar 12.5%	0.01105
Bylaw #06-11 Du Marquis 37.5%	0.01033
Bylaw #09-17 Lusk project	0.03770
	2024 - cost per unit
Bylaw #15-10 Potable water Quyon, vacant lot 0.85	\$ 129.06
Bylaw #15-10 Potable water Quyon, residential 1.0	\$ 151.83
Bylaw #15-10 Potable water Quyon, small business 1.15	\$ 174.61
Bylaw #15-10 Potable water Quyon, big business 1.7	\$ 258.12

SERVICE TAXES WITH FIXED RATES	
WATER	2024 - cost per unit
#1 Water - residential	\$ 596.00
#30 Water - small business	\$ 680.00
#31 Water - big business	\$ 1011.00
SEWER	2024 - cost per unit
#2 Sewers - residential	\$ 366.00
#21 Sewers- small business	\$ 468.00
#22 Sewers - big business	\$ 623.00

GARBAGE	2024 - cost per bin / container
#3 Garbage bin – residential (360L)	\$ 175.00
#4 Garbage bin - residential and business	\$ 180.00
#5 Garbage bin - residential (240L)	\$ 150.00
#6 Garbage bin - additional residential and business	\$ 260.00
#23 Garbage bin - business	\$ 200.00
#36 Garbage container 2 c.y.	\$ 1,018.00
#37 Garbage container 4 c.y.	\$ 2,036.00
#38 Garbage container 6 c.y.	\$ 3,054.00



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#39 Garbage container 8 c.y.	\$ 4,072.00
#40 Garbage container 10 c.y.	\$ 5,090.00
RECYCLING	2024 - cost per bin / container
#24 Recycling bin - residential	\$ 36.00
#25 Recycling bin - residential and business	\$ 36.00
#26 Recycling bin - business	\$ 36.00
#41 Container - recycling 2 c.y.	\$ 181.00
#42 Container - recycling 4 c.y.	\$ 362.00
#43 Container - recycling 6 c.y.	\$ 542.00
#44 Container - recycling 8 c.y.	\$ 723.00
#45 Container - recycling 10 c.y.	\$ 905.00

OTHER	Per certificate
Tax certificate	\$50.00

SECTION 2 METHOD OF PAYMENT

Method of payment of taxes and compensations provided in the present bylaw are as follows:

- 1) All tax or compensation invoices for which the total is less than \$300.00 **must be paid in one instalment by March 1st, 2024.**
- 2) All tax or compensation invoices for which the total reaches or exceeds \$300.00, **the debtor has the right to pay the invoice in one or four instalments as follows:**

Four equal instalments :

- The first instalment must be paid **by March 1, 2024;**
- the second instalment must be paid **by June 1, 2024;**
- the third instalment must be paid **by August 1, 2024;**
- the fourth instalment must be paid **by October 1, 2024.**

SECTION 3 Taxes and compensations are payable at the Director General's office situated at 2024 Route 148, Pontiac.



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SECTION 4 INTEREST RATES

All accounts owing to the municipality bear interest at a rate of THIRTEEN PERCENT (13%) per annum from the deadline at which they must be paid. However, only outstanding amounts on each instalment required bear interest.

SECTION 5 PENALTY RATES

In accordance with article 250.1 of the Act Representing Municipal Taxation, this Council decrees the application of a penalty on tax invoices not exceeding .5% of the outstanding principal for every month following its expiration, up to 5% per annum on due accounts.

SECTION 6 CHEQUES WITHOUT FUNDS

When a cheque is remitted to the Municipality and payment is refused by the financial institution, administration fees of TWENTY DOLLARS (\$20.00) will be claimed from the drawer in addition to any interests.

SECTION 7 COMING INTO FORCE

The present bylaw number 01-24 will come into force in accordance with the law.

This bylaw abrogates and replaces the bylaw 01-23

Carried

24-01-5160

5.3 Allocation of appropriations (fixed expenses)

WHEREAS according to the requirements of the Municipal Code of Quebec and according to the Manual for the presentation of municipal financial information, all expenses of the Municipality must be allocated to a specific purpose of appropriations voted by the Municipal Council;

WHEREAS in order to standardize these requirements for fixed expenses, the allocation of appropriations can be made at the beginning of the fiscal year. Incompressible expenses are fixed or inevitable costs which it is impossible not to assume because of a contracted obligation or the need to possess certain goods for the purposes of its operation;

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



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AND RESOLVED THAT this Council authorizes that the said fixed expenses of the following nature be paid upon receipt of the invoice for the year 2024 and that a report be submitted to the Council at the meeting following payment of the latter. These are the following expenses for which appropriations have been voted at the adoption of the 2024 budget or by a specific resolution, or by commitment of expenditures, for this purpose:

- the remuneration of the Council members;
- salaries of municipal employees;
- union contributions;
- the MRC des Collines-de-l'Outaouais' share of expenses;
- heating oil expenses;
- electricity expenses;
- telephone and radio expenses;
- fuel expenses;
- expenses for the verification of oxygen tanks;
- the insurance contract for the Municipality's properties;
- the lump sum contract - legal adviser;
- snow removal contracts;
- SPCA contract
- the contract for the green space;
- the maintenance contract for the photocopier;
- the maintenance contract for the stamp machine;
- the maintenance and service contract for the computer system;
- the contract for the alarms;
- quarterly payments to libraries;
- postage and courier expenses;
- monthly payments to the provincial and federal governments;
- vehicle registration and mechanical inspections;
- chlorine for the drinking water system;
- Internet service contract;
- the exterminator's expenses;
- the contract - AST group (ADP mutual prevention agreement);
- water testing;
- the contribution to ADMQ, FQM and UMQ and all other subscriptions to an association;
- the auditor's contract;
- other expenses of the same nature, meaning contracts with expiry dates.

Carried



24-01-5161

5.4 Pontiac Housing Office (OHP) - 2023 revised budget

WHEREAS we have received the 2023 revised budget from the OHP;

WHEREAS the Municipality has a share to pay for the OHP;

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

AND RESOLVED THAT Council accepts the OHP's 2023 revised budget and agrees to pay the sum of \$4, 001.00 representing 10% of their deficit.

THAT this expenditure be affected to budget item #02 520 00 970.

Carried

24-01-5162

5.5 Resignation - employee 01-0152

WHEREAS on December 28, 2023, employee 01-0152 has submitted her resignation as of January 12, 2024;

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

AND RESOLVED THAT this Council accepts the resignation of employee 01-0152 as of January 12, 2024.

THAT the Municipality wishes to thank employee 01-0152 for her dedicated services.

Carried

24-01-5163

5.6 End of employment relationship - employee 03-0002

WHEREAS the recommendation of RPGL Lawyers regarding employee 03-0002;

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

AND RESOLVED to terminate the employment relationship of employee 03-0002 with the Municipality of Pontiac as of January 23, 2024.

Carried



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24-01-5164

5.7 Acceptance of service offer - PG Solutions - training Accès Cité Territoire

WHEREAS the 2024 budget forecasts regarding necessary training for the staff ;

WHEREAS the service offer from PG Solutions;

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

AND RESOLVED to accept the service offer from PG Solutions in the amount of \$2,565.00, plus applicable taxes, for staff training, for 2024.

THAT this expense be taken from budget item 02 61000 454.

Carried

24-01-5165

5.8 Acceptance of service offer - DHC - legal services

WHEREAS the 2024 budget forecast for various legal services;

WHEREAS the service offer from DHC Avocats, based on a bank of hours;

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

AND RESOLVED to accept the service offer from DHC Avocats, based on a bank of hours, (40 hours) for some legal services, for 2024.

THAT this expense be taken from budget item 02 61000 412.

Carried

24-01-5166

5.9 Acceptance of the service offer - RPGL

WHEREAS resolution 22-10-4740 - Renewal - Purchase of RPGL professional services;

WHEREAS, as of January 23, 2024, 97.5 hours remain available to be used only for certain legal services offered by RPGL;

WHEREAS the new service offer submitted by RPGL on January 18, 2024, allowing the existing bank of 97.5 hours to be used for all types of files and legal services;



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

AND RESOLVED to rescind the service offer set out in resolution 22-10-4740.

TO approve the new service offer submitted by RPGL on January 18, 2024, which will allow us to use up the existing bank of hours of 97.5 hours for all types of files and legal services.

THAT this expenditure be allocated to all budget items ending in 412 - Legal Services.

Carried

24-01-5167

5.10 Acceptance of a service offer - CARDO Urbanisme - professional services

WHEREAS the 2024 budget forecast for professional services budgeted under budget item 02 61000 411;

WHEREAS the service offer received from CARDO Urbanisme;

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

AND RESOLVED to accept the service offer from CARDO Urbanisme, based on a bank of hours of 20 hours, all for 2024.

THAT this expense be taken from budget item 02 61000 411.

Carried

At 7:52 p.m., Councillor Gary Dagenais steps away from the table.

24-01-5168

5.11 Acceptance of service offers - PMB Bailiffs - legal services

WHEREAS the 2024 budget forecast for various legal services;

WHEREAS the offer of service from PMB Bailiffs;

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

AND RESOLVED to accept the service offer from PMB Bailiffs for 2024.



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THAT these expenses be authorized as needed, up to a maximum amount of \$25,000.00.

THAT these expenses be allocated to budget item 02 61000 412.

Carried

At 7:54 p.m., Councillor Garry Dagenais returns to the table.

At 7:54 p.m., Councillor Dr. Jean Amyotte steps away from the table.

24-01-5169

5.12 Acceptance of service offers - Loisir Sport Outaouais and A4 Architecture - professional services - Quyon and Luskville parks development project

WHEREAS the forecasts of the 2024-2025-2026 three-year capital expenditure program;

WHEREAS the service offers from Loisir Sport Outaouais in the amount of \$12,500.00, plus applicable taxes, and from A4 Architecture, based on a bank of hours, in the amount of \$20,000.00, plus applicable taxes, concerning the Quyon and Luskville parks development project;

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

AND RESOLVED to accept the service offers from Loisir Sport Outaouais and A4 Architecture for 2024.

TO MANDATE the Recreation, Community Life and Communications Coordinator as the person responsible for this file.

THAT this expenditure be taken from the unallocated surplus.

Carried

At 7:56 p.m., Councillor Dr. Jean Amyotte returns to the table.

24-01-5170

5.13 Acceptance of service offers - AP Enviro-Conseil - professional services - biological expertise

WHEREAS the 2024 budget forecasts for various roads and urban planning projects;

WHEREAS the service offer from AP ENVIRO-CONSEIL;



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

AND RESOLVED to accept the service offer from AP ENVIRO-CONSEIL in the amount of \$9,900.00 (90 hours) plus applicable taxes, for 2024.

THAT this expenditure be taken from budget items 02 32000 411 and 02 61000 411.

Carried

24-01-5171

5.14 Acceptance of the service offer - Société d'évaluation immobilière de l'Outaouais - professional services

WHEREAS the 2024 budget forecast for various professional services, budget item 02 61000 411;

WHEREAS the service offer from the Société d'évaluation immobilière de l'Outaouais;

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

AND RESOLVED to accept the offer of service from Société d'évaluation immobilière de l'Outaouais.

THAT these expenses be authorized as needed, up to a maximum amount of \$3500, plus applicable taxes.

THAT this expenditure be taken from budget item 02 61000 411.

Carried

5.15 Notice of motion

Notice of motion is given by Councillor Garry Dagenais of Ward 3 of the Municipality of Pontiac, to the effect that there will be adoption of bylaw #02-24 regarding agreements in relation with municipal work.

5.16 Tabling of draft bylaw 02-24 regarding agreements in relation with municipal work

WHEREAS, pursuant to section 145.21 of the Act respecting land use planning and development (L.R.Q., c. A-19.1), a municipality may adopt a bylaw regarding the issuance



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of a building or subdivision permit or a certificate of authorization or occupancy following the conclusion of an agreement between the applicant and the municipality concerning the execution of work related to municipal infrastructures and equipment and the assumption or sharing of costs relating to such work;

WHEREAS a notice of motion to adopt this bylaw was given at the regular Council meeting of January 23, 2024;

WHEREAS this bylaw replaces and repeals bylaw 08-12, entitled bylaw 02-24 regarding agreements in relation with municipal work;

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

AND RESOLVED THAT the Municipality of Pontiac's Council ordains, rules and decrees as follows:

CHAPTER 1 : DECLARATORY, INTERPRETATIVE AND ADMINISTRATIVE PROVISIONS

SECTION 1. Definitions

For the purposes of this bylaw and any agreement resulting therefrom, the following words and expressions shall have the meanings given to them as follows:

1.1 Work beneficiaries

Anyone having an immovable on the territory of the Municipality, other than the applicant identified in the agreement prepared for this purpose, who receives a benefit, following the completion of municipal work that is the subject of the said agreement concluded, under the provisions of the present bylaw.

For the purposes of this bylaw, the benefit is received not only when the person actually uses the good or service, but also when this good or service benefits or is likely to benefit the immovable in question, in accordance with the Act respecting municipal taxation L.R.Q., c. F-19.1).

1.2 Contribution for parks, playgrounds and natural areas

Land or easement transferred to the Municipality used solely for the establishment or enlargement of a park or playground or for the maintenance of a natural area, all in accordance with the subdivision bylaw in effect.



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1.3 Applicant

Anyone who submits a compliant application to the Municipality, pursuant to section 4, and who has entered into an agreement with the Municipality concerning municipal work, intended to become public, within the scope of the present bylaw.

1.4 Agreement

Any agreement entered into, relating to municipal works pursuant to the present bylaw.

1.5 Designated professional

A member in good standing of the *Ordre des ingénieurs du Québec*, whose services are retained by the applicant or, as the case may be, by the Municipality.

1.6 Municipal infrastructures, structures or equipment

Infrastructures, constructions or municipal equipment, intended to become public, must respect the provincial and municipal regulations in force, in particular, the following bylaws and their replacement in force, if any:

- *Bylaw 178-01 : Subdivision bylaw ;*
- *Bylaw 28-13 to repeal bylaw 28-13 to amend the subdivision by-law no. 178-01, relating to land transfers, to be used for parks, playgrounds and natural areas, applicable when a subdivision permit is issued*
- *Bylaw 01-07 stipulating the conditions to municipalize roads*
- *Bylaw 01-02 : regarding taking charge of roads;*
- *Bylaw 01-09 : pertaining to connections to the sewage system*
- *Bylaw 07-14 to repeal bylaw no. 08-08 pertaining to the taxation and levy of taxes for the extension and connection to the water and sewer network*

1.7 Municipality

The Municipality of Pontiac

1.8 Final acceptance



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The fact that the works related to the municipal work have been completed and all deficiencies have been corrected unconditionally. Final acceptance of the work is recommended and certified by the professional designated for the project and accepted by the Municipality.

1.9 Oversizing

Any work of a size or gauge exceeding that required for the needs of the project or exceeding that of standard infrastructures, constructions or equipment to provide service, in whole or in part, to buildings other than those of the applicant.

1.10 Municipal work

All work relating to municipal infrastructures, constructions and equipment, intended to become public, carried out at 100% at the applicant's expense, including in particular :

- any street construction and development work (including that part of the street bordering intersecting properties), from initial tree cutting and excavation or backfilling to paving, sidewalks, lighting and power supply networks, including all intermediate stages, street drainage work, ditches, culvert construction and development, bridge construction, as well as storm and drainage network work to provide an outlet for water ;
- any construction work and water and sewer lines, as well as the installation of fire hydrants;
- any work on pedestrian paths, bicycle paths and buffer screens, as well as landscaping.

SECTION 2. Targeted territory

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

SECTION 3. Discretion of the Council of the Municipality

The Municipality is responsible for the planning and development of its territory. It retains, at all times, full discretion to decide on the possibility of entering into an agreement for municipal work, aimed at serving one or more properties, constructions or facilities destined to become public. When the Council agrees to allow such municipal works to be carried out, the provisions of the present bylaw shall apply.

CHAPTER 2 : PROVISIONS RELATING TO A MUNICIPAL WORKS AGREEMENT



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SECTION 4. Subject to an agreement

The issuance of a building permit, subdivision permit or certificate of authorization for the following categories is subject to the prior conclusion of a municipal works agreement between the applicant and the Municipality:

- All construction and development work on a street intended for municipalization (including the portion of the street bordering intersecting lots), from the initial cutting of trees and cut or fill to paving, sidewalks, lighting and power supply systems, including all intermediate stages, street drainage work, ditches, culvert construction and development, bridge construction, and storm and drainage system work to provide an outlet for water;
- All aqueduct and sewer construction and piping work, as well as the installation of fire hydrants;
- All work on footpaths, bicycle paths and buffer screens, as well as landscaping work;
- Infrastructure and equipment, wherever located, if required to serve other buildings on the Municipality's territory or in anticipation of a development project.

SECTION 5. Purpose of the agreement

The agreement covers municipal works intended to become public. The agreement may also cover infrastructures, constructions and equipment, regardless of where they are located on the territory of the Municipality, which are intended to serve not only the properties covered by the said agreement, but also other properties on the territory of the Municipality, in accordance with provincial and municipal laws and regulations.

In particular, the agreement may provide for the following:

1. Designation of the parties, including the applicant and, where applicable, the beneficiaries;
2. A description of the project and the work to be carried out, as well as the party responsible for all or part of the work, based on the final plans and specifications;
3. Determination of the costs of the work to be borne by the applicant;
4. Determination of the financial guarantee for execution and maintenance;
5. Terms and conditions for the return of the performance and maintenance financial guarantees to the applicant;



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SECTION 6. Process leading to the conclusion of a municipal works agreement

1. Analysis of preliminary plan and approval by Municipal Council resolution

Prior to the preparation of final plans and specifications, the applicant must provide a preliminary plan for analysis. During project analysis, various municipal departments may request modifications to the documents submitted, at the applicant's expense. A recommendation is then made for approval by the Municipal Council, which will designate the nature of the contribution for park purposes or easements, where applicable.

This approval of the preliminary plan cannot be considered as giving the applicant the right to carry out any work whatsoever. The Municipality retains full discretion as to whether or not to sign an agreement, despite the recommendation of its departments.

Required documents:

- 1.1 Signature of applicant's declaration provided by the Municipality.
- 1.2 Preliminary subdivision plan, prepared by a professional (e.g., engineer, land surveyor, urban planner, technologist) of the site targeted by municipal work, indicating all streets and lots to be cadastré, as well as any natural constraints on the entire lot to be developed. Note that the preliminary plan may also indicate contributions for park purposes and easements if required by the Municipality.
- 1.3 Property valuation of the lot(s) concerned, based on the development project provided for in the agreement.

2. Preparation of the draft agreement

For the Municipal Council to approve the final agreement and, consequently, authorize the beginning of municipal work, the applicant must provide the Municipality with the following documents:

Required documents:

- 2.1 The final subdivision plan, prepared by a professional (e.g., engineer, land surveyor, urban planner, technologist) of the site targeted for municipal work, showing all streets and lots to be cadastré, as well as any natural constraints on the entire lot to be developed.

Mainly, the final plan must show :

- Roadway: street (including curb), collector, pedestrian path;



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- Drainage and services (aqueduct, wastewater): aqueduct pipe, sanitary pipe, storm pipe, ditches, culverts, pumping stations;
- Road safety: street lighting, signage, postal kiosk;
- Technical services: electricity (Hydro-Québec, Internet, gas) ;
- Designation of contribution for park purposes, playgrounds and natural areas;
- Necessary servitudes;
- Natural constraints including: wetlands, flood zones (0-20 years, 0-100 years, mass movement zone, chorus frog habitat, etc.).

2.2 The applicant must provide the financial guarantees stipulated in article 11.

2.3 The applicant must provide a schedule for completion of the work to be carried out. This schedule must indicate the various stages of the project, and more specifically the following stages:

- Dates and staggering of the various phases up to completion of the work, if the applicant intends to divide the municipal work into more than one phase;
- Desired opening date of the street as a public street;
- Expected date of receipt of necessary authorizations from various ministries (Ministry of Environment, Ministry of Transports, etc.) or other public authorities, if applicable;
- Desired date for connection to municipal and technical services (Hydro-Québec, Internet, gas), if required;

2.4 Any other document, information, plan or study that may be required by the Municipality for approval of the application.

3. Approval of the final agreement by the Municipal Council and signature of the agreement by the parties.

4. Payment of permit or certificate fees and granting of permit by Municipality.

5. Beginning of municipal work stipulated in the agreement.

6. Issuance of performance bond based on final acceptance of work certified by the designated professional, according to type of work and phasing determined in agreement.



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7. Transfer of municipal work by notarial deeds.

8. Issuance of maintenance bond based on final acceptance of work by the designated professional.

SECTION 7. Applicant's obligations under an agreement

To be authorized to begin work, the applicant must:

- 7.1 An agreement must be entered into with the applicant prior to carrying out the municipal work intended to become public, within 12 months of the transmission of the preliminary plans and specifications, failing to do so the applicant will be deemed refusing to sign the agreement.
- 7.2 If there is more than one applicant, each applicant must commit to the Municipality, jointly and severally, for each and every one of the obligations provided for in the present bylaw or in the agreement.

While the municipal work is being carried out, the applicant must :

- 7.3 The Municipal Council may assign responsibility for carrying out the municipal work to the applicant, in whole or in part, in accordance with the terms and conditions set out in this bylaw.
- 7.4 The applicant undertakes to pay 100% of all fees and costs associated with carrying out the municipal work listed in Chapter 3 of this bylaw and to transfer all municipal work provided for in the agreement free of charge;
- 7.5 Plans and specifications, notices of change, inspection reports, analyses and tests are binding on the applicant and constitute the Municipality's requirements for taking over municipal work by the Municipality.
- 7.6 The applicant must allow access for the works to be inspected and tested at all times;
- 7.7 The applicant shall bear the cost of any corrective work or inspections and tests and shall restore any works, if disturbed, all at the applicant's expense;

After completion of municipal work, the applicant must :

- 7.8 The applicant undertakes to indemnify the Municipality against any claim whatsoever that may arise from the execution of the work, inspections, tests or corrections and undertakes to take up the Municipality's defence in any legal proceedings.



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7.9 The applicant undertakes to transfer, by notarial deed and at its own expense, the municipal work intended to become public.

CHAPTER 3. PROVISIONS RELATING TO MUNICIPAL WORKS

SECTION 8. Beginning of work under agreement

No work, unless expressly authorized by the Municipality and in cases of force majeure, may start prior to the signing of said agreement.

SECTION 9. Execution of municipal work

The applicant is the prime contractor for the municipal work, and, in this case, all costs associated with the municipal work to carry it out shall be borne by the applicant.

SECTION 10. Costs related to municipal work

1. Subject to paragraph 2.a), the applicant shall assume one hundred percent (100%) of all costs associated with the completion of the municipal work covered by the agreement. In addition, the applicant must assume the following costs (non-exhaustive):
 - Costs related to surveying, staking and topographical surveys;
 - Costs of any other studies required (e.g.: laboratory and soil studies, surveying, hydrology, environmental (phase 1 and 2), biological, watercourse, watershed, drainage, structural, traffic, signage, easement preparation, etc.), if required;
 - Costs related to the preparation of plans and specifications (preliminary and final plans);
 - Costs related to the preparation, execution, inspection, testing, correction and supervision of the municipal work in question;
 - Legal fees (lawyers, notaries and other professional fees) incurred for the transfer of the municipal work in question;
 - All taxes, including provincial and federal sales taxes;
 - Any other costs required for the design and execution of the municipal work covered by the agreement.
2. Subject to the exceptions set out below, the applicant shall assume 100% of the cost of carrying out the municipal work covered by the agreement:



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- a) In the event that the Municipality requires oversizing as defined in the present bylaw, or the construction of a pumping station, retention basin or booster station and their interception and collection works, or any other equipment, infrastructure or construction of the same nature, and as a prerequisite to the issuance of a permit or authorization and the signing of the agreement, if, as a result of the execution of the agreement, the municipal work in question benefits a beneficiary, in this case a citizen other than the applicant, in a concrete and reasonable manner, by improving the municipal services available to his or her building or by improving his or her living environment, the latter must participate in

the payment of the cost of the municipal work in proportion to the benefit received through a share levied in accordance with the Act respecting municipal taxation (L. R.Q., c.F-2.1).

CHAPTER 4. PROVISIONS RELATING TO REQUIRED FINANCIAL GUARANTEES

SECTION 11. Types of financial guarantees required under the agreement

In order to guarantee the proper performance of all of the applicant's obligations, the latter must provide, for the preparation of the draft agreement as indicated in section 6 and mandatory for the signing of the agreement, a duly authorized financial institution within the limits of the province of Quebec, payable to the order of the Municipality and, cashable upon request by the latter. The sum of the financial guarantee amounts is equivalent to the work estimate certified by the designated professional:

Financial performance bond: The applicant must provide a financial performance bond, including full payment for labour and materials. The financial performance bond may be segmented into performance phases, subject to agreement between the parties (e.g.: construction of phase 1 of a road may include a financial performance bond for the road's infrastructure and another financial performance bond for paving phase 1 of the road).

and

Maintenance financial guarantee: The applicant must provide a maintenance financial guarantee or maintenance bond equivalent to 10% of the total municipal work covered by the agreement. The maintenance financial guarantee is held for a period of two years from final acceptance of the work, before being returned to the applicant.

When the contribution for parks, playgrounds and natural areas is planned in surface area (land) and unattainable (undeveloped) according to the phasing of the project:



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If the development project is to be carried out in several phases and the portion of land to be transferred as parks, playgrounds and natural areas under the subdivision bylaw is in a subsequent phase not included in the subdivision plan, the applicant must pay, either in cash or in the form of a bank letter of credit, an amount equivalent to the price of the land to be transferred based on the value determined according to the subdivision bylaw in effect for the land to be transferred.

The applicant must also undertake to dispose of the land when the subsequent phase is developed. Should the subsequent phase not be carried out according to schedule, the Municipality will either require the transfer or will keep the sums as compensation and pay them into its special fund for parks, playgrounds and natural areas.

SECTION 12. Methods of remitting financial guarantees

The applicant is automatically designated as the person responsible for carrying out the municipal work. For each remittance of a financial guarantee, the applicant must provide a certificate of completion of the work.

Terms of delivery of the performance bond :

Delivery of the performance bond is made at the time of final completion of the work for the portion of the work completed, as worded in the financial guarantee and mandatorily attested by the designated professional.

Terms of delivery of the maintenance bond :

The maintenance bond shall be remitted two (2) years after receipt of the designated professional's attestation that all municipal work covered by the agreement has been completed, subject to the notarized transfer of said municipal work covered by the agreement and to be transferred to the Municipality.

Method of delivery of the financial guarantee in connection with the contribution for park purposes, playgrounds and natural spaces planned in surface area (land) and unattainable (undeveloped) according to the phasing of the project:

SECTION 13. Penalties for delay, non-completion of municipal work covered by the agreement and withholding of financial guarantees

In the event of delay or non-completion by the applicant in carrying out the municipal work incumbent upon it in accordance with the schedule specified in the plans and specifications, the Municipality may exercise its rights under the financial guarantees provided by the applicant. The Municipality will be entitled to carry out and have certified the municipal



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work, still overdue or not completed, covered by the agreement, using the financial guarantee for execution or the financial guarantee for maintenance.

SECTION 14. Coming into force

This bylaw repeals and replaces bylaw 08-12.

The present bylaw will come into force after completion of the formalities provided for in the Act respecting land use planning and development (L.R.Q., chapter A-19.1) and may only be modified by means of another bylaw in accordance with the provisions of the said Act.

24-01-5172

5.17 Quebec Ministry of Transport - grant from the Local Roads Assistance Program (PAVL) - maintenance component

WHEREAS the Municipality of Pontiac has taken cognizance of the terms and conditions for the application of the Maintenance component of the Local Road Aid Program (PAVL) for the calendar years 2022 and 2023 and undertakes to comply with them;

WHEREAS the Municipality of Pontiac has taken cognizance of the financial assistance agreements bearing number TLZ26863, has signed it and undertakes to abide by it ;

WHEREAS part of the allocated sum has already been used for the granular surfacing of the following roads:

- | | | |
|-------------------------------|-------------------------------|-------------------------------|
| - Braun; | - Hammond; | - Wilson; |
| - Rivière; | - Elm; | - Beaudoin; |
| - 5 th Concession; | - Murray; | - 3 rd Concession. |
| - Proven; | - 6 th Concession; | |

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

AND RESOLVED AND CARRIED THAT the Council of the Municipality of Pontiac confirms its commitment to carry out the eligible work according to the terms and conditions in effect, recognizing that in the event of non-compliance, the financial assistance will be terminated, and certifies that Mr. Mario Allen, Acting Director General, is duly authorized to sign any document or agreement to this effect with the Ministry of Transport.

Carried



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24-01-5173

5.18 Agreement - Community Engagement Learning Program with the University of Ottawa

WHEREAS the proposed agreement for the Community Involvement Learning Program with the University of Ottawa Faculty of Law;

WHEREAS the Municipality of Pontiac wishes to host a student for the purpose of providing volunteer legal assistance to the citizens of the Municipality as a student of the Faculty of Law of the University of Ottawa;

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

AND RESOLVED to accept the said agreement so that a student may offer volunteer legal assistance to the citizens of the Municipality.

TO authorize the Acting General Director to sign said agreement for and in the name of the Municipality of Pontiac.

Carried

6. PUBLIC WORKS

24-01-5174

6.1 Mandate to the individuals responsible for potable water and wastewater treatment plants

WHEREAS the current unknown residual capacities for drinking water production and distribution, wastewater treatment, including its network and pumping stations, for the Village of Quyon;

WHEREAS it is in the mutual interest of the administration and the applicants to know our margins of maneuvers in relation to any request for connection to the various networks;

WHEREAS the administration has no up-to-date data in this regard;

WHEREAS the network managers have the data and expertise to provide a status report;

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

AND RESOLVED to mandate municipal officials to produce a report, as soon as possible, specifying the following data and in a non-limitative manner:



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Potable water :

- Provide plant design capacity;
- Provide plant reserve capacity;
- For the year 2023, provide the following data:
- Monthly flow rates;
- For each month, provide minimum and maximum daily flow (date);
- For each month, hourly peak flow (date and time);
- For each month, the minimum hourly flow (date and time);
- For each month, total flow in m3;
- Total annual flow in m3;
- Determine the theoretical consumption of drinking water per day, based on the population served in 2023;
- Determine the actual, practical consumption of drinking water per day, based on the population served in 2023;
- Based on this data, can you provide an estimate of water leakage?
- For purposes of comparison and analysis over time, the data should be compared to 2021 and 2022.

Wastewaters:

- Provide plant design capacity;
- Provide design loads BOD or COD, TSS, other parameters if applicable;
- For the year 2023, provide the following data:
- For each month, total flow in m3;
- Annual flow in m3;
- For each month, provide minimum and maximum daily flow (date);
- Provide an evaluation of the plant in terms of design parameters;
- For purposes of comparison and analysis over time, data should be compared to 2021 and 2022;
- Based on these flow data, provide a relationship with drinking water production.

Carried

24-01-5175

6.2 Awarding of contract 23-TP-10 - purchase of an excavator

WHEREAS the call for tenders issued by the Municipality of Pontiac on the SÉAO for the purchase of an excavator;

WHEREAS the offers received;



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WHEREAS the offer submitted by Empire in the amount of \$165,178.84, taxes included, is compliant and the most advantageous for the Municipality;

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

AND RESOLVED TO award the contract for the purchase of an excavator to Empire in the amount of \$165,178.84, taxes included.

Carried

7. URBAN PLANNING AND ZONING

24-01-5176

7.1 Acceptance of a lease agreement for the lot located at 967 Ruisseau Road - lot 5 275 119

WHEREAS resolution 19-06-3932 entitled «Acquisition of land following spring flooding in April, as requested by the Ministry of Public Safety»;

WHEREAS resolution 23-09-5070 entitled «Sale or lease of land transferred in connection with the 2017 and 2019 floods» ;

WHEREAS the owner of 955 Ruisseau Road is the only one to have expressed an interest in leasing the adjacent lot located at 967 Ruisseau Road;

WHEREAS the Municipality has fulfilled all its advertising obligations;

WHEREAS the owner consents to a lease offer in accordance with the stipulated terms and conditions;

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

AND RESOLVED THAT the Municipality decommission the lot located at 967 Ruisseau Road from the public domain.

THAT the Municipality proceed with the formalization of said lease agreement with the applicant.

THAT the agreement drafted in French take precedence in the event of any interpretation difficulties.



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AND TO AUTHORIZE the Assistant Director General, Mr. Louis-Alexandre Monast, and the Mayor, Mr. Roger Larose, to sign said agreement, from the date of signature until October 31, 2028.

Carried

24-01-5177

7.2 Acceptance of a lease agreement for the lot located at 799 Saphir Road lot 2 682 359

WHEREAS resolution 19-06-3932 entitled «Acquisition of land following spring flooding in April, as requested by the Ministry of Public Safety»;

WHEREAS resolution 23-09-5070 entitled «Sale or lease of land transferred in connection with the 2017 and 2019 floods»;

WHEREAS the owner of 729 Saphir Road is the only one to have expressed an interest in leasing the adjacent lot located at 799 Saphir Road;

WHEREAS the Municipality has fulfilled all its advertising obligations;

WHEREAS the owner consents to a lease offer in accordance with the stipulated terms and conditions;

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

AND RESOLVED THAT the Municipality decommission the lot located at 799 Saphir Road from the public domain.

THAT the Municipality proceed with the formalization of said lease agreement with the applicant.

THAT the agreement drafted in French take precedence in the event of any interpretation difficulties.

AND TO AUTHORIZE the Assistant Director General, Mr. Louis-Alexandre Monast, and the Mayor, Mr. Roger Larose, to sign said agreement, as from the date of signature until October 31, 2028.

Carried



24-01-5178

7.3 Mandate for recreational trail between Terry-Fox Road and Sumac Road

WHEREAS the revised Development Plan of the MRC des Collines-de-l'Outaouais defines the conditions of subdivision in the trail of the former CN railroad right-of-way;

WHEREAS the Municipality of Pontiac has a duty to plan homogeneous and complementary uses that aim to ensure sustainable development of the territory so as to adequately meet the current and future needs of the community;

WHEREAS the residential development in District 6 and the developers' requests in this regard;

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

AND RESOLVED to mandate the Assistant Director General and Acting Director of the Urban Planning Department to finalize operations and transactions for the creation of a 1.6-km-long recreational trail between Terry-Fox Road and Sumac Road.

TO prioritize, when there is a former CN railroad right-of-way nearby or on the lot itself, as part of a development or subdivision project and on the recommendation of the Urban Planning Department, contributions for park purposes in the corridor of said CN right-of-way.

Carried

7.4 Notice of motion

Notice of motion is given by Councillor Dr. Jean Amyotte of Ward 6 of the Municipality of Pontiac, to the effect that there will be adoption of bylaw 03-24 concerning the occupancy and maintenance of buildings.

7.5 Tabling of draft bylaw 03-24 concerning the occupancy and maintenance of buildings

WHEREAS, pursuant to sections 145.41 and 145.41.1 to 145.41.5 of the Act respecting land use planning and development (RLRQ, chapter A-19.1), any local municipality may provide for the adoption of a bylaw concerning the occupancy and maintenance of buildings, which allows a municipality to control dilapidated or dilapidated buildings located on its territory;



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WHEREAS under sections 4, 6, 55 and 59 of the Municipal Powers Act (RLRQ, chapter C-47.1), any local municipality may provide for any prohibition and may adopt bylaws relating to sanitation and nuisances;

WHEREAS under sections 127 to 147 of the Cultural Heritage Act (RLRQ, chapter P-9.002), following the designation of a heritage immovable or site, any local municipality may establish, by resolution, conditions relating to the conservation of the heritage values of the immovable or site in question. These conditions are in addition to municipal bylaws and may apply to the entire building;

WHEREAS several buildings in the Municipality of Pontiac have not been sufficiently maintained and that this dilapidation causes prejudice to neighbouring properties that comply with the bylaws;

WHEREAS a notice of motion of the present bylaw was duly given at the regular Council meeting held on January 23, 2024;

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

AND RESOLVED THAT Council decrees and adopts the following:

CHAPTER 1 : GENERAL PROVISIONS

SECTION 1 The preamble forms an integral part of the present bylaw.

SECTION 2 - TITLE

This bylaw is entitled " Bylaw 03-24 concerning the occupancy and maintenance of buildings ".

SECTION 3 - VALIDITY

The Council adopts the present bylaw as a whole and also chapter by chapter, section by section, article by article, paragraph by paragraph, subparagraph by subparagraph and indent by indent. If any chapter, section, article, paragraph, subparagraph or indent of the present bylaw is declared null and void by an authorized body, the remainder of the bylaw shall continue to apply to the fullest extent possible.

SECTION 4 - SCOPE OF APPLICATION



The present bylaw establishes standards to control dilapidated or dilapidated buildings located on the territory of the Municipality of Pontiac and to compel building owners to maintain them.

This bylaw applies to any building or part of a building, as well as their accessories, including but not limited to warehouses, balconies, garages, carports and sheds hereinafter referred to as "buildings".

SECTION 5 - PRECEDENCE

In the event of any inconsistency between a provision of the present bylaw and a provision of any other municipal bylaw, the more restrictive provision shall apply.

SECTION 6 - TERMINOLOGY

In addition to the definitions contained in the zoning bylaws, the following definition applies for the purpose of interpreting the present bylaw. If a word or term is not specifically provided for hereinafter or in the zoning bylaws, it has the meaning commonly attributed to that word or term.

CHAPTER 2 - MAIN BUILDING AND MAINTENANCE REQUIREMENTS

SECTION 7 - GENERAL REQUIREMENTS

All parts of a main building must be strong enough to withstand the stresses to which they are subjected, and must be repaired or replaced as necessary, to prevent any cause of danger or accident.

All parts of a main building must be kept in good condition so that they can be used for their intended purpose and must be maintained in such a way that they do not appear dilapidated or in an apparent and continuous state of disrepair.

SECTION 8 - SPECIAL REQUIREMENTS

Without restricting the scope of the preceding section 7, the following special requirements apply:

a) Exterior walls:

Brick or stone siding and cladding, as well as stucco, wood or other materials, must be maintained in good condition and repaired or replaced as necessary to prevent air or water infiltration and keep them looking clean.



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b) Foundation walls :

Foundation walls must always be maintained in a condition as to prevent air or water infiltration or the intrusion of vermin or rodents.

Parts of foundation walls in contact with the ground must be treated to prevent water infiltration into cellars and basements.

The part of the foundation walls visible from the outside must be maintained in a state that keeps it clean.

c) Roofs :

All roofing components, including skylights, metalwork, gutters, rainwater pipes, etc., must be maintained in good condition and repaired or replaced as necessary to ensure that roofs are watertight, prevent water infiltration into the interior of buildings and maintain a clean appearance.

Eaves must be kept in good condition, repaired as necessary to maintain a clean appearance.

d) Exterior doors and windows:

Exterior doors and windows must be maintained to prevent air, rain or snow infiltration.

Frames must be caulked, and all moving parts must be perfectly joined and function normally.

Doors and windows and their frames must be repaired or replaced when damaged or defective. Any broken glass must be replaced without delay.

e) Balconies, galleries, walkways, stairs, etc. :

Balconies, galleries, walkways, exterior or interior staircases and, in general, any construction projecting from the main building must be maintained in good condition, repaired or replaced as necessary to keep them looking clean.

CHAPTER 3 - REQUIREMENTS FOR ACCESSORY BUILDINGS AND THEIR MAINTENANCE

SECTION 9 - GENERAL REQUIREMENTS

Accessory buildings :



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- a) which do not offer sufficient stability to withstand the combined forces of live loads, roof loads and wind pressure loads;

or

- b) constitute a danger to persons or property in any way;

- must be modified, repaired or demolished.

SECTION 10 - MAINTENANCE OF ACCESSORY BUILDINGS

To comply with the present bylaw :

- a) An accessory building must be maintained in good condition and repaired as necessary to keep it looking clean;
- b) The exterior walls and roof of an accessory building must be watertight;
- c) Any condition likely to cause the presence of vermin or rodents must be eliminated from an accessory building and, when infested, appropriate measures must be taken to destroy them and prevent their reappearance.

CHAPTER 4 - PROCEDURAL AND PENAL PROVISIONS

SECTION 11 - COMPETENT AUTHORITY

The administration and enforcement of this bylaw are the responsibility of the officials responsible for issuing permits and certificates, who constitute the competent authority.

The competent authority is responsible for enforcing this bylaw and issuing statements of offence.

SECTION 12 - POWERS AND DUTIES OF THE COMPETENT AUTHORITY

The powers and duties of the competent authority are :

- a) To investigate any complaint and to take the necessary measures to put an end to any violation of the present bylaw;
- b) to visit and examine any immovable or movable property, as well as the interior or exterior of any house, building or edifice, to determine whether the present bylaw is being followed. The competent authority must, upon request, identify himself and exhibit the certificate issued by the Municipality attesting to his status;



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- c) require that tests be carried out on materials and functional or structural elements of construction or on the condition of foundations;
- d) to establish a file for each building inspected and record all related information;
- e) to serve notices of non-compliance and issue or revoke all permits, authorizations and certificates arising from the application of this bylaw;
- f) to perform any other duty for the enforcement of the present bylaw.

SECTION 13 - REFUSAL OF ACCESS TO DESIGNATED OFFICIALS

It is an offence to refuse access to a property or building to a competent authority acting in accordance with the present bylaw.

SECTION 14 - NOTICE OF NON-COMPLIANCE

Any notice of non-compliance sent pursuant to this bylaw must be addressed to the owner's residence or place of business on the territory of the Municipality of Pontiac. If the owner has neither a residence nor a place of business on the territory, the notice may be sent by registered mail to the address shown on the assessment roll. In addition to providing a description of the building in question, this notice must clearly and precisely indicate the following elements:

- 1) the nature of the contravention;
- 2) the measures to be taken to remedy it;
- 3) the time allowed for compliance.

SECTION 15 - COMPLIANCE PERIOD

The deadline for compliance is determined by the competent authority based on the importance of the work, and for the same reasons, it may grant an additional deadline.

SECTION 16 - VIOLATION

Failure to comply with a notice of nonconformity within the prescribed time constitutes a violation of this bylaw.

SECTION 17 - FAILURE TO COMPLY WITH NOTICE OF NON-COMPLIANCE

If, upon expiry of the compliance period(s), the person in question has not carried out the work required to bring the building into compliance with the standards and measures set out in this bylaw, as well as the deadline for doing so, the competent



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authority may report the contravention to the Council and recommend that legal action be taken. If the work is required to correct a dangerous situation, the competent authority will immediately take the appropriate legal action.

SECTION 18 - PERMITS

When a permit is required to carry out compliance work, it must be obtained in accordance with the procedure set out in the applicable bylaws.

SECTION 19 - OWNER'S LIABILITY

The owner of an immovable is responsible for any violation of section 16 of the present bylaw.

SECTION 20 - STATEMENT OF OFFENCE

In the event of a breach of any of the provisions of the present bylaw, the competent authority is authorized to issue a statement of offence.

SECTION 21 - PENALTIES AND LEGAL RECOURSE

21.1 Anyone who contravenes to sections 13 and 16 of the present bylaw, whether a natural person or a legal entity, commits an offence and is liable to a fine as follows, each day constituting a separate and distinct offence:

Enforcement of section 13 - REFUSAL OF ACCESS TO DESIGNATED OFFICIALS		
Sanction	Penalty for individual	Penalty for legal entities
1 st	\$300	\$600
2 nd	\$300	\$600
3 rd and more	\$300	\$600

Enforcement of section 16 – VIOLATION		
Sanction	Daily penalty for individual	Daily penalty for legal entities
1 st	\$300	\$600
2 nd	\$300	\$600
3 rd and more	\$300	\$600



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21.2 In addition to the recourses provided for in the present article, the Council may, for the purpose of enforcing the provisions of the present bylaw, exercise any other recourse of a civil or penal nature including, in particular, all recourses provided for in the Act respecting land use planning and development (R.S.Q., c. A-19.1) or in the Environmental Quality Act (R.S.Q., c.Q-2).

21.3 In the event of a repeat offence under sections 13 and 16, all fines will be doubled for both individuals and legal entities.

SECTION 22 - REPEAL

This bylaw repeals and replaces bylaw 608-2016.

SECTION 23 - COMING INTO FORCE

This bylaw comes into force in accordance with the provisions of the Law.

24-01-5179

7.6 Mandate for DHC Avocats - lot 2 683 978 - 217 Cedarvale Road

WHEREAS the building located on lot 2 683 978 is in a condition that requires its demolition according to the bylaws and the law;

WHEREAS a legal claim has been filed in Superior Court file number 550-17-013156-235 ;

WHEREAS RPGL avocats has been mandated to represent the Municipality in this matter;

WHEREAS the Council wishes to mandate DHC Avocats to continue the case;

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

AND RESOVED THAT, Me Rino Soucy, attorney with DHC Avocats, be mandated to continue the legal proceedings in Superior Court file number 550-17-013156-235.

THAT RPGL Avocats forwards the complete file (paper and computer versions) to Me Rino Soucy of DHC Avocats.

Carried



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8. TABLING OF DOCUMENTS

8.1 Tabling of the report regarding the delegation of authorization of expenses from November 24 to December 17, 2023.

9. PUBLIC QUESTION PERIOD

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

24-01-5180

10. CLOSING OF MEETING

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

AND RESOLVED to close the meeting at 8:14 p.m. having gone through the agenda.



Louis-Alexandre Monast

ASSISTANT 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».

