



Municipalité de | Municipality of

Pontiac

**PROVINCE OF QUEBEC
PONTIAC COUNTY**

MINUTES of the regular Council meeting of the Municipality of Pontiac held on Tuesday, March 12, 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, Mr. Garry Dagenais, Mrs. Chantal Allen and Mr. Serge Laforest.

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

Excused absence: Mrs. Caryl McCann, Councillor.

1. OPENING OF THE MEETING

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

2. FLOOR TO THE PUBLIC AND QUESTIONS

Mayor, Roger Larose, takes note of the entries in the register of questions and gives the floor to the public.

3. ADOPTION OF THE AGENDA

- 1. Opening of the meeting**
- 2. Floor to the public and questions**
- 3. Adoption of the agenda**
- 4. Adoption of the minutes of the meeting of February 13, 2024**
- 5. Administration**
 - 5.1 List of incurred expenses
 - 5.2 Budgetary transfers
 - 5.3 Adoption of bylaw 08-24 concerning the pricing of goods and services of the Municipality of Pontiac
 - 5.4 Hiring of the Director General and Director of Public Works
 - 5.5 Retirement - employee #01-0120
 - 5.6 Contract of engagement with the *centre de services partagés du Québec* for the printers, office supplies and paper
 - 5.7 Royalties adjustments
 - 5.8 Nomination of Mrs. McCann as municipal representative on the Pontiac Housing Office (OHP) Administrative Committee
 - 5.9 Hiring – daily blue collar

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6. Public Works

6.1 Equipment purchase for the Public Works department

6.2 Equipment purchase for the ecocentre site

7. Urban Planning and Zoning

7.1 Adoption of bylaw 05-24 concerning minor variances in the Municipality of Pontiac

7.2 Adoption of bylaw 06-24 concerning nuisances

7.3 Adoption of the bylaw 07-24 concerning the operation of the Planning Advisory Committee (PAC)

7.4 Request for an additional extension - revision of the urban plan and bylaws

7.5 Call for applications for the renewal of members of the Planning Advisory Committee (PAC)

7.6 Acceptance of a lease agreement for the lot located at 447 Clavelle Road - lot 5 815 376

7.7 Collective request to the *ministère des Affaires municipales et de l'Habitation* (MAMH) for a deadline extension - concordance with omnibus bylaw no. 313-22 amending the revised land use and development plan of the MRC des Collines-de l'Outaouais

7.8 Survey markers – 1863 Montagne Road

8. Recreation and culture

8.1 Fund advance - 2024 Pontiac Country Festival

8.2 Purchase of storage cabinets – Lusville Community Centre

8.3 Purchase of storage cabinets – Quyon Community Center

9. Tabling of documents

9.1 Tabling of the report regarding the delegation of authorization of expenses from January 26 to February 21, 2024.

10. Public question period

11. Closing of the meeting

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

AND RESOLVED to adopt the agenda as modified:

Withdrawal of item 5.2 - Budget transfers

Carried

24-03-5196

4. ADOPTION OF THE MINUTES OF FEBRUARY 13, 2024

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

AND RESOLVED to adopt the minutes of February 13, 2024.





Carried

5. ADMINISTRATION

24-03-5197

5.1 List of incurred expenses for the month of March

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 \$4,500.00, plus taxes.

Carried

24-03-5198

5.2 Adoption of bylaw 08-24 concerning the pricing of goods and services of the Municipality of Pontiac

WHEREAS the Municipality of Pontiac is governed by the Municipal Code, the Act respecting land use planning and development and the Municipal Powers Act;

WHEREAS the Municipality is empowered to regulate the cases where a permit is required, to prescribe the cost, the conditions and terms of issuance as well as the rules for suspension or revocation;

WHEREAS the Municipality is empowered to prescribe the costs of renting its infrastructures, selling its equipment and offering its services;

WHEREAS it is necessary to update the pricing grid to that effect;

WHEREAS a notice of motion of this bylaw was duly given at the regular Council meeting held on February 13, 2024;

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

AND RESOLVED THAT this bylaw be adopted and that it be declared and decreed as follows:

SECTION 1 The preamble forms an integral part of this bylaw.



SECTION 2 DECLARATORY AND INTERPRETATIVE PROVISIONS

2.1 This bylaw prescribes the rates applicable to the issuance of permits, certificates of authorization, rental of municipal infrastructure, sale of equipment and municipal services offered.

2.2 **DEFINITIONS OF TERMS**

Individual: any person or persons;

Resident: a person domiciled on the territory of the Municipality of Pontiac;

Legal person: a legal entity of private or public law governed by the Civil Code and by other laws;

Non-resident: a person domiciled elsewhere than on the territory of the Municipality of Pontiac

SECTION 3 RATES FOR THE ISSUANCE OF PERMITS, CERTIFICATES, RENTAL OF INFRASTRUCTURES, SALE OF EQUIPMENT AND SERVICES OFFERED

Type	Cost	Notes
PERMITS		
New septic installation	\$600	Refund of \$400 upon receipt of a certificate of compliance
Septic system replacement/repair	\$250	Refund of \$100 upon receipt of the certificate of compliance
Underground water catchment	\$250	Reimbursement of \$100 upon receipt of the drilling report
Subdivision for the 1 st and 2 nd lot	\$100 each	\$50 for each additional lot
New construction (residential, commercial, industrial, community)	\$0.35/p ² or \$3.77/m ²	
Renewal of new construction permit for main building	\$0.20/p ² or \$2.15\$/m ²	
New construction in an area of PIIA	\$750\$ + permit fees	
Renovations/modifications of a building in an area of PIIA	\$400\$ + permit fees	
Building extension (including extension of living space/addition of a dwelling)	\$100	
Secondary building (gazebo, garage, shed, etc.)	\$25 if less than 10'X10'	\$50 if more than 10'X10'
Utility farm building (hay, farm tools, vehicle)	\$50	



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Grading	\$150/hour	For private roads without Public Work services
10-Wheeler truck	\$100/hour	
Backhoe	\$100/hour	
Excavator	\$150/hour	
Civic number	\$60	
Purchase of garbage bin 360 L - new	\$160	
Purchase of garbage bin 240 L - new	\$150	
Purchase of garbage bin 360 L - used	\$75	Based on inventory
Repurchase of garbage bin 360 L - used	\$50	The bin must be good condition
Purchase of recycling bin 360 L - new	\$160	
Purchase of recycling bin 360 L - used	\$75	Based on inventory
Repurchase of recycling bin 360 L - used	\$50	The bin must be good condition
Compost cone	Free	
Bin repair	Free	The bin must have been purchased at the Municipality
ADMINISTRATION		
Service of a Commissioner of Oaths	Free of charge	
Photocopy	\$0,75/sheet	
Copy of the zoning bylaw	\$60	Available online free of charge
Copy of the Subdivision bylaw	\$10	Available online free of charge
Copy of the construction bylaw	\$20	Available online free of charge
Copy of the Administration and Interpretation of the Planning bylaws	\$20	Available online free of charge
Municipality's pin	\$1.50	\$10 if sent via mail
Municipality's flag	Cost price plus applicable taxes	
NSF cheque	\$20	
PAC – participation token	\$100/\$50	For the president of the PAC / for the members of the PAC (15-04-2342)



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Agricultural building for animals	\$150	
Renovation, modification, expansion, etc.	\$50	
Demolition/ relocation of a building	\$50	
Pool/spa (including fence and terrace)	\$50	
Gallery, patio, terrace, dock	\$25	
Veranda/solarium	\$50	
Work in wetlands or riparian areas	\$100	
Use of flood zone mapping	\$50 + permit fees	
Change of use of a building	\$50	
Minor variance	\$750	Including publication fees
SCAOPE	1000\$	
Business permit	\$50	
Mobile canteen	Annual : \$400 Seasonal (6 months) : \$200 Daily : \$25	
Commercial tree cutting	\$150	
Cancellation of a permit application	\$25	
Display	\$50	
Request for the construction/ installation of a telecommunication tower	\$2000	
CERTIFICATES OF AUTHORIZATION		
Party - event	Free of charge	Valid for 72 hours
Accès aux parcs après 23 heures	Free of charge	Valid for 72 hours
Feu /feux d'artifice - endroit public	Free of charge	Valid for 72 hours
Peddling/Solicitation N.P.O.	Free of charge	Duration of the campaign
Garage sale	Free of charge	Valid for 24 hours
ANALYSIS / CERTIFICATE OF CONFORMITY		
Spreading of RFM	\$300	
Application to the CPTAQ	\$300	
EQUIPMENT AND SERVICES		
Connection to the water network	\$750	The citizen is responsible for the cost of preparation work and any additional parts necessary for the connection
Connection to the sewage network	\$750	The citizen is responsible for the cost of preparation work and any additional parts necessary for the connection
Emptying of camper	\$20	Location: Quyon village
Request for backfill	Free of charge	According to availability



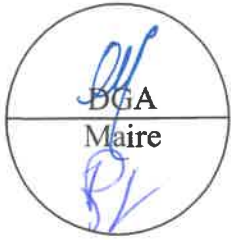
RENTAL OF THE MUNICIPAL INFRASTRUCTURES				
Daily fees	Luskville Community Centre	Quyón Women's Institute / Breckenridge Community Hall	Quyón Community Centre	Quyón and Luskville libraries
Deposit (for all)	\$200	\$200	\$200	\$200
- Municipal organizations - Municipal schools (Including alcohol sales and other fundraisers)	\$0	\$0	\$0	\$0
Instructors, artists, trainers - One-time session - Long-term session	\$25 \$75/ month	\$25 \$75/ month	\$25 \$75/ month	\$25 \$75/ month
Municipal daycares (Parents-children activities)	\$75	\$75	\$75	\$50
- Visiting organizations (Including alcohol sales and other fundraisers)	\$300	\$300	\$300	\$100 (alcohol prohibited)
Residents (Including alcohol sales and other fundraisers)	150\$	50\$	200\$	\$50 (alcohol prohibited)
Non-residents (Including alcohol sales and other fundraisers)	\$300	\$100	\$400	\$75 (alcohol prohibited)
Other activities (Classes and activities approved by the Municipality, for residents/ (without a license or selling of alcohol)	\$0	\$0	\$0	\$0



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Funerals (residents or their family)	\$0	\$0	\$0	N/A
Wedding reception	\$350	\$50	\$350	N/A
- residents	\$400	\$100	\$400	
- non-residents				
PARKS AND ICE RINKS				
	Luskville or Quyon skating rinks		Baseball / soccer field /park	
Deposit (except for non-profit organizations)	\$200		\$200	
- Non-profit organisations - Local organizations recognized by the Municipality of Pontiac - Governmental organizations (With or without a license or selling of alcohol))	Free of charge		Free of charge	
Residents - without a license or selling of alcohol	\$50		\$50	
Residents - with a license or selling of alcohol	\$75		\$75	
Non-residents - without a license or selling of alcohol	\$150		\$150	
Non-residents - with a license or selling of alcohol	\$175		\$175	
DAY CAMP				
Residents	\$150 per child, per week			
Non-residents	\$200 per child, per week			



24-03-5200

5.4 Retirement - employee #01-0120

WHEREAS employee #01-0120 has provided the Acting Director General with a letter dated February 16, 2024, announcing her retirement effective April 2, 2024;

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

AND RESOLVED to accept the retirement of employee #01-0120, effective April 2, 2024.

THAT the Municipality of Pontiac wishes to warmly thank employee #01-0120 for her many years of excellent service and wishes her a well-deserved retirement.

Carried

24-03-5201

5.5 Contract of engagement with the Centre de Services Partagés du Québec for the printers, office supplies and paper

WHEREAS the contract with Konica Minolta will expire on May 15, 2024;

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

AND RESOLVED THAT Council authorizes the Director General to sign a 24-month extension to the contract in effect since March 14, 2019, with Konica Minolta's proposal to lease 2 photocopiers for the Town Hall and 1 for the Luskville Library, all as follows:

One photocopier Bizhub C558 at a monthly cost of \$124.56 plus options at a cost of \$26.81 for a total of \$151.37 per month;

One photocopier Bizhub C558 at a monthly cost of \$124.56 plus options without fax at a cost of \$20.00 for a total cost of \$144.56 per month;

For the two Bizhub C558 photocopiers, the cost per copy is established as follows:

Black and white \$0.0065 per copy

Colour \$0.0562 per copy

A Bizhub C3351 with a monthly cost of \$50.70 plus options at a cost of \$3.50 for a total of \$54.20 per month for the Luskville library;



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SECTION 4 ABROGATION

This bylaw abrogates and replaces the bylaw 05-23.

SECTION 5 This bylaw will come into force according with the Law.

Carried

At 7:41pm, Councillor Serge Laforest and Councillor Chantal Allen leave the table.

24-03-5199

5.3 Hiring of the Director General and Director of Public Works

WHEREAS a special committee was formed to hire a Director General and Director of Public Works;

WHEREAS Mr. Mario Allen has held the position of Acting Director General and Director of Public Works since April 19, 2022;

WHEREAS Mr. Allen is qualified in administration and public management;

WHEREAS Mr. Allen has the necessary skills in Public Works management;

WHEREAS the recommendations of the Committee in favour of hiring Mr. Allen;

WHEREAS Mr. Allen accepts the terms of the contract;

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

AND RESOLVED THAT Council hires Mr. Mario Allen as Director General and Director of Public Works, effective March 12, 2024, in accordance with the terms and conditions of his employment contract.

THAT Council authorizes the Mayor, on its behalf, to sign the employment contract with Mr. Allen.

THAT this resolution repeals resolution 22-04-4612.

Carried

At 7:45pm, Councillor Serge Laforest and Councillor Chantal Allen return to the table.



WHEREAS Mrs. McCann already sits as a representative member for the Municipality;

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

AND RESOLVED to appoint Mrs. McCann as a representative of the Municipality of Pontiac as a member of the Administrative Committee of the OHP.

Carried

24-03-5204

5.8 Hiring – day-labourer blue collar

WHEREAS there is a need for additional manpower in the Public Works Department;

WHEREAS the recommendations of the Director of Public Works;

WHEREAS the recommendations of the Committee;

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

AND RESOLVED to hire Brady Pirie and François Miljour as day labourers, level 1, in accordance with the terms of the collective agreement.

THAT the hiring date will be set by the Director of Public Works for a maximum period of 1000 hours.

THAT an evaluation and recommendation be submitted to the Municipal Council before the end of this probationary period.

Carried

6. PUBLIC WORKS

24-03-5205

6.1 Equipment purchase for the Public Works Department

WHEREAS the Municipality of Pontiac wishes to purchase used equipment for the management of the eco-center;

WHEREAS it would be advantageous to purchase used equipment through a company specializing in this field, such as Les Encans Ritchie Bros;



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For the Bizhub C3351 photocopier, the cost per copy is established at:

Black and white \$0.0089 per copy
Colour \$0.075 per copy.

Carried

24-03-5202

5.6 Royalties adjustments

WHEREAS bylaw 15-08 and amendment 05-13 and its appendix 1;

WHEREAS the letter dated February 14, 2024, confirming an administrative error by contractor Robert Erwin Transport Inc. justifying that royalties were paid twice for an extraction site;

WHEREAS that revised and corrected forms were filed on February 14, 2024, for the period January 1, 2022, to December 31, 2022, along with a payment summary for the years 2022 and 2023;

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

AND RESOLVED to credit an amount of \$43,279.75 to Robert Erwin Transport Inc.

THAT \$20,458.60 be applied to the 3 payments for the year 2023.

THAT a credit balance of \$22,821.15 be applied to the payments for 2024/2025 or until this balance is exhausted.

Carried

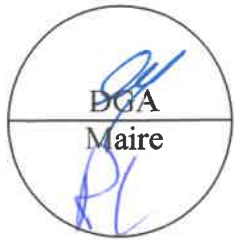
24-03-5203

5.7 Nomination of Mrs. McCann as municipal representative on the Pontiac Housing Office (OHP) Administrative Committee

WHEREAS the Municipality is a partner with the Pontiac Housing Office (OHP) for the seniors' residence located in our Municipality;

WHEREAS the Administration Committee of OHP has asked us to confirm by resolution the elected representative who will sit on the committee;

WHEREAS it is important to have a member of the Pontiac Municipal Council on the Administrative Committee to represent our Municipality;



7. URBAN PLANNING AND ZONING

24-03-5207

7.1 Adoption of bylaw 05-24 concerning minor variances in the Municipality of Pontiac

WHEREAS Council deems it necessary for the Municipality of Pontiac to adopt a bylaw concerning minor variances;

WHEREAS a notice of motion of the present bylaw was given at the regular Council meeting of February 13, 2024;

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

AND RESOLVED THAT Council decrees and adopts the following:

SECTION 1: DECLARATORY PROVISIONS

1.1 TITLE OF THE BYLAW

The title of the bylaw is "Bylaw 05-24 concerning minor variances in the Municipality of Pontiac."

1.2 PURPOSE

The purpose of this bylaw is to govern any request for a minor variance within the territory of the Municipality of Pontiac, all in connection with the guidelines and the objective of improving the living environment proposed in the Municipality's urban and sustainable development plan.

This regulation is adopted under the powers conferred by the Planning and Urbanism Act, in sections 145.1 to 145.8.

1.3 SUBJECTED TERRITORY (L.A.U, ART. 145.3, 2)

The present regulation applies, except for exceptions, to all zones provided for in the current zoning bylaw and its amendments, of the Municipality of Pontiac.

However, it does not apply to zones where land use is subject to special constraints for reasons of public safety (L.A.U., art. 145.2).

1.4 AFFECTED PEOPLE



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WHEREAS this trailer will be available for sale on March 21, 2024, in Montreal under item CT 703-1999 Chagnon Roll-Off Trailer;

WHEREAS the purchase of a trailer for the transportation of containers would result in significant long-term savings in the operating costs of the ecocenter;

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

AND RESOLVED to mandate the Director General to submit a purchase offer for a maximum amount of \$25,000, plus applicable fees, for the equipment CT 703-1999 Chagnon Roll-Off Trailer at the sale to be held on March 21, 2024.

THAT this expenditure be taken from the unallocated accumulated surplus.

Carried

24-03-5206

6.2 Equipment purchase for the ecocenter site

WHEREAS the Municipality of Pontiac wishes to purchase used equipment for the management of the ecocenter;

WHEREAS it would be advantageous to purchase used equipment through a company specializing in this field, such as *Les Encans Ritchie Bros*;

WHEREAS the purchase of 5 containers is essential for the efficient management of the various materials to be recycled, and will result in significant long-term savings on the operating costs of the ecocenter;

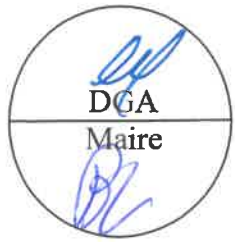
WHEREAS many containers will be available at the March 21, 2024, sale in Montreal;

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

AND RESOLVED that the Director General be mandated to submit an offer of purchase for a maximum amount of \$25,000, plus applicable fees, for these containers at the sale to be held on March 21, 2024.

THAT this expense be taken from the unallocated accumulated surplus as planned in the three-year capital expenditure program (PTI) (resolution 23-12-5152).

Carried



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- 5) In the case of a proposed construction or work, the applicant is unable to comply with the provisions of the zoning bylaw;
- 6) In the case of a proposed cadastral operation, the applicant is unable to comply with the provisions of the Subdivision Bylaw;
- 7) In the case where the cadastral operation is in progress or already completed, the applicant has obtained a subdivision permit for this cadastral operation and has carried it out in good faith;
- 8) The variance must not exacerbate risks to public safety;
- 9) The variance must not exacerbate risks to public health;
- 10) The derogation must not adversely affect the environment quality;
- 11) The variance must not undermine the general well-being;
- 12) The variance must have a minor character.

3.3 PROVISIONS OF THE ZONING AND SUBDIVISION BYLAWS THAT MAY BE THE SUBJECT OF A MINOR VARIANCE (L.A.U., ART. 145.3, 3)

All provisions contained in the zoning and subdivision bylaws, including their amendments, may be the subject of a request for a minor variance, with the exception of the following provisions:

- 1) Land uses (L.A.U., art. 145.1) ;
- 2) Land use density (L.A.U., art. 145.1) ;
- 3) Any construction, work or structure located within a riparian buffer zone must comply with applicable standards, including those set out in the *Régime provisoire*, RAMMHS and REAFIE;
- 4) The height of a main building is limited according to the equipment provided by the municipal fire department at the time of application.

3.4 FORM OF APPLICATION FOR A MINOR VARIANCE

Any person wishing to make a request for a minor variance must address the request to the designated officer and the request must meet the following conditions:

- 1) Complete the form prescribed by the Municipality, which must include :



These rules apply to all individuals and legal entities.

SECTION 2: INTERPRETATIVE AND ADMINISTRATIVE PROVISIONS

2.1 LINK BETWEEN DIFFERENT URBAN PLANNING REGULATIONS

The use of the words "present bylaw" refers both to the present bylaw and to all urban planning bylaws. It applies concurrently with other urban planning bylaws, which, if applicable, may be used to interpret the present provisions.

All interpretative and administrative provisions, as well as penalties applicable in the event of failure to comply with the present bylaw, are found in the Permits and Certificates bylaw.

SECTION 3: GENERAL PROVISIONS APPLICABLE TO A REQUEST FOR A MINOR VARIANCE

3.1 ADMISSIBILITY OF A REQUEST FOR A MINOR VARIANCE

- 1) An application for a minor variance may be made at the time of an applying for a permit or authorization certificate;
- 2) A minor variance may also be granted in cases where the work is in progress or already completed, and the applicant has previously obtained, when required, a construction permit or authorization certification for such work (L.A.U., art. 145.5).

3.2 PREREQUISITES FOR OBTAINING A MINOR VARIANCE

A minor variance to the current zoning bylaw and subdivision bylaw cannot be granted when any of the following conditions is met:

- 1) Application of the bylaw would cause serious prejudice to the applicant (L.A.U., art. 145.4);
- 2) The variance does not infringe upon the enjoyment, by neighbouring property owners, of their property rights (Planning and Urbanism Act, Article 145.4).
- 3) The minor variance complies with the objectives of the current urban and sustainable development plan (R.S.Q., art. 145.2);
- 4) When the request for a minor variance pertains to ongoing or completed works, they have been granted a permit or certificate and have been carried out in good faith (L.A.U., art. 145.5);



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- a. Applicant's full name and address. If the applicant is not the owner of the property concerned, a power of attorney from the owner is required;
- 2) Provide a text explaining the reasons for the request;
- 3) Provide the reasons why the applicant cannot comply with the bylaw in force, and the prejudice caused by the strict application of the bylaw;
- 4) The description of the land by means of a notarial deed or a cadastre plan as well as the property titles;
- 5) A site plan to scale. This plan must be prepared by a land surveyor in the case of a variance concerning a proposed construction, surface area or distance. For other variances, a site plan may be required and requested by the municipal officer;
- 6) Provide clear, recent photographs illustrating the subject of the variance request;
- 7) The payment of fees applicable to the request at the time of its submission.
- 8) Any other information the designated officer deems necessary for a full understanding of the application.

3.5 PROCEDURE (L.A.U., ART. 145.3.1)

The application must be submitted at least fourteen (14) working days prior to the CCU meeting.

Anyone wishing to submit an application for a minor variance in accordance with this bylaw is subject to the following procedure:

- 1) **Officer's review:** Upon receiving all required information and documents, the municipal officer takes the following actions, depending on the situation:
 - a. **Non-compliant application:** When the subject of the application does not comply with the provisions of this regulation, the designated officer notifies the applicant in writing (a compliant request does not imply the reimbursement of fees associated with a compliant variance request).
 - b. **Suspended application:** If the request or accompanying plans are incomplete or unclear, the designated officer notifies the applicant in writing. The review of the request is suspended until the necessary information is provided by the applicant, and at that point, the request is



and objectives of the current Urban Plan. In addition, the resolution to approve such a request may include conditions to be fulfilled concerning existing municipal regulations, particularly regarding the location or operation of the use.

- c. The resolution disapproving a request must be justified.
A copy of the resolution will be sent to the applicant;
- d. When the request is approved by the Council, the applicant must also obtain any permits and certificates required by the urban planning regulations.

6) Issuance of permit or certificate

- a. Upon presentation of a copy of the resolution granting the minor variance, the municipal officer issues the requested permit or certificate to the applicant in accordance with the regulations on permits and certificates.
- b. The minor variance granted under the present bylaw does not exempt the applicant from the application of other provisions of the planning bylaws.

3.6 VALIDITY DEADLINE

- 1) Twenty-four (24) months after the adoption of a resolution granting a minor variance, if the work covered by the resolution has not been carried out or is not in the process of being carried out under a valid permit or certificate of authorization, the resolution becomes null and void.
- 2) In this specific case, a request for a minor variance for the same subject can be submitted and will be processed as a new request.

3.7 REQUEST FOR A COMBINED MINOR VARIANCE

A request for a minor variance can cover multiple subjects. The fees for the request apply per lot.

SECTION 4 : COMING INTO FORCE

This bylaw will come into force according to the law.

Carried



24-03-5208

7.2 Adoption of bylaw 06-24 concerning nuisances

WHEREAS the Municipality of Pontiac has adopted a bylaw concerning public nuisances to ensure peace, order and cleanliness on its territory;

WHEREAS bylaw number 20-13 concerning public nuisances on the territory of the Municipality of Pontiac came into force on September 13, 2013, and is obsolete;

WHEREAS it is necessary to add definitions to the bylaw;

WHEREAS it is necessary to add clarifications on what is a nuisance, on the storage of non-functional vehicles, on advertisements, on nuisances and maintenance of municipal property;

WHEREAS the Municipal Council of the Municipality of Pontiac deems it advisable and in the public interest to revise the current nuisance bylaw;

WHEREAS a notice of motion for the present bylaw was duly given at the Council meeting held February 13, 2024, and that the draft was presented and tabled at the same meeting;

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

AND RESOLVED THAT the Council of the Municipality of Pontiac enact the following:

CHAPTER 1 – DECLARATORY PROVISIONS

- 1.1** The preamble is an integral part of this bylaw.
- 1.2** Bylaw number 20-13 concerning public nuisances on the territory of the Municipality of Pontiac and its amendments is repealed and replaced by the present bylaw.

CHAPTER 2 - PURPOSE OF THE BYLAW

- 2.1** The purpose of this bylaw is to enable the Municipality of Pontiac to enact behaviour standards in society and to constitute measures for the protection of collective interests and public order.
- 2.2** The present bylaw defines what constitutes a nuisance and provides the Municipality with a tool that allows it to require a property owner, lessee, occupant or possessor



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of the building, within a timeframe it determines, to eliminate the nuisance or carry out the necessary work to prevent it from recurring. In the event of non-compliance, this bylaw allows the imposition of fines on individuals who create or allow nuisances to persist.

2.3 This bylaw does not recognize acquired rights regarding nuisances.

CHAPTER 3 - GENERAL PROVISIONS

3.1 Terminology

In these rules, the following words mean:

- "Parking space": A unitary space designed specifically for parking a single motor vehicle.
- "Construction": An assembly of materials connected or not to the ground or attached to any object connected to the ground, including, but not limited to, tanks, gas pumps, platforms, swimming pools, sheds, and buildings.
- "Contaminant": Solid, liquid, or gaseous material likely to alter the quality of the environment in any way, including but not limited to resin, lacquer, paint, oil, or grease of mineral origin, or a combustible or explosive material, including motor or heating fuels and aerosols.
- "Watercourse": Any body of water that flows in a bed with a regular or intermittent flow, including those created or modified by human intervention, excluding a public or private road ditch, a common boundary ditch, and a drainage ditch used solely for drainage and irrigation purposes, which exists solely due to human intervention and whose watershed area is less than 100 hectares.
- "Waste": Includes, but is not limited to, abandoned, or deteriorated personal property, household refuse, paper, empty bottles, scrap metal, rejects from a commercial or industrial process, animal carcasses, construction, and demolition debris, mechanical or electrical appliances no longer in working order or discarded, and unused containers.



"Right-of-way":	Area of land occupied or intended to be occupied by a thoroughfare or utility infrastructure.
" Advertising insert ":	Any pamphlet, leaflet, flyer or any other advertising item designed for the purpose of announcing or advertising.
"Light maintenance":	Action aimed at ensuring the normal flow of water in a ditch and consisting of cutting or removing by hand, using a shovel, a lawnmower or all other similar tools, all vegetation, waste or materials. Light maintenance does not include work requiring the use of heavy machinery, or excavation, backfilling, digging, reprofiling, slope adjustment or slope stabilization.
"Off-street parking space":	Developed space outside of a road, surfaced area, or structure, intended for the parking of motor vehicles and including parking spaces and the driveways providing access to the spaces or rows of spaces.
"Scrap metal":	Iron or steel waste, iron instruments or old pieces, carcasses, or parts of carcasses of vehicles or household appliances.
"Responsible official":	<ol style="list-style-type: none">The Director of the Department of Urban Planning and Sustainable Development and their representatives;The Director of the Department of Public Works and Infrastructure and their representatives.
"Maintainable ditch":	Any roadside ditch bordering a lot over a maximum length of 120 metres and having a side slope of 2 in 1 on each side and a maximum depth of 1 metre, or having a side slope of 3 in 1 on each side and a maximum depth of 1.5 metres.
"Public Road ditch":	A small depression in the ground used for surface water runoff and drainage of a public road.
"Common ditch":	A common ditch serves as a dividing line between neighbouring properties and is a drainage device for stormwater management.
"Drainage ditch":	The drainage ditch is used solely for drainage purposes.
"Grass":	Lawn or any small, flexible vegetation devoid of bark.



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- "Ragweed": Ambrosia artemisiifolia L. and Ambrosia trifida.
- "building": A lot or a structure.
- "Inhabited place": Any building occupied or frequented by people who reside, work, or stay there, and includes, non-exhaustively, a dwelling, a business, an office building, a hospital, a vessel, a camp, or any similar place or part of such a place that constitutes a distinct space.
- "High-water line": Line used to delimit the littoral and shoreline of lakes, watercourses, and wetlands. It is determined, as the case may be, by one of the following methods:
- a) Where there is a water retention structure, the limit of the littoral is located at the maximum operating elevation of the hydraulic structure for the part of the water body located upstream of the structure, within its zone of influence;
 - b) Where there is a retaining wall, the limit of the littoral is located at the top of this structure;
 - c) In cases other than those mentioned in paragraphs a) & b), by the expert botanical or biophysical method, based on the plant species or physical marks present;
 - d) Where none of the above methods is applicable, to the flood limit associated with a 2-year flood.
- "Lot": A parcel of land identified and delimited on an official cadastral plan made, deposited and published in accordance with the Cadastre Act (R.S.Q., c. C-1) or the Civil Code of Québec (R.S.Q., 1991, c. 64).
- "Invasive and noxious plants":
- a) Giant Hogweed (*H. mantegazzianum*) ;
 - b) Manitoba maple (*A. negundo*) ;
 - c) Ragweed (*A. artemisiifolia*) ;
 - d) Japanese butterbur (*P. japonicus*).



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"Slash":	Plant debris left on the ground after silvicultural or arboricultural treatment or following natural disturbance.
"Servitude":	Right imposed on a property in favour of the Municipality in the name of the general interest.
"Natural land":	Land preserved for the purpose of conserving or protecting biodiversity, including but not limited to parks, woodlands, and wetlands.
"Motor vehicle":	A motorized road vehicle that is adapted primarily for the transportation of a person or property.
"Immobilized vehicle":	Anything that is not a road vehicle as defined in the Quebec Road Safety Code (c. C-24.2).
"Public thoroughfare":	Land maintained by or on behalf of a public body that is used for traffic, including, but not limited to, a right-of-way, road, lane, sidewalk, bridge, pedestrian path, bicycle path, snowmobile trail, hiking trail, public square, railway, or public parking area.

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

CHAPTER 4 - LOT CLEANLINESS AND MAINTENANCE

Any person who leaves, deposits or tolerates on a lot the presence of:

- a) garbage or foul-smelling substances ;
- b) building materials or piles of soil, sand, stones or gravel that are not incorporated or intended to be incorporated into a construction on this lot for which a building permit has been previously issued if required;
- c) scrap metal ;
- d) a diseased or dead tree, or a tree in such a precarious condition that it is likely to fall onto the public thoroughfare;
- e) any tree, shrub, landscaping, hedges or other vegetation that encroaches on the public highway, conceals road signs, diminishes the illumination of the public lighting system, interferes in any way with municipal property or its use, or constitutes a danger to users of a public highway;
- f) tires, whatever their condition, outside an enclosed building;



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- Riparian zone of a watercourse, determined by the high-water line.

4.3 Commits a nuisance, the owner, lessee, occupant or possessor of a built lot who leaves or tolerates the presence of invasive and harmful plants.

This article does not apply to a right-of-way maintained by the Municipality, to natural land or to land designated as agricultural land protected by the Act respecting the preservation of agricultural land and agricultural activities (LRQ, c. P-41.1).

4.4 For the application of Article 4.3, the owner, lessee, occupant or possessor of a plot of land on which invasive and harmful plants are found must proceed with their eradication or, at a minimum, their cutting to ensure that these plants do not come into bloom.

4.5 The riparian strips of watercourses and ditches are excluded from the application of article 4.3.

CHAPTER 5 - PUBLIC ROAD MAINTENANCE AND EASEMENTS

5.1 Commits a nuisance, anyone who deposits, leaves, or tolerates any materials, waste, or vegetation that obstructs or impede the flow of water in a public road ditch.

5.2 Commits a nuisance, anyone who deposits, leaves or tolerates any material, waste or vegetation that obstructs or prevents the surface water flow in a stormwater structure, such as a catch basin, culvert, common ditch, drainage ditch, swale, retention basin, etc.,

5.3 Commits a nuisance, anyone who fills in, diverts or otherwise carries out work that alters the shape, end or course of a public road ditch without prior written authorization from the Municipality.

5.4 Commits a nuisance, anyone who fills in, diverts or otherwise carries out work that alters the shape, end or course of a common ditch, drainage ditch or gully in a servitude, without prior written authorization from the Municipality.

5.5 Commits a nuisance, the owner, lessee, occupant or possessor of a lot bordered by a public road ditch who fails to ensure its maintenance for the normal flow of water. This obligation falls on the owner, lessee, occupant or possessor of a lot when the necessary maintenance is minor, and it concerns a maintainable ditch.

5.6 Commits a nuisance, the owner, lessee, occupant or possessor of a lot bordered or crossed by a common boundary ditch, a drainage ditch, or a channel established in an easement who fails to ensure its maintenance for the normal flow of water.



- g) stagnant water, other than a watercourse, between June 1 and October 1.

For the purposes of paragraph d) above, any tree, shrub, landscape or hedge must be pruned or trimmed so that the clearance under any branch complies with the minimum prescribed in the following paragraphs. The clearance must be measured between the underside of the branch and the highest point of the reference element, at the vertical of the branch:

- i. 4.85 m above the pavement of a road on which heavy vehicle traffic is authorized, above an access road for fire department vehicles required by the applicable building code, and above a footpath or emergency road required for a dead-end road by the subdivision bylaw in force;
- ii. 4 m above the pavement of a road other than that referred to in paragraph i.;
- iii. 3 m above a sidewalk or footpath other than a footpath referred to in paragraph i.

4.1 Any property owner, lessee, occupant or possessor of a lot who tolerates a general state of uncleanness or condition of the lot such that its visual appearance causes aesthetic prejudice to neighbouring buildings and the neighbourhood commits a nuisance.

4.2 Commits a nuisance, anyone who leaves, deposits, or tolerates on a lot, the presence of residues.

For the application of article 4.2, the presence of residues is authorized on a natural lot if the owner, lessee, occupant or possessor of the lot satisfies all the following conditions:

- i. The residues are located within a radius of 30 metres from their point of origin;
- ii. The residues must occupy a height of less than 60 centimetres from ground level, with the exception of shavings whose maximum height is set at 20 centimetres;
- iii. All residues must not harm residual trees over 2 metres in height;
- iv. The residues must not fall within the following boundaries:
 - 5 metres from a footpath
 - 5 metres from a sidewalk
 - 5 metres from a road
 - 1.5 metres from a property line



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- 6.5** Commits a nuisance, any person who buries or allows to be buried construction materials, contaminants, household garbage, recyclable materials, compostable materials, waste, hazardous products or any other product harmful to the environment.

CHAPTER 7 - RESIDUAL MATERIAL

- 7.1** Commits a nuisance, any property owner, lessee, occupant or possessor who leaves, deposits or tolerates the presence of :
- a) residual materials or residual material bags not stored in a shed, container or garbage can;
 - b) unsealed or damaged plastic bags or other containers containing residual materials;
 - c) a container for residual materials or a garbage bin containing residual materials, whose lid is in the open position or not equipped with a tight-fitting lid;
 - d) a container for residual materials or garbage can with a soiled exterior or interior;
 - e) a grease or cooking oil container with its lid open or not equipped with a tight-fitting lid;
 - f) a grease or cooking oil container with a soiled exterior.

SECTION 8 - ROAD VEHICLES AND SCRAP METAL

- 8.1** Commits a nuisance, the owner, lessee, occupant or possessor of a building who leaves, deposits, or tolerates the presence, outside of a closed structure:
- a) scrap metal;
 - b) out of working order road vehicles;
 - c) one or more carcasses of road vehicles;
 - d) road vehicles parts or debris;
 - e) mechanical appliances not in working order;
 - f) parts or debris of mechanical appliances;
 - g) parts or debris of vehicles of any kind;
 - h) road vehicle(s) not registered for the current year or out of working order.²⁸



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- 5.7** Commits a nuisance, any property owner, lessee, occupant or possessor or possessor of a built lot who fails to maintain the portion of the right-of-way adjacent to his or her lot.

Landscaping installed by the Municipality and trees in the right-of-way is excluded from the application of this article.

- 5.8** Commits a nuisance, any property owner, lessee, occupant or possessor of a built lot who fails to maintain the portion of the right-of-way adjacent to his or her lot.
- 5.9** Commits a nuisance, any person who soils municipal property, including but not limited to a public thoroughfare or public building, by depositing, leaving or disposing of waste, foul-smelling substances, sewage, snow, contaminants, construction materials, signs or any other object, material or substance.
- 5.10** Commits a nuisance, anyone who leaves on municipal property, during the execution of works, a tree stump or a tree cut halfway.
- 5.11** Commits a nuisance, anyone who installs or has installed a dispenser that distributes, offers, or displays periodicals, printed materials, articles, or any consumer goods within the right-of-way of a public road.
- 5.12** Commits a nuisance, any property owner, lessee, occupant or possessor who tolerates the accumulation of snow, ice or icicles on a sloped roof that spills or may spill onto a public thoroughfare.

CHAPTER 6 - ENVIRONMENTAL PROTECTION

- 6.1** Commits a nuisance, any person who dumps or allows to be dumped any contaminant or waste on or in any building or in any wetland, water body or ditch.
- 6.2** Commits a nuisance, every person who tolerates on a lot the presence of a contaminant outside its container or in an unsealed or damaged container.
- 6.3** Commits a nuisance, any person who does, tolerates or allows any work to be carried out in a watercourse or performs any act likely to stop, modify, increase, reduce, divert or otherwise alter or affect the said watercourse in any way whatsoever without prior authorization from the authorities having jurisdiction in the matter.
- 6.4** Commits a nuisance, any person who uses or permits the use of a watercourse for recreational or any other purposes in such a way as to alter, damage or interfere with the peaceful enjoyment of the same watercourse by persons entitled to use it.



- 12.1 Commits a nuisance, anyone who creates or allows the creation of dust that impairs the well-being and comfort of the public by using any motor vehicle, street sweeper, leaf blower, or any similar motorized device in an off-street parking area consisting of more than ten parking spaces.
- 12.2 Commits a nuisance, anyone who engages in or allows the use of a product, substance, object, means, or device emitting dust or any particles in a manner that inconveniences or disturbs the well-being of one or more persons in the neighbourhood.

CHAPTER 13 - MANURE SPREADING AND ODOURS

- 13.1 Commits a nuisance, the owner, lessee, occupant or possessor who tolerates the storage or spreading of non-deodorized manure on land that is not in cultivation or pasture.
- 13.2 Commits a nuisance, anyone who emits or allows the emission of nauseating or unpleasant odours, through or by using any substance or product in a manner that disturbs or inconveniences one or more persons in the neighbourhood.
- 13.3 Articles 13.1 and 13.2 do not apply to activities permitted and in compliance with the provisions of the Act respecting the preservation of agricultural land and agricultural activities (LRQ, c. P-41.1), and manure must be stored in accordance with provincial Environmental Quality regulations.

CHAPTER 14 - VERMIN AND RODENTS

Commits a nuisance, anyone who causes or tolerates any condition conducive to the presence or proliferation of vermin or rodents in a building or on a property.

CHAPTER 15 - POWERS OF THE RESPONSIBLE OFFICIAL

- 15.1 The responsible official is authorized to visit and examine any building or movable in application of the bylaw to ensure that the provisions of the bylaw are being complied with.

Upon request, the inspecting officer must establish his or her identity.

- 15.2 Where a responsible officer has reasonable grounds to believe that a person has committed an offence, he or she may require the person to declare his or her name, address and date of birth.



This article does not apply to a lot on which an authorized use is exercised under the zoning bylaw allowing the presence of such vehicles.

- 8.2** Despite the preceding article, a vehicle with a storage plate may be stored outdoors for one year. However, the presence of the said vehicle must not have an impact or be detrimental to public safety, health, the environment (traces of contamination or loss of liquid) or the well-being of the community (carcass visible from the road).
- 8.3** Commits a nuisance, anyone who performs or allows to be performed repeatedly or frequently on or within the same building, the maintenance, repair, dismantling, or modification of vehicles outside of a closed structure.

CHAPTER 9 – STORAGE

- 9.1** Commits a nuisance, anyone who uses or allows the use of any vehicle or part thereof for storage.
- 9.2** Commits a nuisance, anyone who uses or allows the use of a temporary shelter for storage purposes (between April 16 and October 14) or leaves it in a state of disrepair.
- 9.3** Commits a nuisance, anyone who uses or allows the use of a vacant lot for storage purposes."

CHAPTER 10 - ADVERTISING INSERTS

Commits a nuisance, anyone who distributes advertising inserts on public property or door-to-door, without placing them in mailboxes or, failing that, without depositing them in a manner that prevents them from being blown away by the wind.

CHAPTER 11 – PROJECTILES

- 11.1** Commits a nuisance, anyone who intentionally throws or allows to be thrown a ball or other projectile onto another property without the consent of its owner.
- 11.2** Commits a nuisance, the owner, occupant or possessor, or operator of public or private land, who does not take appropriate measures to prevent the repeated throwing or projecting of a ball or other projectile that could endanger the safety of persons or property outside the area from which it originates.

CHAPTER 12 – DUST



The officer in charge may also require such person to provide information to confirm the accuracy of such information.

A person may refuse to declare his or her name, address and date of birth, or to provide information to confirm their accuracy, until he or she is informed of the offence alleged against him or her.

15.3 Any property owner, lessee, occupant or possessor of an immovable or piece of furniture must allow access to the official in charge and allow the latter to carry out an inspection. Any person present during such an inspection must refrain from insulting, molesting, intimidating or threatening the official in charge and must not at any time interfere with the performance of his duties in any way whatsoever. Any person using or storing a hazardous material must notify the officer in charge during the inspection.

15.4 The responsible official shall give written notice to any owner, lessee, occupant or possessor of an immovable to cease, within a given time, any nuisance decreed by the present bylaw.

Any notice to be given pursuant to this article shall be served in accordance with the provisions of articles 424 to 430 of the Quebec Municipal Code (LRQ, c. C-27.1).

15.5 Any person who soils municipal property must carry out the clean-up in such a way as to restore the property to the condition it was in before it was soiled. Clean-up must be carried out immediately or, as the case may be, within a time limit set by the responsible official. In the event that clean-up requires the interruption or detour of road or pedestrian traffic, the party responsible for clean-up must give prior notice to the official in charge.

Upon expiry of the time limits mentioned in the preceding paragraph, the responsible official may have the work carried out at the offender's expense, and any expenses incurred under this article, including administrative costs, will be billed to the offender as soon as the cost is established.

CHAPTER 16 - PENALTIES AND SANCTIONS

16.1 The Council generally authorizes the responsible official to initiate criminal proceedings against any violator of any provision of the regulation and generally authorizes these individuals to issue offence notices for this purpose; these individuals are responsible for enforcing the regulation.

16.2 Anyone who contravenes or fails to comply with any of the provisions of this regulation commits an offence and is liable, in addition to the costs for each offence,



to a fixed fine of \$1,000.00 if the offender is a natural person, or a fixed fine of \$2,000.00 if it is a legal entity.

In the case of a repeat offence, within two years of the guilty verdict for the same offence, the offender is liable, in addition to the costs for each offence, to a fixed fine of \$2,000.00 if the offender is a natural person, or a fixed fine of \$4,000.00 if the offender is a legal entity.

In all cases, prosecution costs are additional. The deadlines for the payment of fines and costs imposed under this section, and the consequences of failing to pay such fines and costs within the prescribed deadlines, are established in accordance with the Code of Criminal Procedure of Quebec (LRQ, c. C-25.1).

16.3 The payment of the fine does not exempt the offender from complying with the provisions of this regulation.

16.4 When an offence lasts more than one day, as many separate offences are counted as there are days or fractions of a day it has lasted, and these offences can be described in a single charge.

16.5 In the event that the court pronounces a sentence regarding a violation of the regulation, it may, in addition to the fine and costs, order that the nuisances that are the subject of the offence be removed by anyone found guilty of the offence.

In the event of failure by that person or those people to comply within the specified timeframe, the Municipality may remove the nuisance at the expense of that person or those persons.

A notice of the application for the order must be given by the prosecutor to the person whom the order may require removing the nuisance, unless that person is in the presence of the judge.

16.6 The Municipality reserves the right to exercise any other recourse provided by law.

CHAPTER 17 - COMING INTO FORCE

This bylaw will come into force once the formalities prescribed by law have been completed.

Carried



24-03-5209

7.3 Adoption of the bylaw 07-24 concerning the operation of the Planning Advisory Committee (PAC)

WHEREAS the Municipality of Pontiac is authorized to amend its urban planning bylaws;

WHEREAS under sections 146, 147 and 148 of the “Act respecting land use, planning and development” (R.S.Q., c. A-19.a), the Municipal Council may form an Urban Planning Advisory Committee;

WHEREAS a notice of motion for the present bylaw was given at the meeting of February 13, 2024;

WHEREAS a copy of the draft bylaw was tabled at the same time as the notice of motion;

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

AND RESOLVED THAT Council decrees and adopts the following :

SECTION 1 The present bylaw is entitled « Bylaw 07-24 concerning the operation of the Planning Advisory Committee (PAC) ».

SECTION 2 The preamble is an integral part of the present bylaw as if it were reproduced in its entirety.

SECTION 3 The committee will be known as the « Planning Advisory Committee (PAC) » and designated in the present bylaw as the « committee ».

SECTION 4 COMMITTEE’S MANDATE

The present bylaw gives the committee powers to study and recommend in matters of urban planning, zoning, subdivision and construction. These powers of study and recommendation pertain to:

- Minor variances to urban planning bylaws;
- Comprehensive development plans;
- Site Planning and Architectural Integration Plans (PIIA);
- Conditional uses;
- Specific construction, alteration or occupancy proposal for an immovable (SAOPI);



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Notwithstanding this enumeration, these powers of study and recommending can also pertain to any other subject provided by the Land Use Planning and Development Act and on any other subject pertaining to urban planning, zoning, subdivision and construction, submitted by the Municipal Council through the Urban Planning Department.

The Committee will act as a local heritage council in the citation of heritage assets under the Cultural Heritage Act (LRQ section P-9.002).

SECTION 5 COMPOSITION OF THE COMMITTEE

- The Committee is composed of three (3) members chosen among citizens residing on the territory of the Municipality of Pontiac;
- The Committee is composed of two (2) members of the municipal council;
- The quorum of the Committee is formed by a minimum of three members;
- The Mayor is automatically a member of the Committee.
- The Director of the Urban Planning Department and the person in charge of the permits and requests are automatically members of the Committee but are not entitled to vote; he assumes the responsibility of the Committee's secretary.

The Municipal Council may also appoint other individuals to the Committee, upon request of the Committee or the Council, by resolution, whose services may be necessary to fulfill its duties. These individuals may attend the Committee's meetings or participate in the deliberations; however, these individuals do not have the right to vote.

SECTION 6 DURATION OF THE MANDATE

The duration of the first mandate of members chosen from among citizens is set at (2) years from their date of appointment by resolution.

The term of the members must be renewed at the end of the mandate by resolution of the Council.

The mandate of a Council member ends when he ceases to be a member or when the Council decides to review his tasks.

The Council has the right to revoke the mandate of a member or of a resource person acting for the Committee, anytime, by resolution.

SECTION 7 MEMBER TRAINING OBLIGATIONS

An appointed member must, within six (6) months of the date of confirmation of the mandate by municipal resolution, submit his or her training certificate in accordance with provincial obligations (e.g. obligation under PL 16).



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SECTION 8 CHAIRMAN OF THE COMMITTEE

The Chairman of the Committee leads the meetings. As such, he notes that there is a quorum. He is consulted in the drafting of the agenda, sees to the adoption of the meeting's agenda, sees to it that the items on the agenda are discussed, and generally, sees to the smooth running, order and the maintenance of the decorum of the meeting.

In case of the Chairman's absence, the Committee chooses one of its members to preside the meeting.

The Chairman of the Committee is recommended by the members of the Committee. He is then appointed by resolution of the Municipal Council. He is subject to the same regulation as that enacted in section 6 regarding the term of his mandate.

SECTION 9 SECRETARY OF THE COMMITTEE

The secretary of the Committee prepares the agenda and the minutes of the Committee's meeting. He calls the members to the Committee's meeting and transmits the documentation related to the items to be studied and recommended during the meeting.

SECTION 10 RULES OF INTERNAL MANAGEMENT

The Committee establishes the rules of internal management which are necessary for the performance of its duties in accordance with the present bylaw and with section 146, 3rd paragraph of the Act respecting land use, planning and development.

SECTION 11 NOTICE OF MEETINGS

The Committee's secretary convenes PAC meetings no later than the Friday before the meeting, with supporting documents sent to members.

Members are convened by electronic mail to the e-mail address indicated in the list of members. In addition to the meetings scheduled and convened by the committee, the Municipal Council may also convene Committee members by giving written notice by mail or e-mail, following the usual procedure.

SECTION 12 RECOMMENDATION AND OPINION

Following the study of a file by the committee, the members proceed with the vote. The Chairman has the right to vote but is not required to do so. When the votes are equal, the decision is up to the Municipal Council.



The Committee's studies, recommendations and advice are submitted to the Municipal Council in the form of recommendations. The Committee's recommendations are then submitted to the Municipal Council for consideration and adoption.

SECTION 13 HEARING OF THE APPLICANT

Following a refusal or deferral of the file by the Committee, and by the Municipal Council, the applicant or the person in charge of the file may ask to be heard during a meeting. The Committee is under no obligation to accept the request for a hearing. If the Committee considers it appropriate to hear the applicant or the person in charge of the file, the Committee will render its recommendation behind closed doors.

SECTION 14 FUNDS AND ALLOWANCE TO THE MEMBERS

The Municipal Council may vote and provide the committee with the amount of money that is needed to perform its duties. It may also give to the members of the Committee an « attendance fee » and reimburse the expenses incurred during the performance of their duties. The Council may, during the preparation of the budget, provide funds for the training of Committee members.

SECTION 15 DUTIES TOWARDS THE POPULATION

The member of the Committee must carry out his duties in the public interest and must take all necessary measures to promote the public interest.

The member must carry out his duties faithfully in compliance with the applicable laws and bylaws.

The member must pay special attention to each file that is submitted to the Committee in order to assess it correctly taking into account its advantages, its disadvantages and its impacts on the entire community.

The member must subscribe and adhere to a healthy municipal administration.

The member must fulfill his duties and responsibilities with integrity, dignity and impartiality.

The member must refrain from any activity that is incompatible with his duties, avoid any conflict of interest and prevent any situation susceptible to cast a doubt on his objectivity or his impartiality.

Any member of the Committee must obtain the authorization from the members of the Committee and from the owner or occupant of a building before conducting a visit of a



property or building. It is the secretary's duties to contact the owner or the occupant, to inform him of a visit.

SECTION 16 DUTIES TOWARDS THE MUNICIPALITY

The member shall not damage the reputation of the Committee and of the Municipal Council.

The member must demonstrate his availability and due diligence and ensure full collaboration when carrying out his mandates.

The member must show respect and courtesy in his dealings with other members, municipal employees and members of the Municipal Council.

The member must try to establish a trusting relation with the other members or with the resource people.

The member must follow the legal and administrative rules governing the decision-making process.

SECTION 17 CONFIDENTIALITY OF INFORMATION

Under the Act respecting Access to documents held by public bodies and the protection of personal information (L.R.Q., Chap., A-2), any information given to the Committee regarding applications that were submitted or revealed during a meeting, is confidential.

As part of his work, each member of the Committee is required to respect the confidentiality of the information he receives and to exercise caution with respect to the privacy of others.

SECTION 18 CONFLICT OF INTERESTS

A member of the Committee having an interest in a file or a question that is submitted to the Committee must declare the nature of his interest, withdraw himself from the meeting and refrain from voting on any proposed resolution during the meeting, until the Committee has ruled on the said file or question.

The secretary of the Committee must write the declaration of interest in the minutes of the meeting and indicate that the member left the meeting for the duration of the discussion on the said file or question.

SECTION 19 TRANSITORY PROVISIONS

The member of the Planning Advisory Committee constituted under a previous bylaw and abrogated by the present bylaw becomes a member of the Planning Advisory Committee



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under the present bylaw, as if he was appointed by resolution, in accordance with sections 5 and 6 of this bylaw.

SECTION 20 ADMINISTRATIVE PROVISION

The masculine and the singular are used in the present bylaw without discrimination and include the feminine and the plural in order to avoid a lengthy text.

SECTION 21 ABROGATION

The present bylaw abrogates and replaces bylaws 115-92, 06-18 and 10-22.

The bylaw will come into force in accordance with the Law.

Carried

24-03-5210

7.4 Request for an additional extension - revision of the Urban Plan and bylaws

WHEREAS resolution 23-11-5112 and that the extension period has expired ;

WHEREAS the Urban Planning Department anticipates adoption of the new urban plan and concordance bylaws following public consultations beginning in the spring of 2024;

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

AND RESOLVED THAT Council asks the Minister of Municipal Affairs and Housing for an additional 12 months to allow the Municipality of Pontiac to comply with the revised schema of the MRC des Collines.

Carried

24-03-5211

7.5 Call for applications for the renewal of members of the PAC (Planning Advisory Committee)

WHEREAS the adoption of bylaw 07-24 concerning the operation of the Planning Advisory Committee (PAC);

WHEREAS it is necessary to maintain a representative Planning Advisory Committee (PAC) to meet the evolving needs of our community;



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

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

24-03-5213

7.7 Collective request to the Municipal Affairs and Housing Ministry (MAMH) for a deadline extension - concordance with omnibus bylaw no. 313-22 amending the Revised Land Use and Development Plan of the MRC des Collines-de-l'Outaouais

WHEREAS the entry into force on February 6, 2020, of bylaw no. 273-19 enacting the third-generation revised "Schéma d'aménagement et de développement" (land use planning and development concept) (SADR) of the MRC des Collines-de-l'Outaouais;

WHEREAS the MRC has adopted bylaws no. 312-22, no. 313-22 (Omnibus) and no. 319-23 amending the revised "Schéma d'aménagement et de développement" (land use planning and development concept) (SADR);

WHEREAS only Omnibus bylaw 313-22 concerns the territory of the Municipality of Pontiac, while the other bylaws concern the municipalities of La Pêche and Chelsea;

WHEREAS omnibus bylaw no. 313-22 came into force on September 12, 2023, and has a direct effect on the urban plan and bylaws of all local municipalities of the MRC des Collines-de-l'Outaouais;

WHEREAS municipalities must amend their urban plans and bylaws to take into account the entry into force of omnibus bylaw no. 313-22 by March 12, 2024;

WHEREAS the Municipality of Pontiac has already adopted a resolution at its meeting of December 12, 2023, to request from the Municipal Affairs and Housing Ministry (MAMH), in accordance with the "Politique de prolongation des délais en vertu de la Loi sur l'aménagement et l'urbanisme", a one-year extension of the deadline, until February 6, 2025, based on a status report and work plan;

WHEREAS human resource challenges and the increase in the number of requests to be processed have resulted in an overload of work for the members of the Urban Planning team, thus causing delays in the concordance process for omnibus bylaw no. 313-22 and the revision of urban planning tools;



WHEREAS the terms of office of the current members of the PAC have expired;

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

AND RESOLVED that the Municipal Council officially announces the opening of a call for candidates for the renewal of the members of the Planning Advisory Committee (PAC).

THAT the Council wishes to thank the members of the PAC for their personal commitment to the pursuit and study of the files dealt with.

Carried

24-03-5212

7.6 Acceptance of a lease agreement for the lot located at 447 Clavelle Road - lot 5 815 376

WHEREAS resolution 19-11-3932 entitled "Acquisition of land following spring flooding in April, as requested by the Ministère de la Sécurité publique";

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

WHEREAS the owner of 451 Clavelle Road and the owner of 443 Clavelle Road have expressed interest in leasing the adjacent lot located at 447 Clavelle Road;

WHEREAS the Municipality has fulfilled all its advertising obligations;

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

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

AND RESOLVED THAT the Municipality decommission lot 5 815 375 located at 447 Clavelle Road from the public domain.

THAT Council does not grant the owner's request to lease lot 5 815 377 located at 443 Clavelle Road.

THAT the Municipality proceeds to formalize said lease agreement with the owner of 451 Clavelle Road.



WHEREAS the Municipality requires an additional extension to implement the entire concordance process associated with omnibus bylaw no. 313-22 in order to bring it in line with the concordance process of the revised Land Use Planning and Development Plan currently underway;

WHEREAS the Act respecting land use planning and development provides that a collective request for an extension of time may be made by an MRC on behalf of local municipalities so that all of them may undertake the necessary regulatory amendments;

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

AND RESOLVED THAT Council authorizes the MRC des Collines-de-l'Outaouais to proceed with a collective request for an extension of time to the Municipal Affairs and Housing Ministry (MAMH) and on behalf of all local municipalities in order to adopt any concordance bylaw to omnibus bylaw no. 313-22 modifying the "schéma d'aménagement et de développement of the MRC des Collines-de-l'Outaouais";

THAT this deadline may coincide with that granted by the Municipal Affairs and Housing Ministry (MAMH) to the Municipality of Pontiac for the finalization of the concordance exercise of the urban planning bylaws with bylaw no. 273-19 enacting the revised Land Use and Development Plan (SADR).

Carried

24-03-5214

7.8 Survey markers – 1863 Montagne Road

WHEREAS the survey markers at 1863 chemin de la Montagne were removed during the redesign of Montagne Road;

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

AND RESOLVED to authorize the Director General to contact a surveying firm to replace the survey markers at 1863 chemin de la Montagne.

THAT this expense be charged to budget item 02 32000 411.

Carried

8. RECREATION AND CULTURE

24-03-5215



8.1 Fund advance - 2024 Pontiac Country Festival

WHEREAS Council has mandated the Coordinator of Recreation, Community Life and Communications to initiate preparations for the 2024 Pontiac Country Festival;

WHEREAS, in order to carry out Council's request, funds are required immediately;

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

AND RESOLVED to advance the sum of \$35,000.00 to initiate the preparation and organization of the 2024 Pontiac Country Festival.

THAT this sum comes from the unallocated surplus, which will be reimbursed by revenues from the event.

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

THAT in the event of a deficit, the unallocated surplus will cover the costs.

Carried

24-03-5216

8.2 Purchase of storage cabinets – Luskville Community Centre

WHEREAS the Municipality wishes to refurbish the storage spaces at the Luskville Community Centre;

WHEREAS it is necessary to arrange the premises in preparation for the 2024 day camp and to provide office space for the camp coordinator;

WHEREAS the Municipality has discussed this project with the *Blés d'Or* executive;

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

AND RESOLVED that Council authorizes the Recreation, Community Life and Communications Coordinator to proceed with the purchase of 2 storage cabinets for dishes, utensils and baking dishes at a cost of \$699.00 each plus taxes and delivery.

THAT this amount be taken from the unallocated surplus.

Carried



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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.»



24-03-5217

8.3 Purchase of storage cabinets – Quyon Community Centre

WHEREAS the Municipality has received a donation of dishes and utensils from the Lionettes for the Quyon Community Centre;

WHEREAS for reasons of hygiene and safety, it is necessary to ensure that all crockery and cutlery is properly stored, closed and locked;

WHEREAS the Lionettes wish to donate to the Municipality of Pontiac for the equivalent of the price of one cabinet, taxes included;

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

AND RESOLVED that Council authorizes the Coordinator of Recreation, Community Life and Communications to proceed with the purchase of 2 storage cabinets for dishes, utensils and baking dishes at a cost of \$699.00 each, plus taxes and delivery.

THAT the Lionettes pay the cost of one cabinet, taxes included.

THAT this amount be taken from the unallocated surplus.

Carried

9. TABLING OF DOCUMENTS

9.1 **Tabling of the report regarding the delegation of authorization of expenses from January 26 to February 21, 2024.**

10. PUBLIC QUESTION PERIOD

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

24-03-5218

11. CLOSING OF MEETING

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

AND RESOLVED to close the meeting at 8:15 p.m. having gone through the agenda.



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**PROVINCE OF QUEBEC
PONTIAC COUNTY**

MINUTES of the special Council meeting of the Municipality of Pontiac held on Tuesday, March 19, 2024, at 7:00 p.m. at the Luskville Community Centre located at 2024 route 148, 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, Mr. Mario Allen, Director General.

Motivated absence: Dr. Jean Amyotte, Pro-Mayor

1. OPENING OF THE MEETING/NOTICE OF MEETING

In accordance with Section 157 of the Municipal Code, Mr. Roger Larose, President, notes the presence of all Council members and proceeded with the opening of the meeting. The meeting begins at 7:02 p.m.

2. FLOOR TO THE PUBLIC AND QUESTIONS

No citizen attended.

3. ADOPTION OF THE AGENDA

1. **Opening of the meeting**
2. **Floor to the public and questions**
3. **Adoption of the agenda**
4. **Material purchase for the public works department**
5. **Creation of a committee for the negotiations of the collective agreement of the blue-collars and white-collars employees**
6. **Public question period**
7. **Closing of meeting**

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

AND RESOLVED to adopt the agenda as prepared and read.

Carried

24-03-5219



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24-03-5220

4. EQUIPMENT PURCHASE FOR THE PUBLIC WORKS DEPARTMENT

WHEREAS the Municipality of Pontiac wishes to purchase used equipment for the collection of residual materials;

WHEREAS it would be advantageous to purchase used equipment through a company specializing in this field, such as Les Encans Ritchie Bros;

WHEREAS this equipment will be available at the March 21, 2024, auction in Montreal under lot 5046;

WHEREAS the purchase of this truck would solve the problem of difficult access on private roads in winter and would provide a truck to support snow removal operations;

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

AND RESOLVED to mandate the General Manager to submit a purchase offer for a maximum amount of \$50,000, plus applicable fees, for lot 5046 at the sale to be held on March 21, 2024.

THAT this expense be financed in accordance with bylaw 02-23.

Carried

5. CREATION OF A COMMITTEE FOR THE NEGOTIATIONS OF THE COLLECTIVE AGREEMENT OF THE BLUE-COLLARS AND WHITE-COLLARS EMPLOYEES

Discussion only, no resolution tabled.

6. PUBLIC QUESTION PERIOD

No citizen attended.

24-03-5221

7. CLOSING OF MEETING

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



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AND RESOLVED to close the meeting at 7:12 p.m. having gone through the agenda.

Carried

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

Roger Larose
Maire

« I, Mayor Roger Larose, hereby certify that the signature on the present minutes is equivalent to my signature on each and every resolution herein, as specified in section 142 (2) of the Municipal Code».

