

Municipalité de | Municipality of

Pontiac

**PROVINCE OF QUEBEC
PONTIAC COUNTY**

MINUTES of the regular Council meeting of the Municipality of Pontiac held on Tuesday, May 14, 2024, at 7:30 p.m. at the Breckenridge Community Hall, 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, 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 7:30 p.m.

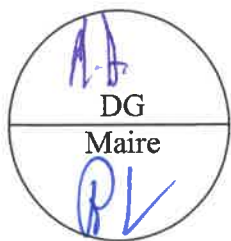
2. FLOOR TO THE PUBLIC AND QUESTIONS

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

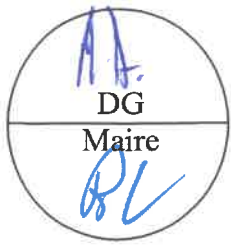
3. ADOPTION OF THE AGENDA

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 April 9 and 23, 2024**
5. **Administration**
 - 5.1 **List of incurred expenses**
 - 5.2 Budgetary transfers
 - 5.3 Royalty refund to Robert Erwin transport Inc.
 - 5.4 Appointment of a community representative to the Mohr's Landing Quyon Port Authority Administration Committee
 - 5.5 Renewal of service offer - DHC - legal services
 - 5.6 Change of internet service provider for the municipal Town Hall
 - 5.7 Resignation - employee 01-0150
 - 5.8 Formation of a Working Committee with the Fabrique St-Dominique
6. **Public Safety**
 - 6.1 Resignation of employee #10-0054
 - 6.2 End of employment relationship - employee #10-0190
 - 6.3 End of employment relationship - Julio César Chaves Quesade

24-05-5250



- 6.4 Hiring - volunteer firefighter
- 6.5 Acceptance of the Agreement for the provision of certain fire protection services
- 6.6 Acceptance of the Agreement for certain administrative management, supervision, organization and firefighting services
- 7. Public Works**
 - 7.1 End of employment relationship - employee #05-0128
 - 7.2 End of employment relationship - employee #05-0129
 - 7.3 Resignation of employee #05-0021
 - 7.4 Hiring – blue collar day labourer
 - 7.5 Modification/adjustment - snow removal sector G 2021-2025
 - 7.6 Equipment purchase for the Public Works Department
 - 7.7 Equipment purchase for the ecocenter site
 - 7.8 Notice of motion
 - 7.9 Tabling of draft bylaw 10-23 to repeal and replace bylaw 08-23, concerning light maintenance service on private roads open to the public by tolerance
- 8. Urban Planning and zoning**
 - 8.1 Subdivision project - 3302 Route 148 - 2 682 432, 2 682 437, and 2 750 662
 - 8.2 Request to the Quebec Toponymy to formalize the name of Simard Road, lot 6 581 036
 - 8.3 Subdivision project - 412 Route 366 West - lot 5 814 659 ptie
 - 8.4 Request to the Quebec Toponymy to formalize the name of Laliberté, lot 5 814 659 ptie
 - 8.5 Mandate - *Transaction and Release* - 101 Hurdman Road - DHC Avocats
 - 8.6 Acceptance of service offer - DWB Consultants - structural audit of 217 Cedarvale Road, Pontiac - lot 2 683 978
 - 8.7 Notice of motion - bylaw 10-24 - Urban Plan bylaw repealing bylaw 175-01 concerning the Urban Plan
 - 8.8 Tabling of draft bylaw 10-24 - Urban Plan bylaw repealing bylaw 175-01 concerning the Urban Plan
 - 8.9 Notice of motion - bylaw 11-24 - zoning bylaw repealing bylaw 177-01 on zoning
 - 8.10 Tabling of the first draft bylaw 11-24 - zoning bylaw repealing bylaw 177-01 on zoning
 - 8.11 Notice of motion - bylaw 12-24 – construction bylaw repealing bylaw 179-01 on construction
 - 8.12 Tabling of draft bylaw 12-24 - construction bylaw repealing bylaw 179-01 on construction
 - 8.13 Notice of motion - bylaw 13-24 – subdivision bylaw repealing bylaw 178-01 on subdivision
 - 8.14 Tabling of the first draft by-law 13-24 - subdivision bylaw repealing bylaw 178-01 on subdivision
 - 8.15 Notice of motion - bylaw 14-24 – permits and certificates bylaw repealing bylaw 176-01 on interpretation and administration rules of urban planning bylaws



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8.16 Tabling of draft bylaw 14-24 - permits and certificates bylaw repealing by-law 176-01 on interpretation and administration rules of urban planning bylaws

9. Recreation and culture

9.1 Financial support for "Les enfants ont peur" short film project

9.2 Subsidy request for Day Camp 2024 by CISSSO

9.3 Slush machine purchase for events and Day Camp

10. Tabling of documents

10.1 Tabling of the report regarding the delegation of authorization of expenses from March 21 to April 21, 2024.

10.2 Deposit of the treasurer's activity report to the Municipal Council

11. Public question period

12. Closing of the meeting

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

Councillor Serge Laforest moves an amendment; the removal of items 8.1 to 8.16, seconded by Councillor Chantal Allen.

Carried by majority

In favor: 4 councillors

Against: 3 councillors

AND RESOLVED to adopt the amended agenda.

Carried

24-05-5251

4. ADOPTION OF THE MINUTES OF APRIL 9 AND 23, 2024

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

AND RESOLVED to adopt the minutes of April 9 and 23, 2024.

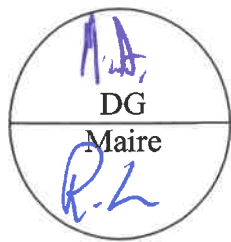
Carried

5. ADMINISTRATION

24-05-5252

5.1 List of incurred expenses for the month of May

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 \$37,566.28 taxes included.

Carried

24-05-5253

5.2 Budgetary transfers

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

AND RESOLVED THAT the Municipality carries out the budgetary transfers in the amount of \$25,610.

Carried

24-05-5254

5.3 Royalty refund to Robert Erwin Transport Inc.

WHEREAS this resolution repeals resolution #24-03-5202, in accordance with the request of Robert Erwin Transport Inc. who prefers a direct reimbursement rather than a credit;

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

WHEREAS the communication dated February 14, 2024, from the contractor Robert Erwin Transport Inc. attesting to an administrative error leading to the double payment of royalties for an extraction site;

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

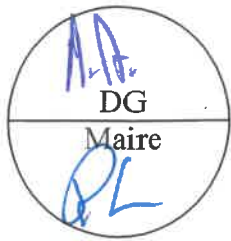
THEREFORE, it is moved by Councillor Serge Laforest and seconded by Councillor Garry Dagenais.

AND RESOLVED THAT the Municipality pay a total of \$43,279.75 to Robert Erwin Transport Inc. to reimburse duplicate fees.

THAT an amount of \$20,458.60 be withheld to cover the 3 payments due for the year 2023.

THAT the remaining balance of the reimbursed amount, equivalent to \$22,821.15, will be reimbursed from the sandpit fund 551630000.

Carried



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24-05-5255

5.4 Appointment of a community representative to the Mohr's Landing Quyon Port Authority Administration Committee

WHEREAS Mrs. McCann has had to withdraw from the Mohr's Landing Quyon Port Authority Administration Committee due to lack of time;

WHEREAS Mohr's Landing Quyon Port Authority is requesting a resolution to appoint a community representative to the position of committee administrator;

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

AND RESOLVED THAT the Council appoints Mr. Mike McKenny as the community representative to the position of committee administrator of Mohr's Landing Quyon Port Authority.

Carried

24-05-5256

5.5 Renewal of offer of service – DHC Avocats

WHEREAS the 2024 budget forecasts for various legal services;

WHEREAS the services offered by DHC Avocats, based on a bank of hours;

WHEREAS the balance of the banked hours, initially established at 40 hours, currently shows a deficit of 12 hours;

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

AND RESOLVED to renew DHC Avocats' service offer, based on a bank of hours (40 hours) for the year 2024.

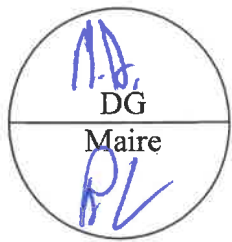
THAT this expenditure be allocated to budget item 02 61000 412 and other budget items ending in 412 - Legal Services.

Carried

24-05-5257

5.6 Change of internet service provider for the Municipal Town Hall

CONSIDERING the connectivity issues with the Town Hall internet;



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CONSIDERING Bell's recommendation to migrate to Fibe for the Town Hall telephone system;

CONSIDERING that it would be advantageous to also consider the change for internet, as recommended by Microrama;

CONSIDERING that we have received a cost estimate of \$80.43, taxes included, per month for this service at the Town Hall;

THEREFORE, it is moved by Councillor Chantal Allen and seconded by Councillor Caryl McCann.

AND RESOLVED to proceed with a change of internet service provider for the municipal Town Hall to Bell Fibe.

Carried

24-05-5258

5.7 Resignation - employee 01-0150

WHEREAS on May 6, 2024, employee 01-0150 offered her resignation to her superior effective May 27, 2024;

THEREFORE, it is moved by Councillor Chantal Allen and seconded by Councillor Caryl McCann.

AND RESOLVED THAT the Council accept the resignation of employee 01-0150, effective May 27, 2024.

THAT the Municipality wishes to thank employee 01-0150 for her loyal services.

Carried

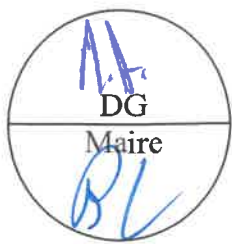
24-05-5259

5.8 Formation of a Working Committee with the Fabrique St-Dominique

WHEREAS the Fabrique St-Dominique has requested that the municipality take possession of the church and the presbytery.

WHEREAS the Municipality is committed to forming a Working Committee comprising members of the Fabrique to develop a mutual agreement between the two parties.

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



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AND RESOLVED THAT Mr. Larose, Mr. Dagenais and Ms. Allen be appointed to serve on the committee with representatives of the Fabrique to work on an agreement between the two parties.

Carried

6. PUBLIC WORKS

24-05-5260

6.1 Resignation of employee #10-0054

WHEREAS the e-mail received from employee #10-0054 dated April 10, 2024, requesting confirmation of his resignation as a volunteer firefighter;

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

AND RESOLVED to accept the resignation of employee #10-0054 effective April 24, 2024.

THAT the Municipality wishes to thank employee #10-0054 for his dedicated services.

Carried

24-05-5261

6.2 End of employment relationship - employee #10-0190

WHEREAS the recommendation of the general direction with regard to employee #10-0190;

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

AND RESOLVED to terminate the employment relationship of employee #10-0190 with the Municipality of Pontiac, effective May 14, 2024.

Carried

24-05-5262

6.3 End of employment relationship - Julio César Chaves Quesade

WHEREAS the recommendation of the general direction with regard to Julio César Chaves Quesade;



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

AND RESOLVED to terminate the employment relationship of Julio César Chaves Quesade with the Municipality of Pontiac, effective May 14, 2024.

Carried

24-05-5263

6.4 Hiring - volunteer firefighter

WHEREAS Réjean Martineau is employed by the Municipality of Pontiac as a blue-collar worker;

WHEREAS Réjean Martineau is available to work during the day;

WHEREAS the Municipality wishes to set up a day guard team;

WHEREAS Réjean Martineau's experience as a firefighter with the Municipality of La Pêche;

WHEREAS the recommendations of the Director General and the Fire Chief;

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

AND RESOLVED to hire Réjean Martineau as a volunteer firefighter as of May 14, 2024, under the terms of the collective agreement.

Carried

24-05-5264

6.5 Acceptance of the agreement for the provision of certain fire protection services

WHEREAS resolution 23-09-5065 - Mandate to the Assistant Director General to establish an agreement for the provision of certain fire protection services with the Municipality of La Pêche;

WHEREAS the Municipality of La Pêche and the Municipality of Pontiac have negotiated an Agreement for the provision of certain fire protection services, detailing the terms of cooperation and service provision in the field of fire protection;

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



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AND RESOLVED THAT the Municipality of Pontiac accept the Agreement for the provision of certain fire protection services with the Municipality of La Pêche, as presented.

THAT the Mayor and the Director General of the Municipality of Pontiac be authorized and empowered to sign said agreement for and in the name of the Municipality of Pontiac.

Carried

24-05-5265

6.6 Acceptance of the agreement for certain administrative management, supervision, organization and firefighting services

WHEREAS resolution 23-09-5065 - Mandate to the Assistant Director General to establish an agreement for the provision of certain fire protection services with the Municipality of La Pêche;

WHEREAS the Municipality of La Pêche and the Municipality of Pontiac have negotiated an Agreement for certain administrative management, supervision, organization and firefighting services;

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

AND RESOLVED THAT the Municipality of Pontiac accept the Agreement for certain administrative management, supervision, organization and firefighting services with the Municipality of La Pêche, as presented.

THAT the Mayor and Director General of the Municipality of Pontiac be authorized and empowered to sign said agreement for and in the name of the Municipality of Pontiac.

Carried

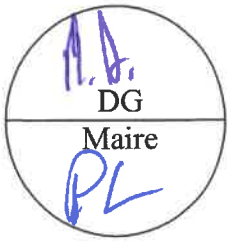
7. PUBLIC WORKS

24-05-5266

7.1 End of employment relationship - employee #05-0128

WHEREAS the recommendation of the general direction with regard to employee # 05-0128;

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



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AND RESOLVED to terminate the employment relationship of employee #05-0128 with the Municipality of Pontiac, effective May 14, 2024.

Carried

24-05-5267

7.2 End of employment relationship - employee #05-0129

WHEREAS the recommendation of the general direction with regard to employee #05-0129;

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

AND RESOLVED to terminate the employment relationship of employee #05-0129 with the Municipality of Pontiac, effective May 14, 2024.

Carried

24-05-5268

7.3 Resignation of employee #05-0021

WHEREAS employee #05-0021 has tendered his resignation effective April 19, 2024;

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

AND RESOLVED to accept the resignation of employee #05-0021 effective April 19, 2024.

THAT the Municipality wishes to thank employee #05-0021 for his loyal services.

Carried

24-05-5269

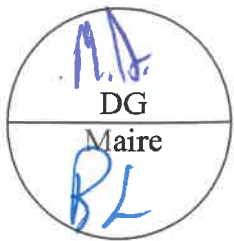
7.4 Hiring – blue collar day labourer

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

WHEREAS this position was budgeted for in 2024;

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

AND RESOLVED to hire Connor Gavan Coady as day labourer, 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

24-05-5270

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

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

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

WHEREAS Laurentides Road was municipalized in the fall of 2022;

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

WHEREAS these three roads represent a total of (0.25 km, 0.20 km and 0.30) 0.75 km, at a rate of \$5, 326.62/km, taxes included;

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

AND RESOLVED TO pay to the contractor the additional amount of \$3, 994.97, including all applicable taxes, in one instalment, for the 2023-2024 season.

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

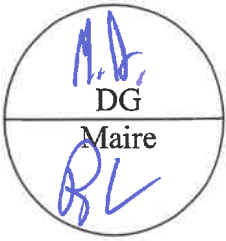
Carried

24-05-5271

7.6 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 resolution 24-03-5205 did not materialize;



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

WHEREAS this trailer will be available again at the sale in Montreal under the item Chagnon Roll-Off Trailer;

WHEREAS the purchase of a trailer for container transport would result in significant long-term savings for the operational costs of the eco-center;

THEREFORE, it is moved by Councillor Dr. Jean Amyotte and seconded by Councillor Caryl McCann.

AND RESOLVED to mandate the Director General to submit a purchase offer for a maximum amount of \$30,000, plus applicable fees, for the equipment Chagnon Roll-Off Trailer at the auction.

THAT this expenditure be taken from the unallocated accumulated surplus.

Carried

24-05-5272

7.7 Equipment purchase for the ecocenter site

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

WHEREAS resolution 24-03-5206 has not been realized;

WHEREAS it would be advantageous to purchase used equipment through a specialized company, such as Ritchie Bros Auctioneers;

WHEREAS the acquisition of containers is essential for the efficient management of various recyclable materials, and will lead to significant long-term savings in the operating costs of the ecocenter;

WHEREAS numerous containers will be available at the sale in Montreal;

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

AND RESOLVED that the Director General be mandated to submit a purchase offer for a maximum amount of \$30,000, plus applicable fees, for the containers at the auction.



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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

7.8 Notice of motion

Notice of motion is given by Councillor Councillor Serge Laforest of Ward 4 of the Municipality of Pontiac, to the effect that there will be adoption of bylaw 10-23 to repeal and replace bylaw 08-23, concerning light maintenance service on private roads open to the public by tolerance.

7.9 Tabling of draft bylaw 10-23 to repeal and replace bylaw 08-23, concerning light maintenance service on private roads open to the public by tolerance

WHEREAS, in accordance with section 70 of the Municipal Powers Act (R.S.Q., C. c-47.1), a local municipality may maintain a private road open to the public by tolerance of the owner or occupant, upon request of a majority of owners or occupants of immovables served by a private road;

WHEREAS under section 244.1 of the Act respecting municipal taxation (R.S.Q., F-2.1), a local municipality may finance services it offers to the population by means of a fee structure;

WHEREAS there are several private roads on the territory of the Municipality of Pontiac;

WHEREAS the Municipality of Pontiac wishes to offer the owners or occupants of properties served by a private road light maintenance service for said roads, at the request of the owners;

WHEREAS, however, the Municipality of Pontiac wishes to establish the conditions applicable for light maintenance service for such private roads;

WHEREAS a notice of motion for this bylaw was duly given at the regular Council meeting held on May 14, 2024;

THEREFORE, it is moved by Choisissez un élément. and seconded by Choisissez un élément..

AND RESOLVED THAT the Council decrees and adopts the following:

SECTION 1 : PREAMBLE



The preamble of this bylaw forms an integral part of it.

SECTION 2 : PURPOSE OF THE BYLAW

The purpose of this bylaw is to determine the conditions for the provision by the Municipality, for light maintenance service on private roadways open to the public by tolerance of the owner, or occupant, upon request of a majority of the owners or occupants along the roadway.

More precisely, this bylaw allows:

- A. To determine the terms and conditions of payment for such services provided to the owners and beneficiaries concerned;
- B. To promote informed decision-making, following established rules and procedures;
- C. To Avoid any ambiguity regarding cost-sharing for work performed;
- D. To promote fairness in all requests for maintenance of private roads open to the public by tolerance.

SECTION 3 : DEFINITIONS

For the purposes of this bylaw, the following words and phrases shall mean:

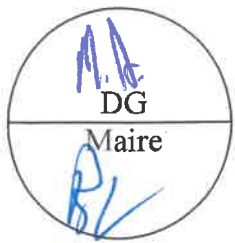
Municipality : Refers the Municipality of Pontiac.

Immovable : The term "immovable" is used in this bylaw to mean any immovable within the meaning of Article 900 of the Civil Code of Quebec, namely:

"The following are Immovables: land, constructions or works of a permanent nature located thereon, and everything that is an integral part thereof ". A serviced immovable is an Immovable that directly overlooks a private road.

Building or dwelling: Any building with one or more dwellings, as well as any commercial building.

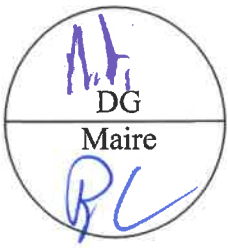
Property : Includes any land or building in the private domain where the public does not have access.



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Owner or occupant:	The owner or occupant of any Immovable located on the territory of the Municipality, as designated on the property assessment roll. When several persons are co-owners of an Immovable, these persons are deemed, for the purposes of this bylaw, to constitute a single owner.
Private land :	Refers to any parcel of land that is privately owned and to which the public does not have access.
Light maintenance service :	Consists of resurfacing roads, reprofiling ditches or replacing an existing culvert, pruning trees, mowing shoulders.
Emergency work:	Emergency work carried out by or under the management of the Municipality to guarantee access to buildings from the designated or problematic roadway. Emergency work is required when the physical condition or structure of the roadway presents a danger to maintenance personnel or equipment. Emergency work cannot be required following spring flooding within the 0-20-year and 0-100-year recognized flood zones.
Private road :	<p>A private road within the meaning of this bylaw is a road for motor vehicle traffic that meets the following conditions:</p> <ul style="list-style-type: none">• Is located on the Municipality's territory;• Is non-municipalized and directly connected to a municipal or provincial road, or to a private road already maintained under the terms of this bylaw;• Is open to the public by tolerance of the owner or occupier of the Immovable on which the road is situated;• Is accessible at all times;• Is free of obstructions across the existing width of the road;• Is free of obstructions for a height of five (5) metres;• In the case of a dead end, the road must provide a roundabout at its end or a place to make a turn;• Is at least one hundred (100) metres long and serves at least four (4) Immovables on which at least one (1) building per Immovable is located.



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- Representative :** An individual or non-profit association that will act as an intermediary for private road applicants in the application process and during the light maintenance service.
- Maintenance costs :** In the case of maintenance carried out by the Municipality, maintenance costs shall mean an amount determined by the Municipality. In the case of maintenance carried out by a private contractor, maintenance costs shall mean the cost of the contract agreed between the Municipality and the contractor, plus ten percent (10%) for administration fees.

SECTION 4 : MANDATORY CONDITIONS OF THE ROADS CONCERNED

Only private roads (hereinafter referred to as "roads") that are open to the public by permission of the owner or occupant may be the subject of a request for light maintenance services.

The road in question must meet all the following conditions:

- Be on the Municipality's territory;
- Be non-municipalized and directly connected to a municipal or provincial road, or to a private road already maintained under the terms of the present bylaw;
- Be open to the public by tolerance of the owner or occupant of the Immovable on which the road is located;
- Be accessible at all times;
- Be free of obstructions across the existing width of the road;
- Be free of obstructions for a height of five (5) metres;
- In the case of a dead end, the road must provide a roundabout at its end or a place to make a turn. In the event that a turn or roundabout is made on private land or driveways, written authorization from the owners is required stating that the Municipality will not be held responsible for any damage caused by the work done;
- Be at least one hundred (100) metres long and serves at least four (4) Immovables on which at least one (1) building per Immovable is located.

SECTION 5 : DISCRETION OF THE COUNCIL

Nothing in this bylaw shall be construed as reducing the discretion of the Council with respect to requests for grading and snow removal maintenance services by agents. Council is not required to perform maintenance even if a majority of owners or occupants request it.



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Particularly, the Council may terminate a contract for light maintenance services at any time, following a communication with the representative to expose the problem. The Council also retains the discretion of refusing any request made to it, following a communication with the representative to expose the problem, even if such a request has been previously accepted.

The Council therefore reserves the right to carry out the work at its discretion, at the frequency and at the time it deems necessary, according to the following criteria:

- The availability of materials;
- The availability of equipment;
- The availability of contractors to carry out the work;
- The availability of the required resources;
- Availability in the annual schedule.

Council cannot be held responsible for dissatisfaction with the quality of the services provided by the contractor. In such cases, Council will demand that the contractor fulfil its contractual commitments.

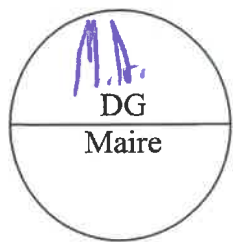
SECTION 6 : APPLICATION PROCEDURE FOR LIGHT MAINTENANCE SERVICE

Any representative who wishes to have light maintenance service for a private road must respect the following procedure:

- 1. Meeting and inspection of the work site:** Before submitting a request for grading and snow removal services for a private road, a meeting must be held with a municipal representative to validate the priorities and identify problem areas or areas requiring special attention. A cost analysis will be established following this meeting where the cost of the work as well as a forecast of the amount of taxation must be entered and accepted when the said request is presented, all signed by the majority of the property owners.

If there is more than one owner for the same building, only one signature per building is accepted. Natural or legal persons who are owners of several contiguous or serviced lots are considered as one owner and are only required to sign once.

- 2. Transmission of the request:** All requests for grading and snow removal services must be of a minimum of \$1.000.00, filed by the representative and signed by the majority (50% + 1) of the owners of the properties served by the private road for which the request is made. The representative must also have a



substitute authorized to act in case of absence or incapacity on his part. The owners of several Immovables served by the same private road shall be deemed to be a single owner for the purposes of each application.

All applications must be received at the offices of the Municipality located at:

Municipality of Pontiac
2024, route 148
Pontiac, Quebec J0X 2G0

The form must be received no later than **APRIL 30th of the current year.**

Applications received after this date will not be considered for the current year, but for the following year.

A maximum of one (1) request per private road, per year, can be filed with the Municipality, with some exception.

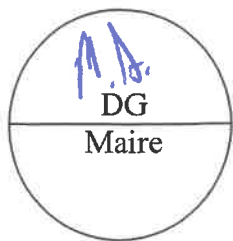
3. **File analysis:** The municipal administration will validate the names of the owners registered on the property assessment roll and the Public Works Department will verify if the private road meets the admissibility requirements.

If any criteria are not met, the application may be rejected.

Required documents:

- Application form for grading and snow removal services duly completed and signed by the majority of the applicants;
 - Estimate of the cost of the work performed by the Municipality or a quote from the contractor.
4. **Confirmation of acceptance or rejection of the application:** Confirmation or rejection of the application is done by resolution of the Municipal Council. The details of the work to be carried out may be discussed with the contractor and will be fully described in the resolution authorizing or rejecting the said work as well as a contract to be concluded between the Municipality and the contractor, if the Municipality does not carry out the said work.

To summarize, upon receipt of a compliant request, the Council has full discretion to accept or reject, with or without conditions, in whole or in part, said request for service by formal resolution.



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SECTION 7 : EXECUTION AND INTERRUPTION OF WORK

The Municipal Council has the sole right to decide on the choice of the private contractor to carry out the work to be done if the work is not carried out in-house.

In no event shall the Municipality be liable for any damages caused directly or indirectly by the maintenance performed by a contractor, if any.

If the contractor or the Municipality does not comply with the work identified in the contract or agreement and does not perform the work to the satisfaction of the applicants, the representative shall notify the contractor or the Municipality in writing.

If the contractor abandons his contract or declares bankruptcy, the Municipality shall have no obligation to the ratepayer owners of the said road other than to reimburse them at the same time as the following year's property tax for the payment or portion of the payment not used.

SECTION 8 : WORK TO BE CARRIED OUT BY THE OWNER

The inherent work agreed to be done, as well as any other kind of work for which the Municipality will not assume responsibility, shall remain the responsibility of the owners or any other person responsible for the road in accordance with any agreement or contract concluded between them, the Municipality not otherwise assuming any responsibility in this regard. Such work may include:

- Any road signage in accordance with the Road Safety Code in force;
- Any earthwork or mechanized roadway surfacing;
- Any work intended to improve the safety of road users, such as the addition of guardrails and pavement markings;
- Any roadway protection works such as replacement or construction of curbs, shoulders or retaining walls;
- Any engineering fees required to perform the work are at the expense of the applicant(s);
- Any work required by the Municipality to allow safe maintenance;
- All ministerial authorizations and related costs required to carry out the maintenance service.

SECTION 9 : INSURANCE

The Municipality may require, as a mandatory document for a compliant application for grading and snow removal services, liability insurance in force, in the minimum amount



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of \$2,000,000. Where applicable, such insurance shall include the Municipality as an additional insured.

SECTION 10 : PRICING

The final costs of the work performed shall be subject to the imposition of a compensation established annually under the terms of the bylaw adopted to set the rate of taxes, rates and compensation as well as the conditions of their collection.

The tax shall be calculated based on the net cost of the service rendered based on the contractor's tender or the Municipality's cost estimate, which shall accompany the application provided for in Section 6 - step 3.

This compensation shall be required and collected annually at the same time as the property tax and distributed equally to each property served.

The fee shall be calculated on the net cost of the final work performed based on the bids or quotations received, plus 10% administrative fees, all in accordance with the municipal pricing bylaw in force.

At the discretion of the Municipality, the cost of maintaining a private roadway may be:

- A. Be paid entirely by the Municipality from its own funds pursuant to a resolution of the Municipal Council duly passed to that effect for winter and/or summer maintenance; **OR**
- B. Be entirely subject to compensation established annually in the taxation bylaw establishing the tax rates and fees for services, following a resolution of the Municipal Council duly adopted to this effect; **OR**
- C. Be paid in part by the Municipality and be compensated in part by a resolution of Council duly passed to that effect.

For B and C, the compensation rate is calculated as the share of the maintenance costs of a private road to be paid by compensation, divided equally between the number of Immovables served.

The Municipality may, at its discretion, combine the maintenance of two or more private roads for the purpose of calculating the compensation rate. The rates shall be assessed annually to the owners of the Immovables served at the same time as the property tax.

If the Municipality owns property served by the private road, the Municipality shall also pay its share of the maintenance cost.



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SECTION 11 : DURATION OF THE MAINTENANCE CONTRACT

The default term of the light maintenance service contract shall be determined and detailed in the council resolution. The Municipality reserves the right to terminate the agreement at its sole discretion upon thirty (30) days notice.

SECTION 12 : NON-LIABILITY OF THE MUNICIPALITY

Under no circumstances shall the Municipality be held responsible for any damage caused directly or indirectly to the private road, land or buildings served by the private road, by the maintenance performed.

SECTION 13 : COMPLAINT PROCEDURE FOR PRIVATE ROAD MAINTENANCE

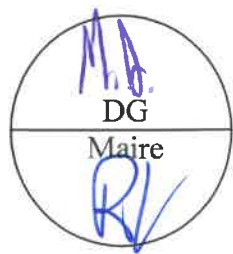
In the event of dissatisfaction with the maintenance work, the representative shall inform the Municipality in detail and in writing. In the case of work carried out by a contractor, according with the decision of the Municipality, the Municipality is the client and is the only party involved with the contractor.

SECTION 14 : COMING INTO FORCE

This bylaw shall come into force in accordance with the Law.

Annex A List of eligible roads

			Lenght in metres
Road		Adrien-Renaud	321,95
Road		Alex	307,17
Crescent	du	Basilic	1 371,07
Crescent		Bingley	439,85
Road		Blue Ridge	247,29
Road		Calixte	245,35
Road		Camil	431,07
Road	de la	Cannelle	275,93
Road	de la	Détente	139,49
Road	des	Faucons	184,42
Road		Filiou	119,65
Road		Gatineau	14 361,00
Road		Girofle	438,05
Street		Godin	272,14



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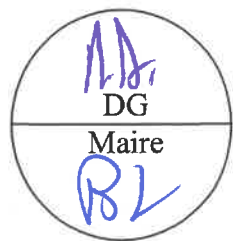
Road	des	Hiboux	217,87
Road		Kelly	3 707,98
Road	du	Lac-Meech	4 218,15
Road	des	Laurentides	375,74
Road		Laurier	184,93
Road		Lavigne	1 055,09
Road		Leblond	542,04
Road		Marguerite	111,52
Road		Mélémi	72,98
Crescent	des	Mélèzes	250,05
Road	de la	Muscade	1 066,21
Road	des	Outaouais	566,42
Road	des	Plaines	166,06
Crescent		Renaud	186,36
Road		Richards	606,26
Road		Rouge	74,51
Road	du	Ruisseau	394,72
Road	de la	Sablonnière	453,23
Crescent	de la	Sarriette	183,98
Road	de la	Sauge	166,59
Road		Stanley	940,68
Crescent	du	Thym	803,90
Road		Tyler	509,14
Road		Vaillant	82,82
Road		Val-de-Loire	110,24
Road	des	Villas	727,66
Road		Wilmer	510,27
Crescent		Young	547,35
Road		Allen	465,51
Road	des	Alouettes	190,18
Road		Bélisle	1 090,79
Road		Bergeron	292,81
Road	du	Bord-de-l'Eau	435,42
Avenue	des	Bosquets	270,97
Road	des	Bouleaux	570,81
Road		Breckenridge	1 208,48
Road	du	Cari	77,47
Road	du	Carrefour	600,20
Road	du	Cerfeuil	219,45
Road	des	Chardonnerets	59,17
Road		Charron	167,10
Road		Clavelle	326,89
Road	des	Colibris	131,01
Avenue	des	Colombes	210,62
Road	de la	Corriandre	140,97



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Road		Desjardins	1 233,51
Road	des	Diamants	140,19
Road		Dion	1 234,58
Road		Dollard	779,21
Road	des	Draveurs	127,39
Road	des	Émeraudes	605,97
Road	d'	En Haut	171,42
Road	des	Fauvettes	53,67
Road	de la	Forêt	194,18
Road		Frazer	803,48
Avenue	des	Frênes	35,10
Road	des	Geais-Bleus	224,69
Road	du	Gingembre	425,24
Road	des	Goélards	83,32
Road	des	GStreets	59,14
Road	des	Hérons	154,38
Crescent	des	Hirondelles	215,32
Road		Huarts	84,11
Road		Hurdman	166,84
Road		Izala	172,95
Road		Julie	565,32
Road		Laverdure	430,68
Road	des	Lilas	810,47
Road	des	Mallards	93,56
Avenue	du	Marais	86,69
Road		Maska	55,38
Road	des	Mésanges	413,53
Avenue		Noyers	83,35
Road	des	Oies	268,87
Avenue	de l'	Orée-du-bois	118,39
Road	des	Outardes	63,35
Road	des	Pêcheurs	178,46
Road	des	Perdrix	126,07
Avenue	des	Peupliers	260,36
Road	du	Phare	417,36
Road	des	Pins	722,08
Road	de la	Pointe-aux-Roches	2 039,64
Road	de la	Pointe-Indienne	1 557,13
Avenue	des	Quatre-Saisons	733,31
Road		Royal	250,80
Road	du	Rubis	139,46
Road		Russell	1 752,19
Road	du	Saphir	442,72
Avenue	des	Sapins	174,56
Road	des	Saules	170,64



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Road	de la	Servitude	64,89
Road	du	Sumac	1 495,90
Road	de la	Topaze	126,06
Road	des	Tourterelles	892,56
Road	des	Trappeurs	356,07
Avenue	des	Vacanciers	104,74
Road	du	Vallon	794,02
Avenue	de la	Vieille-Pompe	532,90
Avenue	des	Voiliers	53,81
Road		Boom	1 464,97
Road		Parker	3 008,81
Road	du	Canal	2 653,85
Road		Gauvin	1 244,97
Road		Kennedy	3 676,59

ANNEXE B

Application for light maintenance service on private roads open to the public by tolerance of the owner

Part 1 - General information	
The bylaw provides for various elements to be specified in the application.	
Date of application for maintenance :	
Private road(s) for which maintenance is requested:	
Type of desired maintenance :	Winter Summer Winter and summer
Total number of buildings served covered by the maintenance request:	
Total number of separate property owners served by the private road(s) for which maintenance is requested:	
* When an owner owns more than one building served, he or she is counted only once	



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**Identification of the group's
designated representative to the
Municipality:**

Name : _____

Surname :

e-mail : _____

Phone number: (_____) _____ - _____

Mailing address : _____

Plan of the road(s) affected by the application attached to this application

Part 2 - Consent of private road owner

Bylaw No. 08-23 provides that the owner of the property on which the private road is located shall in all cases authorize the application.

I, (we) the undersigned, owner(s) of the road(s) identified in Part 1 authorize the Municipality of Pontiac to maintain all components of the private road(s).

Owner	Signature
Name : _____ Surname : _____ e-mail : _____ Phone number: (_____) _____ - _____ Mailing address : _____ _____	
Name : _____ Surname : _____ e-mail : _____	



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Phone number: (____) _____ - _____

Mailing address :

Name : _____

Surname :

e-mail : _____

Phone number: (____) _____ - _____

Mailing address :

***If additional information is provided, please attach names and additional information to this form .**

Bylaw 08-23 provides for the waiver of the requirement to provide the owner's authorization when the owner cannot be located, upon presentation of a sworn statement that the owner cannot be located and that the representative has contacted the owner by letter to obtain the owner's signature on the application and has received no response to the letter, all at the representative's expense. The sworn statement must specifically identify the property whose owner cannot be located.

Sworn statement attached to this application if applicable.

Part 3 – Application from the riparian?? owners for the maintenance of the private road

The bylaw provides that any person who wishes the Municipality to assume responsibility for the maintenance of a private roadway must file with the Municipality an application to that effect signed by the majority (50% + 1) of the owners of the properties served by the private roadway that is the subject of the application.

*** When an owner owns more than one building served, the owner is counted only once.**

We, the undersigned owners of the riparian?? road(s) identified in Part 1, request that the Municipality of Pontiac take charge of the road(s) to carry out maintenance work, according to the terms and conditions determined by the Municipal Council.

Owner	Signature
Name : _____	



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Surname : _____ e-mail : _____ Phone number: (_____) _____ - _____ Mailing address : _____ _____	
Name : _____ Surname : _____ e-mail : _____ Phone number: (_____) _____ - _____ Mailing address : _____ _____	
Name : _____ Surname : _____ e-mail : _____ Phone number: (_____) _____ - _____ Mailing address : _____ _____	
Name : _____ Surname : _____ e-mail : _____	



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Phone number: (____) _____ - _____

Mailing address :

Part 4 - Turning authorization

The bylaw provides that in the case of a dead end, if the three (3) point turn is to be made, in whole or in part, on an immovable served by the private road, the written authorization of each owner of the immovable on which the turn is to be made is required with the mandatory mention to the effect that the Municipality will not be held liable for any damage caused by the maintenance work.

I, (we) the undersigned, owner(s) of the road(s) identified in Part 1 authorize the Municipality of Pontiac to make a three (3) point turn on my (our) property in order to maintain this (these) private road(s). The Municipality will not be held responsible for any damage caused by the maintenance work.

Owner	Signature
Name : _____ Surname : _____ e-mail : _____ Phone number: (____) _____ - _____ Mailing address : _____ _____	
Name : _____ Surname : _____ e-mail : _____ Phone number: (____) _____ - _____ Mailing address : _____ _____	



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Name : <hr/>	
Surname : <hr/>	
e-mail : <hr/>	
Phone number: () - <hr/>	
Mailing address : <hr/>	
<hr/>	
Part 5 - Additional details	
Please note that the bylaw requires that this application be received at the municipal office by April 30th of each year.	
Please note that the bylaw provides that the Municipality has full discretion to accept, with or without conditions, or refuse maintenance of a private roadway as defined in the bylaw.	

8. RECREATION AND CULTURE

24-05-5273

8.1 Financial support for "Les enfants ont peur" short film project

WHEREAS it is important to support artistic and cultural initiatives in the Municipality of Pontiac;

WHEREAS the short film project entitled "Les enfants ont peur" will be filmed on May 18 and 19, 2024, at École Vallée-des-Voyageurs, in Luskville (Notre-Dame-de-la-Joie building);

WHEREAS this independent film will be shown throughout Quebec, providing visibility for the Municipality of Pontiac;

WHEREAS the producer/director, Thomas Hinse, is financing this project independently and is seeking financial support from the municipality;

THEREFORE, it is moved by Councillor Chantal Allen and seconded by Councillor Caryl McCann.



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AND RESOLVED that the Municipality of Pontiac grant financial support in the amount of \$2,000.00 to the short film project "Les enfants ont peur."

THAT this funding be taken from budget item 02 70190 970 grant recreation.

In favor: 5 Councillors

Against: 1 Councillor

Carried by majority

24-05-5274

8.2 Subsidy request for day camp 2024 by CISSSO

WHEREAS the request from the Integrated Youth Services Pontiac - Youth Division of the Integrated health and social services centres (CISSS) to subsidize the attendance of two children from a vulnerable family in the Municipality of Pontiac at Day Camp 2024;

WHEREAS the Municipality wishes to support children living in a vulnerable family environment by offering them the opportunity to participate in summer activities;

THEREFORE, it is moved by Councillor Caryl McCann and seconded by Councillor Chantal Allen.

AND RESOLVED that Council mandate the Coordinator of Recreation, Community Life and Communications to authorize CISSSO's request and to proceed with the integration of two children from the Municipality into the day camp, for the summer of 2024.

THAT the Municipality of Pontiac develop a policy aimed at supporting families in vulnerable situations by offering a specific number of day camp places for the coming years.

Carried

24-05-5275

8.3 Slush machine purchase for events and Day Camp

WHEREAS the rental of a slush machine for the Pontiac Country Festival and other community events proves to be costly, requiring considerable expenses for limited use;

WHEREAS the purchase of a slush machine would provide a long-term return on investment, notably by integrating its use into various municipal events, including the day camp, community days, and other cultural and community activities;



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WHEREAS the results of research into the costs of purchasing a slush machine and associated syrups, the purchase of the machine and the syrups for a total cost of \$1,949.32 CAD represents the best value for money;

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

AND RESOLVED that the council authorizes the Coordinator of Recreation, Community Life, and Communications to purchase the slush machine and syrups for a total cost of \$1,949.32 CAD.

THAT this expense be allocated between the budget of the Pontiac Country Festival to budget item 01 23179 013 and the budget dedicated to the Day Camp to budget item 02 70191 629 (other activities).

In favor: 5 Councillors

Against: 1 Councillor

Carried by majority

9. TABLING OF DOCUMENTS

9.1 Tabling of the report regarding the delegation of authorization of expenses from March 21 to April 21, 2024.

9.2 Deposit of the treasurer's activity report to the Municipal Council.

10. PUBLIC QUESTION PERIOD

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

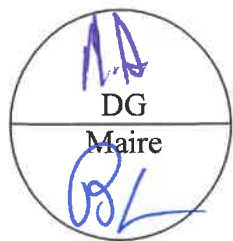
Mr. Serge Laforest informs Mrs. Nicole Gibeault that there is a breach of trust between some Council members and the Urban Planning Department.

11. CLOSING OF MEETING

IT IS MOVED BY Councillor Garry Dagenais and seconded by Councillor Dr. Jean Amyotte.

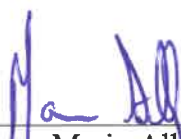
AND RESOLVED to close the meeting at 8:35 p.m. having gone through the agenda.

24-05-5276




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Mario Allen
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».