

**ADMINISTRATIVE COMPILATION
BYLAW 16-24****BYLAW 16-24 TO REPEAL AND REPLACE BYLAW 09-24,
CONCERNING LIGHT MAINTENANCE SERVICE ON PRIVATE
ROADS OPEN TO THE PUBLIC BY TOLERANCE**

Adopted by the Municipal Council on September 10, 2024
Entry into force on September 12, 2024

Name and/or number of bylaw, politic, resolution	Date of Council's approval	Coming into force	Status
09-24	July 11, 2024	July 11, 2024	Repealed and replaced by 16-24
08-23	August 8, 2023	August 9, 2023	Repealed and replaced by 09-24



PREFACE

The reader is hereby advised that any errors or omissions that may be identified in the text below do not affect the enforceability of the regulations and amendments referred to therein, as sanctioned in their original version.

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CANADA
PROVINCE OF QUEBEC
MUNICIPALITY OF PONTIAC

BYLAW 16-24 TO REPEAL AND REPLACE BYLAW 09-24, CONCERNING LIGHT MAINTENANCE SERVICE ON PRIVATE ROADS OPEN TO THE PUBLIC BY TOLERANCE

REGULAR meeting of the Council of the Municipality of Pontiac, held on September 10, 2024, at 7:30 p.m., at the Luskville Community Centre, at which meeting were present:

The Mayor, Mr. Roger Larose

The Council Members:

Garry Dagenais

Serge Laforest

Chantal Allan

Jean Amyotte

Council members and being a quorum.

WHEREAS under section 70 of the *Municipal Powers Act* (CQLR, 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 by a majority of the owners or occupants of properties served by the private road;

WHEREAS under section 244.1 of the *Act Respecting Municipal Taxation* (CQLR, c. F-2.1), a local municipality may finance services it offers to the public through a form of user fee;

WHEREAS under section 979 of the *Municipal Code of Québec* (CQLR, c. C-27.1), a local municipality may levy a special tax calculated, among other things, based on the area of taxable properties, for the payment of municipal works and related professional fees;

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

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

WHEREAS the Municipality of Pontiac wishes to establish the applicable conditions to govern the light maintenance services for such private roads and the payment of professional fees incurred or to be incurred for this purpose;

WHEREAS the signing property owners attest that they have read all the provisions of this bylaw and agree not to hold the Municipality of Pontiac, its employees and/or agents, as well as its volunteers, officials, representatives, and/or administrators liable for any material damages that

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may be caused or suffered, directly or indirectly, in connection with or as part of the light maintenance of a private road;

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

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

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 establish the conditions related to the provision, by the Municipality, of a light maintenance service for private roads open to the public by the tolerance of the owner or occupant, upon request by a majority of the adjacent property owners or occupants.

More specifically, this bylaw aims to:

- A. Determine the payment terms for these services provided to the concerned owners and beneficiaries;
- B. Promote informed decision-making in accordance with established rules and procedures;
- C. Avoid any ambiguity regarding the sharing of costs related to the work performed;
- D. Promote fairness for any maintenance request for private roads open to the public by tolerance.

SECTION 3: DEFINITIONS

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

Municipality: Refers the Municipality of Pontiac.

Immovable: The term "immovable" is used in this bylaw to mean any immovable property as defined in Article 900 of the *Civil Code of Quebec*, and includes the lot as well as all permanent constructions or structures present, namely:

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

- Building or dwelling:** Any building or dwelling containing one or more housing units, as well as any commercial building.
- Property:** Includes any land or building in the private domain to which the public does not have access.
- Owner or occupant:** The owner or occupant of any immovable property located within the territory of the Municipality, as identified in the property assessment roll. When several people co-own an immovable property, they are considered, 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:** Includes, among other things, the recharging of carriageways, reshaping of ditches, or replacing an existing culvert, trimming trees, and mowing shoulders.
- Emergency work:** **NOT ELIGIBLE.** Emergency work carried out by or under the management of the Municipality to ensure access to immovables from the designated or problematic roadway. Emergency work is required when the physical condition or structure of the road poses a danger to maintenance personnel or equipment. Emergency work cannot be requested following spring floods within recognized flood zones of 0-20 years and 0-100 years.
- Private road:** A private road, as defined in this bylaw, is a vehicle roadway that meets the following conditions:
- Is located within the territory of the Municipality;
 - Is non-municipal and is directly connected to a municipal or provincial roadway, or to a private road already maintained under the terms of this bylaw;
 - Is open to the public by tolerance of the owner or occupant of the immovable on which the road is located;
 - Is accessible at all times;
 - Is free of obstructions across the entire 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 include a roundabout at its end or a place for turning around;
 - Is at least one hundred (100) metres long and serves at least four (4) immovables, each with at least one (1) building on it;
 - Is not recognized as an easement.

Agent: A natural person or non-profit organization that acts as an intermediary for the applicants of the private road during the request process and during light maintenance work.

Maintenance costs: In the case of maintenance carried out by the Municipality, maintenance costs mean an amount determined by the Municipality. In the case of maintenance carried out by a private contractor, maintenance costs mean the contract price agreed upon, increased by ten percent (10%) to cover administrative fees.

SECTION 4: MANDATORY CONDITIONS FOR ELIGIBLE ROADS

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

The road in question must meet all the following conditions:

- Is located within the territory of the Municipality;
- Is non-municipal and is directly connected to a municipal or provincial roadway, or to a private road already maintained under the terms of this bylaw;
- Is open to the public by tolerance of the owner or occupant of the property on which the road is situated;
- Is accessible at all times;
- Is free from any obstruction across the entire width of the road;
- Is free from any obstruction up to a height of 5 meters;
- In the case of a dead-end, the road must include a roundabout at its end or a space for turning around. If the turning or roundabout occurs 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 performed;
- Is at least one hundred (100) metres in length and serves at least four (4) immovables, each with at least one (1) building on it;
- Is not recognized as an easement of passage.

SECTION 5: DISCRETION OF THE COUNCIL

Nothing in this by-law should be interpreted as limiting the Council's discretionary power concerning requests for light maintenance services submitted by agents. The Council is not obligated to undertake maintenance, even if a majority of property owners or occupants request it.

The Council may, in particular, terminate a service contract at any time following communication with the agent of the works explaining the issue. The Council also retains the discretion to refuse any request presented to it, following communication with the agent of the works explaining the issue, even if such a request was previously accepted.

The Council reserves the right to carry out the works in-house at its discretion, at its own frequency, and at times it deems necessary, based on the following criteria:

- The availability of materials;
- The availability of equipment;
- The availability of contractors at the time of performing the works;
- The availability of the required resources;
- Availability in the annual schedule.

The Council cannot be held responsible for dissatisfaction with the quality of services rendered by the contractor. If necessary, the Council will require the contractor to fulfill their contractual obligations.

SECTION 6: PROCEDURE FOR REQUESTING LIGHT MAINTENANCE WORKS

Any agent wishing to request light maintenance services for a private road must follow the procedure outlined below:

1. **Site meeting and inspection:** Before submitting a request for light maintenance services for a private road, a mandatory site meeting must be held with a municipal representative from the Public Works Department to validate priorities and identify problematic areas or those requiring special attention. Following this meeting, the municipality will analyze the costs and provide an estimate of the taxation amounts. This cost estimate must be documented and accepted at the time of the request, signed by the majority of the immovable owners.

If there is more than one owner for the same immovable, only one signature per immovable is accepted. Physical or legal persons who own multiple contiguous or served lots are considered as a single owner and are entitled to only one signature.

2. **Submission of request:** Any request for light maintenance services must be a minimum of \$2,500.00, submitted by the agent and signed by the majority (60% + 1) of the owners of the immovables served by the private road in question. The agent must also identify an authorized substitute to act in case of their absence or incapacity. Owners of multiple immovables served by the same private road will be deemed to constitute a single owner for the purposes of each request.

All requests must be received at the attention of and at the Municipality's offices 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.**

Requests received after this date will not be reviewed for the current year but will be considered for the following year.

A maximum of one (1) request per private road, per year, may be submitted to the Municipality, except in exceptional cases.

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

If a criterion is not met, the request may be rejected.

Required documents:

- A completed and signed request form for light maintenance services by the majority of the applicants;
 - Cost estimate for the works carried out by the Municipality or a contractor's quotation.
4. **Confirmation of acceptance or rejection of the request:** The acceptance or rejection of the request is made by resolution of the municipal council. The details of the works to be executed can be discussed with the agent and will be fully described in the resolution authorizing or rejecting the said works, as well as a contract to be concluded between the Municipality and the contractor, should the Municipality not carry out the works.

In clear terms, upon receipt of a compliant request, the Council has full discretion to accept or reject, with or without conditions, in whole or in part, the said service request by official resolution.

SECTION 7: EXECUTION AND INTERRUPTION OF WORK

The Municipal Council is the sole authority to decide on the choice of the private contractor to carry out the work, in the event that the work is not performed in-house.

The Municipal Council is also the sole authority to decide on the choice of the professional appointed to provide professional services related to the aforementioned work.

Under no circumstances shall the Municipality be held responsible for any damages caused directly or indirectly by the maintenance performed by a contractor or the professional service provided, as applicable.

In other words, the signatory owners attest having read and understood all the section of this bylaw and agree not to hold the Municipality of Pontiac, its employees and/or agents, as well as its volunteers, officials, clerks, representatives and/or administrators liable for any material damage

that may be caused or incurred, directly or indirectly, during or as part of light maintenance work on a private road.

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.

SECTION 8: WORKS CHARGED TO THE PROPERTY OWNER

The agreed-upon works to be carried out, as well as any other works that the Municipality will not cover, remain the responsibility of the property owners or any other parties responsible for the road, according to any agreement or contract concluded between them. The Municipality will not assume any responsibility in this regard. These works may include, but are not limited to:

- Any road signage in accordance with the current Road Safety Code;
- Any mechanized grading or paving work on the roadway;
- Any measures to improve road user safety, such as adding guardrails and roadway markings;
- Any road protection works such as replacing or constructing curbs, shoulders, or retaining walls;
- All engineering consulting fees required for carrying out the works charged to the applicant(s);
- Any work required by the Municipality to ensure safe maintenance;
- Any ministerial authorizations and related fees necessary for completing the maintenance service.

SECTION 9: INSURANCE

The Municipality may require, as a mandatory document for a compliant application for light maintenance service, a valid liability insurance policy with a minimum amount of \$2,000,000. If applicable, this insurance must name the Municipality as an additional insured party.

SECTION 10: PRICING

The final costs of the work performed will be subject to an annual compensation established by the bylaw adopted to set the rates for taxes, fees, and compensations, as well as the conditions for their collection.

This compensation will be required and collected annually at the same time as the property tax and evenly distributed across each lot served by the private road maintained under this bylaw for one (1) year.

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The pricing is calculated based on the net cost of the final work performed, established from the bids or quotes received, plus administrative fees of 10%, all in accordance with the applicable municipal pricing bylaw.

The Municipality may, at its discretion, consolidate the maintenance of two or more private roads for the purpose of calculating the compensation rate. The fees will be imposed annually on the property owners of the serviced properties at the same time as the property tax.

If the Municipality owns properties served by the private road, it will also pay its share of the maintenance cost.

ARTICLE 10.1: SPECIAL TAX

To finance the professional fees required for municipal work on private roads executed or to be executed under this bylaw, a special tax may be imposed. This tax will be payable regardless of whether municipal work is subsequently performed on the private road in question.

This special tax will be required and collected annually at the same time as the property tax and distributed according to the area of each lot served by the private road for which the professional fees mentioned above must be paid. If the Municipality owns properties served by this private road, it will also pay its share of the professional fees.

This special tax is calculated based on the net cost of the required professional services established from the bids or quotes received, plus administrative fees of 10%, all in accordance with the applicable taxation bylaw.

SECTION 11: DURATION OF THE MAINTENANCE CONTRACT

The default duration of the light maintenance service contract is determined and detailed in the council resolution. The Municipality reserves the right to terminate the agreement at its sole discretion with thirty (30) days' notice.

SECTION 12: NON-LIABILITY OF THE MUNICIPALITY

Under no circumstances shall the Municipality be held liable for any damages caused directly or indirectly to private roads, land, or buildings served by the private road, as a result of the maintenance performed.


SECTION 13: COMPLAINT PROCEDURE FOR PRIVATE ROAD MAINTENANCE

In the event of dissatisfaction with the maintenance work, the representative must inform the Municipality in detail and in writing. If the work is performed by a contractor, as decided by the Municipality, the Municipality acts as the client and is the sole party to deal with the contractor.

SECTION 14: COMING INTO FORCE

This by-law repeals and replaces, for all legal purposes, by-law number 09-24.

Given at PONTIAC (Quebec), this September 12, 2024.



M. Mario Allen
Director General

M. Roger Larose
Mayor

Notice of motion:

August 13, 2024

Tabling of the draft bylaw

August 13, 2024

Adoption of the bylaw:

September 10, 2024

Resolution:

24-09-5367

Date of publication

And coming into force:

September 12, 2024

Appendix A

List of admissible roads

<u>Colonne1</u>	<u>Colonne2</u>	<u>Colonne3</u>	<u>Estimated Length (m)</u>
<u>Road</u>		<u>Adrien-Renaud</u>	<u>321,95</u>
<u>Road</u>		<u>Allen</u>	<u>465,51</u>
<u>Road</u>		<u>Alouettes</u>	<u>190,18</u>
<u>Crescent</u>		<u>Basilic</u>	<u>1 371,07</u>
<u>Road</u>		<u>Bélisle*</u>	<u>1 090,79</u>
<u>Road</u>		<u>Bergeron</u>	<u>292,81</u>
<u>Road</u>		<u>Blue Ridge</u>	<u>247,29</u>
<u>Road</u>		<u>Boom</u>	<u>1 464,97</u>
<u>Road</u>		<u>Bord-de-l'Eau</u>	<u>435,42</u>
<u>Avenue</u>		<u>Bosquets</u>	<u>270,97</u>
<u>Road</u>		<u>Bouleaux</u>	<u>570,81</u>
<u>Road</u>		<u>Breckenridge</u>	<u>1 208,48</u>
<u>Road</u>		<u>Calixte</u>	<u>245,35</u>
<u>Road</u>		<u>Cannelle</u>	<u>275,93</u>
<u>Road</u>		<u>Cari</u>	<u>77,47</u>
<u>Road</u>		<u>Carrefour</u>	<u>600,2</u>
<u>Road</u>		<u>Cerfeuil</u>	<u>219,45</u>
<u>Road</u>		<u>Chardonnerets</u>	<u>59,17</u>
<u>Road</u>		<u>Charron</u>	<u>167,1</u>
<u>Road</u>		<u>Clavelle</u>	<u>326,89</u>
<u>Road</u>		<u>Colibris</u>	<u>131,01</u>
<u>Avenue</u>		<u>Colombes</u>	<u>210,62</u>
<u>Road</u>		<u>Corriandre</u>	<u>140,97</u>
<u>Road</u>		<u>Curcuma</u>	<u>-</u>
<u>Road</u>		<u>Desjardins</u>	<u>1 233,51</u>
<u>Road</u>		<u>Détente</u>	<u>139,49</u>
<u>Road</u>		<u>Diamants</u>	<u>140,19</u>
<u>Road</u>		<u>Dion</u>	<u>1 234,58</u>
<u>Road</u>		<u>Dollard</u>	<u>779,21</u>
<u>Road</u>		<u>Draveurs</u>	<u>127,39</u>
<u>Road</u>		<u>Émeraudes</u>	<u>605,97</u>
<u>Road</u>		<u>En Haut</u>	<u>171,42</u>
<u>Road</u>		<u>Fauvettes</u>	<u>53,67</u>

*: Presence of a right-of-way, requires thorough validation



<u>Road</u>		<u>Filiou</u>	<u>119,65</u>
<u>Road</u>		<u>Forêt</u>	<u>194,18</u>
<u>Road</u>		<u>Frazer</u>	<u>803,48</u>
<u>Avenue</u>		<u>Frênes</u>	<u>35,1</u>
<u>Road</u>		<u>Gauvin</u>	<u>1 244,97</u>
<u>Road</u>		<u>Geais-Bleus</u>	<u>224,69</u>
<u>Road</u>		<u>Gingembre</u>	<u>425,24</u>
<u>Road</u>		<u>Girofle</u>	<u>438,05</u>
<u>Rue</u>		<u>Godin</u>	<u>272,14</u>
<u>Road</u>		<u>Goélands</u>	<u>83,32</u>
<u>Road</u>		<u>Grues</u>	<u>59,14</u>
<u>Road</u>		<u>Hérons</u>	<u>154,38</u>
<u>Road</u>		<u>Hiboux</u>	<u>217,87</u>
<u>Crescent</u>		<u>Hirondelles</u>	<u>215,32</u>
<u>Road</u>		<u>Huarts</u>	<u>84,11</u>
<u>Road</u>		<u>Izala</u>	<u>172,95</u>
<u>Road</u>		<u>Julie</u>	<u>565,32</u>
<u>Road</u>		<u>Kennedy</u>	<u>3 676,59</u>
<u>Road</u>		<u>Laurier</u>	<u>184,93</u>
<u>Road</u>		<u>Laverdure</u>	<u>430,68</u>
<u>Road</u>		<u>Leblond</u>	<u>542,04</u>
<u>Road</u>		<u>Mallards</u>	<u>93,56</u>
<u>Avenue</u>		<u>Marais</u>	<u>86,69</u>
<u>Road</u>		<u>Marguerite</u>	<u>111,52</u>
<u>Côte</u>		<u>Mckay*</u>	<u>-</u>
<u>Road</u>		<u>Mélémi</u>	<u>72,98</u>
<u>Crescent</u>		<u>Mélèzes</u>	<u>250,05</u>
<u>Road</u>		<u>Mésanges</u>	<u>413,53</u>
<u>Road</u>		<u>Muscade</u>	<u>1 066,21</u>
<u>Avenue</u>		<u>Noyers</u>	<u>83,35</u>
<u>Road</u>		<u>Oies</u>	<u>268,87</u>
<u>Avenue</u>		<u>Orée-du-bois</u>	<u>118,39</u>
<u>Road</u>		<u>Outardes</u>	<u>63,35</u>
<u>Road</u>		<u>Parker</u>	<u>3 008,81</u>
<u>Road</u>		<u>Pêcheurs</u>	<u>178,46</u>
<u>Road</u>		<u>Perdrix</u>	<u>126,07</u>
<u>Avenue</u>		<u>Peupliers</u>	<u>260,36</u>
<u>Road</u>		<u>Phare*</u>	<u>417,36</u>
<u>Road</u>		<u>Pins</u>	<u>722,08</u>

*: Presence of a right-of-way, requires thorough validation

<u>Road</u>		<u>Pilon*</u>	-
<u>Road</u>		<u>Pointe-aux-Roches*</u>	2 039,64
<u>Road</u>		<u>Pointe-Indienne</u>	1 557,13
<u>Avenue</u>		<u>Quatre-Saisons</u>	733,31
<u>Crescent</u>		<u>Renaud</u>	186,36
<u>Road</u>		<u>Richards</u>	606,26
<u>Road</u>		<u>Rouge</u>	74,51
<u>Road</u>		<u>Royal</u>	250,8
<u>Road</u>		<u>Rubis</u>	139,46
<u>Road</u>		<u>Russell*</u>	1 752,19
<u>Road</u>		<u>Sablonnière</u>	453,23
<u>Road</u>		<u>Saphir</u>	442,72
<u>Avenue</u>		<u>Sapins</u>	174,56
<u>Crescent</u>		<u>Sarriette</u>	183,98
<u>Road</u>		<u>Sauge</u>	166,59
<u>Road</u>		<u>Saules</u>	170,64
<u>Road</u>		<u>Stanley</u>	940,68
<u>Road</u>		<u>Sumac*</u>	1 495,90
<u>Crescent</u>		<u>Thym</u>	803,9
<u>Road</u>		<u>Topaze</u>	126,06
<u>Road</u>		<u>Tourterelles</u>	892,56
<u>Road</u>		<u>Trappeurs</u>	356,07
<u>Road</u>		<u>Tyler</u>	509,14
<u>Avenue</u>		<u>Vacanciers</u>	104,74
<u>Road</u>		<u>Vaillant</u>	82,82
<u>Road</u>		<u>Vallon</u>	794,02
<u>Avenue</u>		<u>Vieille-Pompe</u>	532,9
<u>Road</u>		<u>Villas</u>	727,66
<u>Avenue</u>		<u>Voiliers</u>	53,81
Extension of Gauvin Road excluding from 2082 to 2136 lot 2759-72-0246			
Mckay Road 4933-78-3950-0-000-0000, 4933-78-7693			

*: Presence of a right-of-way, requires thorough validation

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APPENDIX B

Request for Light Maintenance Service of a Private Road Open to the Public by Tolerance of the Owner

The undersigned owner certifies having reviewed all provisions of this regulation and agrees not to hold the Municipality of Pontiac, its employees and/or agents, as well as its volunteers, officials, staff, representatives, and/or administrators, responsible for any material damage that may be caused or incurred, directly or indirectly, on the occasion of or in the context of the light maintenance work on the private road.

Part 1 - General information	
The bylaw specifies various elements that need to be detailed in the request.	
Date of Maintenance Request:	
Private Road(s) Covered by the Maintenance Request:	
Type of Maintenance Requested:	<div>Winter</div> <div>Summer</div> <div>Winter and summer</div>
Total number of buildings served covered by the maintenance request:	
Total Number of Distinct Property Owners Served by the Private Road(s) Covered by the Maintenance Request: * When an owner owns multiple served properties, they count only once.	
Identification of the Designated Representative of the Group to the Municipality:	First Name: _____ Last Name: _____ Email Address: _____ Phone number: (_____) _____ - _____ Mailing address: _____ _____
Plan of the Road(s) Covered by the Request Attached to this Request	

The undersigned owner certifies having reviewed all provisions of this regulation and agrees not to hold the Municipality of Pontiac, its employees and/or agents, as well as its volunteers, officials, staff, representatives, and/or administrators, responsible for any material damage that may be caused or incurred, directly or indirectly, on the occasion of or in the context of the light maintenance work on the private road.

Part 2 – Consent of the Private Road Owner

Bylaw No. 16-24 requires that the owner of the immovable on which the private road is located must, in all cases, authorize the request.

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

Owner	Signature
First Name: _____ Last Name: _____ Email Address: _____ Phone number: () - _____ Mailing address : _____ _____	
First Name: _____ Last Name: _____ Email Address: _____ Phone number: () - _____ Mailing address : _____ _____	
First Name: _____ Last Name: _____ Email Address: _____ Phone number: () - _____ Mailing address : _____ _____	

*** If the existing spaces are insufficient, please attach additional names and information to this request.**

Bylaw No. 16-24 provides for an exemption from providing the owner's authorization when the owner is unreachable, upon presentation of a sworn affidavit certifying that the owner is unreachable and that the representative has communicated by letter with the owner to obtain their signature on the request and received no response to that letter, all at their own expense. The sworn affidavit must specifically identify the immovable whose owner is unreachable.

Sworn statement attached to this application if applicable.



The undersigned owner certifies having reviewed all provisions of this regulation and agrees not to hold the Municipality of Pontiac, its employees and/or agents, as well as its volunteers, officials, staff, representatives, and/or administrators, responsible for any material damage that may be caused or incurred, directly or indirectly, on the occasion of or in the context of the light maintenance work on the private road.

Part 3 – Request from shoreline landowners for Maintenance of the Private Road

stipulates that any person wishing for the Municipality to assume responsibility for the maintenance of a private road must submit a request to the Municipality, signed by the majority (60% + 1) of the owners of the properties served by the private road in question.

*** When an owner owns multiple served immovables, they are counted only once.**

We, the undersigned, shoreline landowners of the road(s) identified in Part 1, request that the Municipality of Pontiac undertake the maintenance of the aforementioned road(s), according to the conditions determined by the Municipal Council.

Owner	Signature
First Name: _____ Last Name: _____ Email Address: _____ Phone number: (_____) _____ - _____ Mailing address : _____ _____	
First Name: _____ Last Name: _____ Email Address: _____ Phone number: (_____) _____ - _____ Mailing address : _____ _____	
First Name: _____ Last Name: _____ Email Address: _____ Phone number: (_____) _____ - _____ Mailing address : _____ _____	



First Name: _____ Last Name: _____ Email Address: _____ Phone number: (_____) _____ - _____ Mailing address : _____ _____	
First Name: _____ Last Name: _____ Email Address: _____ Phone number: (_____) _____ - _____ Mailing address : _____ _____	
First Name: _____ Last Name: _____ Email Address: _____ Phone number: (_____) _____ - _____ Mailing address : _____ _____	
First Name: _____ Last Name: _____ Email Address: _____ Phone number: (_____) _____ - _____ Mailing address : _____ _____	
First Name: _____ Last Name: _____ Email Address: _____ Phone number: (_____) _____ - _____ Mailing address : _____ _____	

1.0
OK



First Name: _____ Last Name: _____ Email Address: _____ Phone number: (_____) _____ - _____ Mailing address : _____ _____	
First Name: _____ Last Name: _____ Email Address: _____ Phone number: (_____) _____ - _____ Mailing address : _____ _____	
First Name: _____ Last Name: _____ Email Address: _____ Phone number: (_____) _____ - _____ Mailing address : _____ _____	
First Name: _____ Last Name: _____ Email Address: _____ Phone number: (_____) _____ - _____ Mailing address : _____ _____	
First Name: _____ Last Name: _____ Email Address: _____ Phone number: (_____) _____ - _____ Mailing address : _____ _____	

AD
BL

First Name: _____ Last Name: _____ Email Address: _____ Phone number: () _____ - _____ Mailing address : _____ _____	
First Name: _____ Last Name: _____ Email Address: _____ Phone number: () _____ - _____ Mailing address : _____ _____	
First Name: _____ Last Name: _____ Email Address: _____ Phone number: () _____ - _____ Mailing address : _____ _____	
First Name: _____ Last Name: _____ Email Address: _____ Phone number: () _____ - _____ Mailing address : _____ _____	
First Name: _____ Last Name: _____ Email Address: _____ Phone number: () _____ - _____ Mailing address : _____ _____	
<p>* If the existing spaces are insufficient, please attach additional names and information to this request.</p>	

Handwritten signature/initials

The undersigned owner certifies having reviewed all provisions of this regulation and agrees not to hold the Municipality of Pontiac, its employees and/or agents, as well as its volunteers, officials, staff, representatives, and/or administrators, responsible for any material damage that may be caused or incurred, directly or indirectly, on the occasion of or in the context of the light maintenance work on the private road.

Part 4 – Turning authorization

The bylaw stipulates that in the case of a cul-de-sac, if the three-point turn must be made, in whole or in part, on a property served by the private road, written authorization from each property owner on which the turn will be made is required, with a mandatory statement indicating that the Municipality will not be liable for damages caused by the maintenance work.

I/we, the undersigned, property owner(s) of the road(s) identified in Part 1, authorize the Municipality of Pontiac to perform a three-point turn on my/our property to ensure the maintenance of the aforementioned private road(s). The Municipality shall in no way be held liable for damages caused by the maintenance work.

Owner	Signature
First Name: _____ Last Name: _____ Email Address: _____ Phone number: (_____) _____ - _____ Mailing address : _____ _____	
First Name: _____ Last Name: _____ Email Address: _____ Phone number: (_____) _____ - _____ Mailing address : _____ _____	
First Name: _____ Last Name: _____ Email Address: _____ Phone number: (_____) _____ - _____ Mailing address : _____ _____	

Part 5 – Additional Information

Please note that the bylaw requires this application to be received at the Municipality's office by April 30th of each year.

Please note that the regulation provides the Municipality with full discretion to accept, with or without conditions, or refuse, the maintenance of a private road as defined in the aforementioned bylaw.