



**PROVINCE OF QUEBEC
PONTIAC COUNTY**

MINUTES of the regular Council meeting of the Municipality of Pontiac held on Tuesday, February 11, 2025, at 7:30 p.m. at the Luskville Community Centre, located at 2024 route 148, Pontiac, at which were present:

Mr. Roger Larose, Mayor, and Councillors, Mrs. Caryl McCann, Mr. Garry Dagenais, Mrs. Chantal Allen and Mr. Serge Laforest.

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

Absence: Councillor Mrs. Diane Lacasse

Justified absence: Dr. Jean Amyotte, Pro-Mayor

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.

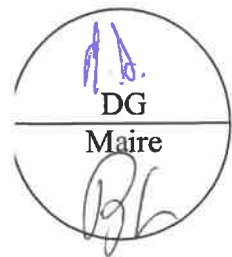
Questions from Citizens:

A question was raised regarding the trees and ditches belonging to the MTQ.

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 January 21, 2025**
- 5. Administration**
 - 5.1 List of incurred expenses
 - 5.2 Budgetary transfers
 - 5.3 Adoption of bylaw 02-25 to repeal bylaw 08-24 concerning the pricing of goods and services of the Municipality of Pontiac
 - 5.4 Allocation of appropriations (fixed expenses)
 - 5.5 Grant of financial assistance – Groupe Action Jeunesse Luskville
- 6. Public Safety**

25-02-5508



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- 6.1 Request for financial assistance for volunteer firefighter training
- 7. Public Works**
- 7.1 Awarding of contract 25-TP-01 - supply and spreading of dust suppressant
- 8. Urban Planning and zoning**
- 8.1 Notice of motion – 10-24
- 8.2 Notice of motion – 11-24
- 8.3 Tabling of the second draft bylaw 11-24 - zoning bylaw repealing bylaw 177-01 on zoning
- 8.4 Notice of motion – 12-24
- 8.5 Notice of motion – 13-24
- 8.6 Tabling of the second draft bylaw 13-24 - subdivision bylaw repealing bylaw 178-01 on subdivision
- 8.7 Notice of motion – 14-24
- 8.8 Modification of a lease agreement for the lot located at 967 Chemin du Ruisseau – lot 5 275 119
- 8.9 Subdivision project – 75 Terry-Fox Road – lots 2 684 246 and 2 872 145
- 9. Recreation and culture**
- No item
- 10. Tabling of documents**
- 10.1 Tabling of the report regarding the delegation of authorization of expenses from January 1 to February 2, 2025
- 10.2 Tabling of statements of pecuniary interests by council members for the year 2025
- 10.3 Tabling of statements of pecuniary interests by council members for the year 2024
- 11. Public question period**
- 12. Closing of the meeting**

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

AND RESOLVED to adopt the agenda as prepared and read.

Carried

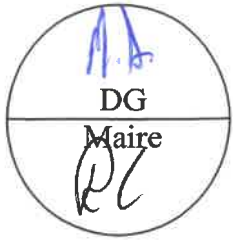
25-02-5509

4. ADOPTION OF THE MINUTES OF JANUARY 21, 2025

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

AND RESOLVED to adopt the minutes of January 21, 2025.

Carried



5. ADMINISTRATION

25-02-5510

5.1 List of incurred expenditures

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

AND RESOLVED to accept the incurring expenses, for a total amount of \$7,802.79, taxes included.

Carried

25-02-5511

5.2 Budgetary transfers

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

AND RESOLVED THAT the Municipality carries out the budgetary transfers in the amount of \$ 385,524.00.

Carried

25-02-5512

5.3 Adoption of bylaw 02-25 to repeal 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 January 21, 2025;

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



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	



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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)	\$150	
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	
Display	\$50	
Request for the construction/ installation of a telecommunication tower	\$2000	
Fencing	\$50	
Construction of a municipal road	\$500	
Permit renewal	\$50	
Cancellation of a permit application	\$25	
CERTIFICATES OF AUTHORIZATION		
Party - event	Free of charge	Valid for 72 hours
Access to parks after 11 p.m.	Free of charge	Valid for 72 hours
Fire/Fireworks - Public area	Free of charge	Valid for 72 hours
Peddling/Solicitation N.P.O.	Free of charge	Duration of the campaign



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Garage sale	Free of charge	Valid for 24 hours
ANALYSIS / CERTIFICATE OF CONFORMITY		
Application to the CPTAQ	\$300	
EQUIPMENT AND SERVICES		
Connection to the water network	Minimum \$750 (deposit)	The citizen is responsible for the cost of preparatory work and any additional parts required for the connection.
Connection to the sewage network	Minimum \$750 (deposit)	The citizen is responsible for the cost of preparatory work and any additional parts required for the connection.
Emptying of camper	\$20	Location: Quyon village
Request for backfill	Free of charge	According to availability
Grading	\$150/hour	For private roads without Public Works road maintenance 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 in 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 in good condition
Compost cone (Green 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



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Copy of the Administration and Interpretation of the Urban Planning bylaws	\$20	Available online free of charge
Municipality's pin	\$1.50	\$10 if sent via mail
Municipality's flag	\$150	
NSF cheque	\$20	
PAC – participation token	\$100/\$50	For the president of the PAC / for the members of the PAC (15-04-2342)
PUBLIC SAFETY		
Regular firefighter	\$33*	
Officer firefighter	\$43*	
Autopump	\$500*	

*The rates include a 15% administration fee for the fire service.

RENTAL OF THE MUNICIPAL INFRASTRUCTURES				
Daily fees	Luskville Community Centre	Breckenridge Community Hall	Quyon Community Centre	Quyon and Luskville libraries
Deposit (for all)	\$200	\$200	\$200	\$200
- Municipal and MRC des Collines-de-l'Oustaouais 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	\$100	\$300	\$100 (alcohol prohibited)



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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/activities approved by the Municipality for residents (without a permit or alcohol sales))	\$0	\$0	\$0	\$0
Funerals (residents or their family)	\$0	\$0	\$0	N/A
Wedding reception - residents - non-residents	\$350 \$400	\$50 \$100	\$350 \$400	N/A
Mezzanine - residents - non-residents	N/A	N/A	\$50 \$100	N/A
Commercial kitchen - residents - non-residents	N/A	N/A	\$100 \$200	N/A
PARKS AND ICE RINKS				
	Luskville or Quyon skating rinks			Baseball / soccer field /park
Deposit (except for non-profit organizations)	\$200			\$200



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<ul style="list-style-type: none"> - 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	\$160 per child, per week	
Non-residents	\$200 per child, per week	

SECTION 4 ABROGATION

This bylaw abrogates and replaces the bylaw 08-24.

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

Carried

25-02-5513

5.4 Allocation of appropriations (fixed expenses)

WHEREAS according to the requirements of the Municipal Code of Quebec and according to the Manual for the presentation of municipal financial information, all



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expenses of the Municipality must be allocated to a specific purpose of appropriations voted by the Municipal Council;

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

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

AND RESOLVED THAT this Council authorizes that the said fixed expenses of the following nature be paid upon receipt of the invoice for the year 2025 and that a report be submitted to the Council at the meeting following payment of the latter. These are the following expenses for which appropriations have been voted at the adoption of the 2025 budget or by a specific resolution, or by commitment of expenditures, for this purpose:

- The remuneration of the Council members;
- Salaries of municipal employees;
- Union contributions;
- The MRC des Collines-de-l'Outaouais' share of expenses;
- Heating oil expenses;
- Electricity expenses;
- Telephone and radio expenses;
- Fuel expenses;
- The insurance contract for municipal assets;
- Snow removal contracts;
- The contract for the SPCA;
- The contract for the green space;
- The maintenance contract for the photocopiers;
- The maintenance contract for the stamp machine;
- The maintenance and service contract for the computer system;
- The contract for alarm systems;
- Quarterly payments to libraries;
- Postage and courier expenses;
- Monthly payments to the provincial and federal governments;
- Vehicle registration and mechanical inspections;
- Chemicals for the drinking water and sewage system;
- Internet service contracts;
- The contract with AST Group (ADP mutual prevention);
- Water testing;



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- Contributions to ADMQ, FQM and UMQ, as well as any other association memberships;
- Other similar expenses, such as contracts with an expiry date.

Carried

25-02-5514

5.5 Grant of financial assistance – Groupe Action Jeunesse Luskville

WHEREAS Groupe Action Jeunesse Luskville is organizing the community event *Talent Show*, which includes musical performances and award presentations;

WHEREAS Groupe Action Jeunesse Luskville has submitted a funding request to cover certain expenses related to the organization of the event, including the purchase of audio equipment and the performance of a musical group;

WHEREAS the Municipal Council recognizes the importance of supporting local initiatives that promote community engagement and cultural development;

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

AND RESOLVED THAT the Municipality of Pontiac grant financial assistance in the amount of \$1,100 to Groupe Action Jeunesse Luskville for the organization of this event.

THAT this amount be allocated to budget item 02 70100 970.

Carried

6. PUBLIC WORKS

25-02-5515

6.1 Request for financial assistance for volunteer firefighter training

WHEREAS the *Regulation respecting the conditions governing the exercise of functions within a municipal fire safety service* establishes the training requirements for firefighters in fire safety services to ensure a minimum professional qualification;

WHEREAS this regulation aims to guarantee municipalities the training of firefighter teams with the necessary skills and abilities to respond effectively in emergency situations;

WHEREAS in December 2014, the Quebec Government established the Financial Assistance Program for the Training of Volunteer or Part-Time Firefighters, which was renewed in 2024;



WHEREAS the primary objective of this Program is to provide municipal organizations with financial assistance to ensure they have a sufficient number of qualified firefighters to act effectively and safely in emergency situations;

WHEREAS this Program also aims to promote the acquisition of the skills and abilities required by volunteer or part-time firefighters serving in municipal fire safety services;

WHEREAS the Municipality of Pontiac wishes to benefit from the financial assistance offered under this program;

WHEREAS the Municipality of Pontiac plans to train five (5) firefighters in the Firefighter I program over the next year to ensure an effective and safe response to emergency situations within its territory;

WHEREAS the Municipality must submit its request to the Ministry of Public Security through the MRC des Collines-de-l'Outaouais in accordance with Article 6 of the Program.

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

AND RESOLVED TO submit a request for financial assistance for the training of these firefighters under the Financial Assistance Program for the Training of Volunteer or Part-Time Firefighters to the Ministry of Public Security and to forward this request to the MRC des Collines-de-l'Outaouais at frouthier@mrcdescollines.com.

Carried

7. PUBLIC WORKS

7.1 Awarding of contract 25-TP-01 - supply and spreading of dust suppressant

WHEREAS the Municipality of Pontiac has requested bids for the supply and spreading of dust suppressant for the year 2025, in accordance with bylaw 03-21 concerning the contractual management of the Municipality of Pontiac;

WHEREAS the Municipality received two bids, from Multi-Route and Bourget, and the bid from Multi-Route offers the most advantageous rate at \$0.415 per liter;

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



AND RESOLVED TO Contract 25-TP-01 be awarded to Multi-Route in the amount of \$60,175.00, plus applicable taxes, for the year 2025;

THAT this expenditure be taken from budget item 02 32001 635.

Carried

8. URBAN PLANNING AND ZONING

8.1 Notice of motion – 10-24

Notice of motion is given by Garry Dagenais, Councillor of District 3 of the Municipality of Pontiac to the effect that bylaw 10-24 will be adopted to repeal and replace bylaw 175-01 concerning the Urban Plan.

8.2 Notice of motion – 11-24

Notice of motion is given by Garry Dagenais, Councillor of District 3 of the Municipality of Pontiac, that bylaw 11-24 will be adopted to repeal and replace bylaw 177-01 on zoning.

8.3 Tabling of the second draft bylaw 11-24 - Zoning bylaw repealing bylaw 177-01 on zoning

WHEREAS the process of harmonizing urban planning regulations with omnibus regulation no. 313-22 and its amendments, and regulation no. 321-23 (TIAM) amending the land use and development plan of the MRC des Collines-de-l'Outaouais;

WHEREAS the process of amending the land use and development plan of the MRC des Collines-de-l'Outaouais subjects the Municipality of Pontiac to the adoption procedure of Articles 110.3.1 and 123 to 145 of the Land Use and Planning Act, Chapter A-19.1;

WHEREAS a notice of motion was given at a regular meeting of this Municipal Council on February 11, 2025, indicating that this second draft bylaw would be submitted for adoption;

WHEREAS the Municipal Council wishes to repeal and replace bylaw 177-01 on zoning.



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

AND RESOLVED THAT the present bylaw be adopted as tabled.

8.4 Notice of motion – 12-24

Notice of motion is given by Garry Dagenais, Councillor of District 3 of the Municipality of Pontiac, to the effect that there will be adoption of bylaw 12-24 to repeal and replace bylaw 179-01 on construction.

8.5 Notice of motion – 13-24

Notice of motion is given by Garry Dagenais, Councillor of District 3 of the Municipality of Pontiac to the effect that there will be adoption of bylaw 13-24 to repeal and replace bylaw 178-01 on subdivision.

8.6 Tabling of the second draft bylaw 13-24 - Subdivision bylaw repealing bylaw 178-01 on subdivision

WHEREAS the process of harmonizing urban planning by-laws with omnibus bylaw no. 313-22 and its amendments and bylaw no. 321-23 (TIAM) amending the land use and development plan of the MRC des Collines-de-l'Outaouais;

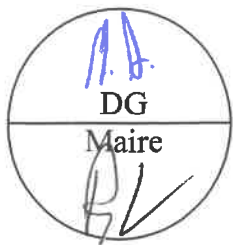
WHEREAS the process of amending the land use and development plan of the MRC des Collines-de-l'Outaouais subjects the Municipality of Pontiac to the adoption procedure of sections 110.3.1 and 123 to 145 of the Land Use Planning and Development Act, chapter A-19.1;

WHEREAS a notice of motion was given at a regular meeting of this Municipal Council on February 11, 2025, indicating that this second draft bylaw would be submitted for adoption;

WHEREAS the Municipal Council wishes to repeal and replace bylaw 178-01 regarding subdivision;

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

AND RESOLVED THAT the present bylaw be adopted as tabled.



8.7 Notice of motion – 14-24

Notice of motion is given by Garry Dagenais, Councillor of District 3 of the Municipality of Pontiac to the effect that there will be adoption of bylaw 14-24 to repeal and replace bylaw 176-01 concerning the interpretation and administration rules of urban planning bylaws.

25-02-5517

8.8 Modification of a lease agreement for the lot located at 967 Chemin du Ruisseau – lot 5 275 119

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

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

WHEREAS resolution 24-01-5176 entitled " Acceptance of a lease agreement for the lot located at 967 Chemin du Ruisseau– lot 5 275 119";

WHEREAS the owner of 955 chemin du Ruisseau has requested the transfer of the lease agreement for the lot located at 967 chemin du Ruisseau, previously signed by Rhoda and Wilfred Scott, to another family member following a transfer;

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

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

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

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

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

AND TO AUTHORIZE the Director General, Mr. Mario Allen, and the Mayor, Mr. Roger Larose, to sign the said agreement allowing the lease of the lot located at 967 Chemin du Ruisseau from the date of signature until October 31, 2028.



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THAT resolution 24-01-5176 be repealed accordingly.

Carried

25-02-5518

8.9 Subdivision project – 75 Terry-Fox Road – lots 2 684 246 and 2 872 145

WHEREAS a subdivision permit submitted was filed on September 10, 2024, by Construction Jason Hynes Inc. regarding lots 2,684,246 and 2,872,145 in the Quebec land registry, located at 75 Terry-Fox Road, for the purpose of creating five (5) new lots, as described in the plan prepared by land surveyor Michel Fortin, dated September 10, 2024, under minutes 34736;

WHEREAS the subdivision project aligns with the major land use planning guidelines of the Municipality of Pontiac's urban plan, which aims to encourage residential and commercial development throughout the municipality;

WHEREAS the developer has confirmed in writing his agreement to the monetary offer for the lot to be ceded for park purposes;

WHEREAS a protocol of agreement with the developer must be signed prior to the issuance of the subdivision permit, covering the construction of a private road and the public services related to park development, playground, or natural space;

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

AND RESOLVED THAT the issuance of a subdivision permit at 75 Terry-Fox Road is hereby authorized for the creation of five (5) buildable lots, one (1) for the construction of a private road, and one (1) for park purposes, as set out in the plan prepared by land surveyor Michel Fortin under minutes 34736.

THAT the transfer of the lot to be ceded as part of the park contribution will be at the developer's expense and in favor of the municipality.

THAT the municipality shall make a payment of \$6,839.00 as compensation for the excess area of lot 6,616,461 upon the signing of the property title transfer for that lot.

Carried



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9. RECREATION AND CULTURE

No item

10. TABLING OF DOCUMENTS

10.1 Tabling of the report regarding the delegation of authorization of expenses from January 1 to February 2, 2025

10.2 Tabling of statements of pecuniary interests by council members for the year 2025

10.3 Tabling of statements of pecuniary interests by council members for the year 2024

11. PUBLIC QUESTION PERIOD

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

12. CLOSING OF MEETING

IT IS MOVED BY Councillor Chantal Allen and seconded by Councillor Caryl McCann.


AND RESOLVED to close the meeting at 7:47 p.m. having gone through the agenda.

Carried

25-02-5519



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».

