



Municipalité de | Municipality of

Pontiac

**PROVINCE OF QUEBEC
PONTIAC COUNTY**

MINUTES of the regular Council meeting of the Municipality of Pontiac held on Tuesday, August 12, 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, Dr. Jean Amyotte, Pro-Mayor and Councillors, Mrs. Caryl McCann, Mr. Garry Dagenais, Mr. Serge Laforest and Mrs. Chantal Allen.

Motivated absence: Councillor Mrs. Diane Lacasse

Also present, Mr. Mario Allen, Director General, Mrs. Sandra Martineau, Assistant 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 open to public and questions**
- 3. Adoption of the agenda**
- 4. Adoption of the minutes of July 15, 2025**
- 5. Administration**
 - 5.1 List of incurred expenses
 - 5.2 Budgetary transfers
 - 5.3 List of properties for sale due to non-payment of taxes
 - 5.4 Acquisition of immovables - mandate to a representative
 - 5.5 Cancellation of cheques
 - 5.6 Support to the Municipality of the Township of Hemmingford: denunciation of illegal dumping and deposit of contaminants on farmland and request for immediate intervention by the ministère de l'Environnement
 - 5.7 Authorization to sign lease for management of public water domain – Quyon sector
- 6. Public Safety**
 - 6.1 Résignations - employees #10-0042 and #10-0060
 - 6.2 FRR Component 4 – Fire Services MRC des Collines-de-l'Outaouais
- 7. Public Works**

25-08-5672



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7.1 Maintenance of private roads open to the public by tolerance

7.2 Evaluation of a drainage issue on lot 2 682 381

8. Urban Planning and zoning

8.1 Minor variance – 1873 chemin de la Montagne – lot 2 683 924

8.2 Minor variance – 1877 chemin de la Montagne – lot 2 683 921

8.3 Adoption of the second draft bylaw 07-25 regarding the demolition of buildings

8.4 Notice of motion – bylaw 08-25 modifying zoning bylaw 11-24

9. Recreation and culture

9.1 Request for technical support – Archéo-Pontiac 2025

10. Tabling of documents

10.1 Tabling of the report regarding the delegation of authorization of expenses from July 11 to August 6, 2025

10.2 Tabling of the drainage report concerning lot 2 682 381

10.3 Tabling the minutes of the Planning Advisory Committee (PAC) meetings of July 31, 2024, November 4, 2024, December 9, 2024, March 17, 2025, and April 29, 2025

11. Public question period

12. Closing of the meeting

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

AND RESOLVED to adopt the agenda as modified:

- Addition of the item 7.3 – Call for tenders 25-TP-08 snow removal and de-icing sectors B north and south, and G north and south
- Addition of the item 7.4 – Call for tenders 25-TP-09 rental of snow removal and de-icing equipment
- Addition of item 7.5 – Call for tenders 25-TP-10 snow removal and de-icing sector A

Carried

25-08-5673

4. ADOPTION OF THE MINUTES OF JULY 15, 2025

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

AND RESOLVED TO adopt the minutes of July 15, 2025.

Carried

25-08-5674

5. ADMINISTRATION

5.1 List of incurred expenditures



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 \$ 71,279.74, taxes included.

Carried

25-08-5675

5.2 Budgetary transfers

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

AND RESOLVED THAT the Municipality of Pontiac carries out the budgetary transfers in the amount of \$37,325.

Carried

25-08-5676

5.3 List of properties for sale due to non-payment of taxes

WHEREAS proceedings are required for the sale, by the Regional County Municipality (RCM) of Les Collines-de-l'Outaouais, of certain properties in the Municipality for which property taxes have not been paid;

WHEREAS a statement or list of properties to be sold due to non-payment of property taxes within the municipal territory has been submitted to the members of the council for information;

WHEREAS under Article 1022 of the *Municipal Code of Quebec (C.M.Q.)*, the Director General and Clerk-Treasurer of a municipality must prepare a statement, using the prescribed format, containing information related to the non-payment of property taxes;

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

AND RESOLVED THAT this municipal council submit a statement of properties to be included in the list of properties to be sold for non-payment of property taxes by the MRC des Collines-de-l'Outaouais, to take place in December 2025.

TO authorize the removal from the list of any properties for which payment covering the prescribed period has been made before December 4, 2025.

THAT the notice of sale of properties for non-payment of property taxes be published on the website of the Municipality of Pontiac.



Carried

25-08-5677

5.4 Acquisition of immovables - mandate to a representative

WHEREAS the Municipality of Pontiac may bid on and acquire immovables put up for sale for unpaid municipal taxes, in accordance with section 1038 of the Municipal Code;

WHEREAS certain immovables will be put up for sale for non-payment of taxes and this, according to the resolution that bears number 25-08-5676;

WHEREAS Council believes it is appropriate to authorize Mr. Mario Allen, Director General, and Mr. Mario Pilon, Director of Finances, to bid on and acquire properties put up for sale for non-payment of taxes;

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

AND RESOLVED THAT, in accordance with the provisions of the Municipal Code, council authorizes Mr. Mario Allen, Director General, and Mr. Mario Pilon, Director of Finances, to bid for and in the name of the Municipality on the immovables that are the subject of the sale for non-payment of taxes to be held on December 4, 2025, and this, up to the amount of the taxes, in capital, interest and costs.

Carried

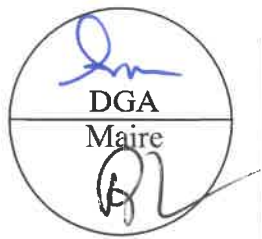
25-08-5678

5.5 Cancellation of cheques

WHEREAS the following cheques are lost, expired, or erroneous:

# de chèque	Montant
170	57.64 \$
1448	13.05 \$
1793	386.15 \$
1798	487.04 \$
1802	52.09 \$
1803	7.91 \$
1845	7.74 \$
1847	15.15 \$
1954	58.15 \$
2077	412.03 \$
2152	41.30 \$
# de chèque	Montant
2157	16.55 \$

# de chèque	Montant
4555	555.88 \$
4567	35.00 \$
4654	103.48 \$
4679	103.46 \$
4754	35.73 \$
4790	80.28 \$
4881	271.20 \$
4891	19.60 \$
4919	500.00 \$
4933	115.88 \$
4936	399.12 \$
# de chèque	Montant
4939	108.29 \$



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2169	73.17 \$
2230	100.00 \$
2264	49.49 \$
2287	26.34 \$
2381	100.00 \$
2514	7.53 \$
2564	13.11 \$
2585	34.65 \$
2730	66.95 \$
2797	100.00 \$
3071	32.26 \$
3084	16.70 \$
3294	39.57 \$
3297	143.80 \$
3312	66.77 \$
3441	244.52 \$
3475	44.63 \$
3509	109.73 \$
3511	200.00 \$
3572	199.99 \$
3730	100.00 \$
3736	50.25 \$
3906	919.80 \$
3911	219.71 \$
4014	100.00 \$
4042	45.99 \$
4178	83.24 \$
4208	200.00 \$
4221	103.85 \$
4256	20.00 \$
4257	415.06 \$
4287	35.00 \$
4333	50.00 \$
4351	35.00 \$
4420	35.00 \$
4421	35.00 \$
4441	35.00 \$

4940	100.00 \$
4998	1 730.38 \$
5023	67.82 \$
5035	100.00 \$
5066	530.16 \$
5155	100.00 \$
5467	20.00 \$
5468	248.24 \$
5486	100.00 \$
5520	29.97 \$
5695	850.00 \$
5713	50.40 \$
5735	245.59 \$
5783	11.98 \$
5788	16.16 \$
5850	524.30 \$
5864	21.58 \$
5875	336.36 \$
6010	603.17 \$
6087	252.40 \$
6109	11.45 \$
6141	165.42 \$
4208	200.00 \$
4221	103.85 \$
4256	20.00 \$
4257	415.06 \$
4287	35.00 \$
6142	11.60 \$
6169	160.49 \$
6201	14.18 \$
6235	400.00 \$
6333	100.00 \$

WHEREAS most of the cheques are for refunds of overpaid taxes and the amounts will be credited to the tax accounts;

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



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AND RESOLVED THAT this municipal council authorizes the cancellation of the above-mentioned cheques and the reallocation of the tax refund amounts to the respective tax accounts.

Carried

25-08-5679

5.6 Support to the Municipality of the Township of Hemmingford: denunciation of illegal dumping and deposit of contaminants on farmland and request for immediate intervention by the ministère de l'Environnement

WHEREAS the report titled “Quebec’s Trash Can” published in the Journal de Montréal from May 23 to 25, 2025, revealed the alarming extent of the dumping of contaminated soil and illegal deposits in the Montérégie-Ouest region;

WHEREAS these illegal practices affect some of the most fertile farmland in Quebec, compromising food security, threatening groundwater, and harming the quality of life of citizens;

WHEREAS despite municipal efforts - including the adoption of regulations on backfilling, increased monitoring, and awareness campaigns - their limited resources do not allow for adequate protection of vast rural territories;

WHEREAS the issue far exceeds the intervention capacity of municipalities and requires a structured, coherent, and immediate response from the Government of Quebec, particularly the Ministry of the Environment and the Fight Against Climate Change, to address this phenomenon affecting the entire province of Quebec;

WHEREAS the presence of contaminated soil in agricultural land poses a short-term risk to crops and a long-term threat to sources of drinking water, one of Quebec’s most valuable natural resources;

WHEREAS the current system for the disposal of contaminated materials is deficient and incentives for contractors and municipalities need to be revised to promote responsible practices;

WHEREAS the ministère de l'Environnement, de la Lutte contre les changements climatiques, de la Faune et des Parcs, slow response to numerous alerts and requests from municipalities hinders the resolution of the problem and sends a concerning signal of inaction in the face of a major environmental crisis;

WHEREAS the lack of strict provincial regulation, combined with a lack of coordinated monitoring, fosters the persistence of illegal activities and, in some cases, corrupt practices that harm the public interest;



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

AND RESOLVED THAT the Municipality of Pontiac supports the Municipality of the Township of Hemmingford in formally denouncing the illegal dumping and deposit of contaminants on farmland and calls upon the Government of Quebec for immediate intervention.

THAT the Municipality requests the *Ministère de l'Environnement* to urgently submit a clear and concrete provincial action plan that:

- Strictly regulates the transport, deposit, and disposal of contaminated materials;
- Provides enhanced monitoring mechanisms;
- Ensures financial and operational support for municipalities to combat illegal activities on their territories;
- Offers specific financial assistance to affected municipalities for the decontamination of contaminated sites within their jurisdictions;
- Restructures existing incentives to promote responsible practices.

THAT the Municipality deplores the slow ministerial responses to date and emphasizes the urgency for real, structured, and sustainable mobilization that meets the scale of the issue.

THAT this resolution be sent to:

- The ministère de l'Environnement, de la Lutte contre les changements climatiques, de la Faune et des Parcs, and at the minister de l'Agriculture, des Pêcheries et de l'Alimentation;
- The President of the Commission for the Protection of Agricultural Land of Quebec (CPTAQ);
- The Union of Agricultural Producers of Quebec (UPAQ);
- The relevant provincial Members of the National Assembly (MNAs);
- The Union of Quebec Municipalities (UMQ);
- The Association of Municipal Directors of Quebec (ADMQ);
- The Quebec Federation of Municipalities (FQM);
- And all municipalities in Quebec, in order to seek their formal support and encourage the adoption of similar resolutions.

THAT the Municipality expresses its strong willingness to collaborate with the government in the development and implementation of sustainable solutions both locally and across the province.

Carried unanimously



25-08-5680



5.7 Authorization to sign lease for management of public water domain – Quyon sector

WHEREAS the Municipality of Pontiac must enter into a lease for the management of the public water domain with the *ministère de l'Environnement, de la Lutte contre les changements climatiques, de la Faune et des Parcs*, to regularize the presence of a dock, a boat launch ramp, a floating wharf, and a mooring area on the bed of the Ottawa River in front of the Quyon Community Centre property;

WHEREAS one of the conditions for issuing the lease is that the premises will be used for non-profit purposes that promote public access to the waterbody;

WHEREAS the lease will allow the Municipality to maintain the service offering to citizens and visitors, who benefit from free access to the Ottawa River, particularly for boat launching and rest area purposes;

WHEREAS lease 2025-045 will begin on August 1, 2025, for a period of one year, renewable for up to 25 years, with an annual rent of \$78.00 plus taxes, and that this rate will be reviewed every three years by the Ministry;

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

AND RESOLVED TO rescind resolution 25-07-5646 adopted on July 15, 2025.

THAT the Municipality of Pontiac authorizes the signing of lease 2025-045, effective August 1, 2025.

THAT the Municipality authorizes the renewal of the lease for a maximum period of 25 years, and that the annual rent payment be made each year.

TO authorize the Mayor or Acting Mayor and the Director General or Assistant Director General to sign, for and on behalf of the Municipality of Pontiac, all necessary documents.

Carried

6. PUBLIC SAFETY

25-08-5681

6.1 Resignation - employees #10-0042 and #10-0060

WHEREAS on July 18, 2025, employees #10-0042 and #10-0060 submitted their resignations to their supervisor, effective the same day;

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



AND RESOLVED THAT council accepts the resignation of employees #10-0042 and #10-0060 effective July 18, 2025.

THAT the Municipality wishes to thank employees #10-0042 and #10-0060 for their services.

Carried

25-08-5682

6.1 FRR Component 4 – fire services MRC des Collines-de-l’Outaouais

WHEREAS the Municipality of Pontiac acknowledges having read and taken note of the Applicant’s Guide concerning the Cooperation and Municipal Governance component of the Regions and Rurality Fund, under the Intermunicipal Cooperation subcomponent;

WHEREAS the municipal bodies of Cantley, Chelsea, L’Ange-Gardien, La Pêche, and Pontiac, wish to pursue a study project on the potential for consolidating fire protection services across the territory, under the Cooperation and Municipal Governance component of the Regions and Rurality Fund;

WHEREAS the municipal bodies of Cantley, Chelsea, L’Ange-Gardien, La Pêche, and Pontiac, commit to undertaking a reflection process that could lead to a municipal consolidation;

WHEREAS this reflection process includes responsibilities and obligations for the participating municipal bodies;

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

AND RESOLVED THAT the present resolution be adopted and that it states and decrees the following:

- The council of the Municipality of Pontiac commits to participating in the study project on the potential consolidation of fire protection services, subject to the approval of the financial framework;
- The council commits to participating in the process that may lead to a municipal consolidation;
- The council designates the Mayor and the Director General to sign any document necessary, useful, or requested by the municipal organization responsible for the project for the purposes of this funding application.

Carried



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7. **PUBLIC WORKS**

25-08-5683

7.1 **Maintenance of private roads open to the public by tolerance**

WHEREAS bylaw #09-22 concerning the maintenance of private roads open to the public by tolerance stipulates that, for a request to be acted upon, 50% + 1 of the property owners must sign, and that requests must be received before July 31;

WHEREAS the Municipality has received several maintenance requests from private road associations;

WHEREAS the conditions regarding the necessary signatures from the owner(s) of the roads for each association have been met;

WHEREAS all authorizations for truck turning areas have been granted;

WHEREAS each request complies with bylaw #09-22;

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

AND RESOLVED THAT this council approves the request from the associations for summer and winter maintenance of the following roads:

Adrien-Renaud	Oies
Allen	Phare
Bouleaux, Forêt, Laverdure, Sapins, Saules	Pêcheurs
Breckenridge	Plage Albert Tremblay (Mélémi, Quatre-Saisons, Vacanciers, Vieille-Pompe, Voiliers)
Calixte	Plage Bélisle (Bélisle, Bord-de-l'eau, Carrefour, Hiboux, Maska, Orée-du-Bois)
Canal	Plage Charron (Diamants, Émeraudes, Rubis, Saphir, Topaze)
Clavelle, Trappeur	Plage François Tremblay (Alouettes, Chardonnerets, Colombes, Geais-Bleus, Goélands, Grues, Hérons, Ma lards, Mésanges, Outardes, Perdrix, Servitude, Tourterelles)
Dion, Stanley	Plage J. Alexandre Desjardins (Desjardins, Huarts, Izala)
Dollard, Charron, Bergeron	Pointe-Aux-Roches



Draveurs	Pointe-Indienne
Elm	Royal
Frazer	Ruisseau
Gauvin	Sarriette
Julie	Sumac, Filiou and Corcoran
Kennedy	Mélèzes
McKay (Côté)	

TO mandate the Public Works Department to carry out winter and summer maintenance of the roads for the years 2025-2026, 2026-2027, and 2027-2028.

Carried

25-08-5684

7.2 Evaluation of a drainage issue on lot 2 682 381

WHEREAS the Municipality received a request from the owner of Lot 2 682 381 regarding subsurface drainage problems on their agricultural field;

WHEREAS the Municipality mandated an engineer to carry out a technical inspection of the private land located within its territory, and that a detailed inspection report from APA Experts-Conseils was submitted to the Municipality on August 5, 2025;

WHEREAS the intervention by the engineer does not, in any way, constitute an acknowledgment of responsibility by the Municipality with respect to the condition of the land or any work to be carried out on the inspected property;

WHEREAS the responsibility for any development, repair, or further intervention on said property lies entirely with the owner;

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

AND RESOLVED THAT the municipal council acknowledge receipt of the inspection report prepared by the mandated engineer and reject the owner's compensation request as submitted.

THAT the municipal council clarify that the Municipality bears no responsibility for the conclusions of the report nor for any work that may result from it.

THAT full responsibility for maintenance, improvements, or any work to be carried out on the property lies solely and exclusively with the owner.

THAT a copy of the report be sent to the owner of the lot.





WHEREAS the Municipality did not receive any bids;

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

AND RESOLVED THAT this municipal council cancels call for tenders number 25-TP-09 for the rental of snow removal and de-icing equipment.

Carried

25-08-5687

7.5 Call for tenders 25-TP-10 snow removal and de-icing sector A

WHEREAS a call for tenders was issued by invitation in July 2025 in accordance with the Municipality's contract management by-law for snow removal and de-icing in Sector A for the years 2025–2026, 2026–2027, and 2027–2028;

WHEREAS the Municipality received the following bids:

- Construction Drouin et fils \$51,738.75 (taxes included)
- Construction Nugent Inc. \$57,912.91 (taxes included)

WHEREAS following the analysis of the bids received, only the bid from Construction Nugent inc. is compliant;

THEREFORE, it is proposed by the councillor Serge Laforest and seconded by the councillor Dr. Jean Amyotte;

AND RESOLVED THAT this Municipal Council awards the contract for snow removal and de-icing of Sector A to Construction Nugent inc. for the amount of \$57,912.91 taxes included;

TO authorize the mayor or acting mayor, as well as the director general and/or the assistant director general and clerk-treasurer, to sign, for and on behalf of the Municipality of Pontiac, all documents necessary to implement this resolution;

THAT the funds will be drawn from budget item 02 330 00 443, snow removal.

Carried

8. URBAN PLANNING AND ZONING

25-08-5688

8.1 Minor variance – 1873 chemin de la Montagne – lot 2 683 924



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WHEREAS a minor variance application was submitted on April 1, 2025, regarding lot 2 683 924 in the Quebec land registry, located at 1873 chemin de la Montagne, aiming to establish a kennel at a distance of at least 100 metres from neighbouring residences;

WHEREAS under Section 45 of zoning bylaw 11-24, any new kennel must be established at a minimum distance of 500 metres from any residence other than the one located on the same property where the kennel is operated;

WHEREAS the location of the existing buildings does not allow compliance with the 500-meter minimum distance from neighbouring residences;

WHEREAS several measures will be put in place to limit any potential nuisances to the neighbourhood;

WHEREAS the applicants will install a green barrier;

WHEREAS the existing building will be preserved and adapted to include an indoor play area;

WHEREAS the indoor play area will be developed and insulated to provide dogs with a suitable space to move while minimizing noise and odour nuisances;

WHEREAS the applicants have experience and received positive feedback from neighbours at the former location of their business;

WHEREAS the neighbourhood has expressed a shared interest in this type of facility;

WHEREAS the Planning Advisory Committee (PAC) issued a favourable recommendation during its meeting of June 11, 2025;
Carried

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

AND RESOLVED THAT this council refuses the minor variance request to allow the establishment of a kennel at a distance of 134 metres instead of 500 metres from neighbouring residences.

Voting results:

For: 4 Councillors

Against: 1 Councillor

Adopted by majority



25-08-5689



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8.2 Minor variance – 1877 chemin de la Montagne – lot 2 683 921

WHEREAS a minor variance application was submitted on April 17, 2025, concerning lot 2 683 921 in the Quebec land registry, located at 1877 chemin de la Montagne, for the purpose of establishing a kennel at a distance of at least 170 metres from neighbouring residences;

WHEREAS under Section 45 of zoning bylaw 11-24, any new kennel must be established at a minimum distance of 500 metres from any residence other than the one located on the same property where the kennel is operated;

WHEREAS the location of the buildings does not allow for compliance with the 500-meter minimum distance from neighbouring residences;

WHEREAS several measures will be implemented to limit any potential nuisances to the neighbourhood;

WHEREAS the applicants will install a green barrier;

WHEREAS the existing building will be preserved and adapted to include an indoor play area;

WHEREAS the indoor play area will be developed and insulated to provide a suitable space for the dogs to move around while minimizing noise and odour nuisances;

WHEREAS according to the applicant, who took the initiative to inform their immediate neighbours about the project, none of them raised objections;

WHEREAS the neighbourhood has shown a shared interest in this type of facility;

WHEREAS the Planning Advisory Committee (PAC) issued a favourable recommendation at its meeting of June 11, 2025;

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

AND RESOLVED THAT the council refuses the minor variance request to allow the establishment of a kennel at a distance of 170 metres instead of 500 metres from neighbouring residences.

Voting results:

For: 4 Councillors

Against: 1 Councillor



Adopted by majority

25-08-5690

8.3 Adoption of the second draft bylaw 07-25 regarding the demolition of buildings

WHEREAS the municipal council wishes to improve the regulatory framework for the demolition of buildings on its territory as prescribed by the Act respecting land use planning and development;

WHEREAS a notice of motion was given on July 15 and a first draft was also adopted;

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

AND RESOLVED THAT council adopt the second draft bylaw 07-25 concerning the demolition of buildings.

THAT members present declare having received a copy of the second draft bylaw, having read it and renounced to its reading.

CONTEXT

EXTRACT FROM THE MAMH WEBSITE

When it comes to urban planning, controlling the demolition of buildings is just as important as controlling development, since it determines, which buildings will continue to make up the urban fabric and which will be replaced. It therefore has a direct influence on the populations living environment.

A municipality controls the demolition of buildings by pursuing the following objectives:

- Preserve a sufficient inventory of rental housing;
- To protect buildings that may be of cultural or heritage value;
- Encourage the use of existing buildings, with the aim of reducing the consumption of building materials;
- Preserve the architectural and urban unity of an area;
- Supervise and order the reuse of cleared land (i.e., control the project to replace the demolished building);
- Resolve health, nuisance or safety issues.

As of April 1, 2023, all local municipalities must have adopted a demolition by-law. The by-law must apply to all heritage buildings, i.e., those listed in the regional county municipality's (RCM or MRC) inventory of built heritage, and those listed or located in a listed heritage site. It may also apply to any other building or category of building. The by-law stipulates that each demolition request must be analyzed by a demolition committee made up of elected officials, who may impose conditions if they authorize the demolition.



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<https://www.quebec.ca/habitation-territoire/amenagement-developpement-territoires/amenagement-territoire/guide-prise-decision-urbanisme/reglementation/demolition-immeubles>

CANADA
PROVINCE OF QUEBEC
MUNICIPALITY OF PONTIAC

MUNICIPAL BYLAW 07-25 RESPECTING THE DEMOLITION OF BUILDINGS

REGULAR meeting of the Council of the Municipality of Pontiac, held on XX, 2025, at 7:30 p.m., at the Luskville Community Centre, at which meeting were present:

The Mayor, Mr. Roger Larose

The Council Members:

Diane Lacasse

Caryl McCann

Garry Dagenais

Serge Laforest

Chantal Allen

Jean Amyotte

Council members being a quorum.

WHEREAS under sections 148.0.2 and following of the Act Respecting Land Use Planning and Development (CQLR, c. A-19.1), a municipality may adopt a bylaw concerning the demolition of buildings;

WHEREAS Bill 69, regarding the protection and enhancement of the built heritage, has been enacted;

WHEREAS a by-law concerning the demolition of buildings may be a useful urban planning tool, particularly for the protection of built heritage and the reuse of cleared land;

WHEREAS the municipal council wishes to allow citizens to be heard regarding demolition requests that affect the municipality's built heritage;

WHEREAS a notice of motion for the present bylaw was given on July 15, 2025, and the draft bylaw was tabled;

WHEREAS a first public consultation on the draft bylaw was held on July 29, 2025;



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WHEREAS Annex A, the heritage building inventory, lists buildings that may have heritage value, and this list will be reviewed in 2026 by the competent authority, namely the MRC des Collines-de-l’Outaouais;

CHAPTER I

DECLARATORY, ADMINISTRATIVE AND INTERPRETATIVE PROVISIONS

SECTION I – DECLARATION PROVISION

1. ARTICLE 1 – TITLE OF THE BYLAW

The title of this bylaw is “Bylaw concerning the demolition of buildings” and bears number 07-25.

2. ARTICLE 2 – TERRITORY AND PERSONS SUBJECT TO THE BYLAW

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

3. ARTICLE 3 – REGULATED INTERVENTIONS

All demolition work on an immovable is prohibited unless the owner has obtained prior authorization in accordance with this bylaw.

The first paragraph does not apply to the following immovables if they do not qualify as heritage immovables:

1. An immovable that a person demolishes or causes to be demolished to comply with an order issued by a competent court;
2. An immovable that has been destroyed by fire or other damage to more than 50% of its volume, excluding its foundations;
3. An immovable to be demolished to enable the Municipality to carry out a municipal purpose;
4. An immovable used for agricultural purposes;
5. An accessory or complementary building as defined by the Municipality’s planning bylaws;
6. A temporary building as defined by the Municipality’s planning bylaws.

The fact that an immovable is not subject to the present bylaw by virtue of the second paragraph does not exempt the applicant from the obligation to obtain the necessary certificate of authorization before proceeding with the demolition by virtue of the bylaw relating to permits and certificates in force.

4. ARTICLE 4 - DÉFINITIONS



Applicant: Owner or person authorized by proxy of the owner.

Cleared site: The site cleared by the demolition of a building. This is strictly the ground on which the building was erected.

Committee: The Demolition Committee set up by the Council in accordance with the provisions of these regulations.

Council: Municipal Council of the Municipality of Pontiac.

Demolition: Intervention that results in the destruction of more than 50% of a building's volume, regardless of its foundations, including moving or relocation;

Dwelling: A dwelling as defined in the Act respecting the Administrative Rental Tribunal (RLRQ, c. T-15.01).

Heritage building: For the purposes of this bylaw, a heritage building is considered to be a building that meets at least one of the following criteria:

- built before 1940;
- cited in accordance with the Cultural Heritage Act (CQLR, chapter P-9.002), located in a heritage site cited in accordance with this law;
- a building in a heritage site;
- An immovable listed in an inventory of immovables and buildings likely to have heritage value, in accordance with the first paragraph of section 120 of this Act, and listed in appendix A prepared and updated by the MRC des Collines-des-l'Outaouais and amended by the Municipality as required.

Immovable: A building, structure or work of a permanent nature erected on land and everything that forms an integral part of it.

Preliminary program for the reuse of the cleared soils: the intention expressed by the applicant for the construction or development of the land to replace the building which has been authorized by the demolition committee, and which will subsequently be the subject of an application for a permit or certificate. If applicable, a completed permit or certificate application in accordance with the Permits and Certificates bylaw serves as a preliminary program for the reuse of vacated soils.

5. ARTICLE 5 – APPENDIX

The appendix form an integral part of this bylaw and may be amended by resolution of the Municipal Council.

6. ARTICLE 6– BYLAW ENFORCEMENT

Any official designated and appointed in accordance with the provisions of the current Permits and Certificates bylaw is responsible for enforcing and complying with this bylaw and is authorized to issue statements of offence.



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7. ARTICLE 7 – RULES OF INTERPRETATION

In the event of a conflict between two or more provisions, the following rules of interpretation shall apply to this bylaw:

1. The specific provision prevails over the general provision.
2. The more restrictive provision prevails.
3. In the event of a conflict between a table, sketch or heading and the text, the text shall prevail.

SECTION 2 : DEMOLITION

8. ARTICLE 8 – DUTIES OF THE COMMITTEE

The functions of the Committee are to authorize applications for the demolition of buildings and to exercise any other power conferred by chapter V.0.1 of the Act respecting land use planning and development (CQLR, c.A-19.1).

9. ARTICLE 9 – COMPOSITION AND OPERATION OF THE COMMITTEE

(reference 148.0.3 and 148.0.24 of the LAU)

The Demolition Committee shall consist of three (3) members of council appointed for a term of one year by council. They shall be eligible for reappointment.

A member's term of office ceases or is temporarily interrupted in the following cases:

- a) If he ceases to be a member of the Board;
- b) If he has a direct or indirect personal interest in a matter before the Demolition Committee;
- c) If he is prevented from acting

In the foregoing cases, the Board appoints a member for the unexpired term of his predecessor, or for the duration of the latter's impediment, or for the duration of the hearing of the case in which he has an interest, as the case may be.

10. ARTICLE 10 – DESIGNATION OF MEMBERS

The chairman is appointed by Council from among the members of the Demolition Committee that it appoints. He presides over committee meetings.

The municipal inspector or the clerk-treasurer acts as secretary to the Committee. He prepares, among other things, the agenda, receives correspondence, draws up the minutes of each meeting and follows up on the decisions of the Committee.



11. ARTICLE 11 – QUORUM AND DECISION

The quorum of the committee is two members.

Each member has one vote and cannot abstain from voting. Decisions are taken by majority vote.

12. ARTICLE 12 – DEMOLITION COMMITTEE MEETINGS

The Demolition Committee meets, as required, when one or more requests for authorization, including the fees required to study and process said requests, are submitted to the Municipality.

Committee meetings are open to the public.

The Secretary, in consultation with Committee members, convenes a meeting to study the application(s) received.

CHAPITRE II

APPLICATION FOR A CERTIFICATE OF AUTHORIZATION FOR DEMOLITION

SECTION I – APPLICATIONS AND PERFORMANCE GUARANTEE

13. ARTICLE 13 – FORM OF APPLICATION

A written request for a demolition authorization must be sent to the Municipality, accompanied by all documents required by the present bylaw and the deposit of the amount required in article 16.

The applicant must also pay the non-refundable cost of the demolition authorization, as stipulated in the current bylaw concerning fees for goods and services.

14. ARTICLE 14 – REQUIRED DOCUMENTS

All requests must be made in writing, on the prescribed form or by letter, and must be accompanied by the documents required for the decision of the Demolition Committee and at least include the following elements:

- a) The name, address and telephone number of the applicant or his authorized representative (by proxy);
- b) The identification and location of the building or building targeted by the request;
- c) Photographs of the property covered by the application;
- d) The current use of the building, including the reasons for the demolition request;



- e) If it is a building with housing units, provide the number of dwellings, their occupancy at the time of the request and the possibility of rehousing occupants.
- f) A heritage appraisal report prepared by a specialized firm when the immovable in question is listed in appendix A of this bylaw;
- g) An estimation of the cost of restoring the immovable in question if it is listed in Appendix A of this bylaw;
- h) A schedule of planned work, including the date and deadline for demolition;
- i) A certificate of location of the building to be demolished including any other construction on the immovable;
- j) A site plan of all proposed buildings and developments;
- k) Preliminary program for the reuse of the cleared soils.

The request must be signed by the applicant or his authorized representative.

15. ARTICLE 15 – PRELIMINARY PROGRAM FOR THE REUSE OF THE CLEARED SOILS

Prior to consideration of the application, the owner must submit to the Demolition Committee, for approval, a preliminary program for the reuse of cleared soil.

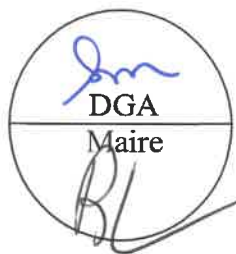
The preliminary cleared soil reuse program must:

- 1. Specify the proposed development if the cleared soil remains vacant;
- 2. Ground dimensions of each proposed building;
- 3. Construction plans for each proposed building.

This program can only be approved if it complies with the Municipality's bylaws. To determine such conformity, the Demolition Committee must consider the bylaws in effect at the time the program is submitted to it, except in cases where the issuance of a building permit for the proposed program is suspended due to a notice of motion. When the issuance of permits is thus suspended, the Demolition Committee may not approve the program before the expiry of the suspension, or before the coming into force of the amending bylaw that was the subject of the notice of motion, if this coming into force is prior to the expiry of the suspension; the decision of the Demolition Committee is then rendered with regard to the bylaws in force at the time of this decision.

Study of the demolition authorization application cannot begin until the Demolition Committee has approved the program.

16. ARTICLE 16 – PERFORMANCE GUARANTEE FOR THE PRELIMINARY PROGRAM FOR THE REUSE OF EXCAVATED SOIL



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If the preliminary soil reuse program is approved, the owner must provide the Municipality with a monetary guarantee for the execution of this program, prior to the issuance of a municipal authorization.

A guarantee of \$5,000 must be paid at the time the demolition application is submitted, either by certified cheque, money order or direct deposit in the name of the Municipality.

This guarantee is released:

- a) When the preliminary program of cleared soil is carried out in accordance with approved plans;
- b) When the requirements imposed under article 25 (additional conditions), if applicable, are met;
- c) Upon submission by the applicant of a certificate of completion signed by a competent professional.

17. ARTICLE 17 – COMPLETE APPLICATION

An application for demolition authorization is considered complete when all required documents and plans have been filed with the designated officer and the study fees have been paid.

18. ARTICLE 18 – VERIFICATION OF APPLICATION

The designated officer verifies the contents of the application. He or she may ask the applicant to provide any additional information required to understand the application. If the plans and documents provided by the applicant are inaccurate, insufficient or non-compliant, the application verification procedure is interrupted. The designated officer advises the applicant to provide corrected and sufficient information, plans and documents.

When the verification of the application is complete, the application is forwarded to the Committee.

SECTION 2 – ANALYSIS PROCESS

19. ARTICLE 19 – POSTING AND PUBLIC NOTICE

(reference 148.0.5 of LAU)

As soon as the Committee receives a request for demolition authorization, it must post a notice on the building concerned, easily visible to passers-by.

It must also immediately publish a public notice of the request.

Any notice referred to in the present article must reproduce the text of article 20 of the present bylaw.



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When the request relates to a heritage immovable, a copy of the public notice must be sent without delay to the Minister of Culture and Communications and to the MRC.

20. ARTICLE 20 - CONTESTATION

(reference 148.0.7 of LAU)

Any person who wishes to object to the demolition must, within 10 days of publication of the public notice or, failing that, within 10 days of posting of the notice on the immovable concerned, make his or her opposition known in writing, with reasons, to the Municipality's clerk-treasurer.

21. ARTICLE 21 – PUBLIC HEARING

Before rendering its decision, the demolition committee must consider the objections received.

The committee must hold a public hearing if the demolition request relates to a heritage building. The committee may, in other cases, hold a public hearing if it deems it appropriate in the public interest.

SECTION 3 - DECISION OF THE COMMITTEE

22. ARTICLE 22 – REFUSAL OF A DEMOLITION REQUEST

The Committee must refuse the authorization request if the preliminary program for reusing the cleared soil has not been approved or if the required fees have not been paid.

23. ARTICLE 23 – DECISION AND REFUSAL OF A COMMITTEE DECISION

(reference 148.0.9 de la LAU)

The Demolition Committee grants authorization if it is convinced of the desirability of demolition, taking into account the public interest and the interests of the parties.

The Demolition Committee must consider the following factors when making its decision:

1. The condition of the building covered by the request;
2. The apparent architectural deterioration, the aesthetic character or the quality of life of the neighbourhood;
3. The cost of restoration and projected land use;
4. The damage caused to the tenants;
5. Housing needs in the community;



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6. The possibility of relocating tenants;
7. The heritage value, including the history of the building, its contribution to local history, its degree of authenticity and integrity, its representativeness of a particular architectural trend and its contribution to an ensemble to be preserved.

24. ARTICLE 24 – FURTHER DETAILS REQUIRED

The committee may, if it deems it appropriate, ask the applicant to provide, at its own expense, any additional clarification, any information or report prepared by a professional.

The committee's decision must be sent to the applicant as soon as possible by registered mail or by e-mail and must include the reasons supporting the decision.

25. ARTICLE 25 – ADDITIONAL CONDITIONS

(reference 148.0.7 of LAU)

When granting authorization, the Committee may impose any conditions relating to the demolition of the building or the reuse of the cleared land. In particular, it may determine the conditions for rehousing a tenant when the building comprises one or more dwellings.

26. ARTICLE 26 – COMMITTEE DECISION

The Committee's decision regarding the demolition must be substantiated and sent without delay to any party involved, by registered post or e-mail.

SECTION 4 – APPEAL, DECISION AND CERTIFICATES OF AUTHORIZATION

27. ARTICLE 27 – APPEAL OF A DEMOLITION COMMITTEE DECISION

(reference 148.0.19 of LAU)

Any person may, within 30 days of the decision of the Demolition Committee, ask the Council to review this decision.

The Council may, on its own initiative, within 30 days of a decision of the Demolition Committee authorizing the demolition of a heritage building, adopt a resolution expressing its intention to review this decision.

Any member of the Council, including a member of the Committee, may sit on the Council to review a decision of the Committee.



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The Council may confirm the Committee's decision or render any decision that the latter should have taken.

28. ARTICLE 28 – APPEAL REQUEST PROCEDURE

The appeal must be made in writing, with reasons, and must be received at the municipal office no later than the thirtieth (30th) day following the day on which the decision was rendered.

29. ARTICLE 29 – COUNCIL DECISION

The Council may confirm the Committee's decision or issue any other ruling it deems appropriate.

30. ARTICLE 30 – ISSUE OF CERTIFICATE OF AUTHORIZATION

(reference 148.0.21 of LAU)

No certificate of authorization for demolition may be issued by the designated officer before the expiry of the thirty (30) day period provided for in article 26 of these bylaws or, if an appeal has been lodged under this article, before Council has rendered a decision to authorize the demolition.

If the decision concerns a heritage immovable, a certificate of authorization can only be issued following the expiry of the ninety (90) day period following receipt by the MRC of the notice of municipal decision, or of a notice from the MRC stipulating that it does not intend to disavow the decision of the Demolition Committee or Municipal Council.

CHAPTER 3

PROVISIONS REGARDING CERTAIN BUILDINGS

SECTION I – BUILDINGS WITH ONE OR MORE DWELLINGS

31. ARTICLE 31 – DUTY TO INFORM

(reference 148.0.6 of LAU)

The applicant must send a notice of the request to each tenant of the building, if applicable.

32. ARTICLE 32 – REQUEST FOR DELAY IN ACQUISITION OF A RENTAL BUILDING

If a person wishes to acquire this building in order to maintain its residential rental character, he or she may, until such time as the Committee has rendered its decision,



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intervene in writing with the clerk (or clerk treasurer) to request a delay in order to undertake or pursue the steps required to acquire the building.

If the Committee deems that the circumstances justify it, it will postpone the pronouncement of its decision and grant the intervenor a period of no more than two months from the end of the hearing to allow negotiations to reach a successful conclusion. The Committee may postpone its decision for this reason only once.

33. ARTICLE 33 – RULES FOR EVACUATING A RENTAL BUILDING TO BE DEMOLISHED

(reference 148.0.13 and 148.0.14 of LAU)

A landlord who has been granted a demolition authorization may evict a tenant in order to demolish a dwelling.

However, a tenant may not be forced to vacate his or her dwelling until the later of the expiration of the lease or the expiration of three months from the date of issuance of the demolition authorization.

34. ARTICLE 34 – INDEMNITIES AND REMEDIES

The landlord must pay the evicted tenant three months' rent and moving expenses. If the damages resulting from the prejudice suffered by the tenant amount to a higher sum, he may apply to the Administrative Housing Tribunal to have the amount set.

Compensation is payable on the tenant's departure and moving costs on presentation of supporting documents.

SECTION 2 – HERITAGE BUILDINGS

35. ARTICLE 35 – REQUEST FOR A DELAY IN THE ACQUISITION OF A HERITAGE BUILDING

If a person wishes to acquire an immovable in order to preserve its heritage character, he or she may, until such time as the Committee has rendered its decision, intervene in writing with the clerk (or clerk treasurer) to request a delay in order to undertake or pursue steps to acquire the immovable.

36. ARTICLE 36 – URBAN PLANNING ADVISORY COMMITTEE

Before rendering a decision concerning a heritage building, the demolition committee must first receive the recommendations of the Urban Planning Advisory Committee (UPC), which exercises the powers of the local heritage council under the Cultural Heritage Act (chapter P-9.002).



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CHAPTER 4

WORK EXECUTION

37. ARTICLE 37 – EXECUTION PLAN

When the Demolition Committee grants authorization, it may set a deadline by which the demolition work must be undertaken and completed.

38. ARTICLE 38 – CONSEQUENCES OF FAILURE TO MEET PERFORMANCE DEADLINES

(reference 148.0.17 OF LAU)

If the demolition work is not undertaken before the expiry of the time limit set by the Committee, the demolition authorization is null, and void and a new application must be made.

If a tenant continues to occupy the dwelling on the expiry date, the lease is extended by operation of law and the landlord may, within one month, apply to the Housing Administrative Tribunal to set the rent.

39. ARTICLE 39 – UNFINISHED DEMOLITION WORK

(reference 148.0.17 of LAU)

If the demolition work is not completed within the set deadline, the Council may order it to be carried out and recover the costs from the owner.

These costs constitute a prior claim on the land on which the building was located, in the same way and with the same rank as the claims referred to in paragraph 5° of article 2651 of the Civil Code; these costs will be secured by a legal mortgage on this land.

40. ARTICLE 40 - INSPECTION

(reference 148.0.23 of LAU)

At all times while demolition work is being carried out, a person in authority on the premises must have in his or her possession a copy of the demolition authorization. Between 7 a.m. and 7 p.m., a municipal official designated by the Council may enter the premises where demolition work is being carried out to verify that the demolition complies with the decision of the Demolition Committee.

Is liable to a fine of \$500:

- a) Anyone who prevents a municipal official from entering the site where demolition work is being carried out;



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- b) The person in authority responsible for carrying out the demolition work who, on the premises where the work is to be carried out, refuses to produce a copy of the authorization when requested to do so by a municipal official.

41. ARTICLE 41 – CONTRAVENTIONS AND PENALTIES

Compliance with this bylaw does not exempt you from the obligation to comply with any other law or regulation applicable to the case, in particular the Act respecting the Administrative Housing Tribunal (RLRQ, c.T-15.01).

42. ARTICLE 42 – DEMOLITION OF A BUILDING WITHOUT AUTHORIZATION, NON-COMPLIANCE WITH CONDITIONS AND PENALTIES

(reference 148.0.22 of LAU)

Without prejudice to any other recourse that may be exercised by the Municipality, any person who demolishes or causes to be demolished an immovable without having first obtained a demolition authorization or contrary to the applicable conditions is liable, in addition to costs, to a fine of not less than \$10,000 and not more than \$250,000.

The Municipality may also ask the court to order this person to reconstitute the building thus demolished and, failing that, to authorize the Municipality to proceed with reconstitution and recover costs from the owner, in application of section 148.0.17 of the Act respecting land use planning and development (RLRQ, c. A-19.1).

The maximum fine, however, is \$1,140,000 for the demolition, by a legal person, of an immovable cited in accordance with the Cultural Heritage Act (chapter P-9.002) or located in a heritage site cited in accordance with that Act. The Council may require that the demolished immovable be restored. Should the offender fail to reconstitute the immovable, the Council may have the work carried out and recover the costs from the offender. These costs constitute a prior claim on the land where the immovable was located, in the same way and with the same rank as the claims referred to in paragraph 5 of article 2651 of the Civil Code. These costs are secured by a legal mortgage on the land.

CHAPTER 5 :

FINAL PROVISIONS

43. ARTICLE 43 – COMING INTO FORCE

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

Carried



25-08-5691



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8.4 Notice of motion – bylaw 08-25 modifying zoning bylaw 11-24

Notice is hereby given by Serge Laforest, Councillor for District 4, that bylaw number 08-25 will be adopted at a subsequent meeting, this bylaw amends zoning bylaw 11-24 in order to:

- Remove commercial use classes C1, C2, C4, C5, industrial classes I1, I2, I3, and agricultural class A1 from the rural zones R-01, R-03, R-04, R-05, R-06, R-07, R-13, R-14, R-15, R-16, R-17, R-18, R-19, and R-20;
- Remove commercial use classes C2, C3, and C4, and intensive recreational use class R2 from multifunctional zone M-10;
- Specify that, for multifunctional zones "M" other than M-10, the currently permitted commercial and intensive recreational use class R2 will only be authorized on lots adjacent to Route 148;
- Specify in Article 37 that the public utility networks referred to are those owned by a public organization or a private company with a public mandate.

9. RECREATION AND CULTURE

25-08-5692

9.1 Request for technical support – Archéo-Pontiac 2025

WHEREAS archaeological excavations are planned for late September and early October 2025, including two weekends of public excavations and five days dedicated to schools;

WHEREAS the organizers have submitted a request to the Municipality for logistical assistance to facilitate the excavations;

WHEREAS they are requesting the Municipality's help to excavate a layer of sand approximately 40 cm thick over an area of about 10 m x 10 m, located near the playground, using a backhoe, and to backfill the site once the excavations are completed;

WHEREAS they also wish to know whether the Municipality has temporary removable fencing (such as construction fencing or orange mesh) to secure the area during the work, in order to prevent any incidents;

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

AND RESOLVED THAT the municipal council authorizes the Public Works Department to carry out the excavation of the requested area and to install posts and fencing to secure the site.



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THAT Archéo-Pontiac be responsible for maintaining the site in a safe condition throughout the duration of their activity.

Carried

10. TABLING OF DOCUMENTS

10.1 Tabling of the report regarding the delegation of authorization of expenses from July 11 to August 6, 2025

10.2 Tabling of the drainage report concerning lot 2 682 381

10.3 Tabling the minutes of the Planning Advisory Committee (PAC) meetings of July 31, 2024, November 4, 2024, December 9, 2024, March 17, 2025, and April 29, 2025

11. PUBLIC QUESTION PERIOD

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

12. CLOSING OF MEETING

IT IS MOVED BY Councillor Serge Laforest and seconded by Councillor Dr. Jean Amyotte.

AND RESOLVED to close the meeting at 8:24 p.m. having gone through the agenda.

Carried

Sandra Martineau
ASSISTANT DIRECTOR GENERAL
(Clerk-treasurer)

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».

25-08-5693