

Municipalité de | Municipality of

Pontiac

**PROVINCE OF QUEBEC
PONTIAC COUNTY**

MINUTES of the regular Council meeting of the Municipality of Pontiac held on Tuesday, September 9, 2025, at 7:30 p.m. at the Quyon Community Centre, located at 2 chemin du Ferry, Quyon, QC, at which were present:

Mr. Roger Larose, Mayor, Dr. Jean Amyotte, Pro-Mayor and Councillors, Mrs. Diane Lacasse, Mrs. Caryl McCann, Mr. Garry Dagenais, Mr. Serge Laforest and Mrs. Chantal Allen.

Also present, Mr. Mario Allen, Director General, and approximately forty 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 August 12, 2025**
- 5. Administration**
 - 5.1 List of incurred expenses
 - 5.2 Budgetary transfers
 - 5.3 Renewal of service offer – MC Perreault legal advisor
 - 5.4 Acceptance of a lease agreement for the lot located at 921 chemin Ruisseau- lot 2 682 325
 - 5.5 Modification of the employment contract of employee #02-0093
 - 5.6 TECQ Program 2019-2024
 - 5.7 Authorization for payment of invoices and expenditure commitments – October and November 2025
 - 5.8 Authorization to sign the intermunicipal agreement regarding the management of watercourses
- 6. Public Safety**
 - 6.1 Resignation - employee #10-0187
- 7. Public Works**

25-09-5694





Municipalité de | Municipality of

Pontiac

- 7.1 Maintenance of private roads open to the public by tolerance - light maintenance work on chemin des Pêcheurs
- 7.2 Maintenance of private roads open to the public by tolerance – light maintenance work on chemins Clavelle/Trappeurs
- 7.3 Request for the official naming of “chemin de la Gare,” lot 6 473 180, to the Commission de toponymie du Québec
- 8. Urban Planning and zoning**
 - 8.1 Adoption of the first draft bylaw 08-25 – amending zoning bylaw 11-24
 - 8.2 Septic system maintenance service contract – tertiary system (UV)
- 9. Recreation and culture**
 - 9.1 Pontiac Country Fair 2025
- 10. Tabling of documents**
 - 10.1 Tabling of the report regarding the delegation of authorization of expenses from August 7 to September 4, 2025
 - 10.2 Tabling of a letter from the Pontiac Agricultural Society
- 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:

- Removal of the item 5.6 - TECQ Program 2019-2024
- Addition of the item 10.3 – Tabling of a petition concerning the PPCMOI project for 16 housing units

Carried

25-09-5695

4. ADOPTION OF THE MINUTES OF AUGUST 12, 2025

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

AND RESOLVED TO adopt the minutes of August 12, 2025.

Carried

25-09-5696

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 \$97,760.43, taxes included.





Municipalité de | Municipality of

Pontiac

Carried

25-09-5697

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 \$2,270.

Carried

25-09-5698

5.3 Renewal of service offer – MC Perreault legal advisor

WHEREAS the 2025 budget forecasts for various legal services;

WHEREAS the services offered by MC Perreault legal advisor, based on a bank of hours;

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

AND RESOLVED TO renew MC Perreault legal advisor's service offer, based on a bank of hours (100 hours) for the year 2025.

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

Carried

25-09-5699

5.4 Acceptance of a lease agreement for the lot located at 921 chemin Ruisseau- lot 2 682 325

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

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

WHEREAS the owner of 931 chemin Ruisseau have expressed interest in leasing the adjacent lot located at 921 chemin Ruisseau;

WHEREAS the Municipality has fulfilled all its advertising obligations;



Municipalité de | Municipality of

Pontiac

WHEREAS the owner agrees to a lease agreement under the stipulated terms and conditions;

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

AND RESOLVED THAT the Municipality decommission lot 2 682 325 located at 921 chemin Ruisseau from the public domain.

THAT the Municipality proceed to formalize said lease agreement with the owner of 931 chemin Ruisseau.

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

TO authorize the Director General, Mr. Mario Allen, and the Mayor, Mr. Roger Larose, to sign said agreement, effective from the date of signature until October 31, 2028.

Carried

25-09-5700

5.5 Modification of the employment contract of employee #02-0093

WHEREAS employee #02-0093 wishes to reduce her workload as of August 30, 2025;

WHEREAS the council agrees that this employee may work part-time;

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

AND RESOLVED THAT this council accepts a part-time workload on a pro rata basis in accordance with the management policy.

THAT employee #02-0093 retains her mandate for the 2025 municipal elections.

Carried

25-09-5701

5.6 Authorization for payment of invoices and expenditure commitments – October and November 2025

WHEREAS municipal elections are scheduled for November 2, 2025;

WHEREAS Section 314.2 of the Act Respecting Elections and Referendums in Municipalities prohibits the holding of council meetings 30 days prior to the election date;



Municipalité de | Municipality of

Pontiac

WHEREAS there will be no council meeting following October 1st, and the November meeting will be held on November 25, 2025, provided that the majority of Council members have been sworn in;

WHEREAS it is necessary to pre-authorize the payment of invoices and expenditure commitments for the months of October and November (from November 1 to November 25, 2025);

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

AND RESOLVED THAT this Council authorizes the payment of invoices and expenditure commitments for the months of October and November, and that all such payments and commitments be presented at the council meeting of November 25, 2025.

Carried

25-09-5702

5.7 Authorization to sign the intermunicipal agreement regarding the management of watercourses

WHEREAS the Municipalité régionale du comté (MRC) des Collines-de-l'Outaouais has been entrusted with jurisdiction over watercourses located within its territory under sections 103 to 109 of the Act Respecting Municipal Powers (R.S.Q., c. C-47.1), in effect since January 1, 2006;

WHEREAS under section 106 of the Act Respecting Municipal Powers, the MRC has jurisdiction to carry out works related to the creation, development, or maintenance of a watercourse;

WHEREAS under section 108 of the Act Respecting Municipal Powers, the MRC may, in accordance with section 569 and following of the Municipal Code of Quebec, enter into an agreement with local municipalities and delegate to them the enforcement of regulations, the recovery of claims, and the management of works provided for in sections 103 to 110 of the aforementioned Act;

WHEREAS an agreement aimed at sharing responsibilities related to the management of watercourses between the municipalities and the MRC has been proposed, in order to reduce the operational management costs related to watercourses;

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

AND RESOLVED TO authorize the signing of an intermunicipal agreement regarding the management of watercourses, to be entered into between the MRC des Collines-de-



Municipalité de | Municipality of

Pontiac

l'Outaouais and the local municipalities, in order to establish each party's responsibilities in the management of watercourses.

THAT this Council hereby authorizes the mayor, or the acting mayor, and the director general to sign, for and on behalf of the Municipality of Pontiac, all documents necessary to give effect to this resolution.

Carried

6. PUBLIC SAFETY

25-09-5703

6.1 Resignation - employee #10-0187

WHEREAS on August 17, 2025, employee #10-0187 submitted their resignation to their supervisor, effective August 17, 2025;

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

AND RESOLVED THAT the council accepts the resignation of employee #10-0187, effective August 17, 2025.

THAT the Municipality wishes to thank employee #10-0187 for her service.

Carried

7. PUBLIC WORKS

25-09-5704

7.1 Maintenance of private roads open to the public by tolerance - light maintenance work on chemin des Pêcheurs

WHEREAS bylaw #16-24 governs the Municipality's offer to carry out minor maintenance work on private roads open to the public by tolerance of the owner or occupant, upon request from a majority of the adjacent owners or occupants, with the costs to be borne by the concerned owners or occupants in the form of taxes;

WHEREAS the Municipality has received an official request for minor work on the private road chemin des Pêcheurs for the addition of nine (9) loads of gravel, as detailed in the submission from Nugent Construction Inc.;

WHEREAS the conditions regarding the required signatures (60%+1) of the owner(s) of chemin des Pêcheurs have been met as stipulated in article 6.2;

WHEREAS this request complies with bylaw #16-24;



Municipalité de | Municipality of

Pontiac

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

AND RESOLVED THAT this council confirms acceptance of the request for minor work on chemin des Pêcheurs.

TO mandate the Public Works Department to supervise the work to be carried out in collaboration with the representative and the contractor.

TO invoice each affected lot according to the calculation sheet attached to the request, in four (4) equal instalments during the 2026 annual tax billing.

Carried

25-09-5705

7.2 Maintenance of private roads open to the public by tolerance – light maintenance work on chemins Clavelle/Trappeurs

WHEREAS bylaw #16-24 governs the Municipality's offer to carry out light maintenance work on private roads open to the public by tolerance of the owner or occupant, upon request from a majority of the bordering owners or occupants, and at the expense of the concerned owners or occupants, in the form of a tax;

WHEREAS the Municipality has received an official request for light work on the private roads chemins Clavelle/Trappeurs, for the addition of 200 tonnes of gravel, as detailed in the submission from the company Services M.R.P.;

WHEREAS the conditions regarding the required signatures (60% + 1) from the owner(s) of the chemins Clavelle/Trappeurs have been met, as stipulated in article 6.2;

WHEREAS this request complies with bylaw #16-24;

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

AND RESOLVED THAT this council confirms acceptance of the request for light maintenance work on the chemins Clavelle/Trappeurs.

TO mandate the Public Works Department to supervise the work to be carried out, in collaboration with the representative and the contractor.

TO bill each affected lot according to the calculation sheet attached to the request, in four (4) equal instalments during the 2026 annual tax billing.

Carried



25-09-5706



Municipalité de | Municipality of

Pontiac

7.3 Request for the official naming of “chemin de la Gare,” lot 6 473 180, to the Commission de toponymie du Quebec

WHEREAS the municipal council has proposed the name "chemin de la Gare" to identify the road located on Lot 6 473 180;

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

AND RESOLVED TO request the official naming of the road located on Lot 6 473 180 as “chemin de la Gare,” with the Commission de toponymie du Quebec.

Carried

8. URBAN PLANNING AND ZONING

25-09-5707

8.1 Adoption of the first draft bylaw 08-25 – amending zoning bylaw 11-24

WHEREAS zoning bylaw No. 11-24 came into force on May 27, 2025;

WHEREAS this council deems it appropriate to review certain applicable provisions of this zoning bylaw;

WHEREAS a notice of motion regarding this bylaw was given at the regular council meeting held on August 12, 2025;

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

AND RESOLVED THAT the present bylaw be adopted as presented.

Carried

25-09-5708

8.2 Septic system maintenance service contract – tertiary system (UV)

WHEREAS bylaw 08-22 concerning the maintenance of tertiary treatment systems with ultraviolet disinfection stipulates that the Municipality shall enter into an agreement with a qualified third party for the minimal maintenance of the system, based on usage intensity, and shall, if necessary, proceed with the replacement of any parts that have reached the end of their lifespan;

WHEREAS the bylaw also provides that maintenance and parts replacement costs shall be borne by the property owner concerned, and that administrative fees of 10% will be added to the invoice for the management of the maintenance program;



WHEREAS the Municipality wishes to enter into a direct agreement with the company Premier Tech Water and Environment Ltd. for the maintenance of UV tertiary septic installations within its territory, in accordance with bylaw 08-22;

WHEREAS the company Premier Tech Water and Environment Ltd. has submitted a maintenance service contract for septic systems for the year 2025, which shall be automatically renewed annually;

WHEREAS Premier Tech Water and Environment Ltd. has submitted the pricing for maintenance packages for 2025, and that the costs will be adjusted annually and remain below the threshold requiring a call for tenders;

WHEREAS under the bylaw on contract management, the Municipality is authorized to enter into a direct agreement;

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

AND RESOLVED THAT this Municipal Council award the contract for the maintenance of UV tertiary septic installations to Premier Tech Water and Environment Ltd.

TO authorize the invoicing of the concerned property owners in accordance with bylaw 08-22.

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.

Carried

9. RECREATION AND CULTURE

25-09-5709

9.1 Pontiac Country Fair 2025

WHEREAS the Municipality wishes to reiterate the experience of the Pontiac Country Fair on October 11, 2025;

WHEREAS the Municipality desires to support local and regional artists, artisans, entrepreneurs, as well as associations and organizations;

WHEREAS the NCC accepted to collaborate with the Municipality of Pontiac once again;

WHEREAS the importance of providing children's entertainment activities;



Municipalité de | Municipality of

Pontiac

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

AND RESOLVED THAT the Council authorizes the Coordinator of Recreation, Community Life, and Communications to begin preparations for the Pontiac Country Fair 2025.

THAT the expenses related to children's activities be charged to budget item 02 70100 349.

THAT the expenses related to advertising be charged to budget item 02 13010 340.

Carried

10. TABLING OF DOCUMENTS

10.1 Tabling of the report regarding the delegation of authorization of expenses from August 7 to September 4, 2025

10.2 Tabling of a letter from the Pontiac Agricultural Society

10.3 Tabling of a petition concerning the PPCMOI project for 16 housing units

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 Chantal Allen.

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

Carried


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».