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PROVINCE OF QUEBEC
PONTIAC COUNTY

MINUTES of the regular Council meeting of the Municipality of Pontiac held on Tuesday, November 10, 2026, 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, Mr. Jean Côté, Mr. Scott McDonald, Mr. Garry Dagenais, Mr. Serge Laforest and Mrs. Chantal Allen.

Also present, Mr. Mario Allen, Director General, Mrs. Jocelyne Moskaluk, Assistant Director General, Clerk-Treasurer, and Human Resources, 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.

26-11-6030

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 October 13, 2026
5 Administration
5.1 List of incurred expenditures
5.2 Budgetary transfers
5.3 List of invoices to pay
5.4 Renewal of service offer - DHC Avocats
5.5 Acceptance of service proposal – MI-PDFA software upgrade
5.6 Notice of motion – bylaw 04-26 enacting the Code of Ethics and Professional Conduct for Employees of the Municipality of Pontiac
5.7 Tabling of draft bylaw 04-26 enacting the Code of Ethics and Professional Conduct for Employees of the Municipality of Pontiac
5.8 Authorization to sign a deed of transfer – 555 chemin du Lac-Beauclair
5.9 Authorization to reimburse a municipal council member for training expenses
5.10 Municipal financial contribution to the Quyon Public Housing Renovation Project
6. Public Safety
6.1 Hiring - volunteer firefighters
7 Public Works

JM
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Municipalité de | Municipality of
Pontiac

7.1 Resignation - employee #05-0010
7.2 Renewal of the GPS system contract
7.3 Awarding of a new GPS system contract
7.4 Authorization to purchase equipment for the Public Works Department

8. Urban Planning and zoning

8.1 Subdivision – 318 chemin Bradley – lot 2 682 402
8.2 Subdivision – 101 and 101A chemin Hurdman – lots 2 683 754 and 2 683 864
8.3 Subdivision – 5 chemin Camac – lot 5 098 026
8.4 Adoption of bylaw 07-26 replacing bylaw 07-24 concerning the operation of the Planning Advisory Committee (PAC)
8.5 Appointment of the Director General as Director of the Urban Planning Department

9. Recreation and culture

9.1 Acceptance of a professional services proposal – development of two redevelopment scenarios for Saint-Dominique Church
9.2 Request for right of ways - Pontiac Snowmobile Driver's Association Inc.
9.3 Signage request for municipal road crossings - Pontiac Snowmobile Driver's Association Inc.
9.4 Awarding of contract - FoodCycle Science

10. Tabling of documents

10.1 Tabling of the report regarding the delegation of authorization of expenses from September 29 to October 28, 2026
10.2 Tabling of a letter from the Pontiac Snowmobile Driver's Association Inc. – right of ways request
10.3 Tabling of a letter from the Pontiac Snowmobile Driver's Association Inc. – signage request for municipal road crossings

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 presented.

Carried

26-11-6031

4. ADOPTION OF THE MINUTES OF OCTOBER 13, 2026

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

AND RESOLVED TO adopt the minutes of October 13, 2026.

Carried

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Municipalité de | Municipality of
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5. ADMINISTRATION

5.1 List of incurred expenditures

26-11-6032

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 $30,866.56, taxes included.

Carried

5.2 Budgetary transfers

26-11-6033

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 $46,430.

Carried

5.3 List of invoices to pay

26-11-6034

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

AND RESOLVED TO pay the invoices submitted, for a total amount of $135,235.23 taxes included.

Carried

5.4 Renewal of service offer - DHC Avocats

26-11-6035

WHEREAS the 2026 budget forecasts for various legal services;

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

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

AND RESOLVED TO renew DHC Avocats' service offer, based on a bank of hours (40 hours) for the year 2026.

JM
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Mayor

Municipalité de | Municipality of
Pontiac

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

Carried

26-11-6036

5.5 Acceptance of service proposal – MI-PDFA software upgrade

WHEREAS the Municipality of Pontiac uses MI-PDFA software to convert and preserve its documents in PDF/A format;

WHEREAS the new MI-PDFA 2.0 version allows for document indexing in SharePoint, batch folder processing, and improved integration with the Microsoft environment;

WHEREAS MI-Consultants submitted a proposal dated October 19, 2026, in the amount of $475, plus applicable taxes, to upgrade the software on four workstations;

THEREFORE, it is moved by Councillor Chantal Allen and seconded by Councillor Scott McDonald.

AND RESOLVED THAT the upgrade of MI-PDFA software to version 2.0 be authorized, in accordance with the proposal submitted by MI-Consultants dated October 19, 2026, for an amount of $475, plus applicable taxes.

THAT the Director General be authorized to sign all necessary documents and proceed with the expenditure.

THAT this expenditure be charged to budget account 02 13000 411.

Carried

26-11-6037

5.6 Notice of motion – bylaw 04-26 enacting the Code of Ethics and Professional Conduct for Employees of the Municipality of Pontiac

Notice of motion is given by Chantal Allen, Councillor of Ward 5 of the Municipality of Pontiac, to the effect that there will be adoption of the bylaw 04-26 enacting the Code of Ethics and Professional Conduct for Employees of the Municipality of Pontiac.

Carried

5.7 Tabling of draft bylaw 04-26 enacting the Code of Ethics and Professional Conduct for Employees of the Municipality of Pontiac

JM
DGA
Mayor

Municipalité de | Municipality of
Pontiac

WHEREAS the Council of the Municipality of Pontiac adopted Bylaw 03-22 on April 12, 2022;

WHEREAS, pursuant to section 16 of the Municipal Ethics and Good Conduct Act (CQLR, c. E-15.1.0.1, hereinafter the "Act") , every municipality must have a code of ethics and professional conduct applicable to its employees;

WHEREAS the Act to amend the Act respecting elections and referendums in municipalities, the Municipal Ethics and Good Conduct Act and various legislative provisions (SQ 2021, c. 31), which came into force on November 5, 2021, amended, among other things, the mandatory content of the code of ethics and professional conduct applicable to municipal employees;

WHEREAS it is therefore appropriate to adopt a revised Code of Ethics and Professional Conduct for Employees;

WHEREAS a review committee representing the various categories of municipal personnel, namely management staff, white-collar employees, blue-collar employees and firefighters, was established to consult employees and gather their proposed amendments;

WHEREAS the proposed amendments were reviewed with the General Management and Municipal Council and subsequently submitted for legal review;

WHEREAS the formalities prescribed by the Act for the adoption of this bylaw have been complied with;

WHEREAS a notice of motion for this bylaw was given at the regular meeting held on March 10, 2026, and a new notice of motion was given at the regular meeting held on November 10, 2026;

WHEREAS the draft bylaw was presented and tabled at the regular meeting held on November 10, 2026;

WHEREAS a public notice containing a summary of the draft bylaw was published on XX, 2026;

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

AND RESOLVED THAT this council decrees and adopts the following:

JM
DGA
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Municipalité de | Municipality of
Pontiac

ARTICLE 1: DECLARATORY AND INTERPRETATIVE PROVISIONS

1.1 The title of this by-law is: **Bylaw 0426 enacting the Code of Ethics and Professional Conduct for Employees of the Municipality of Pontiac.**

1.2 The mandatory rules provided for in the Municipal Ethics and Good Conduct Act are deemed an integral part of this Code and prevail over any inconsistent provision of the Code.

1.3 The Code defines the conduct expected of employees in the performance of their duties and provides for measures to be applied in the event of non-compliance with its provisions.

The Code also aims to establish and maintain the confidence of citizens and partners in the municipal administration.

1.4 The preamble forms an integral part of this Code.

1.5 In this Code, the masculine form is used solely to simplify the text. It refers to all persons, regardless of gender.

1.6 The Code does not replace the laws and bylaws in force governing the Municipality and, more generally, municipal affairs and occupational health and safety. Rather, it supplements the various obligations and general duties applicable to municipal employees under applicable laws and other bylaws, including any other code of ethics or professional conduct to which an employee may be subject under the Professional Code (CQLR, c. C-26), any other law or regulation governing a profession, or membership in an association.

1.7 The Code shall not be interpreted as prohibiting an employee from performing an act or exercising a right under the Act respecting elections and referendums in municipalities (CQLR, c. E-2.2).

1.8 An annotated version of this Code and a separate administrative guidance document may be made available to employees to facilitate understanding and application of the rules of ethics and professional conduct. The comments, practical examples, scenarios and additional explanations contained in these documents are provided for

JM
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Mayor

Municipalité de | Municipality of
Pontiac

information and illustration only. They are not exhaustive, do not form an integral part of this Code and may not alter or restrict its scope.

1.9 The Code sets out, without limitation, the Municipality's ethical values and employees' rules of conduct, and pursues the following objectives:

(a) Establish common rules of professional conduct throughout the organization incorporating the Municipality's ethical values;
(b) Ensure integrity, loyalty and respect in conduct;
(c) Ensure a healthy, respectful and civil work environment;
(d) Prevent conflicts of interest;
(e) Ensure that control and corrective measures are applied in the event of a breach.

ARTICLE 2: DEFINITIONS

2.1 In this Code, unless the context indicates otherwise, the following terms mean:

Benefit:	Any benefit received, of any kind, whether permitted or not, including a gift, donation, favour, reward, service, gratuity, hospitality, remuneration, privilege, preference, compensation, gain, profit, meal, admission, advance, loan or discount. Relevant and authorized training or professional development undertaken in connection with an employee's duties is excluded, whether provided free of charge or otherwise.
Undue benefit:	Any benefit, gain, privilege or preferential treatment unjustifiably obtained, granted or provided, particularly through the use of current or former duties, authority, influence or privileged information acquired while performing duties for the Municipality.
Work environment:	The professional relationships that foster a respectful, healthy environment free from incivility, intimidation, harassment or any other conduct that undermines a person's dignity or integrity.
Code:	*Bylaw 04-26 enacting the Code of Ethics and Professional Conduct for Municipal Employees of the Municipality of Pontiac*
Council:	The Municipal Council of the Municipality of Pontiac.

JM
DGA
Mayor

Municipalité de | Municipality of
Pontiac

Actual conflict of interest: The existence of a personal or pecuniary interest known to a staff member and sufficient to influence the performance of their duties by affecting the impartiality of their opinions or decisions.

Potential conflict of interest: An interest that is foreseeable and sufficiently likely to affect the performance of an employee's duties or public responsibilities. Identifying a potential interest makes it possible to prevent a conflict of interest.

Professional conduct: The set of rules and duties governing employees' functions, conduct and relationships with one another and with other persons.

Employee: Any person, unionized or non-unionized, including management personnel, who works full-time, part-time or occasionally for the Municipality and receives a salary.

Ethics: The moral principles on which employees' conduct must be based, considering the Municipality's values.

Confidential information: Verbal or written information, held in any medium or known to the Municipality, that is not available to the public, has not yet been made public or is confidential under a law, by-law, policy or directive.

Personal interest: An interest connected to the employee personally and distinct from that of the general public. Except in the case of management employees, employment conditions attached to an employee's duties do not constitute a personal interest.

Social media: Any digital tool or platform allowing content or opinions to be shared (Facebook, Instagram, Snapchat, TikTok, Teams, LinkedIn, etc.).

Municipality: The Municipality of Pontiac

Close person: Any person with whom an employee has a family, spousal, romantic or personal relationship that could influence their objectivity or reasonably create that appearance, particularly in circumstances that could give rise to favouritism or nepotism.

JM
DGA
Mayor

Municipalité de | Municipality of
Pontiac

Supervisor or immediate supervisor: An employee representing the first level of authority and exercising direct control over another employee's work. For the purposes of this Code, this also includes group leaders and team leaders when they exercise direct authority over an employee's work.

Depending on the circumstances, the Director General reports either to the Mayor, who exercises oversight and supervision over the Municipality's affairs and officers, or to Municipal Council sitting in session. For department directors, the immediate supervisor is the Director General and/or Deputy Director General.

ARTICLE 3: APPLICATION OF THE CODE

3.1 This Code applies to all employees of the Municipality, subject to any specific provision to the contrary.

3.2 The rules set out in this Code do not limit the Municipality's management rights in respect of employees.

ARTICLE 4: VALUES

4.1 The Municipality's principal ethical values for employees are:

4.1.1 Integrity

Integrity entails acting with probity and honesty.

4.1.2 Honour associated with one's duties

Honour requires employees to uphold the dignity of their duties. It entails restraint, respect for decorum and an obligation not to act in a manner that undermines public esteem for municipal administration.

4.1.3 Prudence in pursuing the public interest

In any decision-making process or analysis involving one or more choices, prudence requires employees, in particular, to obtain sufficient information and evaluate the available options in order to fulfill their responsibilities objectively and with sound judgment, in the public interest.

The public interest involves making decisions for the greater good of the community, rather than favouring private or personal interests to the detriment of the general interests of the population and the Municipality.

JM
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Municipalité de | Municipality of
Pontiac

4.1.4 Respect and civility

Respect entails treating others with consideration. Civility entails courtesy, politeness and good manners.

Civility consists of implicit or explicit standards governing conduct that promotes harmonious and productive relationships for the benefit of all members of a group. Such conduct reflects respect, politeness, courtesy, good manners and cooperation.

4.1.5 Loyalty to the Municipality

Loyalty requires employees to carry out their duties in the fundamental interests of the Municipality, with objectivity and independence of mind. It entails setting aside personal interests in accordance with applicable rules.

4.1.6 Commitment to fairness

Fairness entails treating everyone justly, objectively, impartially and without discrimination.

4.1.7 Discretion and restraint

All employees must exercise discretion regarding information learned in the performance of their duties and preserve the confidentiality of confidential information to which they have access. They must exercise restraint in their actions and communications.

4.1.8 Professionalism

All employees perform their duties competently and diligently. They keep the knowledge required to perform their duties up to date.

These values must guide the conduct of every employee.

ARTICLE 5: RULES OF PROFESSIONAL CONDUCT

5.1 Respect, Civility and Fairness

5.1.1 Employees are prohibited, in the performance of their duties, from behaving disrespectfully or uncivilly toward any other person, including through offensive, disparaging, discriminatory or intimidating words, writings or gestures.

5.1.2 Every employee must act fairly in the performance of their duties, particularly to avoid any form of harassment or discrimination.

JM
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Mayor
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Municipalité de | Municipality of
Pontiac

5.1.3 Every employee must behave respectfully at all times and contribute to maintaining a healthy, harmonious workplace free from incivility.

5.2 Loyalty

5.2.1 No employee may discredit the Municipality and thereby undermine its credibility or tarnish its image or reputation.

5.2.2 Every employee must act with loyalty, honesty and integrity toward the Municipality, which includes giving precedence to the public interest over their own interests or those of another person.

5.2.3 Every employee must comply with applicable bylaws, policies, directives, procedures and practices.

5.2.4 Employees must devote to the Municipality the necessary and reasonable time required for the normal performance of their duties.

5.2.5 Every employee must exercise restraint and judgment when publicly expressing opinions, particularly in communications posted on social media.

5.2.6 In the performance of their duties or in any public communication, including on social media, employees must avoid harming the Municipality's image and refrain from disclosing internal or confidential information obtained through their work.

5.2.7 An employee who individually receives a directive from a member of Council concerning municipal administration or the performance of their work must forward it to the Director General, unless the intervention is authorized by law, a Council resolution or a valid delegation.

5.3 Conflicts of interest

5.3.1 Every employee must act impartially and objectively at all times.

5.3.2 Every employee must at all times avoid promoting or attempting to promote their personal interests or, improperly, those of any other person to the detriment of the Municipality. This includes using their position to influence or attempt to influence another person's decision.

5.3.3 Employees are prohibited, directly or indirectly, from granting an advantage or favour to another person in the course of their duties for the purpose of obtaining preferential treatment or an advantage for themselves, a family member, a close person or, improperly, any other person.

JM
DGA
Mayor
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Municipalité de | Municipality of
Pontiac

5.3.4 An employee who is in an actual or potential conflict of interest must take steps to put an end to that situation.

In case of doubt, the employee must promptly inform their immediate supervisor and comply with the directions provided.

5.3.5 Every employee must promptly inform the Director General, using the form in Appendix C, whenever a relationship with a close person could place the employee in an actual or potential conflict of interest.

The purpose of this disclosure is to allow the Municipality to assess whether the disclosed relationship:
(a) creates, may create or may reasonably appear to create a conflict of interest;
(b) may influence the employee's objectivity, recommendations or decisions in the performance of their duties;
(c) may compromise fairness in the workplace.

Disclosure of such a relationship does not mean that a conflict of interest exists.
Disclosure is mandatory where the persons concerned have a direct supervisory, authority or evaluation relationship.

Where the immediate supervisor is involved in the relationship, the disclosure is submitted to senior management. Where the Director General is involved, it is submitted to Municipal Council, with administrative support from the Deputy Director General.

The Municipality may implement any reasonable and proportionate administrative measure to prevent a conflict of interest or favouritism, including removal from a decision, modification of a supervisory relationship or restriction of certain access rights.

5.3.6 Every employee must provide truthful, accurate and complete information in any disclosure made under this Code, including through the form in Appendix C.

Employees are prohibited from knowingly making a false declaration, providing misleading information or deliberately omitting relevant information that could reveal an actual or potential conflict of interest.

Any breach of this obligation constitutes a violation of this Code and may result in the sanctions set out in section 7.5, depending on the nature and seriousness of the breach.

5.4 Prevention of favouritism

JM
DGA
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Municipalité de | Municipality of
Pontiac

An employee may not participate, directly or indirectly, in any decision concerning the hiring, evaluation, remuneration, promotion, disciplinary measures or working conditions of a close person.

The employee must promptly disclose the situation and withdraw from the decision-making process.

In such circumstances, an impartial third party shall be designated to preserve the impartiality of the process.

5.5 Receipt or solicitation of benefits

5.5.1 It is strictly prohibited for any employee to solicit, accept or receive, for themselves or another person, any gift, hospitality or other benefit, regardless of its value, offered by a supplier of goods or services to the Municipality, or that is likely to influence their independence of judgment or compromise their integrity.

In case of doubt, the employee should not accept the benefit before discussing it with their immediate supervisor or the Director General.

However, a benefit not offered by a supplier of goods or services may be accepted where all **three of the following conditions** are met:

1° It is received in accordance with a rule of courtesy, protocol, hospitality or custom;
2° It does not consist of money or any financial instrument, such as a share, bond or negotiable instrument, including a gift card, gift certificate or discount;
3° It is not of a nature to cast doubt on the employee's integrity, independence or impartiality.

An employee who receives a benefit meeting these conditions must **declare** it to their immediate supervisor. The declaration must be entered in a register maintained for that purpose by the clerk-treasurer (or clerk).

5.5.2 Any benefit received by an employee in contravention of subsection 5.4.1 or received incidentally at a public event where the employee represents the Municipality (such as a door prize without personal expenditure), must immediately be declared in writing and turned over to the Director General or Deputy Director General, who shall determine its institutional allocation or disposal.

5.6 Use of the resources of the Municipality of Pontiac

JM
DGA
Mayor

Municipalité de | Municipality of
Pontiac

5.6.1 Every employee must use the Municipality's property and resources with care, in accordance with established directives.

5.6.2 Employees are prohibited from using, directly or indirectly, the Municipality's resources for personal purposes or for purposes other than activities related to the performance of their duties, unless such use is permitted by a specific authorization or directive of the Municipality.

The first paragraph does not apply:

a) Where an employee uses a resource generally made available to citizens, under the same conditions applicable to them;

b) In a case of force majeure where the health and safety of one or more persons is endangered.

5.6.3 Employees are prohibited from accumulating, claiming, retaining or using for personal purposes loyalty points, miles, rebates, gift cards, credits or any other promotional benefit arising from purchases made in the performance of their duties or paid for with municipal funds.

These benefits belong to the Municipality and must be used solely in its interest, in accordance with applicable policies and directives.

This prohibition does not apply to loyalty points, miles, rebates, gift cards, credits or other promotional benefits associated with an employee's personal credit card where that card is used, with the authorization of the Director General, to make a purchase for the Municipality in the performance of their duties.

5.6.4 Employees are prohibited from recovering for personal use any objects or materials taken in charge by the Municipality, including during municipal collections or at the ecocentre.

However, objects intended for reuse may be recovered with the authorization of the person in charge of the ecocentre or the Director General.

5.6.5 Employees must use and access the Municipality's computer and electronic resources, including public and administrative Wi-Fi networks in municipal buildings, collaborative platforms (e.g., Teams), cloud services, computerized data and institutional social media, securely and professionally, in accordance with the Municipality's policies and directives.

Employees must protect the confidentiality of information to which they have access and comply with rules governing the protection of

JM
DGA
Mayor

Municipalité de | Municipality of
Pontiac

personal information.

5.7 Professionalism

5.7.1 Every employee must demonstrate diligence, professionalism, courtesy and good faith in the performance of their duties. This includes regular attendance and punctuality.

5.8 Discretion, restraint and confidentiality

5.8.1 Employees are prohibited from using, disclosing, attempting to use or attempting to disclose confidential information, within the meaning of this Code, obtained in the performance of or in connection with their duties, except where such use or disclosure is authorized in the performance of their duties or permitted by law.

5.8.2 Every employee must take all reasonable measures necessary to ensure and preserve the protection of confidential information, particularly when using technological tools.

In case of doubt regarding the confidential nature of a document or information, the employee must verify the applicable procedure with their immediate supervisor or the person responsible for the application of the *Act respecting Access to documents held by public bodies and the Protection of personal information* (CQLR, c. A-2.1).

5.8.3 The obligations set out in the preceding subsections continue to apply after termination of employment with respect to confidential information learned in the performance of or in connection with the employee's duties.

Notwithstanding the termination of employment, the employee must preserve the confidentiality of all confidential information, deliberations, exchanges and discussions learned in the performance of or in connection with their duties.

5.9 Wrongdoing, Breach of Trust and Misappropriation

5.9.1 In the performance of their duties, every employee must obtain prior authorization from their immediate supervisor or the Director General of the Municipality before publishing, disclosing, communicating, disseminating or commenting on any information or document related to their duties to any representative of the media.

5.10 Consumption of Alcohol and Other Substances

JM
DGA
Mayor

Municipalité de | Municipality of
Pontiac

5.10.1 Every employee is prohibited from consuming or distributing, in the performance of their duties or at their workplace, alcohol, drugs, medication or any other substance likely to impair their judgment or interfere with the safe performance of their work or that of any other person.

Notwithstanding the first paragraph, an employee who, in the performance of their duties, is required to attend an event where alcoholic beverages are served does not contravene this Code provided that they consume alcohol in moderation, comply with subsections 5.7.1 and 5.10.3, and conduct themselves appropriately.

5.10.2 Every employee must, at all times, be capable of performing their assigned duties safely, properly and with sound judgment.

5.10.3 Every employee is prohibited from performing their duties or being present at their workplace while their faculties are impaired by the consumption of alcohol, drugs, medication or other substances likely to affect their judgment or interfere with the safe performance of their duties.

Notwithstanding the first paragraph, the Director General may exceptionally authorize the consumption of alcohol at a workplace during special events. Such authorization must not be granted where it could adversely affect the continuity or quality of services provided to the public.

5.11 Occupational Health and Safety

5.11.1 In the performance of their duties, every employee must take all reasonable measures to protect their health, safety and physical integrity, as well as those of any other person.

5.12 Outside Activities and Employment

5.12.1 Where an employee is paid or receives any form of remuneration from the Municipality to serve on an external organization, the employee must refuse any remuneration, attendance fees, honoraria or any other form of compensation from that organization that would result in the employee receiving double remuneration, unless authorized by the Municipality.

5.12.2 No employee may engage in any activity or hold any position or employment that could place them in a conflict of interest with respect to their obligations toward the Municipality.

5.13 Partisan Political Activities

JM
DGA
Mayor

Municipalité de | Municipality of
Pontiac

5.13.1 In order to preserve public confidence in the municipal electoral process and ensure compliance with the principles of loyalty and political neutrality, an employee may engage in partisan political activities relating to a municipal election only where such activities are not likely to impair their ability to perform their duties in accordance with this Code.

Notwithstanding the first paragraph, the following persons are prohibited from engaging in any partisan political activities:

a) The Director General and the Deputy Director General;
b) The Clerk-Treasurer and the Deputy Clerk-Treasurer;
c) The Treasurer and the Assistant Treasurer;
d) The Auditor General, where applicable.

5.13.2 Every employee is prohibited from announcing, during a political fundraising activity, the implementation of a project, the awarding of a contract or the granting of a subsidy by the Municipality, unless a final decision regarding such project, contract or subsidy has already been made by the competent authority of the Municipality.

5.13.3 Nothing in this section prohibits an employee from attending a political meeting, making a contribution to a political party or candidate in accordance with the law, being a member of a political party, or signing a declaration of candidacy or an application for authorization in support of a candidate or political party.

Notwithstanding the foregoing, the first paragraph does not apply to the Clerk-Treasurer and their respective deputies, nor to any other employee while serving as a member of the election personnel.

5.14 Wrongdoing, Breach of Trust and Misappropriation

5.14.1 Every employee is prohibited from committing a wrongdoing within the meaning of the *Act to facilitate the disclosure of wrongdoings relating to public bodies* (CQLR, c. D-11.1). A serious breach of ethical and professional conduct standards is, in particular, considered a wrongdoing.

5.14.2 Every employee is prohibited from misappropriating, for their own benefit or use, or for the benefit or use of a third party, any resource, property or sum of money belonging to the Municipality, unless it involves a service or activity generally offered by the Municipality.

5.15 Post-Employment Obligations of Certain Employees

JM
DGA
Mayor

Municipalité de | Municipality of
Pontiac

5.15.1 During the twelve (12) months following the end of their employment, the following employees are prohibited from holding a position as a director or officer of a legal person, accepting employment or performing any other function in such a manner that they or any other person derive an undue advantage from their former duties as an employee of the Municipality, except where the new duties do not allow such an advantage to be obtained:

a) The Director General and the Deputy Director General;
b) The Clerk-Treasurer and the Deputy Clerk-Treasurer;
c) The Treasurer and the Assistant Treasurer;
d) Any other employee designated by resolution of the Municipal Council following their hiring.

ARTICLE 6: PREVENTION MECHANISM

6.1 A copy of this Code shall be provided to every employee upon its coming into force or, in the case of a new employee, at the time of hiring.

Every employee must:

- Read and familiarize themselves with this Code;
- Sign the acknowledgement form provided in Appendix A and submit it directly to the Deputy Director General and Human Resources Officer;
- Complete the comprehension test relating to this Code.

Upon successful completion of the test, a certificate of completion shall be issued to the employee. The employee must submit this certificate to the Deputy Director General and Human Resources Officer for inclusion in their personnel file.

Students, replacement employees and day camp employees must complete the test before commencing their duties. All other employees must complete it within thirty (30) days following their hiring.

All signed acknowledgement forms, as well as any declarations of conflicts of interest or relationships with a close person, must also be submitted to the Deputy Director General and Human Resources Officer for inclusion in the employee's personnel file.

6.2 Every employee who believes that they are, directly or indirectly, in a situation of actual or potential conflict of interest, or who may otherwise contravene this Code, must immediately notify their immediate supervisor.

6.3 Every employee who witnesses or possesses information concerning a situation that provides reasonable grounds to believe that a breach of this Code relating to

DGA
Mayor

Municipalité de | Municipality of
Pontiac

health and safety has been committed or is about to be committed must report it to their immediate supervisor.

ARTICLE 7: ENFORCEMENT, MONITORING AND SANCTIONS

7.1 The Director General of the Municipality is responsible for the application of this Code.

Where a complaint or report concerns the Director General, the Deputy Director General shall be responsible for handling the matter and may, where necessary, refer its examination to an independent person.

7.2 No employee shall be subjected to reprisals, including disciplinary measures, demotion or adverse changes to their working conditions, for having, in good faith, reported a breach or cooperated in an internal investigation.

7.3 Any complaint, report or information communicated to the Municipality concerning a situation that provides reasonable grounds to believe that a breach of this Code has been committed or is about to be committed shall be treated confidentially.

7.4 Every employee is required to cooperate with investigations or verifications conducted by the Municipality in connection with the application of this Code. Failure to cooperate may result in a sanction.

7.5 Any breach of this Code by an employee may result, by decision of the Municipal Council or the Director General, where the latter has the authority to do so under the law, and in accordance with any employment contract, in the imposition of any sanction appropriate to the nature and seriousness of the breach.

No sanction may be imposed on an employee unless the employee:

1° Has been informed of the facts and the alleged breach;
2° Has been given a reasonable opportunity to present their observations and to be heard.

7.6 In the event of a breach of this Code committed after the termination of an employee's employment, the Municipality may, depending on the circumstances and at its sole discretion, apply to any judicial or administrative body to enforce this Code, seek redress or protect its rights.

7.7 The application of this Code and its internal complaint-handling mechanism shall not limit or prevent a complainant or a person implicated in a complaint from exercising any other right or remedy provided for under any law, regulation, collective agreement, employment contract or policy of the Municipality.

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Pontiac

Depending on the nature of the situation, the person concerned may, in particular, file a grievance, make a disclosure to the *Commission municipale du Québec* where it concerns a wrongdoing relating to the Municipality, or refer the matter to the *Commission des normes, de l'équité, de la santé et de la sécurité du travail, the Commission des droits de la personne et des droits de la jeunesse*, the courts or any other competent body.

ARTICLE 8: REPEAL AND REPLACEMENT

8.1 This bylaw repeals and replaces bylaw No. 03-22 and any previous bylaw dealing with the same subject matter.

ARTICLE 9: COMING INTO FORCE

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

9.2 The Municipality shall conduct an administrative review of this Code at least every four (4) years, or earlier where legislative or organizational changes warrant such a review.

Tabled

26-11-6038

5.8 Authorization to sign a deed of transfer – 555 chemin du Lac-Beauclair

WHEREAS resolution 24-12-5480, entitled Subdivision – 555 chemin du Lac-Beauclair - lots 5 814 671 and 5 814 669;

WHEREAS the subdivision was conditional upon the transfer to the Municipality of a portion equivalent to 10% of the total area of the land to be subdivided, for parkland, playgrounds and natural spaces;

WHEREAS the transfer of lot 6 641 957 will satisfy this requirement;

WHEREAS the transfer of lots 6 664 715 and 6 664 716 is necessary to improve the condition of the existing road;

WHEREAS the law firm Gagné Isabelle Société juridique is handling the file;

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

AND RESOLVED THAT Council authorize the transfer of lots 6 641 957, 6 664 715 and 6 664 716.

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Pontiac

THAT Council authorize the Mayor and the Director General to sign, on behalf of the Municipality of Pontiac, the deed of transfer and any other deed or document necessary to complete this transaction.

Carried

26-11-6039

5.9 Authorization to reimburse a municipal council member for training expenses

WHEREAS Councillor Jean Côté has expressed an interest in attending the following two training sessions: "The Role and Responsibilities of Elected Officials Serving on the Board of Directors of a Non-Profit Organization (NPO) or a Municipal Authority" and "Understanding a Municipal Budget and a Three-Year Capital Expenditure Program";

WHEREAS it is desirable for members of municipal council to have access to training opportunities that allow them to deepen their knowledge and gain a better understanding of various aspects of municipal government;

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

AND RESOLVED THAT Council authorize the reimbursement of the registration fees for the two training sessions attended by Councillor Jean Côté, in the total amount of $315, taxes included.

THAT this expense be charged to budget item 02 11000 454.

For: 5 Councillors
Against: 1 Councillor

Carried by majority vote

26-11-6040

5.10 Municipal financial contribution to the Quyon Public Housing Renovation Project

WHEREAS the Municipality has received a request for a financial contribution from the Office municipal d'habitation du Pontiac (OMH) as part of a renovation project for the Quyon public housing building;

WHEREAS the building, constructed in 1988, requires significant renovation work to ensure its long-term sustainability and maintain adequate housing conditions for its residents;

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Municipalité de | Municipality of
Pontiac

WHEREAS an agreement was entered into with the Government in 2023 regarding the financing of the project;

WHEREAS the Municipality's financial contribution generally represents 10% of the project's eligible expenses;

WHEREAS it is important to preserve this collective investment while contributing to improved living conditions for tenants;

WHEREAS the total estimated cost of the renovation project is $339,000, and the Municipality's contribution amounts to $33,900, representing 10% of the total project cost;

THEREFORE, it is moved by Councillor Scott McDonald and seconded by Councillor Jean Côté.

AND RESOLVED THAT the Municipality of Pontiac set aside an amount of $33,900 from its unallocated surplus to cover its financial contribution to the Quyon public housing renovation project, as part of the preparation of its 2027 budget.

6. PUBLIC SAFETY

Before the discussion and the vote on this resolution, Councillor Serge Laforest leaves the council chamber at 7:48 p.m. due to a conflict of interest.

26-11-6041

6.1 Hiring - volunteer firefighters

WHEREAS it is important to have a dynamic brigade able of ensuring public safety;

WHEREAS it is necessary to hire new volunteer firefighters to fill the vacant positions;

WHEREAS the interviews conducted by the Fire Department;

WHEREAS the recommendations of the General Director and the Fire Department for the hiring of three (3) new volunteer firefighters;

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

AND RESOLVED TO hire Maude Allen, Emily Laforest and Fabien Ouellet-Roy, as volunteer firefighters, as per the terms of the collective agreement.

Carried

After the adoption of the resolution, Councillor Serge Laforest returned to the council chamber at 7:49 p.m.

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Municipalité de | Municipality of
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7. PUBLIC WORKS

26-11-6042

7.1 Resignation - employee #05-0010

WHEREAS on October 26, 2026, employee #05-0010 submitted their resignation to their supervisor, effective October 26, 2026;

THEREFORE, it is moved by Councillor Scott McDonald and seconded by Councillor Serge Laforest.

AND RESOLVED THAT the council accepts the resignation of employee #05-0010.

THAT the Municipality wishes to thank employee #05-0010 for their loyal service.

Carried

26-11-6043

7.2 Renewal of the GPS system contract

WHEREAS Contract No. 3355 is dated August 22, 2023;

WHEREAS the contract contains a clause stipulating that, unless either party provides the other with written notice at least thirty (30) days prior to the contract expiry date, the contract shall be automatically renewed under the same terms and conditions for a period equivalent to the original contract, namely three (3) years;

WHEREAS the contract is renewable on an annual basis and the Municipality may terminate it by providing at least thirty (30) days' written notice, in accordance with the terms of the contract;

WHEREAS Contract No. 3355 was automatically renewed on August 22, 2026, for a period of three (3) years;

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

AND RESOLVED THAT the Municipal Council acknowledge the automatic renewal of Contract No. 3355 effective August 22, 2026.

THAT this expenditure be charged to budget items 02 45210 515 and 0245111 515.

Carried

26-11-6044

7.3 Awarding of a new GPS system contract

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Municipalité de | Municipality of
Pontiac

WHEREAS contract No. 3640 was set to expire on November 1, 2026;

WHEREAS it is essential that the Public Works Department's vehicles be equipped with functional GPS systems to facilitate team coordination, vehicle tracking and the smooth operation of daily activities;

WHEREAS maintaining this service is necessary to ensure the efficient operation of the Public Works Department;

WHEREAS the Municipality has entered into a new contract with AttriX to replace Contract No. 3640 and ensure the continuity of the vehicle tracking service;

WHEREAS the monthly cost of this service is $45 per truck;

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

AND RESOLVED THAT Council ratifie the signing of the new contract with AttriX for GPS vehicle tracking service for two (2) Public Works Department vehicles, replacing Contract No. 3640.

THAT this expense be charged to budget item 02 32000 515 and other budget items ending in 515.

THAT the monthly fees associated with this contract be added to the list of unavoidable expenses for the 2027 fiscal year.

Carried

26-11-6045

7.4 Authorization to purchase equipment for the Public Works Department

WHEREAS resolution 26-05-5886, entitled "Authorization to Purchase Equipment for the Public Works Department," was adopted at the special meeting held on May 19, 2026;

THEREFORE, it was moved by Councillor Scott McDonald and seconded by Councillor Jean Côté.

AND RESOLVED THAT Council authorizes the purchase of a used truck in the amount of $25,000, plus applicable taxes.

THAT this expenditure be financed from the funds provided for under bylaw 02-23, authorizing an expenditure and a loan of $1,000,000 for the purchase of vehicles and equipment for the Public Works Department.

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Carried

8. URBAN PLANNING AND ZONING

26-11-6046

8.1 Subdivision – 318 chemin Bradley – lot 2 682 402

WHEREAS an application for a subdivision permit was submitted on July 15, 2026, concerning lot 2 682 402 in the Quebec cadastre, located at 318 chemin Bradley, for the purpose of subdividing it to form six (6) new lots, as shown on the proposed subdivision plan prepared by land surveyor Hubert Carpentier, dated July 14, 2026, under minute 21358;

WHEREAS the subdivision project is in line with the broad land-use planning orientations of the Municipality of Pontiac's Urban Plan, which consists of encouraging residential and commercial development throughout the municipality;

WHEREAS a presentation of the subdivision project was made to the Urban Planning Advisory Committee on 26 May 2026;

WHEREAS the developer undertakes to transfer, as a contribution for park purposes, 10% of the total area covered by the subdivision project;

WHEREAS the subdivision project complies with subdivision bylaw 13-24 currently in force;

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

AND RESOLVED THAT the issuance of a subdivision permit be authorized for the property located at 318 chemin Bradley, being lot 2 682 402 of the Quebec Cadastre, for the purpose of creating four (4) buildable lots, one (1) lot designated for park purposes, and one (1) residual lot, which will be subdivided during subsequent phases of the project, all in accordance with the cadastral plan prepared by Hubert Carpentier, land surveyor, dated July 14, 2026, under minute number 21358.

THAT the developer shall transfer, as a contribution for park purposes, the proposed lot 6 743 246, representing 10% of the total area, as shown on the cadastral plan prepared by Hubert Carpentier, land surveyor, dated July 14, 2026, under minute 21358.

THAT the developer shall grant the Municipality, free of charge, a temporary right-of-way easement, duly registered in the Quebec Land Register, providing access to lot 6 743 246, designated for park purposes, from chemin Eardley-Masham.

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Municipalité de | Municipality of
Pontiac

THAT Council authorizes the Mayor and the Director General to sign, for and on behalf of the Municipality of Pontiac, the deed of transfer and any other documents required to complete this transaction.

Carried

26-11-6047

8.2 Subdivision – 101 and 101A chemin Hurdman – lots 2 683 754 and 2 683 864

WHEREAS an application for a subdivision permit was submitted on January 28, 2026, concerning lots 2 683 754 and 2 683 864 of the Quebec Cadastre, located at 101 and 101A chemin Hurdman, for the purpose of creating two (2) new lots;

WHEREAS the cadastral operation does not result in an increase in the number of lots on which a new principal building may be constructed, but rather seeks to regularize a problematic situation involving a property comprising two (2) principal buildings;

WHEREAS a minor variance was granted under resolution 26-10-6015, authorizing non-compliant dimensions for the two (2) proposed lots;

WHEREAS the subdivision project does not require the free transfer of one or more parcels of land representing 10% of the total area of all lots being subdivided, or the payment to the Municipality of an amount representing 10% of the value of all lots being subdivided, in accordance with Section 37 of subdivision bylaw 13-24;

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

AND RESOLVED THAT Council approves the subdivision application for the creation of lots 6 748 932 and 6 748 933 from lots 2 683 754 and 2 683 864 of the Quebec Cadastre, located at 101 and 101A chemin Hurdman, in accordance with the plan prepared by land surveyor Jérémie Brûlé, dated September 2, 2026, under minute number 267.

Carried

Before the discussion and the vote on this resolution, Councillor Scott McDonald leaves the council chamber at 7:58 p.m. due to a conflict of interest.

26-11-6048

8.3 Subdivision – 5 chemin Camac – lot 5 098 026

WHEREAS an application for a subdivision permit has been submitted concerning lot 5 098 026 of the Quebec Cadastre, located at 5 chemin Camac, for the purpose of creating two (2) new lots;

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Municipalité de | Municipality of
Pontiac

WHEREAS the subdivision project is consistent with the broad land-use planning objectives of the Urban Planning Program of the Municipality of Pontiac, which seeks to encourage residential and commercial development throughout the municipality;

WHEREAS a minor variance application was approved under resolution 26-10-6014, authorizing non-compliant dimensions for the two (2) proposed lots and permitting the construction of a detached single-family dwelling on the proposed vacant lot;

WHEREAS the subdivision project does not require the free conveyance of one or more parcels of land representing 10% of the total area of all lots being subdivided, or the payment to the Municipality of an amount of money representing 10% of the value of all lots being subdivided, in accordance with Section 37 of subdivision bylaw 13-24;

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

AND RESOLVED THAT Council approve the subdivision application for the creation of lots 6 754 142 and 6 754 143 from lot 5 098 026 of the Quebec Cadastre, located at 5 chemin Camac, as shown on the plan prepared by land surveyor Mathieu Fournier, dated October 29, 2026, under minute 6599.

Carried

After the adoption of the resolution, Councillor Scott McDonald returned to the council chamber at 8:00 p.m.

26-11-6049

8.4 Adoption of bylaw 07-26 replacing bylaw 07-24 concerning the operation of the Planning Advisory Committee (PAC)

WHEREAS the Municipality of Pontiac is authorized to amend its urban planning bylaws;

WHEREAS under sections 146, 147 and 148 of the "Act respecting land use, planning and development" (R.S.Q., c. A-19.a), the municipal council may form an Urban Planning Advisory Committee;

WHEREAS a notice of motion for the present bylaw was given at the meeting of September 8, 2026;

WHEREAS this draft bylaw was tabled at the meeting held on October 13, 2026;

WHEREAS, following the modification of this bylaw, Council wishes to issue a public notice to add members to the Planning Advisory Committee;

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

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Pontiac

AND RESOLVED THAT this council decrees and adopts the following:

SECTION 1 The present bylaw is entitled « Bylaw 07-26 replacing bylaw 07-24 concerning the operation of the Planning Advisory Committee (PAC) ».

SECTION 2 The preamble is an integral part of the present bylaw as if it were reproduced in its entirety.

SECTION 3 The committee will be known as the « Planning Advisory Committee (PAC) » and designated in the present bylaw as the « committee ».

SECTION 4 COMMITTEE'S MANDATE

The present bylaw gives the committee powers to study and recommend in matters of urban planning, zoning, subdivision and construction. These powers of study and recommendation pertain to:

- Minor variances to urban planning bylaws;
- Comprehensive development plans;
- Site Planning and Architectural Integration Plans (PIIA);
- Conditional uses;
- Specific construction, alteration or occupancy proposal for an immovable (SCAOPI).

Notwithstanding this enumeration, these powers of study and recommending can also pertain to any other subject provided by the Land Use Planning and Development Act and on any other subject pertaining to urban planning, zoning, subdivision and construction, submitted by the Municipal Council through the Urban Planning Department.

The Committee will act as a local heritage council in the citation of heritage assets under the Cultural Heritage Act (LRQ section P-9.002).

SECTION 5 COMPOSITION OF THE COMMITTEE

- The Committee is composed of five (5) members chosen among citizens residing on the territory of the Municipality of Pontiac;
- The committee is composed of two (2) members of the Municipal Council;
- The quorum of the Committee is formed by a minimum of three members;
- The Mayor is automatically a member of the Committee;
- The Director of the Urban Planning Department and the person in charge of the permits and requests are automatically members of the Committee but are not entitled to vote; he assumes the responsibility of the Committee's secretary.

The Municipal Council may also appoint other individuals to the Committee, upon request of the Committee or the Council, by resolution, whose services may be necessary to fulfil its

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Municipalité de | Municipality of
Pontiac

duties. These individuals may attend the Committee's meetings or participate in the deliberations; however, these individuals do not have the right to vote.

SECTION 6 DURATION OF THE MANDATE

The duration of the first mandate of members chosen from among citizens is set at two (2) years from their date of appointment by resolution.

The term of the members must be renewed at the end of the mandate by resolution of the council.

The mandate of a Council member ends when he ceases to be a member or when the Council decides to review his tasks.

The Council has the right to revoke the mandate of a member or of a resource person acting for the committee, anytime, by resolution.

SECTION 7 MEMBER TRAINING OBLIGATIONS

An appointed member must, within six (6) months of the date of confirmation of the mandate by municipal resolution, submit his or her training certificate in accordance with provincial obligations (e.g. obligation under PL 16).

SECTION 8 CHAIRMAN OF THE COMMITTEE

The Chairman of the Committee leads the meetings. As such, he notes that there is a quorum. He is consulted in the drafting of the agenda, sees to the adoption of the meeting's agenda, sees to it that the items on the agenda are discussed, and generally, sees to the smooth running, order and the maintenance of the decorum of the meeting.

In case of the Chairman's absence, the committee chooses one of its members to preside the meeting.

The Chairman of the Committee is recommended by the members of the Committee. He is then appointed by resolution of the Municipal Council. He is subject to the same regulation as that enacted in section 6 regarding the term of his mandate.

SECTION 9 SECRETARY OF THE COMMITTEE

The secretary of the Committee prepares the agenda and the minutes of the Committee's meeting. He calls the members to the Committee's meeting and transmits the documentation related to the items to be studied and recommended during the meeting.

SECTION 10 RULES OF INTERNAL MANAGEMENT

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The committee establishes the rules of internal management which are necessary for the performance of its duties in accordance with the present bylaw and with section 146, 3rd paragraph of the Act respecting land use, planning and development.

SECTION 11 NOTICE OF MEETINGS

The Committee's secretary convenes PAC meetings no later than the Friday before the meeting, with supporting documents sent to members.

Members are convened by electronic mail to the e-mail address indicated in the list of members. In addition to the meetings scheduled and convened by the committee, the Municipal Council may also convene Committee members by giving written notice by mail or e-mail, following the usual procedure.

SECTION 12 RECOMMENDATION AND OPINION

Following the study of a file by the committee, the members proceed with the vote. The Chairman has the right to vote but is not required to do so. When the votes are equal, the decision is up to the Municipal Council.

The Committee's studies, recommendations and advice are submitted to the Municipal Council in the form of recommendations. The Committee's recommendations are then submitted to the Municipal Council for consideration and adoption.

SECTION 13 HEARING OF THE APPLICANT

Following a refusal or deferral of the file by the Committee, and by the Municipal Council, the applicant or the person in charge of the file may ask to be heard during a meeting. The Committee is under no obligation to accept the request for a hearing. If the committee considers it appropriate to hear the applicant or the person in charge of the file, the Committee will render its recommendation behind closed doors.

SECTION 14 FUNDS AND ALLOWANCE TO THE MEMBERS

The Municipal Council may vote and provide the committee with the amount of money that is needed to perform its duties. It may also give to the members of the Committee an « attendance fee» and reimburse the expenses incurred during the performance of their duties. The Council may, during the preparation of the budget, provide funds for the training of Committee members.

SECTION 15 DUTIES TOWARDS THE POPULATION

The member of the Committee must carry out his duties in the public interest and must take all necessary measures to promote the public interest.

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Pontiac

The member must carry out his duties faithfully in compliance with the applicable laws and bylaws.

The member must pay special attention to each file that is submitted to the Committee in order to assess it correctly taking into account its advantages, its disadvantages and its impacts on the entire community.

The member must subscribe and adhere to a healthy municipal administration.

The member must fulfill his duties and responsibilities with integrity, dignity and impartiality.

The member must refrain from any activity that is incompatible with his duties, avoid any conflict of interest and prevent any situation susceptible to cast a doubt on his objectivity or his impartiality.

Any member of the Committee must obtain the authorization from the members of the Committee and from the owner or occupant of a building before conducting a visit of a property or building. It is the secretary's duties to contact the owner or the occupant, to inform him of a visit.

SECTION 16 DUTIES TOWARDS THE MUNICIPALITY

The member shall not damage the reputation of the Committee and of the Municipal Council.

The member must demonstrate his availability and due diligence and ensure full collaboration when carrying out his mandates.

The member must show respect and courtesy in his dealings with other members, municipal employees and members of the Municipal Council.

The member must try to establish a trusting relation with the other members or with the resource people.

The member must follow the legal and administrative rules governing the decision-making process.

SECTION 17 CONFIDENTIALITY OF INFORMATION

Under the Act respecting Access to documents held by public bodies and the protection of personal information (L.R.Q., Chap., A-2), any information given to the Committee regarding applications that were submitted or revealed during a meeting, is confidential.

As part of his work, each member of the Committee is required to respect the

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Pontiac

confidentiality of the information he receives and to exercise caution with respect to the privacy of others.

SECTION 18 CONFLICT OF INTERESTS

A member of the Committee having an interest in a file or a question that is submitted to the Committee must declare the nature of his interest, withdraw himself from the meeting and refrain from voting on any proposed resolution during the meeting, until the Committee has ruled on the said file or question.

The secretary of the Committee must write the declaration of interest in the minutes of the meeting and indicate that the member left the meeting for the duration of the discussion on the said file or question.

SECTION 19 TRANSITORY PROVISIONS

The member of the Planning Advisory Committee constituted under a previous bylaw and abrogated by the present bylaw becomes a member of the Planning Advisory Committee under the present bylaw, as if he was appointed by resolution, in accordance with sections 5 and 6 of this bylaw.

SECTION 20 ADMINISTRATIVE PROVISION

The masculine and the singular are used in the present bylaw without discrimination and include the feminine and the plural in order to avoid a lengthy text.

SECTION 21 ABROGATION

The present bylaw repeals and replaces bylaw 07-24.

The bylaw will come into force in accordance with the Law.

Carried

26-11-6050

8.5 Appointment of the Director General as Director of the Urban Planning Department

WHEREAS the position of Director of the Urban Planning Department has been vacant for more than one year;

WHEREAS the official appointment of a Director is necessary to ensure the proper continuity of the Urban Planning Department's operations;

WHEREAS the Director General has been serving in an interim capacity since May 2024;

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Municipalité de | Municipality of
Pontiac

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

AND RESOLVED THAT the Director General be officially appointed as Director of the Urban Planning Department.

Carried

9. RECREATION AND CULTURE

26-11-6051

9.1 Acceptance of a professional services proposal – development of two redevelopment scenarios for Saint-Dominique Church

WHEREAS the Municipality of Pontiac owns Saint-Dominique Church and wishes to explore various options for the redevelopment and enhancement of the building;

WHEREAS the Municipality wishes to obtain two redevelopment scenarios to support Municipal Council discussions and upcoming public consultations;

WHEREAS requests for proposals were sent to architectural firms for the completion of this mandate;

WHEREAS the architectural firms Juxta and A4 were invited to submit professional services proposals;

WHEREAS Municipal Council has reviewed the proposals received and wishes to retain the services of A4 Architecture;

THEREFORE, it is moved by Councillor Chantal Allen and seconded by Councillor Scott McDonald.

AND RESOLVED TO accept the professional services proposal submitted by A4 Architecture, in the amount of $18,970.88, plus applicable taxes, for the development of two redevelopment scenarios for Saint-Dominique Church.

TO authorize the Director General to sign any documents necessary for the completion of this mandate.

THAT this expense be charged to budget item 02 13000 411.

Carried

26-11-6052

9.2 Request for right of ways - Pontiac Snowmobile Driver's Association Inc.

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Municipalité de | Municipality of
Pontiac

WHEREAS the request from the Pontiac Snowmobile Drivers Association Inc. for a right of way on roads and easements of the Municipality of Pontiac;

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

AND RESOLVED THAT the Municipality approves snowmobile right of ways on the following municipal roads for the 2026-2027 winter season :

- Chemin du Lac-la-Pêche
- Chemin Gauvin south of Route 366 (0.2 km)
- Chemin Curley from the 148 to chemin Duffy
- Chemin Duffy from chemin Curley to chemin Kennedy
- Chemin Kennedy from chemin Duffy to the 5th Concession
- The 5th Concession from chemin Kennedy to chemin Cochrane (1.6 km)
- 5th Concession from chemin Cochrane to chemin Mulligan
- Chemin Mulligan between the 5th Concession and chemin River
- Chemin River from chemin Mulligan to chemin Mohr
- Chemin River west of chemin Mohr to Route 148 (2.2 km)
- Chemin Hammond north from the old CP tracks (0.4 km)
- Chemin Proven 0.5 km north of the old railroad corridor
- Chemin Murray north of Route 148 (0.1 km)
- Chemin Murray 0.1 km north of rue de Clarendon
- Chemin Clarendon between chemin Murray and rue Saint-John
- Municipal Parc – 24 chemin du Ferry
- Rue Saint-John (north) (0.075 km)
- The bridge on the 5th Concession west of chemin du Lac-des-Loups for a distance of about 1000 feet direction west
- 4949 route 148

THAT the Municipality reiterates the need to comply with current regulations.

Carried

26-11-6053

9.3 Signage request for municipal road crossings - Pontiac Snowmobile Driver's Association Inc.

WHEREAS the request from the Pontiac Snowmobile Driver's Association Inc. to install "snowmobile crossing" signs on various municipal roads;

WHEREAS the installation of signage on municipal road crossings is intended to comply with the Act respecting off-highway vehicles;

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

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Municipalité de | Municipality of
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AND RESOLVED THAT the Municipality accepts the request from the Pontiac Snowmobile Driver's Association Inc., concerning the "snowmobile crossing" signage on the following municipal roads for the 2026-2027 winter season.

- Chemin Proven 0.9 km north to Highway 148
- Chemin Murray 20 metres from Highway 148
- Chemin Stanton and Highway 148 (at the corner)
- 5th Concession 1 km west of chemin du Lac-des-Loups
- 6th Concession 1 km west of chemin du Lac-des-Loups
- Chemin Cochrane to the 5th Concession
- Chemin Gold Mine south, close to Highway 148
- Chemin Hammond 0.4 km north of the old CP tracks
- Intersection between rue de Clarendon and chemin du Ferry
- Chemin Duffy west to chemin Kennedy
- Rue de Clarendon to chemin Murray
- Chemin Murray North 0.1 km of rue de Clarendon
- Chemin Mackechnie east of chemin Gold Mine

Carried

26-11-6054

9.4 Awarding of contract - FoodCycle Science

WHEREAS the Municipality of Pontiac wishes to continue the pilot project for diverting food waste in collaboration with FoodCycle Science;

WHEREAS FoodCycle Science offers an initial discount according to the cost-sharing grant model, and the Municipality of Pontiac will invest $100 per household for the implementation of this project;

WHEREAS the Municipality of Pontiac intends to order 100 composters, consisting of 40 FoodCycler Eco 3 models and 60 FoodCycler Eco 5 models, for a total amount of $37,000, plus applicable taxes;

THEREFORE, it is moved by Councillor Dr. Jean Amyotte and seconded by Councillor Scott McDonald.

AND RESOLVED THAT the council authorizes the purchase and signing of the contract with FoodCycle Science for the acquisition of 100 additional composters for a total amount of $37,000, plus applicable taxes.

THAT this expense be allocated to budget item 02 45235 650.

Carried

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DGA
Mayor

Municipalité de | Municipality of
Pontiac

10. TABLING OF DOCUMENTS

10.1 Tabling of the report regarding the delegation of authorization of expenses from September 29 to October 28, 2026

10.2 Tabling of a letter from the Pontiac Snowmobile Driver's Association Inc. – right of ways request

10.3 Tabling of a letter from the Pontiac Snowmobile Driver's Association Inc. – signage request for municipal road crossings

11. PUBLIC QUESTION PERIOD

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

26-11-6055

12. CLOSING OF MEETING

IT IS MOVED BY Councillor Chantal Allen and seconded by Councillor Garry Dagenais.

AND RESOLVED TO close the meeting at 8:11 p.m. having gone through the agenda.

Carried

Jocelyne Moskaluk
ASSISTANT DIRECTOR GÉNÉRAL

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».