

**PROVINCE OF QUEBEC
MUNICIPALITY OF PONTIAC**

MINUTES of the regular meeting of the municipal council held on Tuesday, February 10, 2004 at 8:00 p.m. at the Pontiac community centre situated at 2024 route 148, Pontiac, those who were present :

Bruce Campbell, mayor, Roger Larose, acting mayor, councillors: Jim Coyle, Harold McKenny, Brian Middlemiss, Garry Dagenais and William Twolan.

Motivated absence : Pierre Lafrance, councillor.

Equally present were the secretary-treasurer and a few ratepayers.

FLOOR OPEN TO PUBLIC

Jean-Claude Carisse

Mr. Carisse asks if the president of FRAPP was notified of the additional amounts available for tolerance roads.

Answer : Mr. Pierre Lafrance is in contact with the president of FRAPP.

Vladimir Tolstoy

Mr. Tolstoy appreciated the presentation given by the MRC on the « Waste management program ». He wonders if the value of the recycling bins (\$100) will encourage theft of the said bins.

Answer : Mr. mayor mentions that there are no problems with theft in other municipalities who are already using the recycling system.

Guy Roussel

Mr. Roussel requests information concerning the municipal committee for the dump.

Mr. Jim Coyle explains that this committee is there to deal with the day to day activities of the department and that the file on the landfill site is the responsibility of the whole council.

04-02-32

ADOPTION OF THE AGENDA

- 1. Opening of the meeting**
- 2. Floor open to public**
- 3. Adoption of the agenda**
- 4. Adoption of the minutes of the previous meetings**
 - 4.1 Minutes of the special meeting of January 7, 2004
 - 4.2 Minutes of the regular meeting of January 20, 2004
 - 4.3 Minutes of the regular meeting of January 29, 2004
- 5. Administration**
 - 5.1 List of invoices to pay
 - 5.2 List of fixed expenses
 - 5.3 List of invoices to pay – following approval of incurring expenses
 - 5.4 Incurring expenses for the month of February
 - 5.5 Radiation – petits montants / *Stike-off – small sums*
 - 5.6 Avis de motion – Division et districts électoraux / *Notice of motion – electoral districts – division*

- 5.7 Revenue adjustment
- 5.8 Request for legal advice
- 6. Public security**
 - 6.1 Report by the person responsible for the department
 - 6.1 Report by the department delegate (for stray dogs - January 2004)
- 7. Public works**
 - 7.1 Street light - intersection chemin McCaffrey and Route 148
 - 7.2 Street light – intersection chemin Kerr and chemin Crégheur
 - 7.3 Signing contracts – taking charge of roads and park in the Xonar development
 - 7.4 Truck – snow removal
 - 7.5 Request to Min. of Transport – Worlf Lake road
 - 7.6 Request for financial assistance – Local road network improvement program
- 8. Public hygiene**
 - 8.1 Fondex Outaouais – Purchase of land and servitudes – schedule of 2nd invitation to tender – Wastewater treatment - Quyon
- 9. Urban renewal and zoning**
 - 9.1 *Urban renewal committee minutes – meeting of January 19, 2004*
 - 9.2 *Report by the department delegate (permits issued during the month of January 2003)*
 - 9.3 Request for a cadastre – Joseph Hickey
 - 9.4 Draft by-law 02-04 – amendment to by-law 178-01 – in order to add bicycle paths
 - 9.5 By-law no. 07-03 – minimum total area of buildings
 - 9.6 By-law no. 08-03 « concerning roads ending in a cul-de-sac »
 - 9.7 Request for a cadastre – Michel Kelm
 - 9.8 Request for a cadastre – William E. Hamilton
 - 9.9 Rental of a vehicle – offers
 - 9.10 Publication – public notice – U.R.C. member
- 10. Recreation and culture**
- 11. Miscellaneous**
- 12. Various reports and correspondence**
 - 12.1 Correspondence from the Quebec municipal commission – request for tax exemption from « Luskville alcoholics and drug addicts »
 - 12.2 Correspondence from the Kogaluk social centre – 10% rent supplement for 17 accommodation units
 - 12.3 Form - Agreement with the Ministry of Transport – « surplus » property
 - 12.4 Correspondence from the « Centre social Kogaluk » - number of apartments
 - 12.5 E-mail from Marc Fortin – free training on « Geographic information system »
 - 12.6 Correspondence from Mr. John Ramsay
- 13. Tabling of documents**
 - 13.1 Pontiac O.M.H. – 2004 budget
 - 13.2 Correspondence from Mr. Mann – Xonar development ltd. – acknowledgement
 - 13.3 Acknowledgement of receipt of our resolution no. 03-11-911 from the office of the Minister responsible for government administration
 - 13.4 Amendment no.1 to the financial assistance agreement – Wyman-Aylmer recreational trails
 - 13.5 Article in the Quebec journal « Le Soleil » - Act on the Protection of agricultural land
 - 13.6 Minutes of the MRC des Collines council meeting of November 26, 2003
 - 13.7 Draft of the agenda and minutes of the MRC des Collines council meeting of January 15, 2004
 - 13.8 FQM – Statement – The Mutual for Quebec municipalities
 - 13.9 Correspondence - PG Mensys Systèmes d'information
 - 13.10 Correspondence from Michel and Christiane St-Amand – photos

- 13.11 Correspondence from Mme Sylvie Desfossés
- 13.12 Correspondence from Groupe Ultima Inc. – report on prevention and risk management

14. Question period

15. Closing of meeting

Motioned by Jim Coyle
Seconded by Brian Middlemiss

AND RESOLVED to adopt the agenda as prepared and read.

Carried

04-02-33

**ADOPTION OF THE MINUTES OF THE SPECIAL MEETING HELD
JANUARY 7, 2004**

Motioned by Brian Middlemiss
Seconded by Garry Dagenais

AND RESOLVED to adopt the minutes of the special meeting held, January 7, 2004 as written and distributed.

Carried

04-02-34

**ADOPTION OF THE MINUTES OF THE REGULAR MEETING HELD
JANUARY 20, 2003**

Motioned by Harold McKenny
Seconded by Brian Middlemiss

AND RESOLVED to adopt the minutes of the regular meeting held January 20, 2003 as written and distributed.

Carried

04-02-35

**ADOPTION OF THE MINUTES OF THE SPECIAL MEETING HELD
JANUARY 29, 2003**

Motioned by Garry Dagenais
Seconded by Brian Middlemiss

AND RESOLVED to adopt the minutes of the special meeting held January 29, 2003 as written and distributed.

Carried

04-02-36

LIST OF INVOICES TO PAY

Motioned by Jim Coyle
Seconded by William Twolan

AND RESOLVED THAT this Council authorizes the payment of invoices amounting to \$12,741.79 (see appendix) for the period ending January 28, 2004 and to debit budget posts related to the expenses mentioned on said list.

Carried

04-02-37

LIST OF FIXED EXPENSES

Motioned by Harold McKenny
Seconded by Garry Dagenais

AND RESOLVED THAT this Council acknowledges receipt of fixed expenses amounting to \$149,930.35 (see appendix) for the period ending January 28, 2004 and to debit budget posts related to the expenses mentioned on said list and in accordance with the requirements of resolution number 03-03-513.

Carried

Certificate of availability of credit no. 010402

04-02-38

LIST OF INVOICES TO PAY FOLLOWING THE APPROVAL OF INCURRING AND INVESTMENT EXPENSES

Motioned by Jim Coyle
Seconded by Brian Middlemiss

AND RESOLVED THAT this Council authorizes the payment of invoices amounting to \$55,429.71 (see appendix) for the period ending January 28, 2004 and to debit budget posts related to the expenses mentioned on said list.

Carried

Certificate of availability of credit no. 010402

04-02-39

INCURRING AND INVESTMENT EXPENSES FOR THE MONTH OF FEBRUARY

Motioned by Jim Coyle
Seconded by Garry Dagenais

AND UNANIMOUSLY RESOLVED to accept the incurring expenses that appear in enclosed annex « A » for a total amount of \$1279.02 taxes not included.

Carried

Certificate of availability of credit no. 010402

04-02-40

STRIKE-OFF – SMALL SUMS

It is

Motioned by Jim Coyle
Seconded by William Twolan

AND RESOLVED THAT the municipality authorizes the strike-off of sums that are less than \$1.00 owed by ratepayers.

A yearly list will be given to council for approval.

Carried

NOTICE OF MOTION

Notice of motion is hereby given by councillor *Jim Coyle* that at a subsequent council meeting he intends to present a by-law that decrees the application of chapters III and IV of item I of the *Elections and Referendums in Municipalities Act*.

04-02-41

REVENUE ADJUSTMENT

It is

Motioned by Harold McKenny
Seconded by Garry Dagenais

AND RESOLVED THAT the municipality accepts the revenue adjustment to accounts 3145-86-7550 and 3145-66-1045, property of Mr. Keith Fraser for a sum of \$148.21 which represents the extra charge of taxes for garbage on the wrong account.

Carried

Certificate of availability of credit no. 010402

04-02-42

REQUEST FOR LEGAL ADVICE

WHEREAS some elected representatives are using their personal vehicle to verify the road conditions and are having their travelling expenses reimbursed;

WHEREAS it would be useful to know what the legality of this procedure is;

CONSEQUENTLY, it is

Motioned by Garry Dagenais
Seconded by Brian Middlemiss

AND RESOLVED THAT the Municipality of Pontiac ask lawyer Michel Lafrenière for legal advice concerning the reimbursement of travelling expenses to elected representatives.

Carried

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04-02-43

STREET LIGHT – CHEMIN McCAFFREY AND ROUTE 148 INTERSECTION

It is

Motioned by William Twolan
Seconded by Garry Dagenais

AND RESOLVED THAT the municipality accepts to pay \$1,479.50 for the installation of a post and a street light at the corner of chemin McCaffrey and route 148.

Carried

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04-02-44

STREET LIGHT – CHEMIN KERR AND CRÉGHEUR INTERSECTION

It is

Motioned by Brian Middlemiss
Seconded by Jim Coyle

AND RESOLVED THAT the municipality accepts to pay a maximum \$625.00 for the installation of a post and a street light at the corner of chemin Kerr and Crégheur.

Carried

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04-02-45

SINGING OF CONTRACTS – TAKING CHARGE OF ROADS AND PARK IN THE XONAR DEVELOPMENT

It is

Motioned by William Twolan
Seconded by Garry Dagenais

AND RESOLVED to authorize the mayor and the secretary treasurer to sign the pertinent documents concerning taking charge of roads and the park in the Xomar development

- 1 - Roads : lots 1A-96-80, 1A-96-81, 1A-96-82 et 1A-96-39, range 1, Eardley township.
- 2 - Park : lot 1A-96-67, range 1, Eardley township.

Carried

04-02-46

TRUCK FOR SNOW REMOVAL

It is

Moved by Jim Coyle
Seconded by William Twolan

AND RESOLVED that employees who drive the truck no. 62 (for snow removal) being over 4500 kg with the snow removal equipment, be paid the truck driver salary and the driver of this truck must have a class 3 driving permit.

Carried

04-02-47

REQUEST TO MINISTRY OF TRANSPORT – WOLF LAKE ROAD

WHEREAS the municipality has received several calls concerning the condition of Wolf Lake road;

WHEREAS this road falls under the M.T.Q.'s responsibility;

CONSEQUENTLY, it is

Motioned by Roger Larose
Seconded by Brian Middlemiss

AND RESOLVED THAT the municipality ask the M.T.Q. to install road signs that indicate the bumpy areas on the Wolf Lake road, among other areas, where the road changes from pavement to gravel and to ensure that there is adequate follow-up during the spring.

Carried

04-02-48

REQUEST FOR FINANCIAL ASSISTANCE – LOCAL ROAD NETWORK IMPROVEMENT PROGRAM

WHEREAS in the past years the municipality has received \$78,000 from the local road network improvement program;

WHEREAS deputy Mrs. Charlotte L'Écuyer has reduced this amount to \$30,000 for the year 2003 which is a \$48,000 difference;

WHEREAS the municipality has had to limit its' interventions in 2003 for the improvement of its' road network;

WHEREAS the municipality is counting on this assistance to maintain and improve its' local road network and that it is impossible to do so without government assistance;

CONSEQUENTLY, it is

Motioned by Harold McKenny
Seconded by William Twolan

AND RESOLVED THAT the Municipality of Pontiac ask the deputy of Pontiac county, Mrs. Charlotte L'Écuyer, to increase its' contribution to the Municipality of Pontiac to \$78,000 for the year 2004 through the Local road network improvement program and to add \$48,000 which represents the amount that the municipality would have gained in 2003.

Carried

Certificate of availability of credit no. 010402

04-02-49

SIGNING AUTHORITY – SERVITUDES – SEWAGE TREATMENT

It is

Motioned by Harold McKenny
Seconded by Jim Coyle

AND RESOLVED THAT the municipality authorize the mayor and the secretary treasurer to sign the servitudes necessary for the sewage treatment project in the village of Quyon, notably in the area of the bridge on Clarendon street and on the property owned by Quyon Ensemble and Mr. Claude Marcotte, as shown in the plans prepared by Michel Fortin, surveyor.

Carried

04-02-50

REQUEST FOR A CADASTRE – MR. JOSEPH HICKEY

WHEREAS the applicant's request is to recognize an existing situation;

WHEREAS the lot is in conformity with by-law 178-01;

WHEREAS a house is already built on the said lot;

CONSEQUENTLY, it is

Motioned by Garry Dagenais
Seconded by Harold McKenny

AND RESOLVED THAT the council support the applicant's request to create lot 21-33, range 8, Township of Eardley, as shown in the plan prepared by land-surveyor Mr. Michel Fortin, under his minutes : 11891.

Carried

04-02-51

DRAFT BY-LAW No. 02-04 AMENDMENT TO THE SUBDIVISION BY-LAW No. 178-01 IN ORDER TO ADD BICYCLE PATHS AND RECREATIONAL TRAILS

WHEREAS the municipal council deems it appropriate and of public interest to regulate construction of bicycling paths and recreational trails on the municipality's territory;

WHEREAS the « Act on development and town planning » allows municipalities in Quebec, by way of their subdivision by-law, to regulate bicycling paths and recreational trails on the municipality's territory;

WHEREAS the urban renewal committee recommends the adoption of such regulations;

WHEREAS a notice of motion for the present by-law was given at a previous council meeting on January 20, 2004;

FOR THIS REASON, it is

Motioned by Brian Middlemiss
Seconded by Roger Larose

AND RESOLVED THAT the following is ruled and ordered by way of municipal by-law :

DRAFT BY-LAW NO. 02-04

Modification to the subdivision by-law no. 178-01, in article 3.5.5, titled « Width of right-of-way in traffic lanes » adding article 3.5.5.2 – Bicycling paths and recreational trails

WHEREAS the urban renewal committee recommends the adoption of the dispositions proposed in this by-law, to the subdivision by-law no. 178-01, in article 3.5.5, titled « Width of right-of-way in traffic lanes », in addition to article 3.5.5.2, titled « bicycling paths and recreational trails »;

ARTICLE 1 The preamble is an integral part of the present by-law.

ARTICLE 2 Add to the Subdivision by-law no. 178-01, following article 3.5.5.1 :

3.5.5.2 Bicycling paths and recreational trails

Any bicycle or recreational facility must meet standards established in the « Technical guide for bicycle facilities ».

ARTICLE 3

The by-law will be in force following formalities according to the law.

Carried

04-02-52

BY-LAW NO. 07-03, titled : « Modification to by-law no. 177-01 – Zoning by-law »

WHEREAS this council considers it appropriate and to be of public interest to control the total floor area of residential and non-residential buildings to be built on the municipality's territory;

WHEREAS the « Development and town planning Act » permits municipalities in Quebec to control the minimum total floor area of existing buildings on the municipality's territory by means of their zoning by-law;

WHEREAS the urban renewal committee recommends passing the proposed dispositions in this by-law;

CONSEQUENTLY, it is :

Motioned by Garry Dagenais
Seconded by Brian Middlemiss

AND RESOLVED THAT the Municipality of Pontiac passes the by-law no. 07-03 as follows :

BY-LAW NO. 07-03 **titled : « Modification to by-law no. 177-01 – Zoning by-law »**

« MODIFICATION OF THE ZONING BY-LAW N° 177-01 – AIMING TO REPLACE ARTICLE 4.1.2 – MINIMUM TOTAL AREA OF MAIN RESIDENTIAL BUILDINGS AND THE ADDITION OF ARTICLE 4.2.1.1 – MINIMUM TOTAL AREA OF MAIN NON-RESIDENTIAL BUILDINGS »

WHEREAS this council considers it appropriate and to be of public interest to replace article 4.1.2 of the Zoning by-law no. 177-01, in order to include the minimum total area of main residential buildings to be built on the municipality's territory;

WHEREAS the urban renewal committee recommends passing the proposed dispositions in this by-law;

CONSEQUENTLY, it is

Motioned by Garry Dagenais
Seconded by Brian Middlemiss

AND RESOLVED THAT council decrees the following :

ARTICLE 1 :

Replace article 4.1.2 of the zoning by-law 177-01, by the following :

4.1.2 The minimum total area of a main residential building

A minimum total floor area of a main residential building is applicable and must respect the following standards :

One-story building : minimum 85 square meters total floor area
Two-story building : minimum 45 square meters total floor area

Any additional buildings, garage or other, attached to the main building, will not be considered for calculation purposes of the minimum total floor area.

ARTICLE 2 :

Add article 4.2.1.1, to zoning by-law no. 177-01.

The minimum total area of a main non-residential building

One-story building : minimum 85 square meters total floor area
Two-story building: minimum 45 square meters total floor area

ARTICLE 3 :

The present by-law will be in force following the formalities foreseen by Law.

Carried

04-02-53

BY-LAW No. 08-03, titled « Modification to by-law no. 178-01 – Subdivision by-law»

**« MODIFICATION TO THE SUB-DIVISION BY-LAW NO. 178-01-
CONCERNING ROADS ENDING IN A CUL-DE-SAC »**

WHEREAS this council considers it appropriate and to be of public interest to modify sub-division by-law in order to control roads ending in a cul-de-sac;

WHEREAS the urban renewal committee recommends passing the proposed dispositions in this by-law;

CONSEQUENTLY, it is

Moved by Jim Coyle
Seconded by William Twolan

AND RESOLVED THAT council decrees the following :

ARTICLE 1 :

To add to the to sub-division by-law no. 178-01, following article 3.5.5 :

Article 3.5.5.1 CUL-DE-SAC

The cul-de-sac may be used when it proves to be a practical and/or economical solution for accessing a lot which the form, relief or location does not lend itself to a continuous street.

Such a street must end in a cul-de-sac having a minimum exterior radius of fifteen meters (15 m).

ARTICLE 2 :

The present by-law will be in force following the accomplishment of formalities foreseen by Law.

Carried

04-02-54

REQUEST FOR A CADASTER – MICHEL KELM

WHEREAS the applicant wishes to subdivide part of lot 3, range 2, Township of Eardley in order to create lot 3-60, range 2, Township of Eardley;

WHEREAS the applicant's request is in conformity with article 256.1 of the L.A.U.;

WHEREAS the cadastral operation is only to recognise an existing situation;

WHEREAS the applicant wants to build a house on the existing lot;

WHEREAS the urban renewal committee recommends that council support the applicant's request;

CONSEQUENTLY, it is

Moved by William Twolan
Seconded by Garry Dagenais

AND RESOLVED THAT this council support the applicant's request to subdivide part of lot 3, range 2, Township of Eardley, in order to create lot 3-60, range 2, Township of Eardley, as shown in the plan prepared by land-surveyor Mr. Michel Fortin under is minutes :12488.

Carried

04-02-55

REQUEST FOR A CADASTRE – WILLIAM E. HAMILTON

WHEREAS the applicant wishes to subdivide part of lot 17C, range 4, Township of Onslow in order to create lot 17C-1, range 2, Township of Eardley;

WHEREAS the request is in conformity with the municipal by-law 178-01;

WHEREAS the applicant wishes to build a single family dwelling on the lot mentioned above;

WHEREAS the urban renewal committee recommends that council support the applicant's request;

CONSEQUENTLY, it is

Motioned by Roger Larose
Seconded by Jim Coyle

AND RESOLVED THAT this council support the applicant's request to subdivide part of lot 17C, range 4, Township of Onslow, in order to create lot 17C-1, range 2, Township of Eardley, as shown in the plan prepared by land-surveyor, Mr. Richard Fortin, under his minutes: 7112.

Carried

Garry Dagenais leaves the meeting at 8 :45 p.m.

04-02-56

RENTAL – VEHICLE

WHEREAS the secretary treasurer has received offers from various suppliers for the rental of a vehicle that will be used for municipal purposes;

WHEREAS the total expenditure, over three years is less than \$25,000 and that we can enter an engagement with a supplier by mutual agreement;

CONSEQUENTLY, it is

Motioned by Jim Coyle
Seconded by William Twolan

AND RESOLVED THAT the Municipality of Pontiac accepts the offer from *Bélisle Automobile* for the rental of a vehicle, the make being *Cavalier* for the sum of \$307.37 per month.

Carried

Certificate of availability of credit no. 010402

Garry Dagenais returns at 8:50 p.m.

04-02-57

PUBLICATION – PUBLIC NOTICE – U.R.C.

It is

Motioned by Roger Larose
Seconded by William Twolan

AND RESOLVED THAT the municipality proceed with the publication of a notice to invite those interested in sitting on the urban renewal committee to apply. A budget of \$500 maximum is set aside for this purpose.

Carried

04-02-58

TAX EXEMPTION – 76 CHEMIN DU VILLAGE

It is

Motioned by Jim Coyle
Seconded by Harold McKenny

AND RESOLVED THAT the Municipality of Pontiac is opposed to the request for tax exemption of the property situated at 76 chemin du Village, this establishment being recognized as a rooming house and that, being a commercial activity, should not benefit from tax exemption, unless proven otherwise.

Carried

04-02-59

O.M.H. BUDGET

It is

Motioned by Jim Coyle
Seconded by Harold McKenny

AND RESOLVED THAT the municipality accepts the draft budget submitted by the O.M.H. and contributes the sum of \$8,237 for the year 2004. An adjustment to the budget item no. 02-62900-963 for the amount of \$2,237 should be made within the year;

IT IS FURTHER RESOLVED THAT 75% of the amount, that is \$6,178, be paid immediately in order that the O.M.H. pay their taxes in its entirety in one lump sum.

Carried

Certificate of availability of credit no. 010402

VARIOUS REPORTS AND CORRESPONDENCE

- Correspondence from the Quebec municipal commission – request for tax exemption from « Luskville alcoholics and drug addicts »
- Correspondence from the Kogaluk social centre – 10% rent supplement for 17 accommodation units
- Form - Agreement with the Ministry of Transport – « surplus » property
- Correspondence from the « Centre social Kogaluk » - number of apartments
- E-mail from Marc Fortin – free training on « Geographic information system »
- Correspondence from Mr. John Ramsay

TABLING OF DOCUMENTS

- Pontiac O.M.H. – 2004 budget
- Correspondence from Mr. Mann – Xonar development ltd. – acknowledgement
- Acknowledgement of receipt of our resolution no. 03-11-911 from the office of the Minister responsible for government administration
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- FQM – Statement – The Mutual for Quebec municipalities
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- Correspondence from Michel and Christiane St-Amand – photos
- Correspondence from Mme Sylvie Desfossés
- Correspondence from Groupe Ultima Inc. – report on prevention and risk management

04-02-60

CLOSING OF MEETING

Moved by Garry Dagenais
Seconded by Brian Middlemiss

AND RESOLVED to close the meeting at 9:05 p.m. having gone through the agenda.

Carried

Certificate of availability of credit / 010402

I, undersigned, secretary-treasurer, in conformity with article 961 of the Quebec Municipal Code, certify that the Municipality has sufficient credits for these expenditures related to the following resolutions: from no. 04-02-36 to 04-02-39, from 04-02-41 to 04-02-44, 04-02-48, 04-02-56, 04-02-57 and 04-02-60.

MAYOR

SECRETARY-TREASURER