

**PROVINCE OF QUEBEC
MUNICIPALITY OF PONTIAC**

MINUTES of the regular municipal council meeting held on Tuesday, March 11, 2008 at 8:00 p.m. at the Pontiac community centre situated at 2024 route 148, Pontiac, those who were present :

Edward McCann, mayor, Dr Jean Amyotte acting mayor, and councillors: Garry Dagenais, Lawrence Tracey, Raymond Gougeon and Brian Middlemiss.

EXCUSED ABSENCE: Harold McKenny and Jim Coyle

Equally present were the director general and a few ratepayers.

The meeting began at 8:00 p.m.

FLOOR OPEN TO PUBLIC

- | | |
|---------------------|---|
| Jean-Claude Carisse | - Update on Canada Post
- Update on hiring of personnel |
| Patsy Lusk | - Duck race on May 25, public security
- Advertisement "Luskville falls" |
| William Spekkens | - Gas supply project – from Ontario |

08-03-82

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 previous meetings**
 - 4.1 Minutes of the special meeting of February 5, 2008
 - 4.2 Minutes of the regular meeting of February 12, 2008
 - 4.3 Minutes of the special meeting of February 19, 2008
- 5. Administration**
 - 5.1 List of invoices to pay
 - 5.2 List of fixed expenses
 - 5.3 List of expenses for the month of March
 - 5.4 Notice of motion - By-law – to decree the rules of controlling and monitoring the budget
 - 5.5 Club des ornithologues de l'Outaouais – sponsoring – advertisement
 - 5.6 Spending authority
 - 5.7 Contract – supervision and maintenance at the municipal dump
 - 5.8 Caretaker in Quyon – tender
 - 5.9 Management of human resources– temporary assignments
 - 5.10 Sign - municipality
- 6. Public security**
 - 6.1 Cube van - repairs
- 7. Public works**
 - 7.1 Street light – Curley and Duffy intersection
- 8. Public hygiene**
 - 8.1 Unies Technologies Inc. Plant
- 9. Urban renewal and zoning**
 - 9.1 By-law to form an advisory committee for urban planning
 - 9.2 Lyse Cadieux –Request to the C.P.T.A.Q.
- 10. Recreation and culture**
 - 10.1

11. **Miscellaneous**
 - 11.1
12. **Various reports and correspondence**
 - 12.1 Tabling of various municipal reports: a) fire department; b) animals; c) permits issued ; d) Recreation committee meeting
13. **Tabling of the registre of correspondence**
 - 13.1 Registre of the correspondence received in February
14. **Question period**
15. **Closing of meeting**

It is

Moved by Raymond Gougeon
Seconded by Lawrence Tracey

AND RESOLVED to adopt the agenda with the following changes:

Additions: 7.2 Paving by Carrière La Pêche
7.3 Equipment rental
9.3 Request to the C.P.T.A.Q. – Mr. William and Mrs. Susan Hamilton

Carried

08-03-83

**ADOPTION OF THE MINUTES OF THE SPECIAL MEETING HELD
FEBRUARY 5, 2008**

Moved by Garry Dagenais
Seconded by Brian Middlemiss

AND RESOLVED to adopt the minutes of the special meeting held February 5, 2008 as written and distributed.

Carried

08-03-84

**ADOPTION OF THE MINUTES OF THE REGULAR MEETING HELD
FEBRUARY 12, 2008**

Moved by Raymond Gougeon
Seconded by Brian Middlemiss

AND RESOLVED to adopt the minutes of the regular meeting held February 12, 2008 as written and distributed.

Carried

08-03-85

**ADOPTION OF THE MINUTES OF THE SPECIAL MEETING HELD
FEBRUARY 19, 2008**

Moved by Garry Dagenais
Seconded by Lawrence Tracey

AND RESOLVED to adopt the minutes of the special meeting held February 19, 2008 as written and distributed.

Carried

08-03-86

LIST OF INVOICES TO PAY

Moved by
Seconded by

AND RESOLVED THAT this Council authorizes the payment of invoices amounting to **\$113,610.72** (see appendix in file no.102-102) for the period ending February 28, 2008 and to debit budget posts related to the expenses mentioned on said list.

Carried

Certificate of availability of credit no. 030805

08-03-87

LIST OF FIXED EXPENSES

Moved by Raymond Gougeon
Seconded by Dr. Jean Amyotte

AND RESOLVED THAT this Council approves the list of expenses from the history of cheques which includes:

- fixed expenses;
- payments via Internet;
- the true amount of invoices paid following approval by incurring expenses or by resolution;

all for a total of **\$380,253.31** (see appendix) for the period ending February 28, 2008 and to debit related budget accounts for the expenses mentioned on said list.

Carried

Certificate of availability of credit no. 030805

08-03-88

LIST OF EXPENSES FOR THE MONTH OF MARCH

Moved by Raymond Gougeon
Seconded by Brian Middlemiss

AND UNANIMOUSLY RESOLVED to accept the incurring expenses that appear in annex A (see file 102-102), for a total amount of **\$15,436.77** taxes included.

Carried

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NOTICE OF MOTION

Notice of motion is hereby given by councillor Garry Dagenais that at a subsequent council meeting he intends to present a by-law to decree the rules of controlling and monitoring the budget.

08-03-89

ORNITHOLOGIST CLUB

WHEREAS the ornithologist club's activities in the municipality ;

It is

Moved by Brian Middlemiss
Seconded by Garry Dagenais

AND RESOLVED THAT the municipality pay the sum of \$190.00 (plus taxes) for advertisement in the magazine Ornitaouais.

Carried

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08-03-90

SPENDING AUTHORITY

WHEREAS council wishes to have good control of the budget;

WHEREAS procedures must be established in order to better administer the budget;

It is

Moved by Dr. Jean Amyotte
Seconded by Lawrence Tracey

AND RESOLVED THAT the road inspector is authorized to spend \$500.00/day. All expenses, for emergency purposes, exceeding \$500.00 and up to a maximum of \$2,500.00 must be authorized by the secretary-treasurer and for other expenses, the procedure « financial commitment » must be applied and approved by council.

IT IS FURTHER RESOLVED to cancel the resolution no. 03-03-580.

Carried

08-03-91

CONTRACT – SUPERVISION AND MAINTENANCE – MUNICIPAL DUMP

It is

Moved by Garry Dagenais
Seconded by Dr. Jean Amyotte

AND RESOLVED to renew Mr. Roger Villeneuve's contract for the supervision and maintenance of the municipal dump until December 31, 2008 under the terms of the present agreement, therefore adopting them.

Carried

08-03-92

CARETAKER IN QUYON – TENDER

WHEREAS Mrs. Michèle Gaudreau's contract for the cleaning and upkeep of certain municipal buildings in Quyon;

WHEREAS the need to have the floors at the Quyon Library cleaned more often, that is, once a week;

WHEREAS Mrs. Gaudreau's tender for the additional work;

It is

Moved by Garry Dagenais
Seconded by Lawrence Tracey

AND RESOLVED THAT the municipality accept Mrs. Gaudreau's tender in the amount of \$67.77 per month (taxes incl.) for the remainder of her contract, that is, effective now and until August 31, 2009.

Carried

Certificate of availability of credit no. 030805

08-03-93

MANAGEMENT OF HUMAN RESOURCES – TEMPORARY ASSIGNMENTS

WHEREAS the extended leave of certain municipal employees;

WHEREAS it is necessary to temporary fill the vacant positions;

It is

Moved by Dr. Jean Amyotte
Seconded by Raymond Gougeon

AND RESOLVED THAT council authorizes the director general to proceed with the temporary assignments required pertaining to the positions of secretary II, general clerk, receptionist, municipal inspector, under the conditions of the described in the collective labour agreement.

Carried

08-03-94

SIGN – MUNICIPALITY

It is

Moved by Raymond Gougeon
Seconded by Lawrence Tracey

AND RESOLVED THAT the municipality grant a \$2,500 budget (taxes not included) for the installation of a sign at the Lusville municipal complex. The director general is authorized to proceed with having the work done following a consultation with the administration committee.

Carried

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08-03-95

REPAIRS – CUBE VAN

WHEREAS the mayor has approved repairs for the cube van (vehicle no. 26) as an contingency measure;

WHEREAS it is necessary that council approves this expense;

It is

Moved by Dr. Jean Amyotte
Seconded by Garry Dagenais

AND RESOLVED THAT the mayor approve the expenditure in the amount of \$5,259.98 (taxes incl.) for repairs to the cube van (vehicle no. 26).

Carried

Certificate of availability of credit no. 030805

08-03-96

STREET LIGHT - CURLEY AND DUFFY INTERSECTION

It is

Moved by Garry Dgenais
Seconded by Brian Middlemiss

AND RESOLVED THAT council request an estimate for a street light at the intersection of Curley and Duffy roads and proceed with having them installed, if there is no additional cost.

Carried

08-03-97

PAVING – CARRIÈRE LA PÊCHE

It is

Moved by Lawrence Tracey
Seconded by Raymond Gougeon

AND RESOLVED to pay the sum of \$300,000.00 to Carrière La Pêche according to the agreement negotiated between both parties.

A vote is requested	<u>FOR</u>	<u>AGAINST</u>
	Lawrence Tracey Raymond Gougeon Eddie McCann	Garry Dagenais Dr. Jean Amyotte Brian Middlemiss

Defeated by a divided vote

08-03-98

EQUIPMENT RENTAL

It is

Moved by Eddie McCann
Seconded by Garry Dagenais

AND RESOLVED to rent equipment for snow removal in the village of Quyon for the sum of \$6,000.00.

Carried

Certificate of availability of credit no. 030805

08-03-99

UNIES TECHNOLOGIES INC. PLANT

It is

Moved by Dr. Jean Amyotte
Seconded by Lawrence Tracey

AND RESOLVED THAT the Municipality of Pontiac authorizes the mayor to sign a letter of interest to have the firm Unies Technologies Inc. take care of the waste management for the region, on the Municipality of Pontiac's territory and thus, without obligation on the municipality's part.

Councillor Brian Middlemiss votes against the resolution.

Carried

08-03-100

BY-LAW NO. 05-08 TO FORM AN URBAN PLANNING ADVISORY COMMITTEE

WHEREAS in virtue of article 146 of the “Act respecting land use, planning and development” (R.S.Q., c. A-19.1), the municipal council may form an advisory committee for urban planning;

WHEREAS councils deems it to be in the municipality’s interest to form an urban planning advisory committee in order to associate a representation of taxpayers to the wording of policies pertaining to urban planning, development, zoning, subdivisions, construction, heritage and culture;

WHEREAS a notice of motion was given for this present by-law at a meeting held on February 12, 2008;

CONSEQUENTLY, it is

Moved by Dr. Jean Amyotte
Seconded by Raymond Gougeon

AND RESOLVED that Council decrees and rules on the by-law as follows:

By-law no. 05-08 to form an urban planning advisory committee

Legal provisions

An urban planning advisory committee, called “Urban planning advisory committee” is formed, hereinafter called UPAC.

Title of by-law

The actual by-law no. 05-08 is entitled: By-law forming the Municipality of Pontiac’s urban planning advisory committee.

Replacement of by-laws

Any provision of the by-law and its amendments that form an urban planning advisory committee, as well as any of the Municipality of Pontiac’s resolutions that are incompatible with the provisions of this by-law are replaced, for all legal purposes.

Coming into force

The present by-law will come into force according to the provisions of the “Act respecting land use, planning and development” (R.S.Q., c. A-19.1)

Affected territory

The present by-law applies to the territory throughout, under the jurisdiction of the Municipality of Pontiac.

3.1.5 Validity

Council decrees the adoption of the present by-law as a whole, as well as article by article.

Officer responsible

The building inspector is designated as being the officer responsible for the administration and implementation of the urban planning by-laws.

Council may appoint one or more assistant building inspector(s) in charge of helping or replacing the building inspector when necessary.

Setting up

The committee consists of the following:

- A group of seven (7) people selected among the residents of the municipality; (preferably one representing each district;
- Three (3) members of the municipal council, that is, the three (3) responsible for the urban planning department.

3.3 Duties

The committee must:

- 1) assist the municipal council on the follow-up of its urban planning policy;
- 2) in general, study all questions pertaining to urban planning, zoning, advertisement signs, subdivisions and construction, that council or the person in charge of the urban planning department will submit and then report in writing on this matter to the municipal council within thirty (30) days of the request;
- 3) report any observations and recommendations to the municipal council, in view of the development and the most rational use of the municipality's territory;
- 4) outline additional projects for standards on zoning, advertisement signs, subdivisions, construction and minor derogations;
- 5) recommend any modifications to plans and zoning by-laws, to advertisement signs, subdivisions, construction and minor derogations;
- 6) listen to the requests for minor derogations and make recommendations to the municipal council;
- 7) study requests in relation to development plans as a whole;
- 8) study any request for a subdivision permit which implicates opening one or more new street(s) and give recommendations to the municipal council within thirty (30) days of the officer's transfer of the request.

Members

The committee members are appointed by resolution adopted by the municipal council.

Mandate of members

The duration of the committee member's mandate is two (2) years, it is renewable and revocable at all times by council resolution.

A member of the municipal council who sits on the committee is no longer a committee member if and when he no longer is as a council member.

The mandate of a committee member ends, if he fails to assist to three (3) consecutive regular meetings, without reason.

Replacement of members

At all times, the municipal council may, by resolution, replace a committee member; the new member's mandate is for the remainder of the first member's mandate.

Assistants

The building inspector and/or his assistant must attend the committee meetings and participate in their activities, but do not have the right to vote.

Resource person

Anyone designated by council resolution may also assist to the committee meetings and participate in their activities, but do not have the right to vote.

A member of the municipal council other than those mentioned may attend any committee meeting. He does not have the right to vote.

Special meetings

The president (or three (3) committee members) may ask the secretary to convene a special committee meeting.

Quorum and the right to vote

Six (6) committee members, of which at least one is a council member, constitutes quorum;

Each committee member has a vote;

Committee decisions are made on a majority vote;

If quorum is not met thirty (30) minutes after the time set for the meeting, the meeting is then cancelled.

Interest

A committee member cannot take part in deliberations to which he has personal interest in.

Internal management

The provisions concerning internal management are:

- 1) By resolution, the municipal council designates a president and a vice-president who must be the councillors responsible for the urban department;

The president and vice-president may be replaced at all times, in the same manner;

- 2) The duration of the new president's mandate is for the remainder of the first president's mandate;
- 3) In the absence of the president, the vice-president has the right to vote at meetings, but is not required to do so. In the case where there is an equality of votes, he does not have a casting vote;
- 4) The president, or in his absence, or if unable to attend, the vice-president leads the committee's deliberations;

- 5) In the case where the president or the vice-president is absent or unable to attend, the committee members chose someone among them to chair the meeting;

Non-observance of the rules of internal management

Council may put an end to any of the members mandate or any of the committee's resource person who refuses to act or does not respect the rules of internal management.

Budget

Council may vote by resolution and put sums of money at the urban planning advisory committee's disposal that is needed to perform their duties.

The urban planning advisory committee's fiscal year corresponds to the calendar year.

On October 15 of each year, the urban planning advisory committee submits an appropriate budget to council which is necessary for the performance of its duties during the subsequent year; afterwards, the committee may submit partial budgets to council if needed. Expenses are not accepted without having had council's approval beforehand.

The committee members receive payment and the rate is set by the municipal council by way of resolution. The council members who sit on the committee are not paid.

Minutes

The secretary keeps the committee's minutes and official documents.

He must submit the minutes and all other official document to council after each meeting.

The municipality remains the owner of the said minutes and of all official documents of the urban planning committee.

Archives

A copy of the rules of internal management adopted by the committee, the minutes of committee meetings and the documents that have been submitted to the committee must be given to the municipality's secretary-treasurer, to be included in the municipality's archives.

Powers

The committee may:

- 1) establish study groups consisting of its own members, or of a few of them, or other resource persons;
- 2) by council resolution, consult a town planning consultant or any other expert;
- 3) by council resolution, may request from any employee, any report or study deemed necessary;
- 4) set rules for internal management, which must be approved by council, before coming into effect. Council reserves the right to modify these rules by resolution to be sent to the committee's president.

Carried

08-03-101

REQUEST TO THE C.P.T.A.O – Mrs Lyse Cadieux

WHEREAS the request is for an authorisation of the use of lot 2 683 743 (4046.80 sq meters) situated at 1939, Mountain road for other than agricultural purposes, in order build a single family dwelling.

WHEREAS the limited number of lots in residential zoning;

CONSEQUENTLY, it is

Moved by Garry Dagenais
Seconded by Brian Middlemiss

AND RESOLVED that council supports the applicant's request for authorisation to use lot 2 683 743 for other than agricultural purposes, in order build a single family dwelling.

Carried

08-03-102

REQUEST TO THE C.P.T.A.O – Mr. William and Susan Hamilton – 4790, 5^E Concession

WHEREAS the request is for an authorisation to use part of lot 16B, range 4, Township of Onslow situated at 4790, 5th Concession for other than agricultural purposes, in order build a single family dwelling.

WHEREAS the limited inventory of properties available in residential zoning;

WHEREAS the need to ensure that someone will take over in the agricultural environment;

CONSEQUENTLY, it is

Moved by Lawrence Tracey
Seconded by Dr. Jean Amyotte

AND RESOLVED that council supports the applicant's request for an authorization to use part of lot 16B, range 4, Township of Onslow situated at 4790, 5th Concession for other than agricultural purposes, in order build a single family dwelling.

Carried

VARIOUS REPORTS AND CORRESPONDENCE

- Tabling of various municipal reports: a) fire department; b) animals; c) permits issued ; d) Recreation committee meeting

TABLING OF DOCUMENTS

- Registre of the correspondence received in February

QUESTION PERIOD

08-03-103

ADJOURNMENT OF THE MEETING

It is

Moved by Garry Dagenais
Seconded by Raymond Gougeon

AND RESOLVED to close the meeting at 9:15 p.m. having gone through the agenda.

Carried

Certificate of availability of credit / 030805

I, undersigned, director general, 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. 08-03-86 to 08-03-89, 08-03-92, 08-03-94, 08-03-95 and 08-03-98.

MAYOR

DIRECTOR GENERAL