

CANADA  
PROVINCE OF QUÉBEC  
MRC VALLÉE-DE-LA-GATINEAU  
MUNICIPALITY OF KAZABAZUA

## **Minutes – Tuesday August 6, 2024**

MINUTES OF THE REGULAR MEETING OF COUNCIL OF THE MUNICIPALITY OF KAZABAZUA AT 26 BEGLEY ROAD (COMMUNITY CENTER), ON AUGUST 6, 2024 AT 7:04 P.M. UNDER THE CHAIRMANSHIP OF MR. ROBERT BERGERON, MAYOR.

ARE PRESENT, PAUL CHAMBERLAIN, LYNNE LACHAPELLE, SYLVAIN LA FRANCE, MATTHEW ORLANDO, DAMIEN LAFRENIÈRE, THE DIRECTOR GENERAL AND CLERK-TREASURER PIERRE VAILLANCOURT, ALSO PRESENT IS THE ASSISTANT DIRECTOR GENERAL AND CLERK-TREASURER YANNICK PERREAULT

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### **GENERAL ADMINISTRATION**

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#### **1.1 OPENING OF THE MEETING**

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The president welcomes those present, after establishing a quorum opens the session, it is 7:04 pm.

#### **1.2 MAYOR'S REPORT**

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##### **1. GENERAL ADMINISTRATION**

- 1.1 Opening of the meeting
- 1.2 Mayor's report
- 1.3 Agenda
- 1.4 Minutes of the regular sitting of July 2, 2024
- 1.5 Adoption of bank withdrawals
- 1.6 Adoption of the Cheque Register
- 1.7 Adoption of the list of accounts payable
- 1.8 Report of the director general expenditures
- 1.9 Report of the director of fire service expenditures
- 1.10 Certificate of payment #4 – CAMA
- 1.11 FQM insurance – modification to the contract
- 1.12 ADMQ Zone convention – September 18 and 19, 2024
- 1.13 Convention 2024 – FQM (September 26 to 28, 2024)
- 1.14 Tabling of the decision from the Commission municipale du Québec file # CMQ-70811-001 / Notification of decision / Whether or not a member of council has ended his term of office / Mr. Craig Gabie
- 1.15 MUNYS - municipal management dashboard
- 1.16 Support resolution to amend the use of the comparative factor in the municipal evaluation process for the municipality of Aléyn-et-Cawood

##### **2. PUBLIC SECURITY**

- 2.1 Volunteer firefighter – new recruit
- 2.2 Purchase offer for generator - municipality of Aléyn-et-Cawood
- 2.3 Inter Outaouais inc. – replace transmission
- 2.4 Notice of amendment to the agreement between the municipalities of Kazabazua and Aléyn Cawood for fire services, # ENTKAAC18-19

##### **3. TRANSPORT**

3.1

##### **4. ENVIRONMENTAL HYGIENE & SANITATION**

- 4.1 Offer of service for beaver management

##### **5. HEALTH AND WELFARE**

5.1

##### **6. LAND USE PLANNING AND DEVELOPMENT**

- 6.1 Cadastral plan - subdivision

##### **7. RECREATION AND CULTURAL**

- 7.1 Awarding contract - community center well
- 7.2 Amendment – Community Centre Lease Agreement

##### **8. MISCELLANEOUS**

8.1

##### **9. QUESTION PERIOD**

##### **10. CLOSING OF THE MEETING**

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2024-08-143  
1.3

**AGENDA**

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**WHEREAS** Council members renounce the reading of the agenda and the availability of documents no later than 72 hours before the time set for the beginning of the meeting;

**IT IS PROPOSED** by Paul Chamberlain, **SECONDED** by Matthew Orlando and resolved to adopt the agenda by adding the following topics:

**1.17 REQUEST FOR FUNDING UNDER THE NEW HORIZONS FOR SENIORS PROGRAM**

**CARRIED**

2024-08-144  
1.4

**MINUTES OF THE REGULAR SITTING OF JULY 2<sup>ND</sup>, 2024.**

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**WHEREAS** Council members have individually reviewed the minutes of the regular sitting of July 2<sup>nd</sup>, 2024;

**WHEREAS** Council members renounce to the reading of the minutes;

**IT IS PROPOSED** by Lynne Lachapelle, **SECONDED** by Damien Lafrenière and resolved

**TO** adopt the minutes of the regular sitting of July 2<sup>nd</sup>, 2024 as presented.

**CARRIED**

2024-08-145  
1.5

**ADOPTION OF BANK WITHDRAWALS**

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**IT IS PROPOSED** by Sylvain La France  
**SECONDED** by Lynne Lachapelle  
And resolved

**TO** adopt, as presented, the list of direct debits for the month of July 2024 for a total of the following amounts:

Net Salaries	\$ 47,344.05
Provincial Remittances	\$ 14,651.47
Federal Remittances	\$ 5,773.46
Retirement Pension Remittances	\$ 4,222.44

**CARRIED**

2024-08-146  
1.6

**ADOPTION OF THE CHEQUE REGISTER**

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**WHEREAS** the accounts have been verified by Lynne Lachapelle and Robert Bergeron;

**IT IS PROPOSED** by Sylvain La France  
**SECONDED** by Lynne Lachapelle  
And resolved

**TO** adopt, as presented, the Cheque Register for the month of July 2024 for a total amount of \$ 172,498.40

**CARRIED**

2024-08-147  
1.7

**ADOPTION OF THE LIST OF ACCOUNTS PAYABLE**

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**WHEREAS** the accounts have been audited by Lynne Lachapelle and Robert Bergeron;

**IT IS PROPOSED** by Lynne Lachapelle  
**SECONDED** by Damien Lafrenière  
And resolved

**TO** adopt, as presented, the payment of the list of accounts payable for the month of July 2024 for a total amount of \$ 58,501.58 including provincial and federal remittances.

**CARRIED**

2024-08-148

1.8 **DIRECTOR GENERAL EXPENDITURES – DGE (\$ 0.00)**

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2024-08-149  
1.9

**DIRECTOR OF FIRE SERVICE EXPENDITURES – DCP (\$ 0,00)**

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***Certificate of availability of funds***

I, Pierre Vaillancourt, Director General of the Municipality of Kazabazua certify that there are budgetary and/or extra budget available from surplus income, accumulated surplus, financial reserves, reserve funds or other sources for which the above listed expenses are incurred.



**Pierre Vaillancourt, DMA  
Clerk-Treasurer and Director general**

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2024-08-150  
1.10

**CERTIFICATE OF PAYMENT #4 – CAMA**

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**WHEREAS** a certificate of payment # 4 for the construction of the municipal garage has been issued and certified by the firm Robert Ledoux Architecte;

**THEREFORE, IT IS PROPOSED** by Paul Chamberlain, **SECONDED** by Matthew Orlando and resolved;

**THAT** Council authorizes the request for payment in the amount of \$150,961.99 including applicable taxes for work performed as of July 31<sup>st</sup>, 2024 in favour of the contractor CAMA Industries.

**CARRIED**

2024-08-151  
1.11

**FQM INSURANCE – MODIFICATION TO THE CONTRACT**

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**Whereas** the municipality has authorized an evaluation of the buildings and contents for insurance purposes with the FQM assurances;

**Whereas** the valuation shows the true up-to-date value which represents an increase in these values;

**Therefore, it is proposed** by Damien Lafrenière, **seconded** by Sylvain La France and resolved;

**That** Council authorizes and incurs the expenditure for the amendment of the FQM insurance at a cost of \$3,234.03 including applicable taxes as submitted as of July 16, 2024, invoice number 15469;

**CARRIED**

2024-08-152  
1.12

**ADMQ ZONE CONVENTION – SEPTEMBER 18 AND 19, 2024**

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**IT IS PROPOSED** by Matthew Orlando  
**SECONDED** by Damien Lafrenière  
And resolved

**THAT** Council authorizes the Director general and the assistant Director general to participate in the Convention of Outaouais zone of the Association des directeurs municipaux du Québec, which will take place on September 18 and 19, 2024 at Château Cartier, 1170 Aylmer Road, Gatineau, Quebec, at the cost of \$ 300 each plus applicable taxes for registration, and authorizes the reimbursement of travel expenses.

**CARRIED**

2024-08-153  
1.13

**CONVENTION 2024 – FQM (SEPTEMBER 26 TO 28, 2024)**

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**IT IS PROPOSED** by Sylvain La France  
**SECONDED** by Paul Chamberlain  
And resolved

**THAT** Council authorizes the participation and registration of Robert Bergeron at

the convention of the Fédération Québécoise des Municipalités (FQM) to be held from September 26 to 28, 2024 at the Palais des congrès de Québec, the registration fee plus the reimbursement of the cost of travel, accommodation and meals with invoice in support is authorized.

**CARRIED**

**2024-08-154**

**1.14**

**TABLING OF THE DECISION FROM THE COMMISSION MUNICIPALE DU QUÉBEC FILE # CMQ-70811-001 / NOTIFICATION OF DECISION / WHETHER OR NOT A MEMBER OF COUNCIL HAS ENDED HIS TERM OF OFFICE / MR. CRAIG GABIE**

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The decision from the Commission municipale du Québec file # CMQ-70811-001 / Notification of decision / Whether or not a member of council has ended his term of office / Mr. Craig Gabie is tabled by the Clerk-Treasurer.

**2024-08-155**

**1.15**

**MUNYS - MUNICIPAL MANAGEMENT DASHBOARD**

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**WHEREAS** this municipal management dashboard is specifically designed for general managers, clerks, and treasurers. It is possible to have all legal and regulatory obligations or only those related to the clerk's office or treasury, making the work more intuitive, efficient, and planned than ever;

**WHEREAS** this dashboard includes a calendar of legal and regulatory obligations to be fulfilled, detailed sheets of these obligations, including the legal steps required for each obligation. Additionally, it provides documents for completing these tasks, a powerful tool to assist with contract management and handling access to information requests, including a deadline calculator, as well as the consideration of complaints and addenda for contract management and the ability to delegate tasks directly from the platform;

**WHEREAS** this dashboard has been custom-developed for municipalities (Municipal Code and Cities Towns Act);

**THEREFORE, IT IS PROPOSED** by Sylvain La France, **SECONDED** by Paul Chamberlain and resolved;

**THAT** the council authorizes the purchase of a MUNYS dashboard license at an activation cost of \$405 (initial purchase for the first year) and annual fees of \$325 (for subsequent years).

**CARRIED**

**2024-08-156**

**1.16**

**SUPPORT RESOLUTION TO AMEND THE USE OF THE COMPARATIVE FACTOR IN THE MUNICIPAL EVALUATION PROCESS FOR THE MUNICIPALITY OF ALLEYN-ET-CAWOOD**

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**WHEREAS**, the current municipal evaluation process utilizes a comparative factor to determine the market value of properties;

**WHEREAS**, this comparative factor may lead to inequitable assessments and does not always accurately reflect the true market value of properties, especially during the 2nd and 3rd years of the triennial roll;

**WHEREAS**, the municipality of Alayn and Cawood has expressed the need to review and revise the Municipal Taxation Act as well as the evaluation process to ensure a fairer and more transparent assessment of properties for the benefit of its residents;

**WHEREAS**, adjusting the municipal tax rate is only a temporary measure and does not address the underlying issue;

**WHEREAS**, other municipalities might face similar situations with high comparative factors and their negative impacts: MRC share calculations, Sûreté du Québec fees calculations, as well as impacts on residents such as school taxes, payment of transfers based on uniform value, etc.;

**THEREFORE, BE IT PROPOSED** by Damien Lafrenière, **SECONDED** by Sylvain La France, and resolved;

**THAT** the Council of the Municipality of Kazabazua supports Resolution #113-07-2024 regarding the resolution to amend the use of the comparative factor in the municipal evaluation process adopted by the municipality of Alleyn and Cawood on July 2<sup>nd</sup>, 2024.

**CARRIED**

**2024-08-157**  
**1.17**

**REQUEST FOR FUNDING UNDER THE NEW HORIZONS FOR SENIORS PROGRAM**

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**WHEREAS** the New Horizons for Seniors Program (NHSP) offers federal grants of up to \$25,000 for senior-led, volunteer-based community projects;

**WHEREAS** the application period for this funding is from August 1, 2024 at 10:00 a.m. to September 12, 2024 at 3:00 p.m., Eastern Daylight Time;

**WHEREAS** the community component of the NHSP aims to support projects that empower seniors in their community and contribute to improving their health and well-being;

**WHEREAS** the seniors of the Municipality of Kazabazua mainly use the community center and library, and that it is necessary to improve these infrastructures to better meet their needs;

**WHEREAS** the proposed project meets the objectives of the program by supporting the social participation and inclusion of seniors, providing capital assistance for community projects, and promoting healthy aging;

**THEREFORE IT IS PROPOSED** by Paul Chamberlain, **SECONDED** by Matthew Orlando and resolved;

**THAT** Council authorize the submission of a funding request to the New Horizons for Seniors Program for a maximum amount of \$25,000;

**THAT** the Municipality of Kazabazua designate Mr. Yannick Perreault, Assistant General Manager, as the person authorized to act and sign for and in the name of the Municipality all documents pertaining to the above-mentioned funding application for the New Horizons for Seniors Program.

**CARRIED**

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**2. PUBLIC SECURITY**

**2024-08-158**  
**2.1**

**VOLUNTEER FIREFIGHTER – NEW RECRUIT**

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**IT IS PROPOSED** by Damien Lafrenière  
**SECONDED** by Matthew Orlando  
And resolved

**THAT** Council accept Mr. Darren Larocque as a volunteer firefighter on the Kazabazua Fire Department.

**CARRIED**

**2024-08-159**  
**2.2**

**PURCHASE OFFER FOR GENERATOR - MUNICIPALITY OF ALLEYN-ET-CAWOOD**

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**WHEREAS** the Regulation on alert and mobilization procedures and minimum rescue resources to protect the safety of persons and property in the event of a disaster was enacted by the Minister of Public Security on April 20, 2018, and will come into force on November 9, 2019;

**WHEREAS** the municipality of Kazabazua, together with the municipality of Alleyn-et-Cawood, under the Phase 2 program of financial assistance provided by the Quebec 9-1-1 Municipal Agency to support disaster preparedness actions, specifically the purchase of a generator;

**WHEREAS** the municipality of Alleyn-et-Cawood offers to the municipality of Kazabazua the purchase of its share contributed towards the purchase of a generator;

**THEREFORE, IT IS RESOLVED** by Sylvain La France, **SECONDED** by Paul Chamberlain and resolved;

**THAT** council accepts the purchase of the generator at a cost of \$12,500 and authorizes the Director general to issue a check on behalf of the municipality of Aléyn-et-Cawood;

**CARRIED**

2024-08-160

2.3

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**INTER OUTAOUAIS INC. – REPLACE TRANSMISSION**

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**IT IS MOVED** by Sylvain La France  
**SECONDED** by Lynne Lachapelle  
And resolved

**THAT** Council authorizes and incur the expense to replace the transmission on the Inter 4000 – 1999 truck by Inter Outaouais Inc. estimate number 4476675 dated July 18, 2024 at a total cost of \$17,060.63 including applicable taxes.

**CARRIED**

2024-08-161

2.4

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**NOTICE OF AMENDMENT TO THE AGREEMENT BETWEEN THE MUNICIPALITIES OF KAZABAZUA AND ALLEYN CAWOOD FOR FIRE SERVICES, # ENTKAAC18-19**

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**WHEREAS** the municipality of Kazabazua intends to amend the agreement protocol between the municipalities of Kazabazua and Aléyn Cawood for fire services # ENTKAAC18-19 signed on December 6, 2017;

**WHEREAS** the duration and renewal of the agreement is for a period of two (2) years and will automatically renew for a new two-year period unless the party gives notice at least 90 days prior to the agreement's expiration;

**THEREFORE, IT IS PROPOSED** by Paul Chamberlain, **SECONDED** by Matthew Orlando and resolved;

**THAT** council gives notice to the municipality of Aléyn-et-Cawood that it intends to amend the agreement protocol between the municipalities of Kazabazua and Aléyn Cawood for fire services, # ENTKAAC18-19;

**THAT** it appoints a committee for the modification of this agreement comprised of Mayor Robert Bergeron, the Director general and his assistant, Pierre Vaillancourt, Yannick Perreault, Director of Fire Service for Kazabazua, Sean Chamberlain, as well as two councillors.

**CARRIED**

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**3. TRANSPORT**

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**4. ENVIRONMENTAL HYGIENE & SANITATION**

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2024-08-162

4.1

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**OFFER OF SERVICE FOR BEAVER MANAGEMENT**

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**WHEREAS** the presence of beavers in the municipality poses significant problems for municipal infrastructure and public safety of property;

**WHEREAS** measures need to be taken to capture beavers and prevent any damages;

**WHEREAS** the municipality has received a proposal for various packages for beaver management;

**THEREFORE, IT IS PROPOSED** by Sylvain La France, **SECONDED** by Paul Chamberlain and resolved;

**THAT** the council approves the subscription to the basic package proposed by Déprédation 07 for beaver management, at a cost of \$4,000.00 for 5 service calls (which amounts to \$200.00 per day)



**THAT** during each service call, the contractor will capture all beavers (from 1 to 10) at the problematic site. Intervention techniques include:

- Day 1: Inspection and trap installation;
- Day 2: Trap checking and adjustments if necessary;
- Day 4 or 5: Final visit and dismantling of installations;

**THAT** the contractor will inspect the problematic site twice after capturing the beavers to ensure no new beaver activities;

**THAT** a detailed report will be provided after each intervention, including observed signs of beaver presence, number of beavers captured recommendations for future interventions if necessary, and photos of the interventions.

**FURTHER**, the council also approves the service offer of Stéphane Grondin for beaver trapping at a cost of \$50.00 per beaver out of season and \$30.00 per beaver during trapping season, and \$0.56 per kilometer traveled for transportation. For proof of capture, photos with a cell phone will be preferred when the municipal office is closed.

**CARRIED**

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## **5. HEALTH AND WELFARE**

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## **6. LAND USE PLANNING AND DEVELOPMENT**

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2024-08-163

6.1

### **CADASTRAL PLAN - SUBDIVISION**

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**WHEREAS** a plan for the preliminary subdivision of lots 5 498 341, 5 498 343, 5 498 344, 5 498 345, 5 498 348, 5 498 363, 5 498 346 and 5 498 347 part has been submitted to Council for preapproval;

**WHEREAS** the members of Council have individually taken note of the subdivision plan prepared by Christian Schnob, Land Surveyor under his minutes 4987 dated June 24, 2024, the verification of which by the municipal inspector was prepared on July 22, 2024;

**THEREFORE, IT IS PROPOSED** by Sylvain La France, **SECONDED** by Paul Chamberlain and resolved by the majority;

**THAT** council accept the preliminary plan of subdivision prepared by Christian Schnob land surveyor under minutes 4987 dated June 24<sup>th</sup>, 2024.

**Damien Lafrenière records his dissidence**

**CARRIED**

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## **7. RECREATION AND CULTURE**

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2024-08-164

7.1

### **AWARDING CONTRACT - COMMUNITY CENTER WELL**

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**Whereas** the municipality submitted a grant application for Phase 1 of the Financial Assistance Program for recreational, sports, and outdoor infrastructure for a splash pad and a well project on November 11, 2023;

**Whereas** the municipality was not selected for this project as confirmed on June 7, 2024;

**Whereas** the municipality intends to install an artesian well - submersible pumps to serve the community center and disconnect from the existing well;

**Therefore, it is proposed** by Lynne Lachapelle, seconded by Matthew Orlando and resolved;

**That** the council authorizes the expenditure and awards the contract to Puits Dufresne-Laniel Inc. at a total cost of approximately \$26,500 as submitted for the installation of an artesian well - submersible pumps at the community center, should a splash pad be installed in the future and mandates the Director general to award this contract on behalf of the municipality.

CARRIED

2024-08-165  
7.2

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**AMENDMENT – COMMUNITY CENTRE LEASE AGREEMENT # CCRC-2015**

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**WHEREAS** Contract # CCRC-2015 requires an amendment to reflect the rental costs;

**THEREFORE, IT IS PROPOSED** by Sylvain La France, **SECONDED** by Paul Chamberlain and resolved;

**THAT** the council modifies annex 1 concerning the rental fees in Contract # CCRC-2015 to the following:

- **Funerals resident : FREE**
- **Funerals non-resident: \$100**
- **Resident room rental: \$250**
- **Non-resident room rental: \$500**
- **Recreational and cultural rental (1 event) resident: \$50**
- **Recreational and cultural rental (1 event) non-resident: \$100**
- **Recreational and cultural rental (recurring event) resident: \$50 per month**
- **Recreational and cultural rental (recurring event) non-resident: \$50 per month**
- **Training: First Aid, CPR, etc.: FREE**
- **Events for churches, associations: FREE**

The music fees for ENTANDEM (if applicable) will be those specified in the current rate at the time of rental

- **Cleaning deposit: \$100**
- **Key deposit: \$50.00**

CARRIED

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**8. MISCELLANEOUS**

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9. **QUESTION PERIOD**

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10. **CLOSING OF THE MEETING**


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The agenda being exhausted, the President declares the closing of the meeting at 8:39 pm.

President

Clerk

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Robert Bergeron,  
Mayor

  
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Pierre Vaillancourt, DMA  
Director General / Clerk-treasurer

« I, Robert Bergeron, certify that the signing of these minutes is equivalent to the signature by me of all the resolutions it contains within the meaning of Article 142 (2) of the Municipal Code ».