

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

## **Minutes – Tuesday September 3, 2024**

MINUTES OF THE REGULAR MEETING OF COUNCIL OF THE MUNICIPALITY OF KAZABAZUA AT 26 BEGLEY ROAD (COMMUNITY CENTER), ON SEPTEMBER 3, 2024 AT 7:02 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 7:02 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 August 6<sup>th</sup>, 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 Modification of the title of the building inspector
- 1.11 Payment to Les Fondations Gauthier
- 1.12 Paving of the community center parking lot
- 1.13 Call for tender external auditor
- 1.14 Certificate of payment # 5 - Cama

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

2.1

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

- 3.1 Acquisition of part of Delgrosse Road (role number 3788-17-2928 and 3889-95-6224)
- 3.2 Repair of the backhoe loader
- 3.3 Rounding of the corner at the intersection of Chamberlain Road and Route 105
- 3.4 Seasons 2024-2025 Stock pile
- 3.5 Asphalt parking lot sealant
- 3.6 Concrete slab for diesel tank

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

4.1

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

5.1

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

6.1

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

- 7.1 Outdoor cinema – September 13, 2024

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

8.1

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

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

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2024-09-166

#### **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 Sylvain La France, **SECONDED** by Matthew Orlando and resolved to adopt the agenda by adding the following topics:

**1.15 ADOPTION OF POLICY FOR THE PREVENTION AND MANAGEMENT OF HARASSMENT, VIOLENCE AND INCIVILITY AT WORK**

**CARRIED**

**2024-09-167**  
**1.4**

**MINUTES OF THE REGULAR SITTING OF AUGUST 6<sup>TH</sup>, 2024.**

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**WHEREAS** Council members have individually reviewed the minutes of the regular sitting of August 6<sup>th</sup>, 2024;

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

**IT IS PROPOSED** by Paul Chamberlain, **SECONDED** by Lynne Lachapelle and resolved

**TO** adopt the minutes of the regular sitting of August 6<sup>th</sup>, 2024 as presented.

**CARRIED**

**2024-09-168**  
**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 August 2024 for a total of the following amounts:

Net Salaries	\$ 43,743.87
Provincial Remittances	\$ 17,655.46
Federal Remittances	\$ 6,718.59
Retirement Pension Remittances	\$ 5,490.09

**CARRIED**

**2024-09-169**  
**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 Lynne Lachapelle  
**SECONDED** by Sylvain La France  
And resolved

**TO** adopt, as presented, the Cheque Register for the month of August 2024 for a total amount of \$ 180,493.55.

**CARRIED**

**2024-09-170**  
**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 Paul Chamberlain  
And resolved

**TO** adopt, as presented, the payment of the list of accounts payable for the month of August 2024 for a total amount of \$ 215,710.72 including provincial and federal remittances.

**CARRIED**

**2024-09-171**  
**1.8**

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

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2024-09-172  
1.9

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**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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2024-09-173  
1.10

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**MODIFICATION OF THE TITLE OF THE BUILDING INSPECTOR**

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**WHEREAS** resolution number 2022-04-091 was adopted by council for the hiring of Sylvie Roy as building and environment inspector;

**WHEREAS** the Municipality wishes to change the title of this employee due to the new responsibilities assigned to her;

**WHEREAS** this title change does not affect the already established employment conditions;

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

1. Resolution number 2022-04-091 be amended so that Sylvie Roy's title is changed to building and environment municipal officer.
2. Sylvie Roy be authorized to issue and sign, on behalf of the Municipality, the violation notices related to the municipal urban planning regulations of Kazabazua.

**CARRIED**

2024-09-174  
1.11

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**PAYMENT TO LES FONDATIONS GAUTHIER**

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**WHEREAS** the company Les Fondations Gauthier was mandated to carry out concrete cutting work in preparation for the installation of sono tubes for the municipal rink lights;

**WHEREAS** the work was completed in accordance with the Municipality's expectations;

**WHEREAS** the cost of the work amounts to \$3,150 plus taxes, for a total of \$3,621.78 taxes included;

**WHEREAS** the funds for this payment come from the Rurality and Revitalization Fund (FRR) grant in the amount of \$32,014, as authorized by council resolution number 2020-08-140;

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

1. The Municipality of Kazabazua authorizes the payment of \$3,621.78 taxes included to Les Fondations Gauthier for the work completed;
2. The budget account 59 11000 000 EXC (DEF.) UNALLOCATED OPERATING SURPLUS IS TO BE AFFECTED.

**CARRIED**

2024-09-175  
1.12

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**PAVING OF THE COMMUNITY CENTER PARKING LOT**

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**WHEREAS** the contractor Carrière Clément Tremblay et Fils has proposed to continue the paving work at a rate of \$1.95 per square foot, under similar conditions to the previous work;

**WHEREAS** the Municipality of Kazabazua will provide and transport the necessary asphalt and store the excavated material;

**WHEREAS** the asphalt used will come from the municipality's stock of recycled asphalt, which needs to be used within a limited timeframe;  
Considering that the work specifically targets the paving of the municipal community center parking lot;

**THEREFORE, IT IS PROPOSED** by Lynne Lachapelle, **SECONDED** by Paul Chamberlain, and resolved that:

1. The Municipality of Kazabazua accepts the offer from Carrière Clément Tremblay et Fils to pave the municipal community center parking lot at a price of \$1.95 per square foot;
2. The Municipality of Kazabazua agrees to provide and transport the required asphalt for this work and to store the excavated material;
3. The General Management is authorized to coordinate the planning and execution of the work with Carrière Clément Tremblay et Fils, considering the agreed conditions;
4. The General administration is authorized to sign all necessary documents to execute this resolution.

**CARRIED**

**2024-09-176**  
**1.13**

#### **CALL FOR TENDER EXTERNAL AUDITOR**

**WHEREAS** Article 966 of the Municipal Code of Quebec (CM) stipulates that the council must appoint an external auditor for a maximum of five fiscal years, and that at the end of their term, the external auditor remains in office until they are replaced or reappointed;

**WHEREAS** the term of the current external auditor ends on December 31, 2023;

**WHEREAS** the Municipality of Kazabazua wishes to proceed with an invitation-based tender, in accordance with the applicable provisions of the Municipal Code of Quebec (CM);

**WHEREAS** the Municipality has decided to base the selection of the service provider solely on the criterion of price, without using a weighting method, while complying with the laws and regulations in force in Quebec;

**WHEREAS** the Municipality desires to limit the contract duration to a period of one (1) year, renewable at the sole discretion of the council;

**WHEREAS** the external auditor must be a member of the Quebec Order of Chartered Professional Accountants (CPA);

**WHEREAS** Municipal By-law 2021-032, amending By-law 2018-022 on contract management, does not restrict the Municipality's ability to proceed with an invitation-based tender;

**THEREFORE, IT IS PROPOSED** by Sylvain La France, **SECONDED** by Matthew Orlando, and resolved that:

The Municipality of Kazabazua authorizes the invitation-based publication for municipal accounting, audit, and verification services through an invitation-based tender, based solely on the criterion of price;

The tender shall be for a duration of one (1) year, renewable at the sole discretion of the council.

**CARRIED**

**2024-09-177**  
**1.14**

#### **CERTIFICATE OF PAYMENT #5 – CAMA**

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**WHEREAS** a certificate of payment # 5 for the construction of the municipal garage has been issued and certified by the firm Robert Ledoux Architect;

**THEREFORE, IT IS PROPOSED** by Sylvain La France, **SECONDED** by Lynne Lachapelle and resolved;

**THAT** Council authorizes the request for payment in the amount of \$210,738.14 including applicable taxes for work performed as of August 31<sup>st</sup>, 2024 in favour of the contractor CAMA Industries.

**CARRIED**

2024-09-178  
1.15

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**ADOPTION OF THE POLICY FOR THE PREVENTION AND MANAGEMENT OF HARASSMENT, VIOLENCE AND INCIVILITY AT WORK**

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**WHEREAS** the Act respecting labour standards (Chapter N-1.1) imposes on employers the obligation to take necessary measures to prevent psychological and sexual harassment at work and to stop it when such a situation is brought to their attention;

**WHEREAS** the Municipality of Kazabazua is committed to providing a healthy and safe work environment for all its employees and to adopting exemplary practices in the prevention and management of harassment;

**WHEREAS** the policy for the prevention and management of harassment, violence and incivility at work has been reviewed and developed in accordance with legal requirements and best practices;

**WHEREAS** Council members have individually reviewed the policy for the prevention and management of harassment, violence and incivility at work;

**THEREFORE, IT IS PROPOSED** by Sylvain La France, **SECONDED** by Matthew Orlando, and unanimously resolved by the members present that:

1. The Municipality of Kazabazua adopts the Policy for the prevention and management of harassment, violence and incivility at work as presented and that this policy takes effect upon its adoption;
2. This policy is to be communicated to all employees of the Municipality of Kazabazua and integrated into the Municipality's orientation and training documents.

**CARRIED**

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**2. PUBLIC SECURITY**

2.1

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**3. TRANSPORT**

2024-09-179  
3.1

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**ACQUISITION OF PART OF DELGROSSE ROAD (ROLE NUMBER 3788-17-2928 AND 3889-95-6224)**

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**WHEREAS** a portion of Delgrosse Road, located within the territory of the Municipality of Kazabazua, is currently under the jurisdiction of the Ministère des Ressources naturelles et des Forêts (MRNF);

**WHEREAS** the Municipality of Kazabazua wishes to acquire this portion of Delgrosse Road identified on the attached map, which is an integral part of this resolution, in order to incorporate it into its municipal road network for maintenance and management;

**WHEREAS** the procedure for acquiring a road under MRNF jurisdiction requires submitting a formal request and meeting certain conditions stipulated by the MRNF;

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

**THAT** the preamble forms an integral part of this resolution as if it were recited in full;

**THAT** the Municipality of Kazabazua hereby expresses its intention to acquire the portion of Delgrosse Road identified by cadastral number 3788-17-2928, with a length of ± 134.03 meters and a width of ± 8 meters;

**THAT** the Assistant Director General of the Municipality of Kazabazua is mandated to prepare and submit an official request for the acquisition of this portion of Delgrosse Road to the MRNF's public land service center in Quebec, in accordance with the regulations on gratuitous transfers;

**THAT** the Delgrosse Road right-of-way will be surveyed and registered as required by the conditions for the transfer;

**THAT** a consultation will be carried out by the MRNF to assess the impact of this property transfer on road service and any potential repercussions for the municipality;

**Further**, that the council authorizes the Assistant Director General to proceed with the acquisition of the other half of the portion of Delgrosse Road, with a length of ± 134.03 meters and a width of ± 5.60 meters, owned by Mr. Jean Delisle under cadastral number 3889-95-6224, at a cost of ± \$2,700, subject to the acceptance of the sale of this part of the road;

**Further**, upon acceptance of the purchase offer for both portions of Delgrosse Road, that the surveying and notarial deed be the responsibility of the municipality and that the Assistant Director General be authorized to sign on behalf of the municipality.

**CARRIED**

**2024-09-180**  
**3.2**

### **REPAIR OF THE BACKHOE LOADER**

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**WHEREAS** the backhoe of the Municipality of Kazabazua requires repairs costing approximately \$13,900;

**WHEREAS** additional costs of \$1,500 are also anticipated for the equipment relocation;

**WHEREAS** the company Brandt is designated to carry out these repairs;

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

**THAT** the Municipality of Kazabazua authorizes the repair of the backhoe for an approximate amount of \$13,900, in addition to the \$1,500 cost for relocation;

**THAT** the company Brandt be retained to perform these repairs;

**CARRIED**

**2024-09-181**  
**3.3**

### **ROUNDING OF THE CORNER AT THE INTERSECTION OF CHAMBERLAIN ROAD AND ROUTE 105**

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**WHEREAS** the intersection of Chamberlain Road and Route 105 requires improvements to provide better visibility for vehicles turning onto Route 105;

**WHEREAS** rounding the corner of this intersection will enhance road safety by improving visibility and reducing the risk of accidents;

**WHEREAS** these improvements are necessary to ensure smooth and safe traffic flow at this intersection;

**THEREFORE, IT IS PROPOSED** by Sylvain La France, **SECONDED** by Lynne Lachapelle, and resolved:

**THAT** the Municipality of Kazabazua proceed with the necessary steps to acquire the land from the property owned by Christian Schnubb, while requesting the necessary authorization for the corner rounding work at the intersection of Chamberlain Road and Route 105, as shown on the attached plan;

**THAT** these improvements aim to enhance visibility for vehicles turning onto Route 105, thus contributing to road safety;

**THAT** the General Management is authorized to coordinate the planning and execution of these works and to sign all necessary documents to execute this resolution.

**CARRIED**

**2024-09-182**  
**3.4**

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**SEASON 2024-2025 STOCK PILE**

**WHEREAS** the municipality is preparing for the winter season and needs to stockpile materials for its roads;

**IT IS PROPOSED** by Lynne Lachapelle  
**SUPPORTED** by Matthew Orlando  
And resolved

**THAT** the municipality undertake internally the preparation of the stockpile for 2,000 tonnes of abrasives, including 2,000 tonnes of screened sand and 2% salt of 3,000 tonnes of sand, which equals 40 tonnes. The purchase of this product will be negotiated at the lowest price, with transportation being the responsibility and at the expense of the municipality. The abrasive will be used only on unpaved municipal roads;

**FURTHERMORE**, that the municipality undertakes the purchase of the stockpile of salt for a quantity of 40 tonnes, with this purchase being through invitation at the lowest price plus transportation, and this salt will be used only on paved municipal roads;

**FURTHERMORE**, the municipality will hire a loader for mixing the screened sand and salt;

**THAT** the council authorizes and commits the expenditure for the purchase of these products.

**CARRIED**

**2024-09-183**  
**3.5**

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**ASPHALT PARKING LOT SEALANT**

**WHEREAS** the recently paved sites by the Municipality of Kazabazua require additional protection to extend the lifespan of the paving;

**WHEREAS** the application of an asphalt parking lot sealant will protect the paved surfaces from weather conditions and wear;

**WHEREAS** this work is necessary to maintain the quality of the Municipality's infrastructure;

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

1. The council mandates the General Management to request bids from two contractors for the work related to the application of an asphalt parking lot sealant on the recently paved sites.

**CARRIED**

**2024-09-184**  
**3.6**

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**CONCRETE SLAB FOR DIESEL TANK**

**WHEREAS** a report following the inspection of the Municipality of Kazabazua's facilities was received on March 25, 2024;

**WHEREAS** this inspection identified certain changes to be made to improve the safety of the premises;

**WHEREAS** the power conductor for the petroleum tank must be compliant with the location in question, taking into account moisture, temperature, and mechanical protection;

**WHEREAS** the Municipality of Kazabazua has been granted an additional year to carry out the corrective measures by the Municipalities Insurance Fund of Quebec due to the relocation of the petroleum tank to the municipal garage once its construction is completed;

**WHEREAS** a bid was received from the company Cama to carry out the work for an amount of ± \$11,386.76 including taxes;

**THEREFORE, IT IS PROPOSED** by Sylvain La France, **SECONDED** by Lynne Lachapelle, and resolved that:

1. The Municipality of Kazabazua awards the contract to the company Cama for the tendered amount.
2. The council authorizes and commits the expenditure of ± \$11,386.76 including taxes to the company Cama.

**CARRIED**

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

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4.1

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

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

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6.1

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#### **7. RECREATION AND CULTURE**

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2024-09-185

7.1

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#### **OUTDOOR CINEMA – SEPTEMBER 13, 2024**

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

**THAT** Council authorize the activity of an outdoor cinema offered by Danse Mobile at a cost of \$1,523.41, taxes included, to be held on September 13, 2024, starting at 7:30 p.m. at the site of 26 chemin Begley (Community Centre).

**CARRIED**

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#### **8. MISCELLANEOUS**

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8.1

9.

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#### **QUESTION PERIOD**

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10.

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#### **CLOSING OF THE MEETING**


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The agenda being exhausted, the President declares the closing of the meeting at 8:12 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 ».