

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

Minutes – Tuesday April 5, 2022

MINUTES OF THE REGULAR MEETING OF COUNCIL OF THE MUNICIPALITY OF KAZABAZUA AT 26 BEGLEY ROAD (COMMUNITY CENTER), ON April 5th, 2022 AT 7:02 P.M. UNDER THE CHAIRMANSHIP OF MR. ROBERT BERGERON, MAYOR.

ARE PRESENT, SYLVAIN LA FRANCE. LYNNE LACHAPELLE, MATTHEW ORLANDO, PAUL CHAMBERLAIN, CRAIG GABIE, DAMIEN LAFRENIÈRE AND THE DIRECTOR GENERAL AND CLERK-TREASURER, PIERRE VAILLANCOURT

GENERAL ADMINISTRATION

1.1 OPENING OF THE MEETING

The President welcomes those present, after establishing a quorum opens the session.

1.2 MAYOR'S REPORT

1.3 QUESTION PERIOD

1. GENERAL ADMINISTRATION

- 1.1 Opening of the meeting
- 1.2 Mayor's report
- 1.3 Question period
- 1.4 Agenda
- 1.5 Minutes of the regular sitting of March 1st, 2022
- 1.6 Adoption of bank withdrawals
- 1.7 Adoption of the Cheque Register
- 1.8 Adoption of the list of accounts payable
- 1.9 Report of the director general expenditures
- 1.10 Report of the director of fire service expenditures
- 1.11 Adoption of By-law 2022-042 « concerning the Code of Ethics and Professional conduct for Municipal employees »
- 1.12 Notice of motion and deposit of the project By-law number 2022-043 « *Decreeing capital expenditure of \$ 1,147,819 and a loan of \$ 697,819.00 for the construction of a municipal garage* »
- 1.13 Professional services of a group insurance consultant for municipalities and organizations, as part of a consolidated purchase of the UMQ
- 1.14 TECQ 2019-2023 - programming of works n° 1

2. PUBLIC SECURITY

2.1

3. TRANSPORT

- 3.1 Granting of contract of public tender – SEAO – municipal garage
- 3.2 Grant Application – Thibault Road Association
- 3.3 Granting of Contract – street sweeping
- 3.4 Granting of Contract - mowing of vegetation

4. ENVIRONMENTAL HYGIENE & SANITATION

4.1

5. HEALTH AND WELFARE

5.1

6. LAND USE PLANNING AND DEVELOPMENT

- 6.1 Employment contract CTSR05 Building and Environment Inspector
- 6.2 Amendment resolution number 2019-04-087 subdivision project phase 1 – modification of lots 47 to 49 and 305 to 309

7. RECREATION AND CULTURAL

- 7.1 Regions and Rurality Fund (FRR) component 2 project application
- 7.2 Academic Merit Scholarships

8. MISCELLANEOUS

8.1

9. QUESTION PERIOD

10. CLOSING OF THE MEETING

2022-04-076

1.4

AGENDA

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 Damien Lafrenière and resolved to adopt the agenda as presented:

CARRIED

2022-04-077
1.5

MINUTES OF THE REGULAR SITTING OF MARCH 1st, 2022.

WHEREAS Council members have individually reviewed the minutes of the regular sitting of March 1st, 2022;

WHEREAS Council members renounce to the reading of the minutes;

IT IS PROPOSED by Lynne Lachapelle, **SECONDED** by Sylvain La France and resolved to adopt the minutes of the regular sitting of March 1st, 2022 as presented.

CARRIED

2022-04-078
1.6

ADOPTION OF BANK WITHDRAWALS

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

TO adopt, as presented, the list of direct debits for the month of March 2022 for a total of the following amounts:

Net Salaries	\$ 33,981.04
Provincial Remittances	\$ 13,304.05
Federal Remittances	\$ 4,648.01
Retirement Pension Remittances	\$ 3,794.90

CARRIED

2022-04-079
1.7

ADOPTION OF THE CHEQUE REGISTER

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

IT IS PROPOSED by Lynne Lachapelle
SECONDED by Paul Chamberlain
And resolved

TO adopt, as presented, the Cheque Register for the month of March 2022 for a total amount of \$ 109,649.62.

CARRIED

2022-04-080
1.8

ADOPTION OF THE LIST OF ACCOUNTS PAYABLE

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

IT IS PROPOSED by Sylvain La France
SECONDED by Damien Lafrenière
And resolved

TO adopt, as presented, the payment of the list of accounts payable for the month of March 2022 for a total amount of \$ 151,478.91 including Provincial and Federal remittances.

CARRIED

2022-04-081
1.9

DIRECTOR GENERAL EXPENDITURES – DGE (\$ 62.97)

2022-04-082
1.10

DIRECTOR OF FIRE SERVICE EXPENDITURES – DCP (\$ 162.33)

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

2022-04-083
1.11

**ADOPTION OF BY-LAW 2022-042 « CONCERNING THE CODE OF ETHICS
AND PROFESSIONAL CONDUCT FOR MUNICIPAL EMPLOYEES »**

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

BY-LAW NUMBER 2022-042

**CODE OF ETHICS AND PROFESSIONAL CONDUCT
OF MUNICIPAL EMPLOYEES**

Whereas the Act to amend the Act respecting elections and referendums in municipalities, the Act respecting ethics and professional conduct in municipal matters and various legislative provisions (Bill 49), assented to on November 5, 2021, provides for amendments to the Act respecting ethics and professional conduct in municipal matters to be incorporated into the Code of Ethics and Professional Conduct of the municipality;

Whereas the formalities prescribed in the Act have been met

Whereas a notice of motion has been previously given, pursuant to the Act, at the ordinary meeting held on March 1st, 2022 that a read request for exemption was requested and that each of the council members present acknowledges having received copy of the draft By-Law and declares to have read and waives its reading;

It is proposed by Damien Lafrenière, **seconded** by Matthew Orlando and resolved
To adopt the following code of ethics and professional conduct:

ARTICLE 1 : TITLE

The title of the present code is : Code of Ethics and professional conduct of
Municipal employees
of the Municipality of Kazabazua

ARTICLE 2 : APPLICATION OF THE CODE

The present code applies to all employees of the Municipality of Kazabazua.

ARTICLE 3 : OBJECTIVES OF THE CODE

The present code pursues the following goals :

- 1) Give priority to the municipality's values;
- 2) Institute standards of conduct that foster the adoption of these values;
- 3) Prevent ethical conflicts and, should any arise, resolve them effectively and with good judgment;
- 4) Apply control measures to breaches of ethics.

ARTICLE 4 : VALUES OF THE MUNICIPALITY

The following values shall serve as a guide for the conduct of municipal employees, especially when the situations encountered are not explicitly set out in this code or by the various policies of the municipality.

1) Integrity

All employees shall uphold honesty, rigour and justice.

2) Prudence in the pursuit of the public interest

All employees shall assume the responsibilities related to their mission of public interest. In the accomplishment of this mission, the employees shall act with professionalism, vigilance and good judgment.

3) Respect and civility towards other employees, elected officials of the municipality and citizens

Every employee promotes respect and civility in human relations. He or she is entitled to them and acts with respect and civility towards all persons with whom he or she deals in the course of his or her duties.

4) Loyalty to the municipality

All employees shall protect the interests of the municipality by upholding its laws and by-laws.

5) Quest for equity

All employees shall treat everyone fairly, in accordance with laws and by-laws.

6) Honour attached to the office of municipal employee

Every employee shall safeguard the honour attached to his or her duties, which presupposes the consistent practice of the five preceding values: integrity, prudence, respect and civility, loyalty and fairness.

ARTICLE 5 : RULES OF CONDUCT

5.1 Application

The rules set out in this section shall guide the conduct of municipal employees.

5.2 Obligations following the end of employment

Within twelve months of the end of his employment, the following persons are prohibited:

- 1° the director general and the assistant director general;
- 2° the clerk-treasurer and the assistant;
- 3° the treasurer and the assistant;
- 4° the clerk and the assistant;
- 5° all employees designated by the municipal council;

Within twelve (12) months of the end of employment to hold a position of director or officer of a corporation, employment or any other function, in such a way that he or she or any other person derives an undue advantage from his or her previous duties as an employee of the municipality.

5.3 Objectives

These rules aim, in particular, to prevent:

1. all situation where the private interest of an employee might impair his or her independence of judgment in carrying out the duties of office;
2. any situation that would run counter to any provision of a government law or by-law or a municipal council by-law or an employee guideline;
3. favouritism, embezzlement, breach of trust or other misconduct.

5.4 Conflicts of interest

5.4.1 It is forbidden for any employees to act, attempt to act or omit to act in such a way as to further, in the performance of his or her duties, his or her personal interests or, in an abusive manner, those of any other person.

5.4.2 It is forbidden for any employees to use his or her position to influence or attempt to influence the decision of another person in such a way as to further his or her personal interests or, in an abusive manner, those of any other person.

5.4.3 It is forbidden for any employee to solicit, arouse, accept or receive, for himself or for another person, any advantage whatsoever in exchange for a position.

5.4.4 It is forbidden for any employees to accept any gift, hospitality or other benefit, however valuable, offered by a supplier of goods or services or that may influence his or her independence of judgment in the performance of his or her duties or that may compromise his or her integrity.

5.4.5 Every gift, mark of hospitality or other benefit received by an employee that is not of a purely private nature or referred to in section 5.4.4 must, where its value exceeds \$200, be the subject, within thirty days of its receipt, of a written declaration by the employee to the clerk-treasurer of the municipality. This declaration must contain an adequate description of the gift, hospitality or benefit received, and specify the name of the donor and the date and circumstances of its receipt.

5.5 Use of municipal resources

No employee shall use the resources of the municipality for personal purposes or for purposes other than activities related to the performance of his or her duties, subject to a specific policy governing such use. La présente interdiction ne s'applique pas lorsqu'une employée ou un employé utilise, à des conditions non préférentielles, une ressource mise à la disposition des citoyennes et citoyens.

5.6 Use or communication of confidential information

The employee must not make use of confidential information obtained in the performance or in the course of his or her work. These obligations survive for a reasonable period of time after termination of employment, and survive at all times when the information relates to the reputation and privacy of others.

5.7 Breach of trust and embezzlement

No employee shall misappropriate property belonging to the municipality for his or her own use or to the use of a third party.

5.8 Financing policy and public announcement

No employee shall make an announcement, at a political fundraising event, of the completion of a project, the conclusion of a contract or the granting of a subsidy by the municipality, unless a final decision on the project, contract or subsidy has already been made by the competent authority of the municipality.

ARTICLE 6: PREVENTION MECHANISM

An employee who believes that he or she is placed, directly or indirectly, in a situation of real, potential or apparent conflict of interest, or who is likely to otherwise contravene this Code of Ethics and Professional Conduct, must notify his or her supervisor or immediate superior. Dans le cas de la directrice générale ou du directeur général, elle ou il doit en aviser la mairesse ou le maire.

ARTICLE 7: BREACH AND DISCIPLINARY MEASURES

A breach of a rule provided for in this Code of Ethics and Professional Conduct by an employee may result, by decision of the municipality and in compliance with any contract of employment, in the application of any sanction appropriate to the nature and seriousness of the breach.

Any complaint from citizens under this Code must:

1. be filed confidentially with the Director General, who will, if necessary, determine whether there has been a contravention of the Code of Ethics and Conduct;
2. be complete, be written, motivated and accompanied, if applicable, by any supporting document, and come from any person who is aware of a breach of this Code of Ethics and Conduct.

With respect to the Director General and Clerk-Treasurer, any complaint must be filed with the Mayor of the Municipality.

No penalty may be imposed on an employee without the employee:

1. has been informed of the reproach addressed to him;
2. had the opportunity to be heard.

ARTICLE 8: OTHER CODE OF ETHICS AND PROFESSIONAL CONDUCT

This Code shall not be construed as restricting the obligations imposed on a municipal employee by law, by-law, code of professional ethics, contract of employment including a collective agreement, municipal policy or directive.

ARTICLE 9: REPLACEMENT

This By-law replaces By-law No. 2018-017

ARTICLE 10: ENTRY INTO FORCE

This by-law shall come into force in accordance with the law.

CARRIED

2022-04-084
1.12

**NOTICE OF MOTION AND DEPOSIT OF THE PROJECT BY-LAW NUMBER
2022-043 DECREERING CAPITAL EXPENDITURES OF \$ 1,147,819 AND A LOAN
OF \$ 697,819.00 FOR THE CONSTRUCTION OF A MUNICIPAL GARAGE**

Notice of motion is hereby given by Sylvain La France that a by-law bearing number 2022-043 « *Decreeing capital expenditure of \$ 1,147,819 and a loan of \$ 697,819.00 for the construction of a municipal garage* » will be submitted for adoption at a subsequent meeting.

The notice of motion is accompanied by a request for exemption from reading.

The draft by-law is submitted to Council

2022-04-085

1.13

PROFESSIONAL SERVICES OF A GROUP INSURANCE CONSULTANT FOR MUNICIPALITIES AND ORGANIZATIONS, AS PART OF A CONSOLIDATED PURCHASE OF THE UMQ

WHEREAS The Municipality of Kazabazua has received a proposal from the Union des municipalités du Québec (UMQ) to form, on its behalf and on behalf of several other interested municipalities (or MRC's or intermunicipal boards), a group to retain the professional services of a group insurance consultant for municipalities and organizations, as part of a consolidated purchase of the UMQ;

WHEREAS sections 29.9.1 of the Cities and Towns Act and 14.7.1 of the Municipal Code allow a municipality to enter into such an agreement with the UMQ;

WHEREAS the Municipality of Kazabazua wishes to join this grouping;

WHEREAS in accordance with the law, the UMQ will proceed to a public call for tenders to award the contract;

WHEREAS the said contractual process is subject to "Regulation No. 26 on the contractual management of the UMQ for its consolidation agreements" adopted by the UMQ Board of Directors;

WHEREAS the UMQ launched this call for tenders in March 2022

IT IS PROPOSED BY Sylvain La France, **SECONDED BY** Paul Chamberlain **AND RESOLVED:**

THAT the Municipality of Kazabazua confirms its membership in the UMQ group to retain the professional services of a group insurance consultant for municipalities and organizations, as part of a consolidated purchase and entrusts the UMQ with the process leading to the award of the contract;

THAT the contract awarded will be for a period of one year, renewable from year to year for a maximum period of five years;

THAT the Municipality of Kazabazua undertakes to provide the UMQ, within the deadlines set, with the information necessary for the call for tenders;

THAT the Municipality of Kazabazua undertakes to comply with the terms and conditions of the said contract as if it had contracted directly with the supplier to whom the contract will be awarded;

THAT the Municipality of Kazabazua undertakes to pay the UMQ a management fee of 1.15% of the total premiums paid by the municipality;

CARRIED

2022-04-086

1.14

TECQ 2019-2023 - PROGRAMMING OF WORKS N° 1

WHEREAS :

The municipality has read the Guide relating to the terms and conditions of payment of the government contribution under the Gas Tax program and the Québec contribution (TECQ) for the years 2019 to 2023;

The municipality must comply with the terms and conditions of this guide that apply to it in order to receive the government contribution confirmed to it in a letter from the Ministère des Affaires municipales et de l'Habitation .

IT IS PROPOSED by Craig Gabie, **SECONDED** by Damien Lafrenière and **is resolved that:**

The municipality undertakes to respect the terms and conditions of the guide that apply to it;

The municipality undertakes to be solely responsible for and to release the Government of Canada and the Government of Quebec as well as their ministers, senior officials, employees and mandataries from any liability for claims, demands, losses, damages and costs of all kinds based on an injury inflicted on a person, the death of the latter, damage to property or loss of property attributable to a deliberate or negligent act resulting directly or indirectly from investments made through financial assistance obtained under the TECQ 2019-2023 program;

The municipality approves the content and authorizes the sending to the Ministère des Affaires municipales et de l'Habitation of the attached work program Nos. 1 and all other documents required by the Ministère in order to receive the government contribution confirmed to it in a letter from the Ministère des Affaires municipales et de l'Habitation

The municipality undertakes to meet the minimum capital threshold imposed on it for all five years of the program;

The municipality undertakes to inform the Ministère des Affaires municipales et de l'Habitation of any changes to the work program approved by this resolution.

The municipality certifies by this resolution that the attached work schedule No. 1 includes true realized costs and reflects the cost forecasts of the eligible work.

CARRIED

2. PUBLIC SECURITY

3. TRANSPORT

2022-04-087
3.1

GRANTING OF CONTRACT OF PUBLIC TENDER – SEAO – MUNICIPAL GARAGE

CONSIDERING that the municipality has issued a public tender notice on January 22, 2022 on the Government of Quebec's Electronic Tender System (SEAO) for the construction of a municipal garage bid number KAZ-GM-0919;

CONSIDERING that the deadline for receiving tenders is March 10, 2022 at 2:00 p.m. and that the municipality opened the bids on the same day at 2:01 p.m.;

CONSIDERING THAT 3 tenders have been received electronically and that they are conform;

THEREFORE, IT IS PROPOSED by Lynne Lachapelle, **SECONDED** by Craig Gabie and resolved;

THAT council awards to the lowest bidder the KAZ-2022-01 contract for the construction of the municipal garage to the contractor Callfred Inc (Appelle Fred). Located at 142 Rue de Varennes (suite 5), Gatineau (Québec) J8T 8G5 for the total amount of \$ 1,147,818.68 including applicable taxes;

THAT the commitment is conditional on the adoption of a borrowing by-law and the approval by the Minister of Municipal Affairs and Housing;

THAT council mandates the Director General, Mr. Pierre Vaillancourt, to sign the for and on behalf of the municipality the granted contract;

The results of the opening bids are:

Bidder	Tendered price
Callfred Inc (Appelle Fred)	1 147 818,68 \$
Les constructions Langevin et Frères	1 311 841,75 \$
Defran	1 383 749 42 \$

CARRIED

2022-04-088
3.2

GRANT APPLICATION – THIBAUT ROAD ASSOCIATION

WHEREAS an application for a grant received by the municipality on March 3, 2022;

WHEREAS according to sections 4(8) 90 and 91(2) of the Municipal Powers Act that a municipality may subsidize a non-profit organization for work on a road;

THEREFORE, IT IS PROPOSED by Damien Lafrenière, **SECONDED** by Paul Chamberlain and resolved;

THAT council authorize a grant of \$1,000 to the Chemin Thibault association for the reloading of the roundabout on Thibault Road.

CARRIED

2022-04-089
3.3

GRANTING OF CONTRACT – STREET SWEEPING

WHEREAS the municipality has published a call for tenders by invitation for the Mowing of Vegetation dated March 9, 2022;

WHEREAS two (2) bids have responded to this call for tenders and is compliant;

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

THAT Council awards to the lowest bidder the Street Sweeping service contract, as well as the sidewalk, municipal office and community center to Judith Langevin at a total cost of \$9,444.59 including applicable taxes.

The results of the opening bids are:

Bidder	Tendered price
Judith Langevin	\$ 9,444.59
John Sweeping	\$ 11,265.55

CARRIED

2022-04-090
3.4

GRANTING OF CONTRACT - MOWING OF VEGETATION

WHEREAS the municipality has published a call for tenders by invitation for the Mowing of Vegetation dated March 9, 2022;

WHEREAS one (1) bid has responded to this call for tenders and is compliant;

THEREFORE, IT IS PROPOSED by Sylvain La France, **SECONDED** by Craig Gabie and resolved;

THAT council grants for the roadside mowing service contract to ADL Services Inc. at a total cost of \$4,849.65 including applicable taxes.

CARRIED

4. ENVIRONMENTAL HYGIENE & SANITATION

5. HEALTH AND WELFARE

6. LAND USE PLANNING AND DEVELOPMENT

2022-04-091
6.1

EMPLOYMENT CONTRACT CTSR05 BUIDING AND ENVIRONNEMENT INSPECTOR

WHEREAS the position of Building and Environmental Inspector has been filled on an interim basis by Sylvie Roy;

WHEREAS on the recommendation of the Director General that this position be fulfilled by Sylvie Roy and that the septic sludge program will be allocated to her in surplus;

WHEREAS the members of council have individually reviewed the contract number CTSR05;

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

THAT council appoint Sylvie Roy as urban planning and environmental inspector of the municipality of Kazabazua according to the terms and conditions of employment as stipulated in contract CTSR05 and mandate the director general to sign the contract CTSR05 for and on behalf of the municipality.

CARRIED

2022-04-092
6.2

**AMENDMENT RESOLUTION NUMBER 2019-04-087 SUBDIVISION PROJECT
PHASE 1 – MODIFICATION OF LOTS 47 TO 49 AND 305 TO 309**

WHEREAS the members of the council have individually read the subdivision plan prepared by Bussières Bérubé Genest Schnob, land surveyors inc. dated of March 15, 2019;

THEREFORE, IT IS PROPOSED by Paul Chamberlain, **SEFCONDED** by Craig Gabie and resolved;

THAT resolution number 2019-04-087 be amended to modify the text "PHASE 1" for « 24 lots » and modify by deleting in the title the text « MODIFICATION OF LOTS 47 TO 49 AND 305 TO 309 »

CARRIED

7. RECREATION AND CULTURE

2022-04-093
7.1

**REGIONS AND RURALITY FUND (FRR) COMPONENT 2 PROJECT
APPLICATION**

WHEREAS that a project application from the Municipality of Kazabazua under the Regions and Rurality Fund (FRR) Component 2 for a recreational infrastructure improvement project;

WHEREAS that the municipality wishes to benefit from this sum for the community for sport and recreation;

WHEREAS a resolution with the description of the proposed project, the financial arrangement and the schedule of the latter by March 25, 2022 be submitted;

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

THAT the council mandatse the Director general to submit an application for a project entitled "Recreational Infrastructure Enhancements" under the Fonds Régions et Ruralité (FRR) Component 2 at a total projected cost of \$82,391;

THAT the municipality request an amount of \$55,683 from the Fonds Régions et Ruralité (FRR) Component 2 for this project;

THAT the municipality that is the proponent undertakes to contribute an amount of \$17,189 for this project;

THAT council mandates the director general Mr. Pierre Vaillancourt to sign for and on behalf of the municipality all documents relating to this application.

CARRIED

2022-04-094
7.2

ACADEMIC MERIT SCHOLARSHIPS

IT IS PROPOSED by Craig Gabie
SECONDED by Lynne Lachapelle
And resolved

THAT council authorizes a scholarship of \$200 for each student to help students pursue their studies at a higher level, this scholarship is offered to graduates of Sacred Heart High School in Gracefield and graduates of St Micheal's High School, these students must be residents of the municipality of Kazabazua.

CARRIED

8. MISCELLANEOUS

9. **QUESTION PERIOD**


10. **CLOSING OF THE MEETING**

The agenda being exhausted, the President declares the closing of the meeting at 8:09 pm.

President

Clerk

Robert Bergeron,
Mayor



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 ».