

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

**Minutes – Tuesday September 6, 2016**

MINUTES OF THE REGULAR MEETING OF COUNCIL OF THE MUNICIPALITY OF KAZABAZUA HELD AT 26 BEGLEY ROAD (COMMUNITY CENTER), SEPTEMBER 6, 2016, AT 7:45 P.M. UNDER THE CHAIRMANSHIP OF OTA HORA, MAYOR.

Are present MICHEL COLLIN  
PAMELA LACHAPELLE  
SANDRA LACHARITY  
KEVIN MOLYNEAUX  
TANYA GABIE  
KIM CUDDIHEY-PECK

Secretary of the meeting: PIERRE VAILLANCOURT.

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**GENERAL ADMINISTRATION**

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2016-09-234 **OPENING OF THE MEETING**

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

**CARRIED**

**Mayor's Report**

**QUESTION PERIOD**

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**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 August 2, 2016
- 1.6 Adoption of bank withdrawals
- 1.7 Approval of the Cheque Register
- 1.8 Adoption of the list of accounts payable
- 1.9 Report of the director general expenditures
- 1.10 BY-LAW 2016-03 AMENDING BY-LAW NUMBER 2014-02 CONCERNING THE CODE OF ETHICS AND PROFESSIONAL CONDUCT OF ELECTED OFFICIAL OF THE MUNICIPALITY OF KAZABAZUA
- 1.11 BY-LAW 2016-04 AMENDING BY-LAW NO. 06-2012 CONCERNING THE CODE OF ETHICS AND CONDUCT OF MUNICIPAL EMPLOYEES
- 1.12 Kilometer expense authorization - Mayor

**2. PUBLIC SECURITY**

- 2.1 No parking signs during winter and signs concerning dogs

**3. TRANSPORT**

- 3.1 PAERRM - MTQ grant - Approval of expenditures for work performed for the year 2016
- 3.2 Soil Compaction study – Municipal Garage
- 3.3 Rules for culverts at entrance of property
- 3.4 TECQ project Mulligan Ferry - Expenses authorization
- 3.5 Snow plow equipment
- 3.6 Grant Road agreement for widening of the road – Fence
- 3.7 TECQ 2014-2018 - Approval of expenditures for work performed for the year 2016

**4. ENVIRONMENTAL HYGIENE & SANITATION**

- 4.1

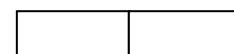
**5. HEALTH AND WELFARE**

- 5.1

**6. LAND USE PLANNING AND DEVELOPMENT**

- 6.1 AccèsLogis Québec program for financial aid or a tax credit - Meeting

**7. RECREATION AND CULTUREL**



- 7.1 Community Centre – Architect plan
- 7.2 Air conditioning – Chalet

**8. MISCELLANEOUS**

8.1

**9. QUESTION PERIOD**

**10. CLOSURE OF THE MEETING**

**2016-09-235 AGENDA**

**WHEREAS** council members renounce to the reading of the agenda;

**IT IS PROPOSED** by Tanya Gabie, **SECONDED** by Pamela Lachapelle and resolved to adopt the agenda by adding the following topics:

- 1.13 SUPERVISOR OF ROADS
- 1.14 COMMITTEES MANDATES
- 1.15 GRANTING OF CONTRACT - RENOVATION OF THE TOWN HALL
- 1.16 KAZCAN PROJECT
- 2.2 PURCHASE OF UNIFORM FIRE DEPARTMENT
- 3.8 MEETING WITH MUNICIPALITY OF ALLEYN-ET-CAWOOD
- 3.9 TENDER BY INVITATION - ROAD MATERIAL
- 3.10 MEETING ON BONUS FOR ROAD EMPLOYEES
- 3.11 EMPLOYEE STATUS PART TIME TO FULL TIME
- 3.12 STEAM CLEANER
- 3.13 MEETING WITH MR. LEGROS AND COUNCIL
- 7.3 REQUEST OF THE USE OF THE MUNICIPAL LAND
- 7.4 PICNIC TABLE

**CARRIED**

**2016-09-236 MINUTES OF THE REGULAR SITTING OF AUGUST 2, 2016**

**WHEREAS** council members have individually reviewed the minutes of the regular sitting of August 2, 2016;

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

**IT IS PROPOSED** by Pamela Lachapelle, **SECONDED** by Kim Cuddihey-Peck and resolved to adopt the minutes of the regular sitting of August 2, 2016.

**CARRIED**

**2016-09-237 ADOPTION OF BANK WITHDRAWALS**

**IT IS PROPOSED** by Pamela Lachapelle  
**SECONDED** by Michel Collin  
 And resolved

**TO** adopt, as presented, the list of direct debits for the month of August 2016 for a total of the following amounts:

Net Salaries	\$ 26,627.18
Provincial Remittances	\$ 7,680.90
Federal Remittances	\$ 3,014.82
Retirement Pension Remittances	\$ 2,051.52

**CARRIED**

**2016-09-238 APPROVAL OF THE CHEQUE REGISTER**

**IT IS PROPOSED** by Michel Collin  
**SECONDED** by Pamela Lachapelle  
 And resolved

**TO** adopt, as presented, the Cheque Register for the month of August 2016 for a total amount of \$ 83,898.18 including the remittances

**CARRIED**

**2016-09-239 ADOPTION OF THE LIST OF ACCOUNTS PAYABLE**

**IT IS PROPOSED** by Pamela Lachapelle  
**SECONDED** by Michel Collin  
 And resolved

**TO** adopt, as presented, the payment of the accounts payable list for the month of August 2016 for a total amount of \$ 127,845.27.

**CARRIED**

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2016-09-240 **REPORT OF THE DIRECTOR GENERAL - EXPENDITURES (\$ 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,  
Secretary-Treasurer and Director general**

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2016-09-241 **BY-LAW 2016-03 AMENDING BY-LAW NUMBER 2014-02 CONCERNING THE CODE OF ETHICS AND PROFESSIONAL CONDUCT OF ELECTED OFFICIAL OF THE MUNICIPALITY OF KAZABAZUA**

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**CANADA  
PROVINCE OF QUEBEC  
MRC VALLEE-DE-LA-GATINEAU  
MUNICIPALITY OF KAZABAZUA**

**BY- LAW NUMBER 2016-03**

**BY-LAW 2016-03 AMENDING BY-LAW NUMBER 2014-02 CONCERNING THE CODE OF ETHICS AND PROFESSIONAL CONDUCT OF ELECTED OFFICIAL OF THE MUNICIPALITY OF KAZABAZUA**

**WHEREAS** ethics the *Act on Ethics and professional conduct in municipal matters* (RLRQ c. E-15.1.0.1), requires local municipalities to adopt a code of ethics and professional conduct applicable to elected officials;

**WHEREAS**, pursuant to the Act, the Municipality adopted By-Law number 2014-02 on the Code of Ethics and Professional Conduct of elected officials of the Municipality of Kazabazua, which was revised in accordance with the Act for this purpose (hereinafter designated as « By-Law number 2014-02 »);

**WHEREAS** following the adoption of the Act to amend various legislative provisions concerning municipal affairs especially concerning political financing (L.Q. 2016, chapter 17), the municipality must modify the code of ethics and professional conduct applicable to elected officials;

**WHEREAS** a notice of motion has been previously given, pursuant to the Act, at the extra ordinary meeting of August 14, 2016 and that a project By-Law was filed by the council member giving the notice of motion, that a read request for exemption was requested and that each of the council members present acknowledges having received a copy of the project By-Law and declares to have read and waives its reading;

**THEREFORE, IT IS PROPOSED** by Tanya Gabie, **SECONDED** by Sandra Lacharity and resolved:

**THAT** the municipal Council adopts By-Law number 2016-03 to amend By-Law number 2014-02, as follows:

**ARTICLE 1 – PREAMBULE**

The preamble of this By-Law forms an integral part.

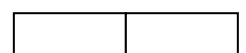
**ARTICLE 2 – TITLE**

The title of this By-Law is: « By-Law No. 2016-03 amending By-Law No. 2014-02 on the Code of Ethics and Professional Conduct of elected officials of the Municipality of Kazabazua ».

**ARTICLE 3 – ADDITION**

By-Law No. 2014-02 is amended by adding after Article 5.3.7, the following:

« **5.4 Political Financing and public announcement**



It is prohibited for any member of the Council to make the announcement at a political fundraising event, realization of a project, the conclusion of a contract or a grant by the Municipality unless a final decision on this project, contract or grant has already been taken by the competent authority of the Municipality.

Council member firm that employs staff must ensure that its employees comply with the prohibition in the first paragraph. In case of non compliance with this prohibition by one of these, the Council member is attributable for the purposes of the imposition of sanctions under the Act. »

#### ARTICLE 4 - ENTRY INTO FORCE

This By-Law shall enter into force according to Law.



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Ota Hora  
Mayor

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Pierre Vaillancourt,  
Director General / Secretary-Treasurer

**CARRIED**

2016-09-242 **BY-LAW 2016-04 AMENDING BY-LAW NO. 06-2012 CONCERNING THE CODE OF ETHICS AND CONDUCT OF MUNICIPAL EMPLOYEES**

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**CANADA  
PROVINCE OF QUEBEC  
MRC VALLEE-DE-LA-GATINEAU  
MUNICIPALITY OF KAZABAZUA**

#### **BY-LAW NO. 2016-04**

#### **BY-LAW 2016-04 AMENDING BY-LAW NO. 06-2012 CONCERNING THE CODE OF ETHICS AND CONDUCT OF MUNICIPAL EMPLOYEES**

**WHEREAS** the *Act on Ethics and professional conduct in municipal matters* (RLRQ c. E-15.1.0.1), creates the obligation for all local municipalities to adopt a code of ethics and professional conduct that sets out the main values of the Municipality on ethics and rules that should guide the conduct of the employees therein;

**WHEREAS** the Municipality adopted the By-Law No. 06-2012 on the Code of Ethics and Professional Conduct for municipal employees to comply with the Act (hereinafter designated as « By-Law No. 06-2012 »);

**WHEREAS** following the adoption of the Act to amend various legislative provisions concerning municipal affairs especially concerning political financing (L.Q. 2016, chapter 17), the municipality must amend the Code of Ethics of Municipal Employees;

**WHEREAS** a notice of motion has been previously given, pursuant to the Act, at the extra ordinary meeting held on August 14, 2016 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;

**WHEREAS** the formalities prescribed in the Act have been met

**THEREFORE, IT IS PROPOSED** by Michel Collin, **SECONDED** by Tanya Gabie and resolved:

**THAT** the municipal Council adopt By-Law No. 2016-04 to amend the By-Law No. 06-2012, as follows:

#### **ARTICLE 1 – PREAMBULE**

The preamble of this By-Law forms an integral part.

#### **ARTICLE 2 – TITLE**

The title of this By-Law: « By-Law No. 2016-04 Amending By-Law No. 06-2012 on the Code of Ethics and Professional Conduct for municipal employees »

#### **ARTICLE 3- ADDITION**

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By-Law No.06-2012 is modified by adding after section 5.6 the following:

« **5.7 - Financing policy and public announcement**

It is prohibited for all employee, employed by the office of a council member, to make the announcement at a political fundraising event, realization of a project, the conclusion of a contract or a grant by the municipality, unless a final decision on this project, contract or grant has already been taken by the competent authority of the Municipality. »

**ARTICLE 4 ENTRY INTO FORCE**

This By-Law shall enter into force in accordance with the Law.



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Ota Hora  
Mayor

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Pierre Vaillancourt,  
Director General / Secretary-Treasurer

**CARRIED**

**2016-09-243 KILOMETER EXPENSE AUTHORIZATION - MAYOR**

**IT IS PROPOSED** by Kevin Molyneaux  
**SECONDED** by Michel Collin  
And resolved

**THAT** council authorizes the travel expenses of the Mayor for meetings with different municipal partners.

**CARRIED**

**2016-09-244 SUPERVISOR OF ROADS**

**IT IS PROPOSED** by Tanta Gabie  
**SECONDED** by Sandra Lacharity  
And resolved

**THAT** council proceeds to the hiring of the road supervisor and that prior a meeting be held with the employee.

**Kim Cuddihey Peck registers her abstention**

**CARRIED**

**2016-09-245 COMMITTEES MANDATES**

**IT IS PROPOSED** by Tanta Gabie  
**SECONDED** by Sandra Lacharity  
And resolved

**THAT** council adopts the committees mandate with the lawyer's recommendations.

**CARRIED**

**THE MAYOR USES HIS VETO AND REFUSES TO SIGN THE RESOLUTION NUMBER 2016-09-145; IT WILL BE RESUBMITTED FOR CONSIDERATION BY COUNCIL AT THE NEXT REGULAR MEETING OF COUNCIL.**

**2016-09-246 GRANTING OF CONTRACT - RENOVATION OF THE TOWN HALL**

**IT IS PROPOSED** by Tanta Gabie  
**SECONDED** by Kevin Molyneaux  
And resolved

**THAT** council grants the renovation of town hall contract to the lowest bidder, the two tenders received and conformed is:

**DM l'équipeur** tendered price is \$ **24,719.63** including applicable taxes  
**Progénik construction** tendered price is \$ **38,286.30** including applicable taxes.

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**ALSO the chosen color is Acadia and that the renovation be terminated by the end of October 2016.**

**CARRIED**

**2016-09-246-1 KAZCAN PROJECT**

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**IT IS PROPOSED** by Pamela Lachapelle  
**SECONDED** by Michel Collin  
And resolved

**THAT** a letter be sent to the responsible of KazCan project for a accountability on the use of grant funds given by council for the project.

**CARRIED**

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**2. PUBLIC SECURITY**

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**2016-09-247 NO PARKING SIGNS DURING WINTER AND SIGNS CONCERNING DOGS**

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**IT IS PROPOSED** by Pamela Lachapelle  
**SECONDED** by Sandra Lacharity  
And resolved

**THAT** Council authorizes the purchase of signs (including posts) of no parking between 00:00 and 6:00 from November 15 to 15 April (Article 6) on the whole territory of the municipality during the winter (SQ By-Law 03-2013 pertaining to Parking),

**ALSO** the purchase authorization prohibiting animals in public places, as described in the SQ 05-2013 By-Law pertaining to animals.

**CARRIED**

**2016-09-248 PURCHASE OF UNIFORM FIRE DEPARTMENT**

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**IT IS PROPOSED** by Michel Collin  
**SECONDED** by Pamela Lachapelle  
And resolved

**THAT** council authorizes and engage the expense for the purchase of uniforms for the fire department up to a maximum of \$ 1,000 excluding applicable taxes.

**CARRIED**

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**3. TRANSPORT**

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**2016-09-249 PAERRM - MTQ GRANT - APPROVAL OF EXPENDITURES FOR WORK PERFORMED FOR THE YEAR 2016**

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**Whereas** a grant for the improvement of the municipal roads was granted under file number 00023642-2-2-83015(07)-2015-09-02-06 to improve Range 8 Road;

**THEREFORE IT IS PROPOSED** by Michel Collin, **SECONDED** by Tanya Gabie and resolved that Council approves the expenses for the work on Range 8 road for a subsidized amount of \$ 70,000, according to requirements of the Quebec Department of Transportation.

**THAT** the work was performed in accordance with these expenditures on roads under the management of the municipality and that a audit file has been created.

**CARRIED**

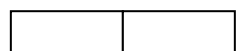
**3.2 SOIL COMPACTION STUDY – MUNICIPAL GARAGE**

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**IT IS PROPOSED** by Michel Collin  
**SECONDED** by Pamela Lachapelle  
And resolved at the majority

**THAT** Council mandates the engineer from the MRCVG Mr. Éric Saumure to do a soil compaction analysis to receive a municipal garage with dimensions of 60 feet by 100 feet, for the placement on the ground of the municipality behind 30 Begley road.

**Tanya Gabie, Sandra Lacharity, Kim Cuddihey-Peck and Kevin Molyneaux registers their dissenting.**



REJECTED

**2016-09-250 RULES FOR CULVERTS AT ENTRANCE OF PROPERTY**

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**IT IS PROPOSED** by Tanya Gabie  
**SECONDED** by Pamela Lachapelle  
And resolved

THAT Council adopts the following rules regarding culverts at the entrance of a land owner;

If the road department is already doing work on a road authorized by council, Employees will be allowed to install a culvert at the request of the owner and the owner will pay the costs for the purchase of their culvert.

**CARRIED**

**2016-09-251 TECQ PROJECT MULLIGAN FERRY - EXPENSES AUTHORIZATION**

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**IT IS PROPOSED** by Pamela Lachapelle  
**SECONDED** by Michel Collin  
And resolved

THAT Council authorizes expenditures for work identified in the project 2 Mulligan Ferry Road in the TECQ 2014-2018 programming for a amount of \$ 39,736.

**CARRIED**

**2016-09-252 SNOW PLOW EQUIPMENT**

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**IT IS PROPOSED** by Sandra Lacharity  
**SECONDED** by Tanya Gabie  
And resolved

THAT Council request estimates dor the repair of the two snow removal trucks.

**CARRIED**

**2016-09-253 GRANT ROAD AGREEMENT FOR WIDENING OF THE ROAD – FENCE**

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**IT IS PROPOSED** by Sandra Lacharity  
**SECONDED** by Michel Collin  
And resolved

THAT an agreement for the widening of Grant was made with the owner identified by roll № 4289-87-0961 which the widening is is now completed, the agreement being to fence alongside the property as specified in the Fencing By-Law № 005-2010.

**CARRIED**

**2016-09-254 TECQ 2014-2018 - APPROVAL OF EXPENDITURES FOR WORK PERFORMED FOR THE YEAR 2016**

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**WHEREAS** the TECQ 2014-2018 programming was adopted by Council by its resolution № 2015-10-250;

**WHEREAS** council must approve expenditures following in the termination of projects identified in its programming for which reimbursement is requested;

**THEREFORE, IT IS PROPOSED** by Sandra Lacharity, **SECONDED** by Kevin Molyneaux and resolved that Council approve the expenses for work performed that appears in the TECQ 2014-2018 programming for Project № 1 Stabilization of the riverbank at Aylwin Village Road in the amount of \$ 194 887,

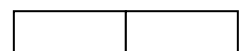
THAT the work has been performed in accordance with these expenditures and that the audit file was created.

**CARRIED**

**2016-09-255 MEETING WITH MUNICIPALITY OF ALLEYN-ET-CAWOOD**

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**IT IS PROPOSED** by Sandra Lacharity  
**SECONDED** by Michel Collin  
And resolved



**THAT** council mandates the road department employee Mr. Ken Peck to meet with the employee of the municipality of Alleyn-et-Cawood to identify the needs of the Lauzon Road and to write a report for council

**CARRIED**

**2016-09-256 TENDER BY INVITATION - ROAD MATERIAL**

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**IT IS PROPOSED** by Kevin Molyneaux  
**SECONDED** by Sandra Lacharity  
And resolved

**THAT** Council mandate the Director General to issue a call for tenders by invitation for the purchase of the following materials:

Reloading of Aylwin Village Road - materials required:  
**0-2 "1/2 MG56 and 0-3 / 4" MG20B a thickness of 4 to 6 inches.**

Reloading of the Aylwin Station Road - materials required:  
**0-3 / 4 MG20B thickness of 4 ".**

**CARRIED**

**THE MAYOR USES HIS VETO AND REFUSES TO SIGN THE RESOLUTION NUMBER 2016-09-256; IT WILL BE RESUBMITTED FOR CONSIDERATION BY COUNCIL AT THE NEXT REGULAR MEETING OF COUNCIL.**

**2016-09-257 MEETING ON BONUS FOR ROAD EMPLOYEES**

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**IT IS PROPOSED** by Kim Cuddihey-Peck  
**SECONDED** by Sandra Lacharity  
And resolved

**THAT** Council mandates the road committee, the director general and the mayor to meet for a study on the bonus for road workers assigned to the winter snow removal.

**CARRIED**

**2016-09-258 EMPLOYEE STATUS PART TIME TO FULL TIME**

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**IT IS PROPOSED** by Kim Cuddihey-Peck  
**SECONDED** by Kevin Molyneaux  
And resolved

**THAT** Council modifies Derek Gabie's contract reference number CTDG01 to the status of full-time employee.

**CARRIED**

**2016-09-259 STEAM CLEANER**

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**IT IS PROPOSED** by Sandra Lacharity  
**SECONDED** by Michel Collin  
And resolved

**THAT** Council authorizes the purchase of parts for the steam cleaner to be functional.

**CARRIED**

**2016-09-260 MEETING WITH MR. LEGROS AND COUNCIL**

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**IT IS PROPOSED** by Sandra Lacharity  
**SECONDED** by Tanya Gabie  
And resolved at the majority

**THAT** Council requests a meeting with property owner Mr. Legros concerning possible negotiations on purchase of land for the construction of a municipal garage.

**Pamela Lachapelle and Michel Collin record their dissent.**

**CARRIED**

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**4. ENVIRONMENTAL HYGIENE & SANITATION**

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**5. HEALTH AND WELFARE**

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**6. LAND USE PLANNING AND DEVELOPMENT**

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6.1

**ACCÈSLOGIS QUÉBEC PROGRAM FOR FINANCIAL AID OR A TAX CREDIT - MEETING**

**IT IS PROPOSED** by  
**SECONDED** by  
And resolved

**THAT** council wants a meeting with the Gatineau Valley Retirement Village before the adoption of the By-Law concerning a municipal program for additional assistance to the AccèsLogis Québec program for financial aid or a tax credit.

**POSTPONED**

**7. RECREATION AND CULTURE**

2016-09-261

**COMMUNITY CENTRE – ARCHITECT PLAN (GRANT FROM – ENABLING ACCESSIBILITY FUNDS)**

**IT IS PROPOSED** by Michel Collin  
**SECONDED** by Pamela Lachapelle  
And resolved

**THAT** Council authorizes to produce plans for the expansion of the bath rooms at the Community Centre, by an architect member of the Order of Architects of Quebec, and to determine the estimated costs for the project.

**CARRIED**

2016-09-262

**AIR CONDITIONING – CHALET**

**IT IS PROPOSED** by Michel Collin  
**SECONDED** by Pamela Lachapelle  
And resolved

**THAT** Council authorizes the installation and the expenditure for the purchase of a wall air conditioning unit for the Community Center on the Chalet side at a cost of ± \$ 5,000.

**CARRIED**

2016-09-263

**REQUEST OF THE USE OF THE MUNICIPAL LAND**

**IT IS PROPOSED** by Tanya Gabie  
**SECONDED** by Pamela Lachapelle  
And resolved

**THAT** Council authorizes the use of municipal land at 26 Begley Road for a Halloween wagon ride activity for children.

**CARRIED**

2016-09-264

**PICNIC TABLE**

**IT IS PROPOSED** by Tanya Gabie  
**SECONDED** by Pamela Lachapelle  
And resolved

**TO** order 10 picnic tables from Kaz Cabana based on the estimation that was provided to council, that the expense be budgeted to the 2017 budget that council may change the original plans and will be confirmed by October.

**CARRIED**

**8. MISCELLANEOUS**

**QUESTION PERIOD**

2016-09-265

**CLOSURE OF THE MEETING**

**IT IS PROPOSED** by Michel Collin  
**SECONDED** by Kevin Molyneaux  
And resolved

**THAT**, the agenda being exhausted, the meeting be adjourned at 9:20.

**CARRIED**

President

Secretary

*Pierre Vaillancourt*

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Ota Hora,  
Mayor

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Pierre Vaillancourt,  
Director General / Secretary-treasurer

