

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

**Minutes – Tuesday February 6., 2018**

MINUTES OF THE REGULAR MEETING OF COUNCIL OF THE MUNICIPALITY OF KAZABAZUA HELD AT 26 BEGLEY ROAD (COMMUNITY CENTER), FEBRUARY 6, 2018 AT 7:08 P.M. UNDER THE CHAIRMANSHIP OF MR. ROBERT BERGERON, MAYOR.

Are present PAUL CHAMBERLAIN  
LYNNE LACHAPELLE  
LYNN NOËL  
SYLVAIN LA FRANCE  
HENRI CHAMBERLAIN  
CRAIG GABIE

Secretary of the meeting: PIERRE VAILLANCOURT

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**GENERAL ADMINISTRATION**

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2018-02-31 **OPENING OF THE MEETING**

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

**CARRIED**

1.2 **Mayor's Report**

1.3 **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 January 9, 2018
- 1.6 Minutes of the extra ordinary sitting of January 23, 2018
- 1.7 Adoption of bank withdrawals
- 1.8 Adoption of the Cheque Register
- 1.9 Adoption of the list of accounts payable
- 1.10 Report of the director general expenditures
- 1.11 Adoption of by-law number 2018-014 imposing the rates of taxes for the fiscal year 2018
- 1.12 ADOPTION OF BY-LAW 2018-015 Code of Ethics and Professional Conduct of elected officials
- 1.13 PAERRM - approval of expenditures for work performed for the financial year 2017
- 1.14 Agreement regarding the recognition of municipal tax arrears and transaction (Article 2631 and following C.c.Q.)
- 1.15 Tabling to the council on the part of the MMQ share
- 1.16 Sponsorship Quebec Team 2018
- 1.17 Rate increase for the employees – financial year 2018

**2. PUBLIC SECURITY**

2.1

**3. TRANSPORT**

3.1

**4. ENVIRONMENTAL HYGIENE & SANITATION**

4.1 Tender for Septic Emptying

**5. HEALTH AND WELFARE**

5.1

**6. LAND USE PLANNING AND DEVELOPMENT**

6.1

**7. RECREATION AND CULTUREL**

7.1 Update of Library computer facilities

**8. MISCELLANEOUS**

8.1

**9. QUESTION PERIOD**

**10. CLOSING OF THE MEETING**

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2018-02-32

1.4

**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 Lynn Noël, **SECONDED** by Paul Chamberlain and resolved to adopt the agenda by adding the following topics:

- 1.18 **DON – LOW ET CLUB LIONS DISTRICT**
- 1.19 **LAPTOPS ESTIMATE**
- 1.20 **MANDATES TO THE LAYER**
- 7.2 **REQUEST FROM QUEEN ELIZABETH ELEMENTARY SCHOOL – 2018 WINTER OLYMPICS**
- 7.3 **LIBRARY DAY – BOOK FAIR**
- 7.4 **SUPPORT AND MANDATE – GENERATION OF TOMORROW**

**CARRIED**

2018-02-33  
1.5

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**MINUTES OF THE REGULAR SITTING OF JANUARY 9, 2018.**

**WHEREAS** council members have individually reviewed the minutes of the regular sitting of January 9, 2018;

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

**IT IS PROPOSED** by Lynn Noël, **SECONDED** by Sylvain La France and resolved to adopt the minutes of the regular sitting of January 9, 2018.

**CARRIED**

2018-02-34  
1.6

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**MINUTES OF THE EXTRAORDINARY SITTING OF JANUARY 23, 2018.**

**WHEREAS** council members have individually reviewed the minutes of the extraordinary sitting of January 23, 2018;

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

**IT IS PROPOSED** by Paul Chamberlain, **SECONDED** by Henri Chamberlain and resolved to adopt the minutes of the extraordinary sitting of January 23, 2018.

**CARRIED**

2018-02-35  
1.7

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**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 January 2018 for a total of the following amounts:

Net Salaries	\$ 30,635.12
Provincial Remittances	\$ 8,225.97
Federal Remittances	\$ 2,935.77
Retirement Pension Remittances	\$ 2,439.52

**CARRIED**

2018-02-36  
1.8

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**ADOPTION OF THE CHEQUE REGISTER**

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

**TO** adopt, as presented, the Cheque Register for the month of January 2018 for a total amount of \$ 40,673.53.

**CARRIED**

2018-02-37  
1.9

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**ADOPTION OF THE LIST OF ACCOUNTS PAYABLE**

**IT IS PROPOSED** by Lynn Noël  
**SECONDED** by Paul Chamberlain  
And resolved

TO adopt, as presented, the payment of the list of accounts payable for the month of January 2018 for a total amount of \$ 24,422.84.

**CARRIED**

2018-02-38  
1.10

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**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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2018-02-39  
1.11

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**ADOPTION OF BY-LAW NUMBER 2018-014 IMPOSING THE RATES OF TAXES FOR THE FISCAL YEAR 2018**

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

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**BY-LAW NUMBER 2018-014**

**IMPOSING THE RATES OF TAXES FOR THE FISCAL YEAR 2018**

**WHEREAS** the Council of the Municipality of Kazabazua has adopted the budget for fiscal year 2018 on January 23, 2018;

**WHEREAS** it is expedient to impose and levy, within the limits fixed by the laws, by direct taxation on the taxable property of the territory of the Municipality of Kazabazua, any sum of money necessary to meet the expenses of operation and investment or for any special purpose within the limits of its powers;

**WHEREAS** a notice of motion was previously given, in accordance with the Act, at the extraordinary meeting held on January 23, 2018 and that a draft by-law was tabled by the member of council who gave the notice of motion, that an application for exemption from reading has been requested and that each member of the council present acknowledges having received a copy of the draft by-law and declares having read it and renounces its reading;

**WHEREAS** Council takes into account by-law 2018-014 imposing the tax rate for the fiscal year 2018;

**CONSEQUENTLY, IT IS MOVED** by Sylvain La France, **SECONDED** by Craig Gabie and resolved that Council decrees as follows:

**SECTION I  
INTERPRETATIVE PROVISIONS**

1. Unless stated otherwise, the expressions and terms and following words, in this By-Law, the meaning and application attributed by this present article are hereinafter assigned to them.

(1) the term "residential immovable" means a dwelling, house, apartment, private residence, cottage, vacation home or other place usually occupied or intended to be occupied as a dwelling by one or more persons Whether the premises are actually occupied or not.

(2) the term "commercial immovable" means any place in which an economic or administrative activity in the field of finance, commerce or services is carried on for gain or otherwise, a trade, an art, a profession or any other activity constituting A means of profit, gain or existence, other than employment or office.

(3) the term industrial "industrial building" means any premises in which an activity in industry is carried on for gainful purposes.

(4) the term "agricultural immovable" means any agricultural operation registered with the Quebec Ministry of Agriculture, Fisheries and Food.

## **SECTION II**

### **PROPERTY TAXES**

2. In order to provide for the operating expenses of the municipality of Kazabazua, a general property tax is imposed and levied for the fiscal year 2018 on all the taxable immovable entered on the property assessment roll in force in the territory of the municipality of Kazabazua. The rate is set at point seven six cents (\$ 0.76) per one hundred dollars (\$ 100) evaluation.

3. In order to provide for the repayment of the principal and interest debt of borrowing By-Law 03-2003 on the purchase of the fire truck, a special tax is imposed and levied for the fiscal year 2018 on all taxable immovable entered on the property assessment roll in force in the territory of the municipality of Kazabazua. The rate is set at point zero, one, zero, eight cents (\$ 0.0108) per one hundred dollars (\$ 100) evaluation.

## **SECTION III**

### **COMPENSATION**

4. In order to provide for the wastewater treatment expenses of the territory of the municipality, compensation is imposed and levied for the fiscal year 2018 on all the units listed below on the territory of the municipality of Kazabazua:

1<sup>0</sup> residential unit: \$ 113  
Identify by code 40 Resident

2<sup>0</sup> non-residential units: \$ 73  
Identify by code 41 Non-resident

3<sup>0</sup> business units: \$ 333  
Identify by code 43 Inns

4<sup>0</sup> other unit: \$ 208  
Identify by code 44 others

5. In order to provide for the collection of transport and disposal of household and similar waste in the municipality of Kazabazua, compensation is levied for the financial year 2018 on all the units listed below on the territory of the municipality of Kazabazua:

1<sup>0</sup> residential unit: \$ 151  
Identify by code 1

2<sup>0</sup> business units or industrial: \$ 301  
Identify by code 2, 3, 7, 8, 9, 20.

3<sup>0</sup> business units or services: \$ 201  
Identify by code 4, 5, 6, 10, 11, 12, 13, 14, 15, 17, 18, 19, 21.

4<sup>0</sup> commercial or industrial units: \$ 251  
Identify by code 16.

6. In order to provide for the collection of transport and disposal of recyclable materials in the municipality of Kazabazua, compensation is levied for the financial year 2018 on all the units listed below on the territory of the municipality of Kazabazua:

1<sup>0</sup> residential unit: \$ 22.59  
Identify by code 1,

2<sup>0</sup> business units or industrial: \$ 37.55  
Identify by code 2, 3, 7, 8, 9, 20.

3<sup>0</sup> business units or services: \$ 30.07  
Identify by code 4, 5, 6, 10, 11, 12, 13, 14, 15, 17, 18, 19, 21.

4<sup>0</sup> commercial or industrial units: \$ 45.03  
Identify by code 16 Retail Store

7. In order to meet the cost of purchasing the bin for domestic waste and the bin for

recycling, a compensation is imposed and levied for the fiscal year 2018 a fixed amount of \$ 19.25 for the domestic waste bin and a fixed amount for the recycling bin of \$ 19.25 on all units identified by code 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20 and 21 of the territory of the municipality of Kazabazua.

#### **SECTION IV DEBTOR**

8. The debtor and co-debtors shall be liable to pay the taxes due to the municipality of Kazabazua. For the purposes of this Regulation, the debtor is defined as the owner within the meaning of the Act respecting municipal taxation on whose behalf a unit of assessment is entered on the assessment roll or, in the case of immovable covered by An Act respecting municipal taxation, the person liable to pay the property taxes imposed on that immovable or the amount in lieu thereof.

#### **SECTION V PAIEMENT**

9. The debtor of municipal taxes for 2018 is entitled to pay in 3 equal installments:

1<sup>o</sup> the first being thirty (30) days after sending the tax account, representing 40% of the total amount, due date April 1<sup>st</sup>, 2018

2<sup>o</sup> the second payment, ninety (90) days after the first payment, 30% of the total amount, due on July 1<sup>st</sup>, 2018,

3<sup>o</sup> the third payment, sixty (60) days after the second payment, 30% of the total amount, due date September 1<sup>st</sup>, 2018;

10. To benefit from this right, the debtor must receive a tax account equal to or greater than \$ 300 for each unit of assessment. It is further decreed that service charges be included in the calculation of the application of payment in 3 installments.

11. Where a payment is not made within the prescribed period, only the amount of the payment due shall be immediately due and bear interest.

#### **SECTION VII INTERESTS AND FEES**

12. the taxes shall bear interest at the rate of 15% per annum for payment, supplement or refund of taxes from the expiration of the applicable period.

Notwithstanding what precedes, the council may, as often as in the course of the year, decree by resolution a rate of interest different from that provided for in the first paragraph.

13. An administration fee in the amount of \$ 35 will be claimed from the drawer of a check or other payment order when the check or payment order given to the Municipality is rejected by the drawer.

#### **SECTION VII MISCELLANEOUS DISPOSITIONS**

14. The taxes mentioned in this By-Law do not have the effect of restricting the levying or imposition of any other taxes provided for or decreed by any other municipal by-law.

15. Any previous provisions irreconcilable with this By-Law shall be repealed.

16. The taxes or compensations imposed under this By-Law are for the fiscal year 2018.

17. This By-Law comes into force in accordance with the Law.

**CARRIED**

2018-02-40  
1.12

#### **ADOPTION OF BY-LAW 2018-015 CODE OF ETHICS AND PROFESSIONAL CONDUCT OF ELECTED OFFICIALS**

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

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**BY-LAW NUMBER 2018-015**

**CODE OF ETHICS AND PROFESSIONAL CONDUCT OF ELECTED OFFICIALS  
OF THE MUNICIPALITY OF KAZABAZUA**

**WHEREAS** the Municipal Ethics and Professional Conduct Act (RLRQ v. E-15.1.0.1) requires local municipalities to adopt a code of ethics and professional conduct applicable to municipal elected officials;

**WHEREAS** the Municipal Ethics and Professional Conduct Act imposes an obligation on municipalities, following the municipal elections of November 5, 2017, to revise the code of ethics and professional conduct applicable to them;

**WHEREAS** the formalities provided for in the Municipal Ethics and Professional Conduct Act have been respected;

**WHEREAS** a notice of motion was previously given, in accordance with the Act, at the regular meeting held on January 9, 2018 and that a draft by-law was tabled by the member of council who gave the notice of motion, that an application for exemption from reading has been requested and that each member of the council present acknowledges having received a copy of the draft by-law and declares having read it and renounces its reading;

**THEREFORE, IT IS PROPOSED** by Robert Bergeron, **SECONDED** by Craig Gabie and resolved:

THAT the municipal Council adopts By-Law number 2018-015 as follows:

**PREAMBULE**

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

**TITLE**

The title of this By-Law is: « By-Law No. 2018-015 on the Code of Ethics and Professional Conduct of elected officials of the Municipality of Kazabazua ».

**INTRODUCTION**

The Municipal Council shall perform their duties, fix their personal activities and adopt a responsible behavior in order to protect and maintain the trust of citizens towards their municipality and its administration. Thus, the elected officials of the Municipality, must make decisions and operate with the following values:

- (1) the integrity of the members of every council of the municipality;
- (2) the honour attached to the office of council member;
- (3) prudence in the pursuit of the public interest;
- (4) the respect to be shown to the other council members, to the employees of the municipality and to the citizens of the municipality;
- (5) loyalty to the municipality; and
- (6) the quest for equity.

**1 - REVISIONS**

- a. This code must remain adaptable to changing needs and realities of the Municipality and as such it will be reviewed periodically.
- b. The municipality must, by March 1 following a general election, adopt the Code of Ethics revised to replace the one in force, with or without modification.

**2 - RESPONSIBILITY OF THE ELECTED**

Elected officials, must conduct themselves in a rigorous and moral way

**3 - COMMON INTERESTS AS A DRIVER MANAGER**

- a. All decisions of the Council and various services of the Municipality must be taken as a common interest.

b. The common interest means the interest of all citizens, not just the majority, whereas the interest of a majority or a group may be discriminatory to a minority or other group.

c. A list of organizations, movements or institutions that work in our municipality may, by resolution, declared to be of common interest, having regard to the educational, social, cultural or security that these organizations, movements or institutions has for mission.

d. Such an organization, movement or institution must demonstrate that it is for common interest, to declare the purpose of his fundraising and meet other demands of the Council.

the term "municipal body" the Council, any committee or commission:

1 ° a body declared by law as mandatory or agent of a municipality;

2 ° an organization whose council is composed predominantly of members of the council of a municipality, whose budget is adopted by it or for which funding has been secured for more than half by it;

3 ° of a public body whose council is composed predominantly of members of the council of several municipalities;

4 ° of any other agency determined by the ministre des Affaires Municipales, des Régions et de l'Occupation du territoire.

#### **4 - PROBITY IN PURCHASES**

Purchase conditions are defined by the Council.

#### **5 - CODE OF CONDUCT**

##### **5.1 Scope**

The rules in this section should guide the conduct of elected officers as members of the council, committee or commission of:

- a) the municipality, or
- b) any other body in their capacity as members of the municipal council.

##### **5.2 Purpose**

These rules are intended, in particular, to prevent:

1. Any situation in which council members' private interest might impair their independence of judgment in course of their official duties;
2. Any situation that would be contrary to sections 304 and 361 of the Municipal Elections and Referendums Act (R.S.Q. chapter E-2.2)
3. Favouritism, embezzlement, breach of trust or other misconduct.

##### **5.3 Conflict of interest**

5.3.1 Council members of a council are prohibited from acting, or attempting to act, or omitting to act, in the course of their official duties, so as to further their private interest or improperly further the interest of any other person or persons.

5.3.2 Council members of a council are prohibited from using their position to influence or attempt to influence another person's decisions so as to further their private interest or improperly further the interest of any other person or persons.

However, council members are not considered to have violated this section when they benefit from the exceptions mentioned in paragraphs 4 and 5 of subsection 5.3.7.

5.3.3 Council members are prohibited from soliciting, eliciting, accepting or receiving any benefit, whether for themselves or for another person or persons, in exchange for taking a position on a matter that may be brought before a council, committee or commission on which the council member sits.

5.3.4 Council members are prohibited from accepting any gift, mark of hospitality or other benefit, whatever its value, that might impair their independence of judgment in course of their official duties, or otherwise compromise their integrity.

5.3.5 If a council member receives any gift, mark of hospitality or other benefit that is not of a purely private nature or not prohibited under subsection 5.3.4, but that exceeds \$200 in value, the member must file a written disclosure statement with the (clerk) (secretary-treasurer) of the municipality within 30 days of receiving the benefit. The disclosure statement must contain an accurate description of the gift, mark of hospitality or benefit received, and states the name of the donor, the date and the circumstances under which it was received. The (clerk) (secretary-treasurer) shall keep a public register of these disclosure statements.

5.3.6 Council members may not knowingly have a direct or indirect interest in a contract with the municipality or public body contemplated in section 5.1

A council member is deemed not to have such interest if:

1° The council member acquires such interest as part of an inheritance or donation, and renounces or disposes of it as soon as possible;

2° The council member's interest consists of holding shares in a company of which the member is not an owner, director or senior executive, and in which the member holds less than 10% of the voting stock;

3° The council member's interest is based on the fact that he or she is a member, director or officer of another municipal or public body within the meaning of the Access to Public Documents and Protection of Personal Information Act (R.S.Q., chapter A-2.1), a non-profit organization, or an body of which he or she is required by law to be a member, director or officer in his or her capacity as a member of the municipal council or municipal body;

4° The contract is for remunerations, allowances, reimbursement of expenses, social benefits, goods or services to which the council member is entitled as a condition of employment associated with his or her office in the municipality or municipal body;

5° The contract is for the council member's appointment to an official post or employment which the member is eligible to hold without prejudice to his or her office;

6° The contract is for the delivery of general services provided by the municipality or municipal body;

7° The contract is for the sale or rental of an immovable on non-preferential terms;

8° The contract is in the form of bonds, notes or other public securities offered by the municipality or municipal body, or is for the acquisition of the securities on non-preferential terms;

9° The contract is for services or goods that the member is required by statute or regulation to supply or render to the municipality or municipal entity;

10° The contract is for the supply of goods by the municipality or municipal body and was signed before the council member assumed office in the municipality or municipal body, and before he or she entered as a candidate for office or was elected to office;

11° In case of *force majeure*, the general interest of the municipality or municipal body requires that the contract be awarded in preference to all other offers.

5.3.7 A council member who is present at a session when a matter arises in which he or she has a private pecuniary interest, whether directly or indirectly, must disclose the general nature of his or her interest before debate on the matter begins. Interested members must also abstain from taking part in discussion or debate, voting or attempting to influence a vote on the matter.

In a closed session, the council member must, in addition to the preceding, disclose the general nature of his or her interest, and then leave the session and remain absent until the matter has been debated and voted upon.

If the matter on which a council member has a pecuniary interest is taken up during a session when the member is absent, the member, once he or she becomes aware that matter is under discussion, must disclose the general nature of his or her interest to the first session at which he or she is present.



This subsection does not apply in cases where the council member's interest consists of remunerations, allowances, reimbursement of expenses, social benefits, goods or services to which the member is entitled as a condition of employment associated with his or her office in the municipality or municipal body;

Nor does it apply in a case where a council member's interest is so small that the member cannot reasonably be expected to be influenced by it.

*Modified*  
**2016-09-241**

#### **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.

#### **6 - BEHAVIOR AND THE PRINCIPLE OF CONDUCT**

a. All persons representing the Municipality are ambassadors of the Municipality and shall, in their relations with the public, with vendors, agencies and partners, demonstrate professionalism, courtesy and objectivity.

b. Certain dress and certain behaviors may not be suitable for activities or functions.

c. Council members of the Municipality also show the professionalism and courtesy between themselves by remembering that an unacceptable behavior in the workplace has a negative effect.

d. All have reasonable expectations and fairness to others and resolve conflicts with maturity and professionalism.

#### **7 - HARASSMENT**

a. Harassment means a situation in which an elected has a humiliating and offensive behavior, verbal or otherwise, making the workplace a source of tension, degradation or discrimination against other elected officials or employees.

b. The Municipality is committed to provide its employees with a workplace free from discrimination and harassment and promotes an atmosphere that respects the dignity, self respect and the rights of any person.

c. No form of harassment is tolerated, it relates to employees, elected officials or members of the public.

#### **8 - ALCOHOL AND DRUGS**

a. It is categorically forbidden for the elected to exercise their functions and fulfill the responsibilities of their office if they are impaired by alcohol or are under the influence of drugs.

#### **9 - USE OF PROPERTY OF THE MUNICIPALITY**

Using the resources of the municipality or of any other body referred to in subparagraph 1 of the first paragraph of section 5 for personal purposes or for purposes other than activities related to the duties of office;

Elected officials avoid using, except for approved municipal activity, property or other resources of the Municipality for personal reasons. In addition, they ensure the protection of property under their care as part of their duties.

#### **10 - SECURITY OF INFORMATION**

a. An elected official should take all means to ensure the accuracy of the information gathered, produced or otherwise obtained in the exercise of his functions, be they reports, memos, oral or electronic communications.

b. It deliberately avoids misleading his colleagues, members of Council or the public on any matter of municipal jurisdiction.

c. The following information is used or disclosed except in accordance with the laws on this subject:

- Information of a personal nature;
- Information for the exclusive use of a third of an individual or group;
- Information which it is reasonable to believe that it was communicated confidentially to the employee;
- The sensitive information;
- Information that gives the person who has a benefit to which the general public has no access.

d. It is forbidden for a elected to use in connection with a personal external information acquired during the performance of his duties to the Municipality.

e. It is forbidden for a member of council to use, disclose or attempt to use or disclose, as during his tenure after this, the information obtained in the course of or in connection with the performance of his duties and which are not generally available to the public to promote his personal interests or those of any other person;

f. Within 12 months after the expiry of his or her term, serve as a director or officer or senior executive of a legal person or hold employment or any other position so as to obtain for himself or herself or another person undue benefit from his or her prior office as council member.

## **11 - PROTECTION OF INFORMATION**

Council members have access to municipal documents when absolutely necessary and ensure safety.

Examples of information about the Municipality, persons or entities that staff protects against unlawful use and disclosure, unauthorized or unintentional:

- records of taxpayers;
- information in business strategies or business plans;
- imminent proposals or contracts;
- estimates prior to the opening of bids;
- services not yet announced;
- research results;
- data and financial projections;
- projects for acquisition or divestiture;
- expert opinion;

## **12 - RELATIONS WITH THE MEDIA AND THE PUBLIC**

a. Information provided to the media or the public must come from an authoritative source at the Municipality.

b. The municipal official spokespersons include elected officials, the general manager, department heads and other authorized persons.

c. The comments for the media should be subject to the approval of the above.

## **13 - POLITICAL ACTIVITIES AND COMMUNITY**

a. Council members must be both personally impartial and free of undue political influence in the performance of their official duties, to ensure that the public gives trust to the Municipality.

b. The Municipality encourages members to participate in community activities.

## **14 - FAMILY AND PERSONAL RELATIONSHIPS**

a. Both the public and the municipal staff expect the hiring, promotion, performance evaluation and discipline are held in the objectivity and impartiality, qualities which govern in other municipal sectors.

b. Municipality ensures and prohibits employment situations (except for the fire department) in which:

- a person is supervised by a parent or subordinate to a parent;
- a parent is receiving preferential treatment as part of a recruitment process and selection

## **15 - FRAUD AND THEFT**

- a. Fraud can include acts to deceive the Municipality, as manipulation, falsification of documents, the suppression of information, transaction or document, the recording of transactions without merit and the misapplication of accounting principles.
- b. Elected officials must demonstrate honesty, integrity, objectivity and diligence and not involved in fraudulent activity, including theft.
- c. Confirmed cases of fraud or theft against the Municipality are considered criminal and treated accordingly.

## **16 - MANAGEMENT'S RESPONSIBILITY**

- a. Management makes every effort to prevent and detect fraud, theft, embezzlement, conflict of interest, discrimination, and other forms of crime.
- b. On finding of an infringement, management is notified with an appropriate report.

## **17 - MECHANICS AND ENFORCEMENT**

Any violation of a rule or rules of this Code of Ethics and Good Conduct by a member of a municipal council may result in one or more of the following sanctions:

- 1) A reprimand;
- 2) The delivery to the municipality, within 30 days after the decision of the Commission municipale du Québec:
  - a) the gift, mark of hospitality or benefit received, or its equivalent value;
  - b) any profit obtained in violation of a rule or rules of this code;
- 3) Repayment of the remuneration, allowance or other amounts received as a member of a municipal council, committee or commission, or as a member of a body contemplated in section 5.1, while the violation of the rule or rules continues;
- 4) Suspension of the municipal council member for a period of up to 90 days and not exceeding the expiry date of the member's term of office.

When suspended, a municipal council member may not sit on any council, committee or commission of the municipality, or on any other body in his or her capacity as a municipal council member; nor receive any remuneration, allowance or other amounts from the municipality or such body.

## **18 - DEFINITIONS AND PRECISION**

- a. One member of council is an elected.
- b. The Municipal Council consists of councillors and the mayor.
- c. An executive is an employee exercising managerial functions, conception, and control, benefiting a special status.
- d. The staff is all employees of the Municipality.
- e. When the masculine gender is used, it is also for women.
- f. A relative means spouse or spouse by law, child, grandchild, father, mother, stepfather, stepmother, son, son in law, daughter, brother, sister, sister in law, brother in law, nephew, niece.

## **19 - REPEAL AND ENTRY INTO FORCE**

This By-Law replaces and repeals all previous municipal By-Laws inconsistent with the provisions of this By-Law.

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

**CARRIED**

1.13

**PAERRM - APPROVAL OF EXPENDITURES FOR WORK PERFORMED FOR THE FINANCIAL YEAR 2017**

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**WHEREAS** the ministre des Transports, de la Mobilité durable et de l'Électrification des transports has granted financial assistance of \$ 32,417 for improvements to the Mulligan Ferry and Martindale Roads, file number 00025881-1-83015 (07 ) -2017-06-29-62 for the financial year 2017;

**THEREFORE, IT IS PROPOSED** by Henri Chamberlain, **SECONDED** by Lynn Noël and resolved;

**THAT** the Council approves the expenses for the work carried out on the roads for a subsidized amount of \$ 32 417, in accordance with the requirements of the ministre des Transports, de la Mobilité durable et de l'Électrification des transports,

**THAT** the work has been carried out in accordance with these expenditures on the roads under the management of the municipality and that the audit file has been established.

**CARRIED**

2018-02-42

1.14

**AGREEMENT REGARDING THE RECOGNITION OF MUNICIPAL TAX ARREARS AND TRANSACTION (ARTICLE 2631 AND FOLLOWING C.C.Q.)**

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**WHEREAS** council by its resolution no. 2017-09-281 imposing on the general administration that all tax arrears prior to the year 2015 be sent to the lawyer for a letter to be sent to the taxpayers;

**WHEREAS** letters were sent by registered mail on December 18, 2017;

**WHEREAS** agreements can be made for recognition of municipal tax arrears and transaction (section 2631 and following C.c.Q.);

**WHEREAS** these agreements require the approval of the municipal council;

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

**THAT** the Council approves the agreements for the recognition of municipal tax arrears and transaction debt (article 2631 and following C.c.Q.),

**TO** mandate the Director General to sign for and on behalf of the municipality these agreements,

**Failing** to refuse to sign an agreement that these properties will be added to the official list that will be sold for non-payment of property taxes and fees, in October 2018, unless such arrears are paid to the prior.

**CARRIED**

2018-02-43

1.15

**TABLING TO THE COUNCIL ON THE PART OF THE MMQ SHARE is established at \$ 1,421.**

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2018-02-44

1.16

**SPONSORSHIP QUÉBEC TEAM 2018**

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**WHEREAS** Team Québec 2018 offers to the 7,250 athletes of the movement, distributed in all regions of Quebec, who help Special Olympics Quebec, to offer its mission to enrich, through sport;

**WHEREAS** one of our employees Stephen Chamberlain will be part of these Olympics;

**THEREFORE, IT IS PROPOSED** by Lynn Noël, **SECONDED** by Henri Chamberlain and resolved

**THAT** Council sponsor Stephen Chamberlain in the amount of \$ 200 to participate in the Special Olympics that will be held in the summer of 2018 in Nova Scotia and Prince Edward Island

**CARRIED**

2018-02-45

1.17

**RATE INCREASE FOR THE EMPLOYEES – FINANCIAL YEAR 2018**

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**IT IS PROPOSED** by Sylvain La France

**SECONDED** by Lynn Noël  
And resolved

**THAT** Council authorize a salary increase for the employees of the Municipality of Kazabazua a rate of 1.5% for the financial year 2018 retroactive to January 1, 2018.

**CARRIED**

2018-02-46  
1.18

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**DON – LOW ET CLUB LIONS DISTRICT**

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**IT IS PROPOSED** by Lynn Lachapelle  
**SECONDED** by Paul Chamberlain  
And resolved

**THAT** Council authorizes a donation of \$ 200 for the Lions Low and District Club Sweetheart Dinner, which will take place at Bethany Hall, Danford Lake on February 10, 2018.

**CARRIED**

2018-02-47  
1.19

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**LAPTOPS ESTIMATE**

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

**THAT** Council authorizes the purchase of 6 notebooks for use by counselors during their 4-year term as estimated by WEPC Solutions Technology Number 2572 at a cost of \$ 2,874.38 including applicable taxes and installation of Office application.

**CARRIED**

2018-02-48  
1.20

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**MANDATES TO THE LAYER**

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**IT IS PROPOSED** by Paul Chamberlain  
**SECONDED** by Craig Gabie  
And resolved

**THAT** Council wants a meeting with our attorney Dufresne Hébert Comeau Cabinet for topics of interest such as the Gatineau Valley retirement Village, the municipal garage for informative laws applicable in these files.

**CARRIED**

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**2. PUBLIC SECURITY**

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**3. TRANSPORT**

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**4. ENVIRONMENTAL HYGIENE & SANITATION**

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2018-02-49  
4.1

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**TENDER FOR SEPTIC EMPTYING**

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**IT IS PROPOSED** by Craig Gabie  
**SECONDED** by Lynn Noël  
And resolved

**THAT** Council mandates the Director General to publish in French in the Government of Quebec's electronic tendering system (*système électronique d'appel d'offres*) a call for tenders for the septic emptying contract which runs for a period of two (2) years, from 2018-2019, renewable at the sole discretion of the Municipality for a further two (2) years, from (2020-2021)

**CARRIED**

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**5. HEALTH AND WELFARE**

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**6. LAND USE PLANNING AND DEVELOPMENT**

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**7. RECREATION AND CULTURE**

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2018-02-50  
7.1

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**UPDATE OF LIBRARY COMPUTER FACILITIES**

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**WHEREAS** a request from Action Plein-Air Haute-Gatineau was received on January 21, 2018 for updating the computer facilities at the library;

**WHEREAS** when it tries to connect more than one person remotely at a time or they use the internet when a person is connected via videoconference;

**WHEREAS** the internet connection at a distance is not fast enough to allow good communication with participating members;

**WHEREAS** Action Plein-Air Haute-Gatineau would defray the costs associated with the modification of our service and the specialized equipment necessary to optimize the use of videoconference;

**THEREFORE, IT IS MOVED** by Paul Chamberlain, **SECONDED** by Henri Chamberlain and resolved;

**THAT** Council authorizes the request and mandates the general administration to hire a professional in the computer field for the purpose of analysis for the modification and the necessary equipment.

**CARRIED**

2018-02-51  
7.2

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**REQUEST FROM QUEEN ELIZABETH ELEMENTARY SCHOOL – 2018 WINTER OLYMPICS**

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**IT IS PROPOSED** by Lynn Noël  
**SECONDED** by Paul Chamberlain  
And resolved

**THAT** Council authorizes Queen Elizabeth School to use the community center and the grounds, the skating rink and to mandate our employees to build a snow hill for sliding for a 2018 Winter Olympic activities which will take place on March 2, 2018;

**ALSO THAT** council authorizes a donation of \$ 200 for this activity.

**CARRIED**

2018-02-52  
7.3

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**LIBRARY DAY – BOOK FAIR**

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**IT IS PROPOSED** by Henri Chamberlain  
**SECONDED** by Paul Chamberlain  
And resolved

**THAT** the Council confirms its participation in the 2018 Library Day to be held on Friday, March 2nd, 2018, starting at 8:30 am, in the Salle des Fêtes on the 1st floor of the Maison du Citoyen in Gatineau, 25 Laurier Street ( Hull sector), at a cost of \$ 22 per person (plus taxes) and travel reimbursement.

**THAT** the Director General be mandated to submit the response form.

**CARRIED**

2018-02-53  
7.4

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**SUPPORT AND MANDATE – GENERATION OF TOMORROW**

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**IT IS PROPOSED** by Sylvain La France  
**SECONDED** by Craig Gabie  
And resolved

**THAT** the council of the municipality of Kazabazua mandate and support the project of Generation of Tomorrow for the renovation project at the Community Center so that it can benefit from the financial assistance of the Ministry of Education and Higher Education in the Sport and Recreation Facilities Program - Phase IV.

**CARRIED**

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**8. MISCELLANEOUS**

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9.

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**QUESTION PERIOD**

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2018-02-54  
10.

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**CLOSING OF THE MEETING**

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**IT IS PROPOSED** by Lynn Noël  
**SECONDED** by Craig Gabie  
And resolved

**THAT**, the agenda being exhausted, the meeting be adjourned at 8:10.

**CARRIED**

President

Secretary



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Robert Bergeron,  
Mayor

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Pierre Vaillancourt, DMA  
Director General / Secretary-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 ».