

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

Minutes – Tuesday August 7, 2018

MINUTES OF THE REGULAR MEETING OF COUNCIL OF THE MUNICIPALITY OF KAZABAZUA HELD AT 26 BEGLEY ROAD (COMMUNITY CENTER), AUGUST 7, 2018 AT 7:10 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

GENERAL ADMINISTRATION

1.1 OPENING OF THE MEETING

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

CARRIED

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 July 3, 2018
- 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 NOTICE OF MOTION, BY-LAW 2018-017 « The amendment of By-Law № 2016-04 Concerning the Code of ethics and professional conduct for municipal employees »
- 1.11 ADOPTION OF BY-LAW NUMBER 2018-016 Concerning « The remuneration of elected municipal officers »
- 1.12 Terry Fox Run
- 1.13 Zone Convention – ADMQ
- 1.14 Request for Financial contribution – Suicide Détour
- 1.15 Granting of contract - LH2 Professional service in Engineer, for construction project municipal garage

2. PUBLIC SECURITY

- 2.1 Granting of DEA Turnkey Service - Premiers Soins Haute Gatineau
- 2.2 Cleaning of the Fire hall

3. TRANSPORT

- 3.1 Modification resolution № 2018-07-173 Authorization to purchase metal detector
- 3.2 Granting of Tender by invitation - crushed stone 0-3 / 4" MG-20B
- 3.3 Granting of tender for Rock blasting on Martindale Road
- 3.4 Service and maintenance form to fill out for the grader

4. ENVIRONMENTAL HYGIENE & SANITATION

- 4.1 Granting purchase Garbage and recycling bins – USD Loubac

5. HEALTH AND WELFARE

5.1

6. LAND USE PLANNING AND DEVELOPMENT

- 6.1 Authorization Request from Transport, Sustainable Mobility and Transportation Electrification for drinking water line that crosses a highway

7. RECREATION AND CULTUREL

7.1

8. MISCELLANEOUS

8.1
9. QUESTION PERIOD
10. CLOSING OF THE MEETING

2018-08-178
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 Lynn Noël, **SECONDED** by Henri Chamberlain and resolved to adopt the agenda by adding the following topics:

- 1.16 **CREATION OF A COMMITTEE FOR STUDY OF A BY-LAW ON BACKYARD HENS**
- 3.5 **MANDATE HIRING OF TEMPORARY PERSONNEL**
- 4.2 **AUTHORIZATION AND EXPENSE COMMITMENT FOR A DIAGNOSTIC ANALYSIS AND PORTRAIT OF THE MUNICIPALITY OF KAZABAZUA BY 3R QUÉBEC**
- 4.3 **CREATION OF A COMMITTEE FOR STUDY OF A BY-LAW ON WASTE, RECYCLING AND COMPOSTING**

CARRIED

2018-08-179
1.5

MINUTES OF THE REGULAR SITTING OF JULY 3, 2018.

WHEREAS council members have individually reviewed the minutes of the regular sitting of July 3, 2018;

WHEREAS Council members renounce to the reading of the minutes;

IT IS PROPOSED by Sylvain La France, **SECONDED** by Lynn Noël and resolved to adopt the minutes of the regular sitting of July 3, 2018.

CARRIED

2018-08-180
1.6

ADOPTION OF BANK WITHDRAWALS

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

TO adopt, as presented, the list of direct debits for the month of July 2018 for a total of the following amounts:

Net Salaries	\$ 23,294.77
Provincial Remittances	\$ 7,534.74
Federal Remittances	\$ 2,742.62
Retirement Pension Remittances	\$ 3,321.37

CARRIED

2018-08-181
1.7

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 July 2018 for a total amount of \$ 16,395.79.

CARRIED

2018-08-182
1.8

ADOPTION OF THE LIST OF ACCOUNTS PAYABLE

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

TO adopt, as presented, the payment of the list of accounts payable for the month of July 2018 for a total amount of \$ 116,977.98 including bank withdrawals.

CARRIED

2018-08-183
1.9

REPORT OF THE DIRECTOR GENERAL - EXPENDITURES (\$ 127.59)

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
Secretary-Treasurer and Director general

2018-08-184
1.10

NOTICE OF MOTION, BY-LAW 2018-017 « THE AMENDMENT OF BY-LAW № 2016-04 CONCERNING THE CODE OF ETHICS AND PROFESSIONAL CONDUCT FOR MUNICIPAL EMPLOYEES »

By-law number 2018-017 « Amending By-Law №2016-04 Concerning the Code of Ethics and Professional conduct for municipal employees »

Notice of motion is hereby given by Sylvain La France that a by-law bearing number 2018-017 Concerning « *The amendment of By-Law № 2016-04 Concerning the Code of ethics and professional conduct for municipal employees* », will be presented for adoption at a subsequent meeting.

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

The project By-law is presented and deposited.

2018-08-185
1.11

ADOPTION OF BY-LAW NUMBER 2018-016 Concerning « THE REMUNERATION OF ELECTED MUNICIPAL OFFICERS »

WHEREAS legislative amendments, effective as of January 1, 2018, have been made to the Act respecting the treatment of elected municipal officers (RSQ, C. T-11 001), ensuring, on the one hand, that certain guidelines the remuneration of elected municipal officials, particularly those relating to the imposition of a minimum remuneration, have been abolished and, secondly, that the responsibility for setting the remuneration of elected municipal officials rests with the Municipality of Kazabazua;

WHEREAS the Municipality of Kazabazua did not have a by-law fixing the remuneration of the elected officials and that, consequently, the elected officials were remunerated according to the minimum remuneration previously provided for in the Act respecting the remuneration of elected municipal officers which had a suppletive character;

WHEREAS it is expedient, therefore, to fix the remuneration applicable to the members of the council;

WHEREAS the draft by-law concerning this By-law was presented at the July 3, 2018 council meeting and a notice of motion was given on July 3, 2018;

WHEREAS a public notice has been published in accordance with the terms of section 9 of the Act respecting the remuneration of elected municipal officers;

CONSEQUENTLY, IT IS PROPOSED by the Mayor Robert Bergeron, **SECONDED** by Henri Chamberlain and unanimously resolved,

THAT THIS BY-LAW IS ADOPTED AND THAT IT IS ORDERED AND RULED AS FOLLOWS:

1. **Preamble**

The preamble to this Regulation forms part of it as if it were reproduced below.

2. **Purpose**

This by-law fixes the salaries of elected municipal officials.

3. **Mayor's remuneration**

The annual remuneration of the mayor is set at \$ 13,152.00 payable monthly to the last pay period of the said month for the fiscal year 2018, it being understood that for any subsequent fiscal year, the amount of the mayor's remuneration will be adjusted annually according to the indexation provided for. in Article 8 of this Regulation.

4. Remuneration of the acting mayor

From the moment the acting mayor takes over the duties of the mayor and until he ceases his replacement, the acting mayor receives additional remuneration to that paid to him as a member of the council in order to equal the remuneration payable to the mayor for his duties.

5. Remuneration of other members of the council

The annual remuneration of the members of the municipal council, other than the mayor, is set at \$ 4,380.00 payable monthly to the last pay period of the said month for the fiscal year 2018, it being understood that for any subsequent fiscal year the amount of the remuneration of the members of the City Council will be adjusted annually according to the indexation provided for in Article 8 of this by-law.

6. Compensation in exceptional circumstances

Any member of the council may receive payment of compensation for loss of income if each of the following conditions is met:

- a) the state of emergency is declared in the Municipality under the Civil Protection Act (L.R.Q., C. S-2.3) following an event occurring on the territory of the Municipality;
- b) the council member must manage, coordinate or otherwise participate in the interventions to be made by the Municipality as a result of this event;
- c) the member of the council must be absent from work for a consecutive period of more than four (4) hours and suffer a loss of income during that period of absence.

If the council member fulfills the conditions set out in this article, he will receive, following the council's acceptance, compensation equal to the loss of income suffered. The council member must provide satisfactory documentation to the council attesting the loss of income.

The payment of the compensation will be made by the municipality within thirty (30) days of the council's agreement to grant such compensation to the council member.

7. Expenditure allowance

In addition to the remuneration payable under this by-law, each member of the council shall receive an expense allowance equivalent to one-half of their remuneration fixed herein, subject to the amount of the maximum expenditure allowance provided for in section 19 of the Act respecting the treatment of elected municipal officers and the sharing of the expenditure allowance provided for in section 19.1 of that Act.

That amount is rounded down to the nearest dollar if it includes a dollar fraction that is less than \$0.50 or up to the nearest dollar if it includes a dollar fraction that is equal to or greater than \$0.50. The Minister of Municipal Affairs, Regions and Land Occupancy shall publish the results of that adjustment in the *Gazette officielle du Québec*.

The allowance shall be paid as compensation for that part of the expenses attaching to the position that is not reimbursed to the member of the council under Chapter III.

8. Indexing and revision

The remuneration payable to council members must be indexed annually, as of January 1, based on the consumer price index published by Statistics Canada for the province of Quebec in the previous year.

Notwithstanding the foregoing, a review of the remuneration payable to the members of the Council shall be made and determined within sixty (60) days of the day of the general municipal elections to be held under the Elections and Referendums Act in the municipalities (LRQ, C. E-2.2). The remuneration of the members of the council so determined shall be in force and payable to the members of the council as of the first day of January following the holding of those elections.

9. Expense allocation

Subject to the authorizations that may be required from the municipal council and the filing of any vouchers attesting to the need for travel, when a member of the council

must use his motor vehicle to perform a trip on behalf of the Municipality, a refund equal to \$ 0.50 per kilometer made is granted.

No member may, as part of his duties, perform any act involving expenses chargeable to the municipality except with the prior authorization of the council to perform the act and, consequently, incur expenses which do not exceed the amount fixed by the council.

However, the mayor, is not required to obtain such prior authorization when he performs an act as part of his duties. The same rule applies in the case of a member of the council designated by the mayor to replace him where he is unable to represent the municipality.

The annual amount, not greater than \$1,500, up to which the exemption is granted.

A member of the council who, as part of his duties, has incurred expenses chargeable to the municipality may, on presentation of a statement accompanied with the proper vouchers, obtain the reimbursement of the actual amount of the expenses by the municipality.

The council provide sufficient appropriations in the budget of the municipality for the reimbursement, of expenses entailed by particular classes of acts that the members of the council may perform on behalf of the municipality as part of their duties. The prior authorization provided in respect of an act of a class for which appropriations are provided in the budget is limited to the authorization to perform the act, without reference to the maximum amount of expenses allowed. The maximum amount is deemed to be the balance of the appropriations for acts of that class, after deducting all previous reimbursements, or, where applicable, the amount prescribed in the tariff for that act.

If no appropriations are available, the council may appropriate sums of money out of the general fund of the municipality for the purposes of the first paragraph; the sums so appropriated are regarded as appropriations.

The council of a municipality may, provide for the cases in which it shall pay an advance to a member of the council and establish the rules and the terms and conditions applicable to payment of the advance, as well as the terms and conditions of repayment to the municipality of the portion of the advance that exceeds the reimbursement to which the member is entitled

In respect of acts performed or expenses incurred while the member of the council is representing the municipality otherwise than in the course of the work of bodies of which he is a member within the municipality, a mandatory body of the municipality or a supramunicipal body, or while he is participating in any convention, seminar or other event held for the purpose of providing information or training relevant to the performance of his duties.

Those sections also apply in respect of acts performed or expenses incurred, for the purposes of meals, at a sitting of the council or another organ of the municipality, a mandatory body thereof or a supramunicipal body, or at any meeting held in connection with such a sitting, to the extent that no member of the council or of the organ concerned was excluded from the sitting or meeting for any cause other than the member's disqualification.

10. Application

The Director General and Secretary-Treasurer is responsible for the application of this Regulation.

11. Entry into force and publication

This Regulation comes into force retroactively to January 1, 2018.

This by-law comes into force in accordance with the law and is published on the website of the Municipality.

CARRIED

**2018-08-186
1.12**

TERRY FOX RUN

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

THAT Council support and welcomes the Terry Fox Run which will take place on Sunday, September 16, 2018 starting at 11:00 am at the Catholic Church to

continue on Route 301 and authorizes for First Aid and security the assistance of the Kazabazua Fire Department. This event is a fundraiser for cancer research.

CARRIED

2018-08-187
1.13

ZONE CONVENTION – ADMQ

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

THAT Council authorize the Director General to attend the Convention of the Outaouais Zone of the Association des directeurs municipaux du Québec, to be held on October 18 and 19, 2018 at the Château Cartier, 1170 Aylmer Road, Gatineau, Quebec, at the cost of \$ 200 taxes included for registration, and authorizes the travel reimbursement.

CARRIED

2018-08-188
1.14

REQUEST FOR FINANCIAL CONTRIBUTION – SUICIDE DÉTOUR

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

THAT Council authorizes a financial contribution of \$ 200 to Suicide Detour which is a non-profit independent community organization whose mission is to intervene at the suicide prevention in the territory of the Vallée-de-la -Gatineau.

CARRIED

2018-08-189
1.15

GRANTING OF CONTRACT - LH2 PROFESSIONAL SERVICE IN ENGINEER, FOR CONSTRUCTION PROJECT MUNICIPAL GARAGE

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

THAT council grant the contract of the project of construction of a new municipal garage, the offer of professional engineering services as submitted on July 16, 2018 reference № 18-71 at a cost of \$ 10,000 excluding taxes for the plans and specifications on mechanical / electrical and mandates the director general to sign the service agreement for and on behalf of the Municipality.

Lynn Noël register his dissidence

CARRIED

2018-08-190
1.16

CREATION OF A COMMITTEE FOR STUDY OF A BY-LAW ON BACKYARD HENS

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

THAT Council forms a committee for the study on a by-law concerning backyard hens and appoints Sylvain La France as chairman of this committee with the participation of the Planning Advisory Committee and Nathalie Lemoine, Michel Collin, Sonia Mercier and Dominique Patry Boisvenue.

CARRIED

2. PUBLIC SECURITY

2018-08-191
2.1

GRANTING OF DEA TURNKEY SERVICE - PREMIERS SOINS HAUTE GATINEAU

IT IS PROPOSED by Sylvain La France
SECONDED by Henri Chamberlain
And resolved

THAT the Council grant the DEA service contract (defibrillator) as submitted by Premiers Soins Haute Gatineau for the annual verification, with certification, update of new standards, change of electrodes, calibration and installation of batteries, in addition of a 2 years warranty and free replacement if used on a patient at a cost of \$ 375 per year for the verification of two (2) defibrillators and mandates the director general to sign the service contract for and on behalf of the municipality.

CARRIED

2018-08-192
2.2

CLEANING OF THE FIRE HALL

IT IS PROPOSED by Henri Chamberlain
SECONDED by Lynn Noël
And resolved

THAT Council authorizes and incur the expense for the cleaning of the Fire Hall as submitted by Jonathan Belisle at a cost of \$ 35 per cleaning.

CARRIED

3. TRANSPORT

2018-08-193
3.1

MODIFICATION RESOLUTION № 2018-07-173 AUTHORIZATION TO PURCHASE METAL DETECTOR

IT IS PROPOSED by Henri Chamberlain
SECONDED by Craig Gabie
And resolved

THAT council modifies resolution number 2018-07-173 from the authorized amount of \$ 600 maximum to \$ 950 maximum for the purchase of a metal detector.

CARRIED

2018-08-194
3.2

GRANTING OF TENDER BY INVITATION - CRUSHED STONE 0-3 / 4" MG-20B

WHEREAS a call for tenders by invitation under the number # AOIMV-2018-07 has been published on July 17, 2018 and addressed to two (2) Quarries for materials (0 ¾ MG20b) for reloading Martindale Road;

WHEREAS the tenders received on July 30, 2018, and opened the same day at 11:01;

WHEREAS one bid has been received and is in compliance;

WHEREAS The distance of the quarry and the work site was a factor considered to determine the lowest price of the bid following the cost analysis as defined in the collection of bulk trucking rates chapter 4 ton-kilometer price tables 1, 2 and 3;

THEREFORE, IT IS PROPOSED by Henri Chamberlain, **SECONDED** by Lynn Noël and resolved to accept the bid and to award the contract to Carrière Clément Tremblay et Fils at a total cost of \$ 51 148.51 including applicable taxes which represents 14.77 \$ per ton for a quantity of ± 3 463 tons for the work of the TECQ reloading project on Martindale Road.

CARRIED

2018-08-195
3.3

GRANTING OF TENDER FOR ROCK BLASTING ON MARTINDALE ROAD

IT IS PROPOSED by Lynn Noël
SECONDED by Henri Chamberlain
And resolved

THAT Council grants the contract for the work of rock blasting on Martindale Road as submitted by Blasting Outaouais at a flat rate of 19 900 \$ plus applicable taxes and transportation included, and to mandate the Director General to sign the contract for and on behalf of the municipality.

CARRIED

2018-08-196
3.4

SERVICE AND MAINTENANCE FORM TO FILL OUT FOR THE GRADER

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

THAT council accepts the forms № EMN2018-01 and № CCN2018-01 to be completed and followed up by the employees of the road department.

CARRIED

2018-08-197
3.5

MANDATE HIRING OF TEMPORARY PERSONNEL

IT IS PROPOSED by Lynn Noël

SECONDED by Henri Chamberlain
And resolved at the majority

THAT the council mandate the road supervisor the hiring authority, as needed, for temporary employees from the list of CVs received.

Lynne Lachapelle registers her dissidence
Craig Gabie registers his dissidence

CARRIED

4. ENVIRONMENTAL HYGIENE & SANITATION

2018-08-198
4.1

GRANTING PURCHASE GARBAGE AND RECYCLING BINS – USD LOUBAC

IT IS PROPOSED by Sylvain La France
SECONDED by Lynn Noël
And resolved

THAT council grants the contract for the purchase of 56 waste bins 360 liters and 56 recycling bins 360 liters as submitted by USD Loubac bid №107283 at a total cost of \$ 10,227.03 including applicable taxes and to mandate the director general to sign the purchase contract for and on behalf of the municipality.

CARRIED

2018-08-199
4.2

AUTHORIZATION AND EXPENSE COMMITMENT FOR A DIAGNOSTIC ANALYSIS AND PORTRAIT OF THE MUNICIPALITY OF KAZABAZUA BY 3R QUÉBEC

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

THAT Council authorizes and incurs the expense of \$ 1,200 plus applicable taxes for a diagnostic analysis and portrait of the municipality of Kazabazua by 3R Québec.

CARRIED

2018-08-200
4.3

CREATION OF A COMMITTEE FOR STUDY OF A BY-LAW ON WASTE, RECYCLING AND COMPOSTING

IT IS PROPOSED by Henri Chamberlain
SECONDED by Lynn Noël
And resolved

THAT the council forms a committee for the study of a by-law concerning residual materials, recycling and composting and appoints Craig Gabie chairman of this committee with the participation of Peter Fisher, Denis Jeté, Michael Bernard and George McCormick.

CARRIED

5. HEALTH AND WELFARE

6. LAND USE PLANNING AND DEVELOPMENT

2018-08-200
6.1

AUTHORIZATION REQUEST FROM TRANSPORT, SUSTAINABLE MOBILITY AND TRANSPORTATION ELECTRIFICATION FOR DRINKING WATER LINE THAT CROSSES A HIGHWAY

IT IS PROPOSED by Henri Chamberlain
SECONDED by Sylvain La France
And resolved

THAT Council mandates the General Administration to submit an application to the Ministry of Transport, Sustainable Mobility and Transportation Electrification for a drinking water pipe that crosses a highway from 378 Route 105 (Fire Department) to 373 Route 105 (Library) and to begin the work following the issuance of the authorization.

CARRIED

7. RECREATION AND CULTURE

8. MISCELLANEOUS

9. **QUESTION PERIOD**

10. **CLOSING OF THE MEETING**

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

THAT, the agenda being exhausted, the meeting be adjourned at 9:23 pm.

CARRIED

President

Secretary



Robert Bergeron,
Mayor

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 ».