

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

Minutes – Tuesday January 11, 2022

MINUTES OF THE REGULAR MEETING OF COUNCIL OF THE MUNICIPALITY OF KAZABAZUA AT 26 BEGLEY ROAD (COMMUNITY CENTER), ON JANUARY 11, 2022 AT 7:00 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.

2022-01-001
1.2

IN CAMERA SESSION

WHEREAS Decree 2020-029 of April 26, 2020, to keep a distance by any means that allows Council members to communicate directly with each other and vote verbally;

WHEREAS Decree 2020-049 of July 4, 2020, when the meeting is held remotely, municipalities must allow written questions to be sent to council members at any time before the meeting. In addition, municipalities must publicize the meeting as soon as possible by any means that makes it possible to know the content of the discussions between the members of council and the outcome of their deliberations;

WHEREAS that it is in the public interest and to protect the health of the public, council members that this meeting be held in camera and that council members be allowed to be there. and to take part, deliberate and vote at the session by videoconference;

THEREFORE, it is proposed by Sylvain La France, seconded by Paul Chamberlain and unanimously resolved:

THAT Council agrees that this meeting be held in camera and that council members be able to participate by videoconference,

THAT the public will not be admitted during this session and that they are invited to ask questions by email or telephone.

CARRIED

1.3 **QUESTION PERIOD**

1. GENERAL ADMINISTRATION

- 1.1 Opening of the meeting
- 1.2 In camera session
- 1.3 Question period
- 1.4 Agenda
- 1.5 Minutes of the regular sitting of December 7, 2021
- 1.6 Minutes of the extraordinary meeting of December 20, 2021
- 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 Report of the director of fire service expenditures
- 1.12 Deposit of the list of accounts receivable for the fiscal year ending December 31, 2021
- 1.13 Adoption of the 2022 municipal calendar
- 1.14 Salary increases for the employees for the fiscal year 2022
- 1.15 Canada Summer Jobs Program (CSE) 2022

- 1.16 Notice of Motion - Code of Ethics and Professional Conduct of elected officials
- 1.17 Granting purchase of laptops
- 1.18 Web Action - municipal website redesign
- 1.19 Course on Ethic and professional conduct for elected officials
- 2. PUBLIC SECURITY**
 - 2.1
- 3. TRANSPORT**
 - 3.1 Application for a grant from the Thibault Road association - Snowplow
 - 3.2 Application for a grant from the Thibault Road association - Lawyer's fees
 - 3.3 Application under section 70 of the municipal powers act (C-47.1)
 - 3.4 Job offer Trucker/Operator/labourer position
 - 3.5 Public tender -SEAO – municipal garage
- 4. ENVIRONMENTAL HYGIENE & SANITATION**
 - 4.1 Awarding of the tender KAZ2022-01 Services of emptying, collecting and transporting septic sludge
 - 4.2 Courses Q2-R22
- 5. HEALTH AND WELFARE**
 - 5.1
- 6. LAND USE PLANNING AND DEVELOPMENT**
 - 6.1
- 7. RECREATION AND CULTURAL**
 - 7.1 Increase in Library hours
- 8. MISCELLANEOUS**
 - 8.1
- 9. QUESTION PERIOD**
- 10. CLOSING OF THE MEETING**

2022-01-002
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 Damien Lafrenière, **SECONDED** by Craig Gabie and resolved to adopt the agenda by adding the following topics:

- 1.20 **CREATION OF A DEDICATED FUND FOR EXPENSES RELATED TO THE HOLDING OF AN ELECTION**
- 1.21 **ALLOCATION OF AN AMOUNT TO THE RESERVED FUND FOR EXPENSES RELATED TO THE HOLDING OF AN ELECTION**

CARRIED

2022-01-003
1.5

MINUTES OF THE REGULAR SITTING OF DECEMBER 7, 2021.

WHEREAS Council members have individually reviewed the minutes of the regular sitting of December 7, 2021;

WHEREAS Council members renounce to the reading of the minutes;

IT IS PROPOSED by Sylvain La France, **SECONDED** by Craig Gabie and resolved to adopt the minutes of the regular sitting of December 7, 2021.

CARRIED

2022-01-004
1.6

MINUTES OF THE EXTRAORDINARY SITTING OF DECEMBER 20, 2021.

WHEREAS Council members have individually reviewed the minutes of the extraordinary sitting of December 20, 2021;

WHEREAS Council members renounce to the reading of the minutes;

IT IS PROPOSED by Paul Chamberlain, **SECONDED** by Craig Gabie and resolved to adopt the minutes of the extraordinary sitting of December 20, 2021.

CARRIED

2022-01-005
1.7

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 December 2021 for a total of the following amounts:

Net Salaries	\$ 35,397.86
Provincial Remittances	\$ 12,279.23
Federal Remittances	\$ 4,460.58
Retirement Pension Remittances	\$ 4,141.91

CARRIED

2022-01-006
1.8

ADOPTION OF THE CHEQUE REGISTER

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

IT IS PROPOSED by Lynne Lachapelle
SECONDED by Damien Lafrenière
And resolved

TO adopt, as presented, the Cheque Register for the month of December 2021 for a total amount of \$ 15,159.96.

CARRIED

2022-01-007
1.9

ADOPTION OF THE LIST OF ACCOUNTS PAYABLE

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

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

TO adopt, as presented, the payment of the list of accounts payable for the month of December 2021 for a total amount of \$ 72,712.95 including bank withdrawals.

CARRIED

2022-01-008
1.10

REPORT OF THE DIRECTOR GENERAL EXPENDITURES – DGE (\$ 436.30)

2022-01-009
1.11

REPORT OF THE DIRECTOR OF FIRE SERVICE EXPENDITURES – DCP (\$ 0.00)

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**

2022-01-0010
1.12

DEPOSIT OF THE LIST OF ACCOUNTS RECEIVABLE FOR THE FISCAL YEAR ENDING DECEMBER 31, 2021

The list of accounts receivable for the fiscal year ending December 31, 2020 is filed by the Clerk-Treasurer.

2022-01-011
1.13

ADOPTION OF THE 2022 MUNICIPAL CALENDAR

IT IS PROPOSED by Paul Chamberlain
SECONDED by Matthew Orlando
And resolved

THAT council adopts the 2022 municipal calendar as presented.

CARRIED

2022-01-012
1.14

SALARY INCREASE FOR THE EMPLOYEES FOR THE FISCAL YEAR 2022

IT IS PROPOSED by Damien Lafrenière

SECONDED by Matthew Orlando
And resolved

THAT council retroactively adopts a 2.5% pay increase for municipal employees retroactive to January 1st, 2022 and that an increase of \$1.25 per hour be approved for employee number 01-0027.

Lynne Lachapelle abstains

CARRIED

2022-01-013
1.15

CANADA SUMMER JOBS PROGRAM (CSE) 2022

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

THAT council mandates the Director General to apply for the Canada Summer Jobs Program (CSE) 2022 to create a possibility to create two (2) summer employment opportunity for youth aged 15 to 30 as a job in the field of administrative clerk and laborer for the public works.

CARRIED

2022-01-014
1.16

NOTICE OF MOTION - CODE OF ETHICS AND PROFESSIONAL CONDUCT OF ELECTED OFFICIALS

Notice of motion is hereby given by Sylvain La France that a by-law bearing the number 2022-040 « *Concerning the Code of Ethics and Professional Conduct of elected officials* » will be presented 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 the council

2022-01-015
1.17

GRANTING PURCHASE OF LAPTOPS

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

THAT Council grants and incurs the expense for the purchase of 7 laptops for the Council at a total cost of \$6,299.48 as submitted on November 22, 2021 by WEpc including applicable taxes, antivirus, Acrobat, Office.

CARRIED

2022-01-016
1.18

WEB ACTION - MUNICIPAL WEBSITE REDESIGN

IT IS PROPOSED by Paul Chamberlain
SECONDED by Matthew Orlando
And resolved

THAT council authorize the director general to sign for and on behalf of the municipality the contract for the redesign of our website with Web action at a cost of \$4,950 plus applicable taxes and fees for hosting, email management and technical support at a cost of \$29.95 per month.

CARRIED

2022-01-017
1.19

COURSE ON ETHIC AND PROFESSIONAL CONDUCT FOR ELECTED OFFICIALS

IT IS PROPOSED by Matthew Orlando
SECONDED by Paul Chamberlain
And resolved

THAT council authorize and incur the expense for the mandatory training in Ethics and Professional Conduct for the seven elected officials sanctioned by Bill 49

CARRIED

2022-01-018
1.20

CREATION OF A DEDICATED FUND FOR EXPENSES RELATED TO THE HOLDING OF AN ELECTION

CONSIDERING the coming into force, on November 5, 2021, of an Act to amend the Act respecting elections and referendums in municipalities, the Act respecting municipal ethics and professional conduct and various legislative provisions (SQ 2021, c. 31) ("P.L. 49");

CONSIDERING THAT, as of January 1, 2022, municipalities must establish, in accordance with sections 278.1 and 278.2 of the Act respecting elections and referendums in municipalities (AERM), a fund reserved for the financing of expenses related to the holding of an election;

CONSIDERING THAT the council will see, in accordance with the law, to allocate annually the sums necessary for this fund for the holding of the next general election;

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

TO CREATE A reserved fund for the financing of expenses related to the holding of an election;

THAT the fund shall consist of the sums allocated annually by the council, as provided for in section 278.2 of the AERM;

CARRIED

2022-01-019
1.21

ALLOCATION OF AN AMOUNT TO THE RESERVED FUND FOR EXPENSES RELATED TO THE HOLDING OF AN ELECTION

CONSIDERING THAT, by its resolution number 2022-01-018, the Municipality has, in accordance with section 278.1 OF THE AERM, established a reserved fund for the financing of expenses related to the holding of an election;

CONSIDERING that, under section 278.2 of the AERM, the council must, after consulting the returning officer, allocate annually to the fund the sums necessary to ensure that it is sufficient, in the year in which the next general election is to be held, to meet the cost of that election;

CONSIDERING THAT the cost of the next general election is presumed to be at least equal to the cost of the last or preceding general election, whichever is greater, subject to the special measures provided for in the law for the 2021 general election (which shall not be taken into account);

CONSIDERING THAT, in accordance with the law and after consulting the returning officer, the council shall allocate to this fund an amount of \$5,000;

THEREFORE, IT IS PROPOSED by Damien Lafrenière, **SECONDED** by Craig Gabie and unanimously resolved:

ALLOCATE to the fund set aside for expenses related to the holding of an election an amount of \$5,000 for the 2022 fiscal year:

THAT the funds required for this allocation be drawn from the general fund for the year.

CARRIED

2. PUBLIC SECURITY

3. TRANSPORT

2022-01-020
3.1

APPLICATION FOR A GRANT FROM THE THIBAUT ROAD ASSOCIATION – SNOWPLOW

WHEREAS an application for a grant has been submitted to the municipality on December 10, 2021;

WHEREAS this grant application is for the creation of the association;

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

THAT council rejects the request for a grant to the Thibault Road Association and refuse to pay the lawyer's bill for the creation of the association.

CARRIED

2022-01-021

3.2 **APPLICATION FOR A GRANT FROM THE THIBAUT ROAD ASSOCIATION -
LAWYER'S FEES**

WHEREAS an application for a grant has been submitted to the municipality on November 20th, 2021;

WHEREAS this grant application is for the winter maintenance;

THEREFORE, IT IS PROPOSED by Matthew Orlando, **SECONDED** by Damien Lafrenière and resolved;

THAT council rejects the request for assistance from the Thibault Road Association for the Winter Maintenance in the amount of \$2,471.96.

CARRIED

2022-01-022
3.3

APPLICATION UNDER SECTION 70 OF THE MUNICIPAL POWERS ACT (C-47.1)

WHEREAS an application by the majority of the owners or occupants was filed with the municipality on December 10, 2021;

WHEREAS section 70 of the Municipal Powers Act (C-47.1), any local municipality may maintain a private road open to the public by permission of the owner or occupant, on the request by a majority of the owners or occupants of the abutting property;

WHEREAS the municipality may charge owners under section 244.1 and following of the Act respecting municipal taxation (F-2.1) as a fee;

THEREFORE, IT IS PROPOSED by Matthew Orlando, **SECONDED** by Craig Gabie and resolved;

THAT council accept the motion filed with the municipality dated December 10, 2021 under the condition of proof of permission of the owner or occupant, for the snow plow of Thibault Road for the 2021-2022 season, this application is to the majority of the owners or occupants of Thibault Road and incurs the expense for the snow plow of this road at a cost of \$2,471.96 payable to ÉcoDénéigement according to invoice number 42 dated October 4, 2021, these fees will be charged in connection with snow plow to the fourteen (14) citizens of this road.

CARRIED

2022-01-023
3.4

JOB OFFER TRUCKER/OPERATOR/LABOURER POSITION

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

THAT the Council mandates the Director General to publish an offer of employment to fill the position of truck driver/operator/labourer,

THAT Council appoints the director general to form a committee for interviews.

CARRIED

2022-01-024
3.5

PUBLIC TENDER -SEAO – MUNICIPAL GARAGE

WHEREAS the municipality wishes to construct by phase a municipal garage;

WHEREAS a public tender was modified for the purpose of realising phase 1 of the project by the architect Mr. Robert Ledoux and by the engineer Mr. Alexandre Hudon of the firm LH2;

WHEREAS Council members have individually reviewed the estimate of costs related to phase 1 of the project for the construction of the municipal garage;

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

THAT Council mandates the general administration to publish a call for public tender relating to a construction contract, with an expense equal to or above the threshold decreed by the Minister and published in the electronic system of tender approved by the Government for the application of the Act on public contracts

(chapter C - 65.1) and in a newspaper that is circulated in the territory of the municipality and to provide any documents to which it refers.

CARRIED

4. ENVIRONMENTAL HYGIENE & SANITATION

2022-01-025
4.1

AWARDING OF THE TENDER KAZ2022-01 SERVICES OF EMPTYING, COLLECTING AND TRANSPORTING SEPTIC SLUDGE

WHEREAS a public call for tenders for the contract for the services of emptying, collecting and transporting septic sludge A two (2) year (2022-2023) renewable term at the sole discretion of the municipality for an additional two (2) year period (2024-2025) has been published in the electronic system of the Quebec government (SEAO) dated December 7, 2021;

WHEREAS one (1) compliant tender was received on or before December 23rd, 2021 at 2:00 pm at the municipal office to be open publicly at the same location at 2:01 pm;

WHEREAS council members have individually read the opening of the tender report;

THEREFORE, IT IS MOVED by Craig Gabie, **SECONDED** by Paul Chamberlain and unanimously resolved to award the contract for the services of emptying, collecting and transporting septic sludge Tender Number KAZ2022-01 to the lowest bidder. **Les entreprises Septiques L.M.** located at 60 rue du Pont, Bouchette (Quebec) J0X 1E0 for the total amount for one year of \$ 40,874.00 excluding applicable taxes,

ALSO that council mandates the director general to sign and initial for and on behalf of the municipality the bid documents which constitutes *de facto* the contract binding the municipality and the contractor.

CARRIED

2022-01-026
4.2

COURSES Q2-R22

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

THAT council authorizes and incurs the expense for the training courses "INITIATION TO THE REGULATION AND TREATMENT OF WASTEWATER FROM ISOLATED RESIDENCES AND REGULATION RESPECTING THE EVACUATION AND TREATMENT OF WASTEWATER FROM ISOLATED RESIDENCES" as required by the COMBEQ for the urbanism and environment inspector at a total cost of \$875.02 plus taxes.

CARRIED

5 HEALTH AND WELFARE

6. LAND USE PLANNING AND DEVELOPMENT

7. RECREATION AND CULTURE

2022-01-027
7.1

INCREASE IN LIBRARY HOURS

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

THAT council authorizes the library to be open on Monday of each week from 8:00 a.m. to noon and from 1:00 p.m. to 4:00 p.m.

CARRIED

8. MISCELLANEOUS

9. QUESTION PERIOD


10. CLOSING OF THE MEETING

The agenda being exhausted, the President declares the closing of the meeting at 7:45 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 ».