

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

**Minutes – Tuesday May 7, 2024**

**MINUTES OF THE REGULAR MEETING OF COUNCIL OF THE MUNICIPALITY OF KAZABAZUA AT 26 BEGLEY ROAD (COMMUNITY CENTER), ON MAY 7, 2024 AT 7:00 P.M. UNDER THE CHAIRMANSHIP OF MR. ROBERT BERGERON, MAYOR.**

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

**IS ABSENT, CRAIG GABIE (Motivated)**

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**PRESENTATION OF THE FINANCIAL REPORT AND THE EXTERNAL AUDITOR'S REPORT FOR FISCAL YEAR 2023**

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**GENERAL ADMINISTRATION**

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**1.1 OPENING OF THE MEETING**

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The president welcomes those present, after establishing a quorum opens the session, it is 7:00 pm.

**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 April 2, 2024
- 1.6 Adoption of bank withdrawals
- 1.7 Adoption of the Cheque Register
- 1.8 Adoption of the list of accounts payable
- 1.9 Report of the director general expenditures
- 1.10 Report of the director of fire service expenditures
- 1.11 Adoption of By-law 2024-052 modifying by-law 2021-039 constituting the governance and procedure of council meeting
- 1.12 Local road maintenance assistance program (PAERRI) - accountability 2023
- 1.13 Publication of the job offer under the Canada 2024 Summer Employment Program
- 1.14 ADMQ 2024 Convention
- 1.15 Fees for Garage Construction Service – Architect
- 1.16 Summer hours – Municipal office
- 1.17 Hiring as a result of the job offer for the position of Assistant Director General / Clerk-Treasurer
- 1.18 30 days of grace to councillor seat # 6
- 1.19 Recognition of the contribution of people with disabilities as part of the Quebec Week of Persons with Disabilities
- 1.20 Tabling of the Financial Report and the External Auditor's Report for Fiscal Year 2023
- 1.21 Academic Merit Scholarships

**2. PUBLIC SECURITY**

- 2.1 Trailer purchase for generator
- 2.2 Purchase of lockers for the fire department

**3. TRANSPORT**

- 3.1 Certificate of payment #1 – CAMA

**4. ENVIRONMENTAL HYGIENE & SANITATION**

- 4.1

**5. HEALTH AND WELFARE**

5.1

**6. LAND USE PLANNING AND DEVELOPMENT**

6.1 Adoption of By-law 2024-051 modifying by-law 2018-021 constituting the planning advisory committee

6.2 Confirmation of financial contribution – Gatineau Valley Retirement Village (GVRV)

**7. RECREATION AND CULTURAL**

7.1

**8. MISCELLANEOUS**

8.1

**9. QUESTION PERIOD**

**10. CLOSING OF THE MEETING**

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2024-05-077  
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 Sylvain La France, **SECONDED** by Damien Lafrenière and resolved to adopt the agenda by adding the following topics:

1.22 DONATION REQUEST – SOCIAL DEVELOPMENT TABLE

1.23 DONATION REQUEST – CÉGEP DE L'OUTAOUAIS

**CARRIED**

2024-05-078  
1.5

**MINUTES OF THE REGULAR SITTING OF APRIL 2, 2024.**

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**WHEREAS** Council members have individually reviewed the minutes of the regular sitting of April 2, 2024;

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

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

**TO** adopt the minutes of the regular sitting of April 2, 2024 as presented.

**CARRIED**

2024-05-079  
1.6

**ADOPTION OF BANK WITHDRAWALS**

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**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 April 2024 for a total of the following amounts:

Net Salaries	\$ 32,405.55
Provincial Remittances	\$ 12,684.96
Federal Remittances	\$ 4,819.01
Retirement Pension Remittances	\$ 4,394.84

**CARRIED**

2024-05-080  
1.7

**ADOPTION OF THE CHEQUE REGISTER**

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

**IT IS PROPOSED** by Lynne Lachapelle

**SECONDED** by Sylvain La France

And resolved

**TO** adopt, as presented, the Cheque Register for the month of April 2024 for a total amount of \$ 17,050.40.

**CARRIED**

2024-05-081  
1.8

**ADOPTION OF THE LIST OF ACCOUNTS PAYABLE**

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

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

**TO** adopt, as presented, the payment of the list of accounts payable for the month of April 2024 for a total amount of \$ 141,802.02 including provincial and federal remittances.

**CARRIED**

2024-05-082  
1.09

**DIRECTOR GENERAL EXPENDITURES – DGE (\$ 0.00)**

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2024-05-083  
1.10

**DIRECTOR OF FIRE SERVICE EXPENDITURES – DCP (\$ 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, DMA**  
**Clerk-Treasurer and Director general**

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2024-05-084  
1.11

**ADOPTION OF BY-LAW 2024-052 MODIFYING BY-LAW 2021-039  
CONSTITUTING THE GOVERNANCE AND PROCEDURE OF COUNCIL  
MEETING**

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

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**BY-LAW 2024-052 MODIFYING BY-LAW NUMBER 2021-039  
« BY-LAW ON GOVERNANCE AND PROCEDURE OF COUNCIL MEETING »**

**WHEREAS** article 491 of the Municipal Code of Québec allowing the municipal council to adopt a by-law to govern its meetings and the conduct of debates in order to supervise the procedure, ensure the smooth conduct and maintain order during sittings;

**WHEREAS** municipal council wishes to modify its by-law respecting the governance and procedure of municipal council meetings;

**WHEREAS** a notice of motion was previously given, in accordance with the Act, at the ordinary meeting held on April 2, 2024 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 to its reading;

**THEREFORE, IT IS** proposed by Damien Lafrenière, **SECONDED** by Paul Chamberlain and unanimously resolved of council members present;

**THAT** this by-law be adopted and that it be ordered and decreet as follows:

**THAT** Article 23 - CONTENT AND ORDER OF TREATMENT OF SUBJECTS under GENERAL ADMINISTRATION that point « **1.3 Question period** » is revoked and the numbering follows.

**THAT** Article 32 - FORMS AND TIME PROVIDED that the text

« for the beginning of the sitting, under item 1.3, and » is revoked

**THAT** the text

« Article 48 -APPLICATION

The mayor shall be responsible for the application of this by-law.

The Director General is authorized to issue statements of offence to any person who contravenes this by-law or to any of the provisions of this by-law. » is added before CHAPTER V.

**THAT** this By-law come into force in accordance with the Law on the date of its publication.

**CARRIED**

**2024-05-085**  
**1.12**

**LOCAL ROAD MAINTENANCE ASSISTANCE PROGRAM (PAERL) - ACCOUNTABILITY 2023**

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**WHEREAS** the Ministry of Transport paid compensation of \$ 193,484 for the maintenance of the road network for calendar year 2023;

**WHEREAS** the compensations distributed to the Municipality concern the current and preventive maintenance of local roads 1 and 2 as well as the elements of the bridges, located on these roads, for which the Municipality is responsible;

**WHEREAS** an external auditor will present the financial report of eligible expenses incurred for the year 2023;

**FOR THESE REASONS, IT IS PROPOSED** by Paul Chamberlain, **SECONDED** by Sylvain La France and resolved

**THAT** the Municipality of Kazabazua informs the Ministry of Transport of the use of offsets for the current and preventive maintenance of local roads 1 and 2 as well as the elements of the bridges located on these roads, for which the Municipality is responsible, in accordance with the objectives of the Local Road Maintenance Assistance Program.

**CARRIED**

**2024-05-086**  
**1.13**

**PUBLICATION OF THE JOB OFFER UNDER THE CANADA 2024 SUMMER EMPLOYMENT PROGRAM**

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**IT IS PROPOSED** by Paul Chamberlain  
**SECONDED** by Lynne Lachapelle  
and resolved

**THAT** council mandates the director general to publish a job offer for the position of Office Administrative Clerk under the Canada 2024 Summer Employment Program, must be between the ages of 15 and 30 (inclusive) at the start of employment;

**CARRIED**

**2024-05-087**  
**1.14**

**ADMQ 2024 CONVENTION**

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**IT IS PROPOSED** by Sylvain La France  
**SECONDED** by Damien Lafrenière  
and resolved

**THAT** council authorizes the participation of the Director General and incur the expense of \$577 plus taxes for participation and registration at the A.D.M.Q. convention to be held from June 12 to 14, 2024 at the Québec City Convention Centre, 900 René-Lévesque Boulevard East, Quebec, a reimbursement of travel expenses, accommodation and meals with a supporting invoice be authorized.

**CARRIED**

**2024-05-088**  
**1.15**

**FEEES FOR GARAGE CONSTRUCTION SERVICE – ARCHITECT**

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**WHEREAS** the construction work of the municipal garage began following the award of the contract to the company Industrie CAMA following a 5th call for tenders;

**WHEREAS** this construction begins more than 5 years after the acceptance of the service offer for this mandate on March 7, 2019;

**WHEREAS** the deadlines and the general increase in the price of goods and services related to the project that a request for an increase in fees for services during construction dated April 22, 2024;

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

**THAT** Council authorizes and accepts the request for an increase in the fees for services during construction based on the inflation index of the construction sector listed by the Government of Quebec, therefore an increase of 20% fees applicable to this part of the work; \$7,750 + 20% equals \$9,300 plus applicable taxes.

**CARRIED**

**1.16 SUMMER HOURS – MUNICIPAL OFFICE**

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**IT IS PROPOSED** by  
**SECONDED** by  
and resolved

**THAT** Council authorize the closing of the municipal office on Fridays at noon from June 1 to September 1, 2024, that the office hours be Monday to Thursday from 8:00 a.m. to 4:30 p.m. with a period of 45 minutes for lunch and Friday until noon and that a public notice be published to that effect.

**POSTPONED**

**2024-05-089  
1.17**

**HIRING AS A RESULT OF THE JOB OFFER FOR THE POSITION OF ASSISTANT DIRECTOR GENERAL / CLERK-TREASURER**

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**Whereas** the Municipality has posted a job advertisement to fill an Assistant General Manager/Clerk-Treasurer position;

**Whereas** interviews have been conducted and a scoring system has been established;

**Whereas** a candidate has been recommended;

**Therefore, it is proposed** by Damien Lafrenière, **seconded** by Sylvain Lafrenière and unanimously resolved of council members present;

**THAT** Council proceeds with the hiring of Mr. Yannick Perreault as Assistant Director General / Clerk-Treasurer, that an indeterminate contract of employment with a probationary period of six (6) months be established to established the salary and working conditions of the Assistant Director General / Clerk-Treasurer, that this contract be presented to Council and that a resolution be subsequently adopted for the conclusion of the contract.

**CARRIED**

**2024-05-090  
1.18**

**30 DAYS OF GRACE TO COUNCILLOR SEAT # 6**

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**Whereas** article 317 of the Act respecting elections and referendums in municipalities (chapter E-2.2) foresees that when the term of a member of the council who fails to attend council sittings for 90 consecutive days ends at the close of the first sitting after the expiry of the 90 days unless the member attends that sitting;

**Whereas** council may, at the first sitting after the 90 days, grant 30 days of grace to the member if he was in fact unable to attend the sittings;

**Whereas** in such case, the term of the member ends 31 days later, unless he attends a sitting of the council during the period of grace;

**Therefore, it is proposed** by Lynne Lachapelle, **seconded** by Damien Lafrenière and unanimously resolved by the members present;

**THAT** Council grants 30 days of grace to Mr. Craig Gabie Seat # 6 where he was unable to attend the sittings.

**CARRIED**

2024-05-091  
1.19

**RECOGNITION OF THE CONTRIBUTION OF PEOPLE WITH DISABILITIES AS PART OF THE QUEBEC WEEK OF PERSONS WITH DISABILITIES**

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**WHEREAS** the importance for the Municipal Council to ensure a quality living environment for persons with disabilities;

**WHEREAS** municipalities can play an important role in combating prejudice against persons with disabilities;

**WHEREAS** 21% of the population aged 15 and over in Quebec has a disability (or several) according to the 2022 Canadian Survey on Disability;

**WHEREAS** Quebec Disability Week will take place from June 1<sup>st</sup> to 7<sup>th</sup>, 2024;

**IT IS PROPOSED** by Lynne Lachapelle  
**SECONDED** by Paul Chamberlain  
and resolved

**THAT** the Municipality of Kazabazua highlights the contribution of persons with disabilities to the social, economic and cultural life of the city as part of the Quebec Week of Persons with Disabilities.

**CARRIED**

2024-05-092  
1.20

**TABLING OF THE FINANCIAL REPORT AND THE EXTERNAL AUDITOR'S REPORT FOR FISCAL YEAR 2023**

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The Financial Report and the External Auditor's Report for the 2023 fiscal year is tabled by the Clerk-Treasurer.

2024-05-093  
1.21

**ACADEMIC MERIT SCHOLARSHIPS**

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**IT IS PROPOSED** by Lynne Lachapelle  
**SECONDED** by Matthew Orlando  
And resolved

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

**CARRIED**

2024-05-094  
1.22

**DONATION REQUEST – SOCIAL DEVELOPMENT TABLE**

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

**THAT** Council authorizes a donation of \$200 to the Gatineau Valley Social Development Table for a Family Week activity to be held at the Kazabazua Community Centre on May 16, 2024 from 4:00 p.m. to 7:00 p.m.

**CARRIED**

2024-05-095  
1.23

**DONATION REQUEST – CÉGEP DE L'OUTAOUAIS**

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

**THAT** Council authorizes a donation of \$200 to Cégep de l'Outaouais for an internship in Togo, a French-speaking country in Africa to complete a 16-day internship in an inpatient and outpatient setting, this internship will be an integral part of the sixth and final nursing training session. This internship will take place in June 2025, for 12 students.

**Councillor Damien Lafrenière stated that he had a particular interest in the matter submitted to council, namely the request for a donation. Councillor Damien Lafrenière confirmed that he did not and will not participate in the**



**deliberations on this subject, that he will not vote and that he will not attempt to influence the vote.**

**CARRIED**

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### **3. PUBLIC SECURITY**

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**2024-05-096**  
**2.1**

#### **TRAILER PURCHASE FOR GENERATOR**

**WHEREAS** the municipality, by its resolution # 2019-04-083, took advantage of Component 2 of the financial assistance program offered by the Agence municipale 9-1-1 du Québec in the amount of \$10,000 to support disaster preparedness actions, including primarily measures to comply with regulations;

**WHEREAS** the Municipality has partnered with the Local Municipality of Aléyn-et-Cawood for Component 2, and an additional \$2,000 in program funding has been received;

**WHEREAS** the Municipality of Kazabazua and the Municipality of Aléyn-et-Cawood have joined forces for the purchase of a generator;

**THEREFORE, IT IS PROPOSED** by Matthew Orlando, **SECONDED** by Paul Chamberlain and resolved;

**THAT** the municipality of Kazabazua, on the condition that the municipality of Aléyn-et-Cawood join forces for the purchase of a 5-foot by 8-foot trailer for the transportation of the generator between the two municipalities at a cost of ±\$2,500 excluding applicable taxes, that each municipality's share be 50%.

**CARRIED**

**2024-05-097**  
**2.2**

#### **PURCHASE OF LOCKERS FOR THE FIRE DEPARTMENT**

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

**THAT** Council authorizes and incurs the expense for the purchase of 5 lockers for the fire department at a cost of \$656 each excluding of applicable taxes.

**CARRIED**

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### **3. TRANSPORT**

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**2024-05-098**  
**3.1**

#### **CERTIFICATE OF PAYMENT #1 – CAMA**

**WHEREAS** a certificate of payment # 1 for the construction of the municipal garage has been issued and certified by the firm Robert Ledoux Architecte;

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

**THAT** Council authorizes the request for payment in the amount of \$89,508.04 for work performed as of April 30, 2024 in favour of the contractor CAMA Industries.

**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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**2024-05-099**  
**6.1**

#### **ADOPTION OF BY-LAW 2024-051 MODIFYING BY-LAW 2021-018 CONSTITUTING THE PLANNING ADVISORY COMMITTEE**

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

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**BYLAW 2024-051**

**MODIFYING BY-LAW 2021-018 CONSTITUTING THE PLANNING ADVISORY COMMITTEE**

**WHEREAS** the Municipal Council of Kazabazua judges necessary to modify the by-law constituting a Planning Advisory Committee to aid in meeting its responsibilities in regards to urbanism and land use planning;

**WHEREAS** the Land Use Planning and Development Act (L.R.Q., chap. A-19.1), particularly Article 146;

**WHEREAS** a notice of motion was previously given, in accordance with the Act, at the ordinary meeting held on April 2, 2024 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 to its reading;

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

**THAT** the Municipal Council of Kazabazua rules and orders the following:

**3.3 COMMITTEE COMPOSITION AND QUORUM**

The text « The COMMITTEE is composed of 5 members named by the Council which: » is modified for « The COMMITTEE is composed of 4 members named by the Council which: »;

The text « • Four (4) members selected from taxpaying residents of the municipality excluding Council members, municipal officers and members of other committees appointed by Council; » is modified for « Three (3) members selected from taxpaying residents of the municipality excluding Council members, municipal officers and members of other committees appointed by Council; »

**ENTRY INTO FORCE**

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

**CARRIED**

2024-05-100  
6.2

**CONFIRMATION OF FINANCIAL CONTRIBUTION – GATINEAU VALLEY RETIREMENT VILLAGE (GVRV)**

**WHEREAS** the municipality budgeted a financial contribution of \$14,000 when adopting its 2024 budget on December 19, 2023;

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

**THAT** Council confirms its financial contribution for the years 2023-2026 and authorize the disbursement of \$14,000 for the 2024 fiscal year on behalf of the Gatineau Valley Retirement Village for Phase 2 project;

**THAT** expenditure be entered in the account under budget item 02 19000 970;

**CARRIED**

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**7. RECREATION AND CULTURE**

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**8. MISCELLANEOUS**

9. **QUESTION PERIOD**

10. **CLOSING OF THE MEETING**

The agenda being exhausted, the President declares the closing of the meeting at 8:18 pm.




The Charter of the French language and its regulations govern the consultation of English language content.  
[https://www.quebec.ca/en/gouvernement/politiques-orientations/langue-francaise/modernization-charter-french-language#c214034?](https://www.quebec.ca/en/gouvernement/politiques-orientations/langue-francaise/modernization-charter-french-language#c214034)

President

Clerk

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Robert Bergeron,  
Mayor



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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 ».