

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

Minutes – Tuesday November 16, 2021

MINUTES OF THE REGULAR MEETING OF COUNCIL OF THE MUNICIPALITY OF KAZABAZUA AT 26 BEGLEY ROAD (COMMUNITY CENTER), FERENC, ON NOVEMBER 16, 2021 AT 7:17 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 REGISTRAR TREASURER, PIERRE VAILLANCOURT

Presentation of the financial report and the external auditor's report for the fiscal financial year 2020

GENERAL ADMINISTRATION

1.1 OPENING OF THE MEETING

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

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 October 5, 2021
- 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 the Financial Report and the Report of the External Auditor for the 2020 Fiscal Year
- 1.12** Local Road Maintenance Assistance Program (PAERRL) - Accountability 2020
- 1.13** Nomination of councilors on committees
- 1.14** Appointment of the municipality's representative on the RIAM and a substitute
- 1.15** Nomination of the representative to the MRCVG
- 1.16** Purchase budget for Christmas gifts for employees
- 1.17** Assignment of a mandate of legal services - year 2022
- 1.18** Request removal of interest
- 1.19** Portable estimate
- 1.20** Request financial assistance
- 1.21** Filing of declaration of the pecuniary interest of the members of council
- 1.22** Deposit of the comparative statements of revenues and expenses for the fiscal year ending November 16, 2021, forecast by the previous year for the corresponding period
- 1.23** Deposit of comparative income and expense statements for fiscal year 2021 as planned by the 2021 budget

2. PUBLIC SECURITY

2.1

3. TRANSPORT

- 3.1** Awarding tender by invitation – sidewalk plowing and ice removal 2021-2023

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 CULTURAL
7.1
8. MISCELLANEOUS
8.1
9. QUESTION PERIOD
10. CLOSING OF THE MEETING

2021-11-220
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 Sylvain La France, **SECONDED** by Paul Chamberlain and resolved to adopt the agenda as presented.

CARRIED

2021-11-221
1.4

MINUTES OF THE REGULAR SITTING OF OCTOBER 5, 2021

WHEREAS Council members have individually reviewed the minutes of the regular sitting of October 5, 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 October 5, 2021 as presented.

CARRIED

2021-11-222
1.6

ADOPTION OF BANK WITHDRAWALS

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

TO adopt, as presented, the list of direct debits for the month of October 2021 for a total of the following amounts:

Net Salaries	\$ 33,038.31
Provincial Remittances	\$ 10,751.90
Federal Remittances	\$ 3,782.91
Retirement Pension Remittances	\$ 3,263.62

CARRIED

2021-11-223
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 October 2021 for a total amount of \$ 61,678.88.

CARRIED

2021-11-224
1.8

ADOPTION OF THE LIST OF ACCOUNTS PAYABLE

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

TO adopt, as presented, the payment of the list of accounts payable for the month of October 2021 for a total amount of \$ 49,390.13 including bank withdrawals.

CARRIED

2021-11-225
1.9

REPORT OF THE DIRECTOR GENERAL EXPENDITURES – DGE (\$ 1.469.32)

2021-11-226
1.10

REPORT OF THE DIRECTOR 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
Registrar-Treasurer and Director general

2021-11-227
1.11

ADOPTION OF THE FINANCIAL REPORT AND THE REPORT OF THE EXTERNAL AUDITOR FOR THE 2020 FISCAL YEAR

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

THAT Council adopts the Financial Report and the Report of the External Auditor for the 2020 fiscal year as presented.

CARRIED

2021-11-228
1.12

LOCAL ROAD MAINTENANCE ASSISTANCE PROGRAM (PAERRL) - ACCOUNTABILITY 2020

WHEREAS the Ministry of Transport paid compensation of \$ 205,211 for the maintenance of the road network for calendar year 2020;

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 2020;

FOR THESE REASONS, IT IS PROPOSED by Damien Lafrenière, **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

2021-11-229
1.13

NOMINATION OF COUNCILORS ON COMMITTEES

IT IS PROPOSED by Matthew Orlando
SECONDED by Craig Gabie
And resolved

THAT council appoints the representative on the following committees:

GENERAL ADMINISTRATION, , Lynne Lachapelle et Sylvain La France

PUBLIC SECURITY, Matthew Orlando et Craig Gabie

TRANSPORT, Damien Lafrenière et Paul Chamberlain

ENVIRONMENTAL HYGIENE & SANITATION, Council

HEALTH AND WELFARE, Council

LAND USE PLANNING AND DEVELOPMENT, Damien Lafrenière

MEMBERS OF THE URBAN PLANNING ADVISORY COMMITTEE (CCU)
Damien Lafrenière

RECREATION AND CULTUREL, Paul Chamberlain

COUNCILLOR RESPONSABLE FOR THE LIBRARY, Paul Chamberlain

GVRV representative Sylvain La France and Robert Bergeron, substitute.

CARRIED

2021-11-230
1.14

APPOINTMENT OF THE MUNICIPALITY'S REPRESENTATIVE TO RIAM AND A SUBSTITUTE

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

THAT Councillor Sylvain La France be named the representative to sit on the R.I.A.M. Council and that Councillor Damien Lafrenière be named substitute.

CARRIED

2021-11-231
1.15

NOMINATION OF THE REPRESENTATIVE TO THE MRCVG

WHEREAS, following the election of November 7, 2021, pursuant to the provisions of section 210.24 of the Territorial Organization Act, replaces the mayor of the local municipality on the council of the Municipalité régionale de comté de La Vallée-de-la-Gatineau;

THEREFORE, IT IS PROPOSED by Craig Gabie, **SECONDED** by Paul Chamberlain and resolved:

THAT council of the municipality of Kazabazua appoints Damien Lafrenière as representative on the council of the Municipalité régionale de comté de La Vallée-de-la-Gatineau and Sylvain La France as substitute for the mayor on the council of the Municipality of Kazabazua.

CARRIED

2021-11-232
1.16

PURCHASE BUDGET FOR CHRISTMAS GIFTS FOR EMPLOYEES

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

THAT council authorize that the \$2,600 budget for reception be used for the purchase of Christmas gifts of a \$75 value each for municipal employees, fire department volunteer firefighters and council and incur this expense which will replace the reception of the Christmas meal that will not take place this year due to the COVID-19 pandemic.

CARRIED

2021-11-233
1.17

ASSIGNMENT OF A MANDATE OF LEGAL SERVICES – YEAR 2022

WHEREAS in anticipation of its next fiscal year, the Municipality of Kazabazua accepts the offer of legal services from the firm Dufresne Hébert Comeau to meet its needs in this area;

WHEREAS the offer of services from January 1, 2022 to January 10, 2023 prepared for this purpose by firm Dufresne Hébert Comeau;

THEREFORE, IT IS PROPOSED by Craig Gabie, **SECONDED** by Sylvain La France and resolved,

THAT this Council retains the offer of legal services submitted by Dufresne Hébert Comeau;

As described as follows:

- **Service offered:** Telephone consultation, unlimited hours for \$ 400 plus applicable taxes, this service includes a confirmation of the response by email;
- **Contract duration:** 1 year, from January 1, 2022 to January 1, 2023;
- **For all other mandates requested:** Hourly rate of \$ 140 per hour;
- **Fees for tax collection files:** 9% of the amounts collected.

CARRIED

2021-11-234
1.18

REQUEST REMOVAL OF INTEREST

Considering that a judgment on behalf of the municipality of Kazabazua was issued on September 7, 2017;

Considering since that date interest was accrued on an amount \$ 16,865.10 for the account bearing roll number 3287-12-4890;

Therefore, it is proposed by Sylvain La France, **seconded** by Craig Gabie and resolved;

THAT council removes the accrued interest since September 7, 2017.for roll number 3287-12-4890.

CARRIED

2021-11-235
1.19

PORTABLE ESTIMATE

IT IS PROPOSED by Damien Lafrenière
SECONDED by Paul Chamberlain
And resolved

THAT Council mandates general administration to seek estimates for the purchase of laptops for use by councillors and the mayor during their 4-year term as well as the installation of the Office application.

CARRIED

2021-11-236
1.20

REQUEST FINANCIAL ASSISTANCE

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

THAT Council authorizes to Aux Goûts du jour (Les œuvres de charité) a financial assistance in the amount of **\$250** and a financial contribution to the Carrefour jeunesse emploi Vallée-de-la-Gatineau in the amount of **\$200**.

CARRIED

2021-11-237
1.21

FILING OF THE DECLARATION OF THE PECUNIARY INTERESTS OF THE MEMBERS OF THE COUNCIL

The declaration of the pecuniary interests of the members of council is filed by all the members of council with the Registrar-Treasurer.

2021-11-238
1.22

DEPOSIT OF THE COMPARATIVE STATEMENTS OF REVENUES AND EXPENSES FOR THE FISCAL YEAR ENDING NOVEMBER 16, 2021, FORECAST BY THE PREVIOUS YEAR FOR THE CORRESPONDING PERIOD

The comparative statements of revenues and expenses for the fiscal year ending November 16, 2021, as planned by the previous year for the corresponding period, are filed by the Registrar-Treasurer.

2021-11-239
1.23

DEPOSIT OF COMPARATIVE INCOME AND EXPENSE STATEMENTS FOR FISCAL YEAR 2021 AS PLANNED BY THE 2021 BUDGET

The comparative income and expense statements for fiscal year 2021 as planned by the 2021 budget are filed by the Registrar-Treasurer

2. PUBLIC SECURITY

3.TRANSPORT

2021-11-240
3.1

AWARDING TENDER BY INVITATION – SIDEWALK PLOWING AND ICE REMOVAL 2021-2023

WHEREAS Council has issued a public tender dated October 7, 2021 under No DDT2021-2023 for the snow removal and de-icing of the sidewalk 2021-2023;

WHEREAS the closing bids was October 28, 2021 at 2:00 p.m. and that the opening of bids was the same day at 2:01 p.m.;

WHEREAS that four (4) bidders responded to this call for tender;

THEREFORE, IT IS PROPOSED by Sylvain La France, **SECONDED** by Craig Gabie and resolved;

THAT Council grants to the lowest bidder the contract for the snow removal and de-icing of the sidewalk 2021-2023 to Déneigement et paysagement S&L for a total cost of \$ 18,970.88 including applicable taxes.

Tenders received were:

Stéphane Bertrand

Season 2021-2022 **15 981,53 \$** Season 2022-2023 **16 670,23 \$**

Gabie Construction

Season 2021-2022 **22 995,00 \$** Season 2022-2023 **22 995,00 \$**

Christophe Clément

Season 2021-2022 **12 474,79 \$** Season 2022-2023 **12 992,18 \$**

Déneigement et paysagement S&L

Season 2021-2022 **9 485,44 \$** Season 2022-2023 **9 485,44 \$**

CARRIED

4. ENVIRONMENTAL HYGIENE & SANITATION

2021-11-241
4.1

TENDER FOR SEPTIC EMPTYING

IT IS PROPOSED by Sylvain La France

SECONDED by Paul Chamberlain

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 2022-2023, renewable at the sole discretion of the Municipality for a further two (2) years, from (2024-2025)

CARRIED

5. HEALTH AND WELFARE

6. LAND USE PLANNING AND DEVELOPMENT

7. RECREATION AND CULTURE

8. MISCELLANEOUS

9.

QUESTION PERIOD

10.

CLOSING OF THE MEETING

The agenda being exhausted, the President declares the closing of the meeting at 8:22 pm.

President

Secretary

Robert Bergeron,
Mayor


Pierre Vaillancourt, DMA
Director General / Registrar-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 ».