

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

Regular meeting – Tuesday August 4, 2026

Minutes of the regular meeting of the Municipal Council of the Municipality of Kazabazua, held on August 4, 2026, at 7:00 PM at 26 Begley Road (Community Centre), Kazabazua.

Present:	Mr. Gabriel Guertin	Mayor
	Ms. Pamela Lachapelle	Councillor
	Ms. Heather Quinn	Councillor
	Ms. Tanya Gabie	Councillor
	Mr. Damien Lafrenière	Councillor
	Ms. Nicole Constantineau	Councillor

A quorum of council members is formed under the presidency of the Mayor, Mr. Gabriel Guertin.

Ms. Wendy Waddell, Administrative Assistant, serves as secretary of the meeting.

000 OPENING OF THE MEETING AND MAYOR'S MESSAGE

**0-1
OPENING OF THE MEETING**

The Mayor, Mr. Gabriel Guertin, welcomes those present and, after noting that a quorum is reached, declares the meeting open at 7 PM.

**0-2
MAYOR'S MESSAGE**

**0-3
ADOPTION OF THE AGENDA**

KAZ-2026-08-04-451

WHEREAS the members of council waive the reading of the agenda;

WHEREAS section 148 of the Quebec Municipal Code stipulates that all documentation useful for decision-making must be made available to council members no later than 72 hours before the scheduled start time of the meeting, except in exceptional circumstances;

THEREFORE,

IT IS PROPOSED by Heather Quinn, **SECONDED** by Pamela Lachapelle,

AND RESOLVED to waive the deadline prescribed in section 148 of the Quebec Municipal Code concerning the delivery of documentation useful for decision-making, and to adopt the agenda containing the following items:

000 OPENING OF THE MEETING AND MAYOR’S MESSAGE

- 0-1 Opening of the meeting
 - 0-2 Mayor’s message
 - 0-3 Adoption of the agenda
 - 0-4 Adoption of the minutes
 - 0-5 Minutes of the regular meeting held July 7, 2026
 - 0-6 Question and comment period
-

100 GENERAL ADMINISTRATION

- 100-01 Adoption of bank withdrawals
 - 100-02 Adoption of the cheque register
 - 100-03 Adoption of the list of accounts payable
 - 100-04 Director General’s expenses
 - 100-05 Fire service Director’s expenses
 - 100-06 Adoption of By-law 2026-056 – By-law establishing budgetary control and monitoring rules,delegating spending authority and creating a selection committee
 - 100-07 Notice of Motion – By-law 2026-063 concerning special musical events
 - 100-08 Repeal of Resolution KAZ-2026-02-06-410 – Use of the roadwork budget
 - 100-09 Repeal of Resolution KAZ-2026-07-07-436 – Drinking water training
 - 100-10 Discontinuance by the Municipality of Kazabazua in File No. 550-17-014096-257
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200 PUBLIC SECURITY

300 TRANSPORTATION AND COMMUNICATION

- 300-01 Team-Building Event – Employees and Elected Officials
 - 300-02 Purchase of Sand and Salt – Snow Removal – Authorization to Request Prices and Award a Contract
-

400 ENVIRONMENTAL HEALTH AND ENVIRONMENT

- 400-01 Boat Washing Station Program – Financial Assistance – Authorization to Sign the Funding Agreement
-

500 HEALTH AND WELL-BEING

600 PLANNING, URBANISM AND DEVELOPMENT

- 600-01 Appointment of Members of the Planning Advisory Committee (PAC)
-

700 RECREATION AND CULTURE

800 CORRESPONDENCE

- 800-01 Request for Financial Contribution – Aux goûts du jour – Christmas Basket Program
 - 800-02 Request for Financial Contribution – Movie Night
-

900 VARIA

1000 QUESTION AND COMMENT PERIOD

1100 END OF THE MEETING

ADOPTED UNANIMOUSLY BY THE MEMBERS PRESENT

**0-4
ADOPTION OF THE MINUTES**

A- MINUTES OF THE REGULAR MEETING OF JULY 7, 2026

KAZ-2026-08-04-452

WHEREAS the members of Council individually reviewed the minutes of the regular meeting of July 7, 2026;

WHEREAS the members of council waive the reading of the minutes;

THEREFORE,

IT IS PROPOSED by Damien Lafrenière, **SECONDED** by Nicole Constantineau,

AND RESOLVED to adopt the minutes of the regular meeting of July 7, 2026, as presented.

ADOPTED UNANIMOUSLY BY THE MEMBERS PRESENT

**0-5
QUESTION AND COMMENT PERIOD**

A question period is held. Several individuals ask questions or make comments.

**100
GENERAL ADMINISTRATION**

**100-01
ADOPTION OF BANK WITHDRAWALS**

KAZ-2026-08-04-453

IT IS PROPOSED by Damien Lafrenière, **SECONDED** by Nicole Constantineau,

AND RESOLVED to adopt, as presented, the list of direct debits for the month of July 2026 for a total of the following amounts:

Description	Amount
Net salaries	\$ 72 354.40
Provincial remittances	\$ 17 229.48
Federal remittances	\$ 5 661.31
Retirement Pension Remittances	\$ 4 394.33
Employee group insurance	\$ 6 579.09

ADOPTED UNANIMOUSLY BY THE MEMBERS PRESENT

**100-02
ADOPTION OF THE CHEQUE REGISTER**

KAZ-2026-08-04-454

WHEREAS the accounts have been verified by Pamela Lachapelle and Heather Quinn;

THEREFORE,

IT IS PROPOSED by Tanya Gabie, **SECONDED** by Damien Lafrenière,

AND RESOLVED to adopt, as presented, the cheque register for the month of July 2026 for a total amount of \$ 134 043.66.

ADOPTED UNANIMOUSLY BY THE MEMBERS PRESENT

100-03
ADOPTION OF THE LIST OF ACCOUNTS PAYABLE

KAZ-2026-08-04-455

WHEREAS the accounts have been audited by Pamela Lachapelle and Heather Quinn;

THEREFORE,

IT IS PROPOSED by Pamela Lachapelle, **SECONDED** by Heather Quinn,

AND RESOLVED to approve the list of accounts payable as at July 31, 2026 for a total amount of \$80 228.43 and authorize the Director general and clerk-treasurer to issue the payments.

ADOPTED UNANIMOUSLY BY THE MEMBERS PRESENT

100-04
DIRECTOR GENERAL'S EXPENSES

KAZ-2026-08-04-456

IT IS PROPOSED by Nicole Constantineau, **SECONDED** by Pamela Lachapelle,

AND RESOLVED to approve the list of expenses authorized by the Director General for the month of July 2026 in the amount of \$7 117.31. These expenses have already been included in the list of accounts payable submitted for approval under item 100-03.

ADOPTED UNANIMOUSLY BY THE MEMBERS PRESENT

100-05
FIRE SERVICE DIRECTOR'S EXPENSES – DCP

KAZ-2026-08-04-457

IT IS PROPOSED by Tanya Gabie, **SECONDED** by Damien Lafrenière,

AND RESOLVED to approve the list of expenses authorized by the Fire Service Director for the month of July 2026 in the amount of \$632.94. These expenses have already been included in the list of accounts payable submitted for approval under item 100-03.

ADOPTED UNANIMOUSLY BY THE MEMBERS PRESENT

100-06
ADOPTION OF BY-LAW 2026-056 – BY-LAW ESTABLISHING BUDGETARY CONTROL AND MONITORING RULES, DELEGATING SPENDING AUTHORITY AND CREATING A SELECTION COMMITTEE

KAZ-2026-08-04-458

WHEREAS section 960.1 of the Municipal Code of Québec requires the Municipalité to adopt a by-law concerning budgetary control and monitoring;

WHEREAS sections 961 and 961.1 of the Municipal Code of Québec establish rules concerning the availability of funds and the delegation of authority to authorize expenditures and enter into contracts;

WHEREAS the Municipal Council considers it appropriate to update the administrative rules governing budgetary control and monitoring, the delegation of certain spending authorities and the establishment of a selection committee in accordance with the applicable legislative provisions;

WHEREAS a notice of motion concerning By-law 2026-056, establishing budgetary control and monitoring rules and delegating the authority to authorize expenditures, was given on January 13, 2026;

WHEREAS the draft by-law was tabled at the meeting held on July 7, 2026;

WHEREAS the members of Council declare that they received a copy of By-law 2026-056 before this meeting, have read it and waive its reading;

THEREFORE,

IT IS PROPOSED by Pamela Lachapelle, **SECONDED** by Nicole Constantineau,

AND RESOLVED:

THAT the Municipal Council adopt By-law 2026-056, entitled "By-law Establishing Budgetary Control and Monitoring Rules and Delegating the Authority to Incur Expenses and Establish a Selection Committee";

THAT the Mayor and the Director General and Clerk-Treasurer be authorized to sign all documents necessary for the implementation of the said by-law;

THAT the By-law come into force in accordance with the law.

ADOPTED UNANIMOUSLY BY THE MEMBERS PRESENT

100-07

NOTICE OF MOTION – BY-LAW 2026-063 – BY-LAW CONCERNING SPECIAL MUSICAL EVENTS

Notice of motion is hereby given by Nicole Constantineau that By-law 2026-063, entitled " By-law Concerning Special Musical Events Requiring a Municipal Permit," will be adopted at a subsequent meeting.

Draft By-law 2026-063 is tabled by the Director General.

100-08

REPEAL OF RESOLUTION KAZ-2026-02-06-410 – USE OF THE PUBLIC WORKS BUDGET

KAZ-2026-08-04-459

WHEREAS By-law 2026-056 concerning the delegation of authority granted to the Director General was adopted at this meeting;

THEREFORE,

IT IS PROPOSED by Tanya Gabie, **SECONDED** by Damien Lafrenière,

AND RESOLVED:

THAT Resolution KAZ-2026-02-06-410 be repealed.

ADOPTED UNANIMOUSLY BY THE MEMBERS PRESENT

100-09

REPEAL OF RESOLUTION KAZ-2026-07-07-436 – DRINKING WATER TRAINING

KAZ-2026-08-04-460

WHEREAS the Municipal Council adopted Resolution KAZ-2026-07-07-436 authorizing the registration of a municipal employee for training related to the operation of a drinking water supply system;

WHEREAS verifications were conducted with the responsible ministry regarding the regulatory requirements applicable to the Municipality's drinking water supply system;

WHEREAS these verifications clarified that the training referred to in Resolution KAZ-2026-07-07-436 is not mandatory under the current circumstances;

THEREFORE,

IT IS PROPOSED by Heather Quinn, **SECONDED** by Damien Lafrenière;

AND RESOLVED:

THAT the Municipal Council repeal Resolution KAZ-2026-07-07-436 – Drinking Water Training;

THAT the Municipality not proceed, at this time, with registering the employee concerned for this training, since it is not required according to the clarification received from the ministry.

ADOPTED UNANIMOUSLY BY THE MEMBERS PRESENT

100-10

DISCONTINUANCE BY THE MUNICIPALITY OF KAZABAZUA IN FILE NO. 550-17-014096-257

Note to the Minutes

Mayor Gabriel Guertin left his seat at the council table for the consideration of this item.

Deputy Mayor Damien Lafrenière assumed the chair for the duration of the deliberations and the decision relating to this matter.

KAZ-2026-08-04-461

WHEREAS the Municipality commenced legal proceedings against **Mr. Gabriel Guertin** and **Mr. Patrick Legault** before the Superior Court in File No. **550-17-014096-257** regarding the encroachment of the defendants' shed onto **Gare-d'Aylwin Road**;

WHEREAS the application is being contested;

WHEREAS the significant costs to the Municipality of proceeding to trial are disproportionate to the matter in dispute;

WHEREAS the Municipality has decided to discontinue these legal proceedings;

IT IS MOVED BY Pamela Lachapelle, **SECONDED BY** Tanya Gabie,

AND RESOLVED:

THAT the Municipality of Kazabazua instruct its legal counsel, **Cain Lamarre LLP**, to file a Notice of Discontinuance in Superior Court File No. **550-17-014096-257**;

THAT the Pro-Mayor, **Mr. Damien Lafrenière**, and the Director General and Clerk-Treasurer, **Ms. Claudia Lacroix**, be and are hereby authorized to sign all documents required for the purposes of this resolution.

ADOPTED UNANIMOUSLY BY THE MEMBERS PRESENT AND VOTING

Note to the Minutes

Mayor Gabriel Guertin resumed his seat at the council table and reassumed the chair for the remainder of the meeting.

200
PUBLIC SECURITY

300
TRANSPORT

300-01
TEAM-BUILDING EVENT – EMPLOYEES AND ELECTED OFFICIALS

KAZ-2026-08-04-462

WHEREAS the Municipal Council recognizes the importance of fostering a positive work environment, collaboration and team spirit within the municipal administration;

WHEREAS it is desirable to organize an employee appreciation activity in the form of a luncheon bringing together Public Works employees, administrative staff and members of the Municipal Council;

WHEREAS a portion of the costs associated with this activity will be covered by the revenue generated from the sale of scrap metal belonging to the Municipality;

THEREFORE,

IT IS PROPOSED by Tanya Gabie, **SECONDED** by Nicole Constantineau,

AND RESOLVED:

THAT the Municipal Council authorize the holding of a team-building event in the form of a luncheon bringing together Public Works employees, administrative staff and members of the Municipal Council;

THAT the expenses associated with this activity be authorized in accordance with the Municipality’s financial policies;

THAT a portion of the costs associated with this activity be funded from the revenue generated by the sale of scrap metal belonging to the Municipality;

THAT James Schnob and Wendy Waddell be authorized to take the necessary steps to organize this activity.

ADOPTED UNANIMOUSLY BY THE MEMBERS PRESENT

300-02
PUBLIC WORKS – PURCHASE OF SAND AND SALT – SNOW REMOVAL –
AUTHORIZATION TO REQUEST QUOTATIONS AND AWARD A CONTRACT

Item Deferred to a Future Meeting.

400
ENVIRONMENTAL HEALTH

400-01
BOAT WASHING STATION PROGRAM – FINANCIAL ASSISTANCE – AUTHORIZATION TO SIGN THE
FUNDING AGREEMENT

KAZ-2026-08-04-463

WHEREAS the Municipal Council adopted a resolution authorizing the submission of a grant application under the **Boat Washing Station Program**;

WHEREAS the **Ministère de l'Environnement, de la Lutte contre les changements climatiques, de la Faune et des Parcs** has confirmed that the Municipality of Kazabazua has been awarded financial assistance of up to **\$30,000** for the project entitled "**The Health of Our Lakes = Our Priority**" for the 2026–2027 and 2027–2028 fiscal years;

WHEREAS the payment of this financial assistance is conditional upon the execution of a grant agreement with the Ministry;

THEREFORE,

IT IS PROPOSED by Pamela Lachapelle, **SECONDED** by Heather Quinn,

AND RESOLVED:

THAT the Municipal Council authorizes the Director General and Clerk-Treasurer, **Ms. Claudia Lacroix**, to sign, on behalf of the Municipality of Kazabazua, the grant agreement and any other documents necessary or useful for its implementation under the **Boat Washing Station Program**.

THAT the Director General is also authorized to undertake all administrative procedures required to ensure compliance with the terms of the agreement and the proper administration of the project.

ADOPTED UNANIMOUSLY BY THE MEMBERS PRESENT

500
HEALTH AND WELL-BEING

600
PLANNING, URBANISM AND DEVELOPMENT

600-01
APPOINTMENT OF THE MEMBERS OF THE PLANNING ADVISORY COMMITTEE (PAC)

KAZ-2026-08-04-464

WHEREAS the Municipal Council intends to amend the by-law establishing the Planning Advisory Committee (PAC), particularly to review its composition;

WHEREAS this regulatory amendment has not yet come into force and the by-law currently in force remains applicable;

WHEREAS a minor variance application must be reviewed by the Planning Advisory Committee in the very near future;

WHEREAS it is necessary to constitute the Planning Advisory Committee in accordance with the by-law currently in force to ensure that this application can be processed;

THEREFORE,

IT IS PROPOSED by Tanya Gabie, **SECONDED** by Nicole Constantineau,

AND RESOLVED:

THAT the Municipal Council appoint the following individuals as members of the Planning Advisory Committee (PAC), in accordance with the by-law currently in force:

- Debora G. Chamberlain;
- Larry Molyneaux
- Sherry Pelletier;

THAT the Council representative on the committee be Councillor Nicole Constantineau, Seat No. 6;

THAT these appointments remain in effect until the appointees are replaced or until a by-law amending the composition of the Planning Advisory Committee comes into force, whichever occurs first;

THAT the Planning Advisory Committee be authorized to meet to review any application submitted to it, particularly the pending minor variance application, and to make its recommendations to the Municipal Council in accordance with the applicable legislative and regulatory provisions.

ADOPTED UNANIMOUSLY BY THE MEMBERS PRESENT

700

RECREATION AND CULTURE

800

CORRESPONDENCE

800-01

REQUEST FOR FINANCIAL CONTRIBUTION – AUX GOÛTS DU JOUR – CHRISTMAS HAMPER PROGRAM

KAZ-2026-08-04-465

WHEREAS the Municipality of Kazabazua received a request for financial assistance from the organization Aux Goûts du Jour as part of its fundraising campaign for the Christmas Hamper Program throughout the MRC de La Vallée-de-la-Gatineau;

WHEREAS this initiative is intended to support vulnerable individuals and families in the region by ensuring the fair and dignified distribution of Christmas hampers;

WHEREAS the Municipal Council recognizes the importance of supporting organizations that contribute to community well-being and the fight against food insecurity;

THEREFORE,

IT IS PROPOSED by Damien Lafrenière, **SECONDED** by Pamela Lachapelle,

AND RESOLVED:

THAT the Municipal Council grant a financial contribution of \$500.00 to the organization Aux Goûts du Jour to support the Christmas Hamper Program for 2026;

THAT this expense be charged to the appropriate budget item;

THAT the Director General and Clerk-Treasurer be authorized to issue this contribution in accordance with the applicable terms and conditions

ADOPTED UNANIMOUSLY BY THE MEMBERS PRESENT

800-02

REQUEST FOR FINANCIAL CONTRIBUTION – MOVIE NIGHT

Item Under Review.

900
VARIA

1000
QUESTION PERIOD AND COMMENTS

A question period is held. Several individuals ask questions or make comments.

1100
CLOSING OF THE MEETING

KAZ-2026-08-04-

IT IS PROPOSED by Heather Quinn, **SECONDED** by Tanya Gabie,

THAT the present meeting be adjourned at 9:56 p.m..

ADOPTED UNANIMOUSLY BY THE MEMBERS PRESENT

Gabriel Guertin
Mayor

Wendy Waddell
Administrative Assistant