

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

Minutes – Tuesday January 15, 2019

MINUTES OF THE REGULAR MEETING OF COUNCIL OF THE MUNICIPALITY OF KAZABAZUA HELD AT 26 BEGLEY ROAD (COMMUNITY CENTER), JANUARY 15, 2019 AT 7:07 P.M. UNDER THE CHAIRMANSHIP OF MR. ROBERT BERGERON, MAYOR.

Are present

PAUL CHAMBERLAIN
LYNNE LACHAPELLE
LYNN NOËL
SYLVAIN LA FRANCE
HENRI CHAMBERLAIN

Absent: CRAIG GABIE (not motivated)

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 December 4, 2018
- 1.6 Minutes of the Extra ordinary sitting of December 18, 2018
- 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 Adoption of By-law 2018-023 « Modification to By-law number 2018-016 the remuneration of elected municipal officers »
- 1.12 Adoption of By-law number 2018-022 « contractual management »
- 1.13 Adoption of By-Law number 2019-024 « Imposing the rates of taxes for the fiscal year 2019 »
- 1.14 Renewal of subscription and renewal of contracts
- 1.15 Renewal of insurances to the MMQ
- 1.16 2019 Employee's Salary increase and reclassification
- 1.17 Submitting Applications Canada Summer Jobs (CSJ) 2019
- 1.18 Modification to resolution № 2018-09-218 Toponymie du Québec - Formalization of a Road
- 1.19 Job offer – Maintenance and cleaning
- 1.20 2019 Municipal calendar

2. PUBLIC SECURITY

- 2.1 Granting purchase of a 1999 International 40S Rescue
2.2 Disaster Services Agreement Letter - The Canadian Red Cross
Society
2.3 Nomination Training officer

3. TRANSPORT

3.1

4. ENVIRONMENTAL HYGIENE & SANITATION

4.1

5. HEALTH AND WELFARE

5.1

6. LAND USE PLANNING AND DEVELOPMENT

- | | |
|------------|---|
| 6.1 | Adoption of By-law 2018-021 « Constituting the Planning Advisory Committee » |
| 6.2 | Deposit of the 2018 summary report on types of permits issued and the cost of work and month of December 2018 report. |

7. RECREATION AND CULTUREL

7.1

8. MISCELLANEOUS

8.1 Support to the municipality of Aumond concerning the maintenance of Highway 107

9. QUESTION PERIOD

10. CLOSING OF THE MEETING

2019-01-001
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 Lynn Noël and resolved to adopt the agenda by adding the following topics:

2.4 MANDATE AFTER OFFICE HOURS EMERGENCY CONTACT PERSONNEL.

CARRIED

2019-01-002
1.5

MINUTES OF THE REGULAR SITTING OF DECEMBER 4, 2018.

WHEREAS council members have individually reviewed the minutes of the regular sitting of December 4, 2018;

WHEREAS Council members renounce to the reading of the minutes;

IT IS PROPOSED by Paul Chamberlain, **SECONDED** by Lynne Lachapelle and resolved to adopt the minutes of the regular sitting of December 4, 2018.

CARRIED

2019-01-003
1.6

MINUTES OF THE EXTRA ORDINARY SITTING OF DECEMBER 18, 2018.

WHEREAS council members have individually reviewed the minutes of the extraordinary sitting of December 18, 2018;

WHEREAS Council members renounce to the reading of the minutes;

IT IS PROPOSED by Lynn Noël, **SECONDED** by Sylvain La France and resolved to adopt the minutes of the extra ordinary sitting of December 18, 2018.

CARRIED

2019-01-004
1.7

ADOPTION OF BANK WITHDRAWALS

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

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

Net Salaries	\$ 34,753.41
Provincial Remittances	\$ 10,563.84
Federal Remittances	\$ 4,249.34
Retirement Pension Remittances	\$ 3,103.47

CARRIED

2019-01-005
1.8

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 December 2018 for a total amount of \$ 35,063.99. including bank withdrawals.

CARRIED

2019-01-006
1.9

ADOPTION OF THE LIST OF ACCOUNTS PAYABLE

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

TO adopt, as presented, the payment of the list of accounts payable for the month of December 2018 for a total amount of \$ 17,685.05 excluding bank withdrawals.

CARRIED

2019-01-007
1.10

REPORT OF THE DIRECTOR GENERAL - EXPENDITURES (\$ 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
Secretary-Treasurer and Director general

1.11

ADOPTION OF BY-LAW 2018-023 « MODIFICATION TO BY-LAW NUMBER 2018-016 THE REMUNERATION OF ELECTED MUNICIPAL OFFICERS »

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

BY-LAW NUMBER 2018-023

MODIFICATION TO BY-LAW NUMBER 2018-016

THE REMUNERATION OF ELECTED MUNICIPAL OFFICERS

WHEREAS the tax loss resulting from the imposition of the expense allowance will be unique to each elected official and depends on the level of personal income of each;

WHEREAS it is possible to adopt a salary increase that would perfectly compensate each elected member for the decrease in income generated by the imposition of the expense allowance;

WHEREAS it is possible to adopt a salary increase that will compensate in the most equitable possible this decline;

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 December 4, 2018 council meeting and a notice of motion was given on December 4, 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 Lynne Lachapelle, **SECONDED** by _____ and unanimously resolved,

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

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

That article 3 Mayor’s remuneration is modified

« The annual remuneration of the mayor is set at \$ 14,280.00 payable monthly to the last pay period of the said month for the fiscal year 2019 »

Article 5 Remuneration of other members of the council is modified

« The annual remuneration of the members of the municipal council, other than the mayor, is set at \$ 4,756.00 payable monthly to the last pay period of the said month for the fiscal year 2019 »

Entry into force and publication

This Regulation comes into force retroactively to January 1, 2019.

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

Vote

Name	Function	Seat	For	Against
M. Robert Bergeron	Mayor		√	
M. Paul Chamberlain	Councillor	1	√	
Mme. Lynne Lachapelle	Councillor	2	√	
M. Lynn Noël	Councillor	3		√
M. Sylvain La France	Councillor	4	√	
M. Henri Chamberlain	Councillor	5		√
M. Craig Gabie	Councillor	6		

NOT CARRIED

1.12 ADOPTION OF BY-LAW NUMBER 2018-022 « CONTRACTUAL MANAGEMENT »

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

BY-LAW NUMBER 2018-022

CONTRACTUAL MANAGEMENT

WHEREAS a Contract Management Policy has been adopted by the Municipality on January 11, 2011, in accordance with article 938.1.2 of the Municipal Code of Québec (hereinafter called "C.M.");

WHEREAS section 938.1.2 CM was replaced on January 1, 2018, obliging the municipalities, as of the latter date, to adopt a regulation on the contractual management, the current policy of the Municipality however being deemed to be such Regulation;

WHEREAS the Municipality wishes, as permitted by the 4th paragraph of Article 938.1.2 CM, to provide for rules for the awarding of contracts that include an expenditure of at least \$ 25,000 but less than the threshold of the expenditure of a contract that can be awarded only after a public bid solicitation under Article 935 CM;

WHEREAS therefore, Article 936 C.M. (invitation to tender) no longer applies to these contracts from the date of entry into force of this Regulation;

WHEREAS this Regulation meets an objective of transparency and sound management of public funds;

WHEREAS a notice of motion has been given and a draft by-law has been tabled at the meeting of December 4, 2018;

WHEREAS the Director General and Secretary-Treasurer states that the purpose of this by-law is to provide for contractual management measures for any contract to be entered into by the Municipality, including certain contracting rules for contracts which involve an expenditure of not less than \$ 25,000 but less than the expenditure threshold of a contract that can be awarded only after a public bid solicitation under section 935 CM, this threshold being, since April 19, 2018, \$ 101 100, and may be modified following the adoption by the Minister of a regulation to that effect;

THEREFORE, IT IS MOVED by Craig Gabie, **SECONDED** by _____ **AND UNANIMOUSLY RESOLVED**

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

CHAPTER I

DECLARATORY AND INTERPRETATIVE PROVISIONS

SECTION I

DECLARATORY PROVISIONS

1. Purpose of the Regulation

This Regulation aims to:

- (a) to provide for the awarding and management of contracts awarded by the Municipality, in accordance with article 938.1.2 C.M.
- (b) provide for contracting rules that include an expenditure of not less than \$ 25,000 but less than the expenditure threshold of a contract that can be awarded only after a public bid solicitation under Article 935 CM.

2. Scope

This Regulation applies to any contract entered into by the Municipality, including a contract that is not referred to in any of the paragraphs of the first paragraph of subsection 9 (1) or in sections 938.0.1 and 938.0. 2 CM.

This by-law applies regardless of the authority that grants the contract, be it the council or any other person to whom the council has delegated the spending power and enter into contracts on behalf of the municipality.

SECTION II

INTERPRETATIVE PROVISIONS

3. Interpretation of text

This Regulation must be interpreted in accordance with the principles of the Interpretation Act (RLRQ, c. I-16).

It shall not be construed as derogating from the mandatory provisions of the laws governing municipal contracts, unless such laws expressly permit derogation by this by-law including, for example, some of the measures provided for in Chapter II of the this regulation.

4. Other bodies or agencies

The Municipality recognizes the importance, the role and the powers granted to other bodies that may investigate and act on the objects targeted by certain measures provided for in this by-law. This includes measures to prevent acts of intimidation, trading in influence, bribery, bid-rigging, and those aimed at ensuring compliance with the Transparency and Ethics Act. Lobbyists and the Lobbyists' Code of Conduct adopted under this Act.

5. Specific rules of interpretation

This Regulation shall not be interpreted as:

- a) a restrictive or literal manner;
- b) as restricting the possibility for the Municipality to contract by mutual agreement, in cases where the law allows it to do so.

The measures provided for in this Regulation must be interpreted

- a) in accordance with the principles set out in the preamble to the Act, which primarily recognize that municipalities are local governments and thereby increase their autonomy and powers (2017, c.13) (Bill 122), recognizing in particular municipalities as local governments and elected officials, the legitimacy necessary to govern according to their attributions;
- b) in order to comply with the principle of proportionality and thereby ensure that the steps related to the measures imposed are proportionate to the nature and amount of the contract expenditure to be incurred, having regard to the costs, the time required and the size of the municipality.

6. Terminology

Unless the context otherwise indicates, words and expressions used in these Regulations have the following meanings:

« *Call for tenders* » : Invitation to tender or public invitation required by articles 935 and following C.M. or a regulation adopted under this law. Are excluded from the expression "call for tenders",

price requests that are formulated when no call for tenders is required by law or by this Regulation.

« *Tenderer* » : Anyone who submits an offer during a bidding process

CHAPTER II

RULES OF CONTRACT AWARD AND ROTATION

7. General

The Municipality respects the contracting rules provided for in the laws that govern it, including the C.M. More specifically:

- a) it proceeds by invitation to tender where the law or a regulation made under an Act imposes such a call for tenders, unless there is a specific provision to the contrary provided for in this Regulation;
- b) it proceeds by public call for tenders in all cases where a public call for tenders is imposed by law or by a regulation adopted under the law;
- c) it may proceed by mutual agreement in cases where the law or this Regulation permits it to do so.

Nothing in this by-law may have the effect of limiting the possibility for the Municipality to use any method of call for competition for the award of a contract, whether by public call for tenders, by invitation or by request for price, even if it can legally proceed by mutual agreement.

8. Contracts that can be concluded by mutual agreement

Subject to Article 11, any agreement referred to in any of paragraphs of the first paragraph of Article 935 CM, involving an expenditure of at least \$ 25 000, but less than the threshold of the expense of a contract can only be awarded after a public bid solicitation under Article 935 CM, may be concluded by mutual agreement by the Municipality.

9. Rotation - Principles

The Municipality favors, if possible, the rotation among the potential suppliers, with regard to the contracts that can be passed by agreement under Article 8. The Municipality, in the decision making in this regard, considers in particular the following principles:

- a) the degree of expertise required;
- b) the quality of the work, services or materials already delivered or delivered to the Municipality;
- c) the delays inherent in the execution of the work, the supply of material or materials or the provision of services;
- d) the quality of the goods, services or works sought;
- e) the delivery terms;
- f) maintenance services;
- g) the required experience and financial capacity;
- h) price competitiveness, taking into account all market conditions;
- i) the fact that the supplier has an establishment on the territory of the Municipality;
- j) any other criteria directly related to the market.

10. Rotation - Measures

For the purpose of ensuring the implementation of the rotation provided for in section 9, the Municipality shall apply, to the extent possible and in the absence of special circumstances, the following measures:

- a) potential suppliers are identified before awarding the contract. If the territory of the Municipality has more than one supplier, this identification may be limited

to the latter territory or, as the case may be, the territory of the MRC or any other geographic region that is deemed relevant given the nature of the contract to intervene;

- b) once the suppliers have been identified and considering the principles set out in section 9, the rotation between them must be encouraged, unless there are grounds for sound administration;
- c) the Municipality may make an appeal for interest in order to find out which suppliers may meet its needs;
- d) unless there are special circumstances, the person in charge of managing the contract completes, to the extent possible, the analysis form found in Appendix 4;
- e) for the categories of contracts it determines, for the purpose of identifying potential suppliers, the Municipality may also establish a list of suppliers. The rotation among the suppliers appearing on this list, if any, shall be favored, subject to the provisions of paragraph (b) of this Article.

CHAPTER III

MEASURES

SECTION I

CONTRACTS BY AGREEMENT

11. General

For certain contracts, the Municipality is not subject to any special competitive bidding procedure (public call for tenders or invitation). This bylaw may not have the effect of restricting the possibility for the Municipality to proceed by mutual agreement for these contracts. These include, in particular, contracts:

- which, by their nature, are not subject to any tendering process (contracts other than insurance contracts for the performance of works, supply and services);
- expressly exempted from the tendering process (in particular those listed in Article 938 CM and the professional services contracts necessary for an appeal to a court, body or person exercising judicial or judicial functions ;
- insurance, for the performance of works, supplies or services (including professional services) that involve an expenditure of less than \$ 25,000.

12. Measures

When the Municipality chooses to grant a private contract, the following measures apply, unless these measures are incompatible with the nature of the contract:

- a) Lobbying
 - Measures provided for in Articles 16 (Duty to inform elected officials and employees) and 17 (Training);
- b) Intimidation, influence peddling and corruption
 - Measure provided for in Article 19 (Denunciation);
- c) Conflict of interest
 - Measure provided for in Article 21 (Denunciation);
- d) Amendment of a contract
 - Measure provided for in Article 27 (Amendment of a contract).

13. Information Document

The Municipality must publish, on its website, the contractual management information document attached to Annex 1, so as to inform the public and potential contractors of the measures it has taken under this by-law.

SECTION II

BID-RIGGING

14. Sanction if collusion

Must be inserted in the tender documents, a provision providing for the possibility for the Municipality to reject a bid if it is clearly established that there has been collusion with any person in contravention of any law aimed at combating bid rigging.

15. Declaration

All tenderers must attach to their tender, or at the latest before the award of the contract, a statement affirming solemnly that its bid has been prepared and submitted without collusion, communication, agreement or arrangement with any person in contravention any law to combat bid-rigging. This declaration must be made on the form attached as Annex 2.

SECTION III

LOBBYING

16. Duty to inform elected officials and employees

Any member of the council or any officer or employee shall remind all persons who take the initiative of contacting him or her to obtain a contract that the Lobbying Transparency and Ethics Act is in place, when he believes that there is a contravention of this law.

17. Training

The Municipality favors the participation of council members and public servants and employees in training designed to provide them with information on applicable laws and regulations relating to lobbying.

18. Declaration

Tenderers must attach to their tender or, at the latest before the award of the contract, a statement affirming solemnly that neither it nor any of its employees, agents or employees engaged in a communication of influence for the purpose of obtaining a contract in contravention of the Lobbying Transparency and Ethics Act or, if such disclosure of influence has occurred, that it has been entered in the Lobbyists' Register when such registration is required by law. This declaration must be made on the form attached as Annex 2.

SECTION IV

INTIMIDATION, INFLUENCE TRAFFIC AND CORRUPTION

19. Denunciation

All member of the council, any public servant or employee, as well as any other person working for the Municipality must denounce, as soon as possible, any intimidation, influence peddling or corruption which he has witnessed in the framework of his functions. This measure should not be interpreted as limiting the right of the person concerned to lodge a complaint with a police service or other public authority.

A member of the council makes this denunciation to the director general; the director general to the mayor; other public servants and employees as well as any person working for the Municipality, the Director General. When the denunciation directly or indirectly involves the mayor or the director general, the denunciation is made to the one who is not involved. If both are involved, the information is reported to the acting mayor or other non-involved municipal council member. The person who receives the information must treat it with diligence and take the appropriate measures according to the nature of the situation complained of.

20. Declaration

All tenderer must enclose with his tender, or at the latest before the award of the contract, a declaration solemnly affirming that neither he nor any of his collaborators, representatives or employees has engaged in the call for offers, acts of intimidation, trading in influence or corruption, against a member of the council, an officer or employee or any other person working for the Municipality. This declaration must be made on the form attached as Annex 2.

SECTION V

CONFLICTS OF INTEREST

21. Denunciation

All member of the council, any officer or employee, as well as any other person working for the Municipality, involved in the preparation of contractual documents or in the awarding of contracts, must denounce, as soon as possible, the existence of any interest pecuniary in a legal person, company or company likely to conclude a contract with the Municipality.

A member of the council makes this denunciation to the director general; the director general to the mayor; other public servants and employees as well as any other person working for the Municipality, to the Director General. When the denunciation directly or indirectly involves the mayor or the director general, the denunciation is made to the one who is not involved. If both are involved, the information is reported to the acting mayor or other non-involved municipal council member. The person who receives the information must treat it with diligence and take the appropriate measures according to the nature of the situation complained of.

22. Declaration

When the Municipality uses a system of weighting and evaluation of the offers, any member of the selection committee must solemnly declare in writing, before starting the evaluation of the tenders, that he has no particular pecuniary interest, direct or indirect, in respect of the contract being evaluated. He must also undertake not to disclose the mandate entrusted to him by the Municipality, and not to use, communicate, attempt to use or communicate, both during his term of office and after this one., information obtained in the course of or in connection with the performance of his duties as a member of the selection committee. This declaration must be made on the form attached in Annex 3.

23. Minimal pecuniary interest

The minimal pecuniary interest is not affected by the measures described in Articles 21 and 22.

SECTION VI

IMPARTIALITY AND OBJECTIVITY OF THE TENDERING PROCESS

24. Responsible for the call for tenders

All tender identifies a person responsible and provides that any potential bidder or any bidder must address solely to the person responsible for any information or clarification regarding the tender.

25. Questions from tenderers

The person responsible of the call for tenders compiles the questions posed by each bidder during the bidding process and issues, if deemed necessary, an addendum, so that all bidders can obtain the bids. answers to questions asked by others.

The person responsible of the call for tenders has full discretion to judge the relevance of the questions asked and those that require a response and may consolidate and reword certain questions for the purpose of forwarding responses to bidders.

26. Denunciation

All member of the council, any officer or employee, as well as any other person working for the municipality, must, as soon as he is informed, denounce the existence of any situation, other than a conflict of interest, likely to compromise the impartiality and objectivity of the tendering process and resulting contract management.

A member of the council makes this denunciation to the director general; the director general to the mayor; other officers and employees, as well as any other person working for the Municipality, to the Director General. When the denunciation directly or indirectly involves the mayor or the director general, the denunciation is made to the one who is not involved. If both are involved, the information is reported to the acting mayor or other non-involved municipal council member. The person who receives the information must treat it with diligence and take the appropriate measures according to the nature of the situation complained of.

SECTION VII

AMENDMENT OF A CONTRACT

27. Amendment of a contract

Any change in a contract that has the effect of increasing the price must be justified by the person responsible for the management of the contract, considering the applicable rules to authorize such a modification.

The Municipality may not modify a contract awarded following a call for tenders, except in the case where the modification constitutes an accessory to it and does not change its nature.

28. Site meetings

When justified by the nature of the work, the Municipality favors regular site meetings to monitor the execution of the contract.

CHAPITRE IV

ADMINISTRATIVE AND FINAL PROVISIONS

29. Application of the regulations

The application of this regulation is the responsibility of the Director General of the Municipality. The latter is responsible for preparing the report to be submitted annually to the council concerning the application of this by-law, in accordance with article 938.1.2 C.M.

30. Repeal of the Contract Management Policy

This Regulation replaces and repeals the Contract Management Policy adopted by Council on January 11, 2011 and deemed, since January 1, 2018, a Regulation on Contract Management under section 278 of the Act, which is intended principally to recognize that municipalities are municipalities. governments and to increase their autonomy and powers in this respect (2017, c.13).

31. Entry into force and publication

This by-law comes into force in accordance with the law and is published on the website of the Municipality. In addition, a copy of these rules is sent to the MAMH.

POSTPONED

**2019-01-008
1.13**

ADOPTION OF BY-LAW NUMBER 2019-024 « IMPOSING THE RATES OF TAXES FOR THE FISCAL YEAR 2019 »

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

BY-LAW NUMBER 2019-024

IMPOSING THE RATES OF TAXES FOR THE FISCAL YEAR 2019

WHEREAS the Council of the Municipality of Kazabazua has adopted the budget for fiscal year 2019 on December 18, 2018;

WHEREAS it is expedient to impose and levy, within the limits fixed by the laws, by direct taxation on the taxable property of the territory of the Municipality of Kazabazua, any sum of money necessary to meet the expenses of operation and investment or for any special purpose within the limits of its powers;

WHEREAS a notice of motion was previously given, in accordance with the Act, at the extraordinary meeting held on December 18, 2018 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 its reading;

WHEREAS Council takes into account by-law 2019-024 imposing the tax rate for the fiscal year 2019;

CONSEQUENTLY, IT IS MOVED by Sylvain La France, **SECONDED** by Paul Chamberlain and resolved that Council decrees as follows:

SECTION I

INTERPRETATIVE PROVISIONS

1. Unless stated otherwise, the expressions and terms and following words, in this By-Law, the meaning and application attributed by this present article are hereinafter assigned to them.

(1) the term "residential immovable" means a dwelling, house, apartment, private residence, cottage, vacation home or other place usually occupied or intended to be occupied as a dwelling by one or more persons Whether the premises are actually occupied or not.

(2) the term "commercial immovable" means any place in which an economic or administrative activity in the field of finance, commerce or services is carried on for gain or otherwise, a trade, an art, a profession or any other activity constituting A means of profit, gain or existence, other than employment or office.

(3) the term industrial "industrial building" means any premises in which an activity in industry is carried on for gainful purposes.

(4) the term "agricultural immovable" means any agricultural operation registered with the Quebec Ministry of Agriculture, Fisheries and Food.

SECTION II

PROPERTY TAXES

2. In order to provide for the operating expenses of the municipality of Kazabazua, a general property tax is imposed and levied for the fiscal year 2019 on all the taxable immovable entered on the property assessment roll in force in the territory of the municipality of Kazabazua. The rate is set at point seven six cents (\$ 0.76) per one hundred dollars (\$ 100) evaluation.

SECTION III

COMPENSATION

3. In order to provide for the wastewater treatment expenses of the territory of the municipality, compensation is imposed and levied for the fiscal year 2019 on all the units listed below on the territory of the municipality of Kazabazua:

1⁰ residential unit: \$ 116
Identify by code 40 Resident

2⁰ non-residential units: \$ 76
Identify by code 41 Non-resident

3⁰ business units: \$ 336
Identify by code 43 Inns

4⁰ other unit: \$ 211
Identify by code 44 others

4. In order to provide for the collection of transport and disposal of household and similar waste in the municipality of Kazabazua, compensation is levied for the financial year 2019 on all the units listed below on the territory of the municipality of Kazabazua:

1⁰ residential unit: \$ 165
Identify by code 1

2⁰ business units or industrial: \$ 315
Identify by code 2, 3, 7, 8, 9, 20.

3⁰ business units or services: \$ 215
Identify by code 4, 5, 6, 10, 11, 12, 13, 14, 15, 17, 18, 19, 21.

4⁰ commercial or industrial units: \$ 265
Identify by code 16.

5. In order to provide for the collection of transport and disposal of recyclable materials in the municipality of Kazabazua, compensation is levied for the financial year 2019 on all the units listed below on the territory of the municipality of Kazabazua:

1^o residential unit: \$ 30
Identify by code 1,

2^o business units or industrial: \$ 44
Identify by code 2, 3, 7, 8, 9, 20.

3^o business units or services: \$ 36
Identify by code 4, 5, 6, 10, 11, 12, 13, 14, 15, 17, 18, 19, 21.

4^o commercial or industrial units: \$ 51
Identify by code 16 Retail Store

6. In order to meet the cost of purchasing the bin for domestic waste and the bin for recycling, a compensation is imposed and levied for the fiscal year 2019 a fixed amount of \$ 19.25 for the domestic waste bin and a fixed amount for the recycling bin of \$ 19.25 on all units identified by code 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20 and 21 of the territory of the municipality of Kazabazua.

SECTION IV **DEBTOR**

7. The debtor and co-debtors shall be liable to pay the taxes due to the municipality of Kazabazua. For the purposes of this Regulation, the debtor is defined as the owner within the meaning of the Act respecting municipal taxation on whose behalf a unit of assessment is entered on the assessment roll or, in the case of immovable covered by An Act respecting municipal taxation, the person liable to pay the property taxes imposed on that immovable or the amount in lieu thereof.

SECTION V **PAIEMENT**

8. The debtor of municipal taxes for 2019 is entitled to pay in 3 equal installments:

1^o the first being thirty (30) days after sending the tax account, representing 40% of the total amount, due date April 1st, 2019

2^o the second payment, ninety (90) days after the first payment, 30% of the total amount, due on July 1st, 2019,

3^o the third payment, sixty (60) days after the second payment, 30% of the total amount, due date September 1st, 2019;

9. To benefit from this right, the debtor must receive a tax account equal to or greater than \$ 300 for each unit of assessment. It is further decreed that service charges be included in the calculation of the application of payment in 3 installments.

10. Where a payment is not made within the prescribed period, only the amount of the payment due shall be immediately due and bear interest.

SECTION VII **INTERESTS AND FEES**

11. the taxes shall bear interest at the rate of 15% per annum for payment, supplement or refund of taxes from the expiration of the applicable period.

Notwithstanding what precedes, the council may, as often as in the course of the year, decree by resolution a rate of interest different from that provided for in the first paragraph.

12. An administration fee in the amount of \$ 35 will be claimed from the drawer of a check or other payment order when the check or payment order given to the Municipality is rejected by the drawer.

SECTION VII **MISCELLANEOUS DISPOSITIONS**

- 13. The taxes mentioned in this By-Law do not have the effect of restricting the levying or imposition of any other taxes provided for or decreed by any other municipal by-law.
- 14. Any previous provisions irreconcilable with this By-Law shall be repealed.
- 15. The taxes or compensations imposed under this By-Law are for the fiscal year 2019.
- 16. This By-Law comes into force in accordance with the Law.

2019-01-009
1.14

CARRIED

RENEWAL OF SUBSCRIPTION AND RENEWAL OF CONTRACTS

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

THAT council subscribes to the following organizations:

FQM at a total cost of \$ 1,319.28 including applicable taxes
UMQ at a total cost of \$ 552.32 including applicable taxes
COMBEQ for a total cost of \$ 431.16 including applicable taxes
ADMQ at a total cost of \$ 994.33 including applicable taxes
Quebec Municipal for a total cost of \$ 193.51 including applicable taxes
Regroupement pour la Protection de l’eau de la Vallée-de-la-Gatineau
for a total cost of \$ 250 including applicable taxes
FCM at a total cost of \$ 292.06 including applicable taxes

AND the renewal for the following contracts:

CRSBPO at a total amount of \$ 4,761.00 including applicable taxes,
ICO TECHNOLOGIES INC. for a total amount of \$ 753.36 including applicable taxes
PG SOLUTIONS for a total amount of \$ 14,567.35 including applicable taxes

GRAND TOTAL OF \$ 24,114.37

2019-01-010
1.15

CARRIED

RENEWAL OF INSURANCES TO THE MMQ

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

THAT council renews the 2019 Municipal insurances with the M.M.Q. policy number **MMQP-03-083015-14** for a total amount of **\$ 25,625.00** including applicable taxes.

2019-01-011
1.16

CARRIED

2019 EMPLOYEE’S SALARY INCREASE AND RECLASSIFICATION

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

THAT council adopts retroactive to January 1st, 2019, a salary increase of 2 % for the permanent employees of the municipality and a 4% increase for the Director General and the volunteer fireman an increase of \$1.00 per hour from the 2018 rate;

ALSO, the reclassification retroactive to January 1st, 2019 for the position of Daniel Lalonde, work contract - **CTDL01(2019)** – Lead man -Laborer – Operator - Mechanic, Roch Courville, work contract **CIESV1706 (2019)** - urbanism and environment Inspector – Road Supervisor and Wendy Waddell, work contract **CTWW01(2019)** – administrative secretary as submitted to council;

2019-01-012
1.17

CARRIED

SUBMITTING APPLICATIONS CANADA SUMMER JOBS (CSJ) 2019

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

THAT Council mandate the Director General to submit two (2) Canada Summer Jobs (CSJ) 2019 applications before January 25, 2019. One position for maintenance of parks and playground and one position for Recreational and cultural coordinator;

FURTHERMORE, THAT Council mandates the Director general to apply for the Green Jobs Program (CPRA ACPL) 2019 before February 22, 2019 to create a horticulture and parkland job.

CARRIED

2019-01-013
1.18

MODIFICATION TO RESOLUTION № 2018-09-218 TOPONYMIE DU QUÉBEC - FORMALIZATION OF A ROAD

WHEREAS council by its resolution number 2018-09-218 has adopted the naming of a road to be formalized with the Toponymie du Québec;

WHEREAS the request was for the naming the road to « Edward »;

WHEREAS an error has been made in that request and the request was made for the road to be named « Edwards »;

WHEREAS it is requested to modify that name, to add an « s » after Edward;

THEREFORE, IT IS MOVED by Lynn Noël, **SECONDED** by Henri Chamberlain and resolved to modify resolution number 2018-09-218 by naming the Road name to « Edwards » and mandate the general direction to re-submit the officialization of this name with the Toponymie du Québec.

CARRIED

2019-01-014
1.19

JOB OFFER – MAINTENANCE AND CLEANING

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

THAT council mandates the director general to publicize a job offer for the maintenance and cleaning of the municipal buildings

ALSO, that council mandates Robert Bergeron, Henri Chamberlain, Lynne Lachapelle and Wendy Waddell on the interview committee.

CARRIED

2019-01-015
1.20

ADOPTION OF MUNICIPAL CALENDAR 2019-2020

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

THAT council adopts the municipal calendar with the following items:

The Council Meetings for the year 2019

Collection of residual materials and recycling, that waste will be collected on Mondays from March 4, 2019 and recycling will be collected on Wednesdays every two weeks from March 6, 2019.

January 1st (New Year’s Day)
Good Friday and Easter Monday
The Monday preceding May 25th (National Patriots’ Day)
June 24th (National Holiday). If this date falls on a Sunday, June 25th
July 1st. If this date falls on a Sunday: July 2nd
The 1st Monday in September (Labour Day)
The 2nd Monday in October (Thanksgiving)
December 24
December 25th (Christmas Day) until December 31st.

CARRIED

2. PUBLIC SECURITY

2.1

GRANTING THE PURCHASE OF A 1999 INTERNATIONAL TRUCK 40S RESCUE

WHEREAS the by-law number 2018-022 concerning the contractual management was adopted by the Municipality on January 15, 2019, in accordance with article 938.1.2 of the Municipal Code of Québec (hereinafter called “C.M.”);

WHEREAS therefore, Article 936 C.M. (invitation to tender) no longer applies to these contracts after the entry into force of By-law 2018-022;

WHEREAS the purpose of By-law 2018-022 is to provide for contract management measures for any contract to be entered into by the Municipality, including certain contracting rules for contracts involving an expenditure of at least 25,000 \$, but less than the expenditure threshold of a contract that can be awarded only after a public bid solicitation under section 935 CM, that threshold having been, since April 19, 2018, \$ 101,100, and may be amended following the adoption by the Minister of a regulation to that effect;

THEREFORE, IT IS MOVED by _____, **SECONDED** by _____ and unanimously resolved

THAT the Council award the contract for the purchase of a Rescue 1999 International 40S for the Kazabazua Fire Department to Matthew Chamberlain at a purchase price of \$ 38,262.25, plus the SAAQ registration fees and applicable taxes as specified under report number S2019-1999I submitted to Council;

ALSO, THAT the council mandates the director general Mr. Pierre Vaillancourt to transfer this vehicle at the S.A.A.Q. and sign all documents for and on behalf of the municipality.

POSTPONED

2019-01-016
2.2

DISASTER SERVICES AGREEMENT LETTER - THE CANADIAN RED CROSS SOCIETY

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

THAT council adopts the Disaster Services Agreement Letter Between the Municipality of Kazabazua and The Canadian Red Cross Society, contribution file # C138702 as submitted by Canadian Red Cross Society dated November 15, 2018 at a cost of \$ 160 and mandate the director general to sign for and on behalf of the municipality of kazabazua.

CARRIED

2019-01-017
2.3

NOMINATION TRAINING OFFICER

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

THAT council nominates Mr. Merlin Peck as officer for the Kazabazua fire service and will receive a remuneration as of January 1st, 2019 an amount of \$ 260 per month.

CARRIED

2019-01-018
2.4

MANDATE AFTER OFFICE HOURS EMERGENCY CONTACT PERSONNEL.

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

THAT council mandates Daniel Lalonde and Roch Courville as after office hours emergency contact personnel, and that a cellular phone be supplied to Daniel Lalonde for this purpose.

CARRIED

3. TRANSPORT

4. ENVIRONMENTAL HYGIENE & SANITATION

5. HEALTH AND WELFARE

6. LAND USE PLANNING AND DEVELOPMENT

2019-01-019
6.1

ADOPTION OF BY-LAW 2018-021 « CONSTITUTING THE PLANNING ADVISORY COMMITTEE »

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

BYLAW 2018-021

BY-LAW CONSTITUTING THE PLANNING ADVISORY COMMITTEE

WHEREAS the Municipal Council of Kazabazua judges it necessary to adopt a bylaw constituting a Planning Advisory Committee to aid in meeting its responsibilities in regards to urbanism and land use planning;

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

WHEREAS a Notice of Motion was given by Paul Chamberlain and a project By-Law was filed at a regular meeting of the Council on December 4, 2018;

THEREFORE, IT IS PROPOSED by Paul Chamberlain, **SECONDED** by Sylvain La France and resolved that the Municipal Council of Kazabazua rules and orders the following:

CHAPTER I: DECLARATIONS AND INTERPRETIVE PROVISIONS

1.1 PREAMBLE

The preamble of this By-Law is an integral part.

1.2 BYLAW TITLE

This bylaw is titled "Bylaw constituting a Consultative COMMITTEE on Urbanism".

1.3 COMMITTEE NAME

The Consultative COMMITTEE on Urbanism will be referred to as the COMMITTEE.

1.4 INTERPRETATION

The titles used in this bylaw are an integral part of the bylaw for legal purposes. In the case of disagreement between the titles and the text, the text shall prevail. Whatever tense of verb is used in the provisions of this by-law, said provisions shall remain in force at all times and in all circumstances. The singular includes the plural and vice versa, unless otherwise indicated by the context. The masculine includes the feminine, unless otherwise indicated by the context. Use of the word 'MUST' indicates that the obligation is absolute; use of the word 'MAY' indicates that the action is optional.

The phrase 'ANY PERSON' includes any legal entity as well as any physical person.

All dimensions, measurements and areas mentioned in this bylaw are expressed in the metric system (M.S.)

In this bylaw, the authorization to do something includes all the powers necessary for that purpose.

Any reference to a law or regulation in either federal or provincial jurisdiction includes equally any amendment made or to be made to said law or regulation.

1.5 TERMINOLOGY

The definitions contained in the Permits and Certificates By-law form an integral part of the present by-law as if they were here in long recitals unless they are inconsistent, or unless the context indicates a different meaning.

CHAPTER II: POWERS AND DUTIES OF THE COMMITTEE

2.1 STUDIES AND RECOMMENDATIONS

1- The COMMITTEE could be mandated to study, to do research and make recommendations on all matters and all documents submitted to it by the Council concerning urban planning, zoning, subdivision and construction.

2- The COMMITTEE must formulate an opinion on any minor derogation request in accordance with the Law on planning and development and the By-Law on minor derogation.

3- The COMMITTEE may be responsible for evaluating the content of the urban plan and zoning By-law, for the changing environment, municipal needs, the development plan of the MRC and propose changes land additional project By-Laws, if any.

4- The COMMITTEE could be mandated to study and make recommendations to the Council relating to Urbanism, with regards to the relationship between the municipality and surrounding municipalities, including the MRC.

5- The COMMITTEE may establish sub Committees to study, composed of its members or some of them and/or other resource persons.

6- The COMMITTEE may consult with any employee of the municipality, with the approval of the Council, which shall be established by resolution, require from any employee, all reports, services or studies deemed necessary.

7. The Council may obtain to the benefit of the COMMITTEE, support from external professional services for any matter relating to the By-Law.

8. The Council may obtain a written notice of the COMMITTEE for any questions regarding an amendment or change to the planning By-Law, as well as to any matter relating to a derogatory use or a change of usage of a building.

2.2 WRITTEN REPORTS

1- The studies, recommendations and advice of the COMMITTEE are submitted to Council in a written report, after approval by the President of the COMMITTEE. The minutes of the meetings of the COMMITTEE may act as written reports.

2. On all matters within the competence of the COMMITTEE, the Council may, before making a decision, consult the COMMITTEE by asking to provide a report.

3- The COMMITTEE shall submit an annual report of its activities during the past year and a work program for the following year, taking into account all of its powers and duties in terms of studies and recommendations, and specifically the need to assess the content of the plan and the planning By-Law to ensure proper management of the evolution of land use.

CHAPTER III: COMMITTEE OPERATION

3.1 RULES FOR INTERNAL GOVERNANCE

The COMMITTEE establishes the rules for internal governance that is necessary for the accomplishment of its functions in conformity to the present By-Law and the Law on Planning and Urbanism.

3.2 CONVOCATION

In addition to the scheduled meetings convened by the COMMITTEE, the secretary-treasurer may also, at the request of the Council, convene the members of the COMMITTEE following the same procedure as for the convening of a extra ordinary meeting of the Council.

3.3 COMMITTEE COMPOSITION AND QUORUM

The COMMITTEE is composed of 5 members named by the Council which: :

- Four (4) members selected from taxpaying residents of the municipality excluding Council members, municipal officers and members of other committees appointed by Council;

- The municipal councillor, the person responsible for the planning and development shall be a member of the COMMITTEE, he assumes the office of President of the COMMITTEE;

- The municipal building and environment officer is an ex officio member of the COMMITTEE, but does not vote, he holds the office of secretary of the COMMITTEE.

The quorum of the COMMITTEE is 50% + 1 of the members of the COMMITTEE having the right to vote.

3.4 LENGTH OF MANDATE OF COMMITTEE MEMBERS

The term of office of the four (4) members appointed by Council is for (2) years of their appointment by resolution of Council.

The term of members may be renewed and is automatically renewed unless the member notifies the Council of its intention not to continue for another term where Council appoints a new member to replace the member who has completed his term. The term of the councillor terminates when it ceases to be a member of the council or in which he is not the counselor assigned to the planning and development committee.

The Council reserves the right to revoke, by resolution, at all times the mandate of a member or a resource person acting for the COMMITTEE. In case of resignation or of non-motivated absence to three successive meetings, the Council may appoint by resolution another person to fill the position which became vacant.

The council must at all times, fill the vacancies within three (3) months.

3.5 COMMITTEE OFFICERS

The Planning Advisory COMMITTEE is required to elect a vice-president. It can create any other functions it deems appropriate. The charge of office of the President is granted automatically to the Councillor sitting on the COMMITTEE. The building and environment municipal officer automatically assume the office of secretary of the COMMITTEE.

The secretary shall, with respect to the ordinary business of the COMMITTEE, function under the authority of the president of the COMMITTEE.

The secretary shall convene meetings of the COMMITTEE, prepares agendas, draft the minutes of the meetings of the COMMITTEE after each meeting and is responsible for written correspondence.

3.6 CONFLICTS OF INTEREST

A member of the COMMITTEE may not take part and remove himself in a deliberation for a specific matter in which he has a personal interest.

3.7 DECISIONS BY VOTE

The president has the right to vote, but is not required to exercise it. When the votes are equally divided, the decision is considered as negative.

3.8 RESOURCE PERSON

The Council may add to the COMMITTEE, on an ad hoc basis, other persons whose services would be necessary to carry out its duties, all in accordance with the Act respecting land use planning and development.

3.9 REMUNERATION

Members of the COMMITTEE receive no remuneration; they may, however, receive an attendance allowance fixed by the Council. However, the members of the COMMITTEE who are also members of the Council receive the allowance fixed by the By-law # 2018-016 remuneration of elected municipal officers.

3.10 COMMITTEE EXPENSES

The COMMITTEE each year, on October 15th, provides the forecasts of its expenses. Members of the COMMITTEE are reimbursed for travel expenses actually incurred on travel authorized by the Council.

However, the members of the COMMITTEE who are also members of the Council are reimbursed according to the By-law # 2018-016 remuneration of elected municipal officers.

3.11 ARCHIVES

A copy of the rules adopted by the COMMITTEE, the minutes of all its meetings, as well as all the documents submitted to it, must be sent to the secretary-treasurer for filing to the municipal archives.

CHAPTER IV: FINAL PROVISIONS

4.1 ABROGATION

This By-Law replaces and repeals all previous municipal By-Laws inconsistent with the provisions of this By-Law.

4.2 ENTRY INTO FORCE

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

CARRIED

2019-01-020
6.2

DEPOSIT OF THE 2018 SUMMARY REPORT ON TYPES OF PERMITS ISSUED AND THE COST OF WORK AND THE DECEMBER 2018 REPORT.

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

THAT council accepts the deposit of the 2018 summary report on types of permits issued and the cost of work and the December 2018 report as submitted by the building and environment inspector.

CARRIED

7. RECREATION AND CULTURE

8. MISCELLANEOUS

2019-01-021
8.1

SUPPORT TO THE MUNICIPALITY OF AUMOND CONCERNING THE MAINTENANCE OF HIGHWAY 107

WHEREAS the request of the Municipality of Aumond to the Ministry of Transportation, Sustainable Mobility and Transportation Electrification;

WHEREAS this road connects Maniwaki, Déléage, Aumond and Mont-Laurier and is becoming more and more crowded;

WHEREAS a fatal accident occurred last November and all other accidents that occurred previously on this road;

WHEREAS this request is for a more adequate and safe maintenance for the entire route 107;

FOR THESE REASONS, IT IS MOVED by Henri Chamberlain, **SECONDED** by Lynn Noël and unanimously resolved of those present;

TO SUPPORT the Municipality of Aumond in its efforts with the Ministry of Transport, Sustainable Mobility and Transportation Electrification for a safer and more adequate maintenance of Route 107;

THAT this resolution be forwarded to our MP Mr. Robert Bussi res, to the Minister responsible for the Outaouais Mr. Mathieu Lacombe, to the Minister of Transport Mr. Fran ois Bonnardel, to Mr. Prime Minister Fran ois Legault and to the municipalities of the MRC de la Vall e- Gatineau.

CARRIED

9. QUESTION PERIOD

10. CLOSING OF THE MEETING

The agenda being exhausted, the President declares the closing of the meeting at 8:00 pm.

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 ».

« However, my signature does not apply to item 1.11 for which I exercise the right of veto provided for in Article 142 (3) of the Municipal Code ».