

(Unofficial version)

DATE: April 13, 2021

The regular meeting of the Clarendon Municipal Council was held on the above night, respecting Covid 19 Pandemic restrictions and requirements.. Mayor John Armstrong, Cr. Elliott, Cr. Younge, Cr. Dagg, Cr Walsh, Cr. Smith & Cr. Hanna attended. Director General Patricia Hobbs was also in attendance.

1. OPENING THE MEETING

Mayor, John Armstrong opened the meeting at 7:00 p.m.

Public Participation: No public participation due to Covid 19 restrictions. An invitation to email questions and comments was placed on the Clarendon website

- Two enquiries were received regarding docks being placed on lot 5 640 667

- As per the regulations for lot # 5 640 667 passed in the September 15, 2020

, docks will be allowed on in designated areas. There will be markers erected to off an area reserved for family recreation where no docks will be allowed.

Temporary docks of not more than 20 square meters may be installed between April 1st, 2021 and June 15th, 2021 and must be removed by Thanksgiving weekend (October 11, 2021) Once the markers have been installed, a response email will be sent to these two enquiries.

2. ADOPTION OF THE AGENDA

043-04-2021 Proposed by: Cr Hanna

Seconded by: Cr. Walsh

And unanimously resolved to adopt the agenda of April 14 2021 with the addition of tree cutting at 7.3.6, ATV Roads at 10.2, & Request for fill at 7.3.6

3 . ADOPTION OF THE MINUTES OF THE REGULAR MEETING OF March 23, 2021

044-04-2021 Proposed by: Cr. Elliott

Seconded by: Cr Dagg

And is unanimously resolved to adopt the minutes of the March 23, 2021 regular meeting.

Carried

4. MAYOR'S REPORT –

5. CORRESPONDENCE AND INFORMATION

- Update on Dry hydrant on Hydro Land

6. FINANCIAL REPORT &/OR ACCOUNTS PAYABLE

Accounts Payable in the amount of \$ 233,392.50 were presented

AUTHORITY OF PAYMENT OF THE LIST OF BILLS

Certificate of availability of credits

I, the undersigned, Patricia Hobbs, Director General of the Municipality of Clarendon certify that there are sufficient credits available to carry out the expenditure mentioned above.

In witness whereof, this certificate is given in Clarendon this 13th day of April 2021

Patricia Hobbs – Director General

045-04-2021 Proposed by Cr. Smith

Seconded by Cr. Younge

And is resolved to pay the bills amounting to \$ 233,392.50

Carried

campervans,
caravans,
travel trailers,
fifth-wheel trailers, and
all classes of motor homes.

This bylaw does not apply to the prefabricated structures referred to as mobile homes, trailer homes, or house trailers.

“*Expansion*” of a Campground means creating or making available for occupation, more sites and/or accessory buildings other than specified in the site plan or certificate of authorization originally granted at the time of the establishment of the commercial campground; any new expansion and/or construction requires a building permit beforehand. It also includes the construction of new installations of accessory facilities such as administrative offices, sanitary facilities, recreational facilities or an accessory convenience store, not disclosed on the original application.

SECTION 2 – GENERAL

The establishment of a commercial campground or the expansion of an existing campground is permitted within the Municipality of Clarendon subject to the conditions of this bylaw.

The administration and enforcement of the present by-law refers to the designated officer appointed under the provisions of Chapter 3 of the *Planning By-laws Interpretation & Administration By-law* in force.

Where a provision of this By-law conflicts with the provisions of another By-law in force in the municipality or any of the provision of any federal or provincial regulations, the provision that established the most restrictive standard to protect the health, safety and welfare of the general public shall prevail.

SECTION 3 – REQUIRED DOCUMENTS FOR AN APPLICATION

1. Application form filled and signed;
2. Application fees of 500\$ to be paid to the municipality;
3. The last name, first names, address and telephone number of the owner or of the occupant if they are different from those of the owner.
4. The address and the cadastral number of the property targeted by the application.
5. The existing use and the proposed use of the land site or the building or part of the land site or building targeted by the application.
6. Copy of an official cadastral plan of the land site.
7. Copy of a certificate of location of the site concerned.
8. Copy of a site plan showing, for the site concerned, the information listed in Chapter 4 of the *Planning By-laws Interpretation & Administration By-law* in force for the issuance of permits and certificates.
9. Copy of the architectural plans, sections, elevations, and details listed in Chapter 4 of the *Planning By-laws Interpretation & Administration By-law* in force for the issuance of permits and certificates.
10. Photographs or an architectural survey of the existing buildings on the site and on adjoining sites.
11. Proposed timetables and phases for implementation of the use.
12. A detailed description and presentation of the projected use(s).
13. The estimated cost of the project.
14. Declaration of the operating season;
15. The application must also conform and includes the required documents to meet the following provincial regulations:
 - a. If serviced by a well: in accordance with the regulations on “*Groundwater Catchment Regulation*” (Environment Quality Act).
 - b. If serviced by a septic system: in accordance with the regulation Q-2, r. 22 on “*Regulation respecting waste water disposal systems for isolated dwellings* “ (Environment Quality Act)

- c. If located along a lake, watercourses and/or river: in accordance with Q-2, r. 35 “*Protection Policy for Lakeshores, Riverbanks, Littoral Zones and Floodplains*” (Environment Quality Act).
- d. If offering a public beach: in accordance with B-1.1, R.11 “*Regulation Respecting Safety in public baths*”.
- e. Classification of campground: in accordance with E-14.2, r.1 “*Act respecting tourist accommodation establishment*”.
- f. Intern regulations: in accordance with M-31.2 “*Act respecting the Ministère du Tourisme*”.

The appointed official may indicate to the applicant the information and documents, among those listed previously, that are not required for the evaluation of his application and, as a consequence, do not need to be submitted. However, the above-listed document is not limited to; the appointed official may also indicate to the applicant if additional documents are required. If the information and documents required are incomplete or inaccurate, the examination of the application is suspended until the information and documents required are submitted by the applicant. The application is then considered to be received on the date of receipt of this additional information or documents.

SECTION 4 – ADDITIONAL REQUIRED CRITERIA

The following requirements are additional and specific to commercial campgrounds:

MINIMUM REQUIREMENTS	
Minimum Lot size	10 ha (25 acres) and is defined by the property owners borders only.
Minimum Lot frontage	Same as subdivision By-law in force
Minimum separating distance between the camping sites and any residences;	175 meters (575’)
Minimum natural (vegetation) buffer zone between the camping sites and the property line;	100 meters (330’)
Minimum Front Yard for the camping sites	30 meters (100’)
Minimum size of camping site (per units)	150 sqm min./site
Maximum number of camping site per ha.	Max. 40 units/hectare
All permanent buildings	Must be in accordance with Zoning Bylaw in force and setbacks as indicated in the specification grid;
Property contiguous to an agricultural zoning	Must be in accordance with the LPTAA in respect to the limiting distance on protected immovable;
Parking area	Must be in accordance with section 4.15 of the Zoning Bylaw in force;
Outdoor lighting	Must be in accordance with section 4.12 of the Zoning Bylaw in force;
Posting of signs	Must be in accordance with section 4.18 of the Zoning Bylaw in force;
Secondary buildings	One (1) movable 8’ x 8’ utility shed will be allowed per site and must serve as storage;
Accessory constructions	There are no accessory constructions to the recreational vehicle with the exception of a floating platform serving as a stair landing;

All other municipal bylaws in force must be respected and under no circumstances can the trailer be installed on permanent foundations.

Any issues related to nuisances, safety, peace and order of the campground activities are governed by the “*Sûreté du Québec*” bylaws.

SECTION 5 – APPLICATION OF BYLAW

The Building Inspector and/or Enforcement Officer, while exercising his or her duties, have the right to visit any immovable property between the hours of 7:00 am and 7:00 pm.

The Building Inspector may inspect the inside of a building or recreational vehicle or trailer, in order to determine that the present bylaw is respected.

The owners, tenants or occupants are obligated to let the Building Inspector in. They must also answer all questions relevant to the application of the present bylaw. The Building Inspector may take photos as well as any samples that he or she deems necessary.

SECTION 6 – RESPECT OF THE ENFORCEMENT OFFICER

Anyone present when the Building Inspector is conducting an inspection shall not insult, molest, intimidate, threaten, or harm the officer in any way.

SECTION 7 - INFRACTION

Whoever contravenes a provision of this bylaw commits an offence and is liable to a fine of three thousand dollars (\$3000.00) for the first infraction.

The fine is nine thousand dollars (\$9000.00) for any repeat offence during the following year.

In each case, legal expenses shall be additional if applicable.

Whoever contravenes a provision of Provincial and/or Federal Regulations commits an offence and is liable to additional fees to the above infraction.

SECTION 8 - POWERS OF THE JUDGE

In the case where the Judge of the Court gives a sentence concerning an infraction to the bylaw, he may, over and above the fine and costs, order necessary corrections within a prescribed delay.

If an offender fails to comply with the sentence, the Judge may authorize the Municipality to make the necessary corrections at the offender's expense.

SECTION 9- REPLACEMENT

The present by-law replaces any preceding municipal by-laws concerning commercial campgrounds if any on the territory of the municipality.

SECTION 10: ENTRY INTO FORCE

The present by-law shall enter into force in accordance with the Law.

Notice of Motion: April 13, 2021

Deposit of first Draft By-Law: April 13, 2021

Public meeting:

Deposit of the second Draft By-Law:

Adoption of the By-Law:

MRC certificate of conformity:

Date de publication:

Mayor, John Armstrong

Director General, Patricia Hobbs

7.2.2. Minor Variance application – Road frontage of lot 6 415 002

The owner is presenting a minor variance application to subdivide a new buildable lot 6 415 002 with a road frontage of 5.68 meters instead of 50 meters as required in our subdivision bylaw #2017-259.

Where as, the lot is located in agricultural zone AG-17;

Where as, lot 6 415 002 is located within destructured tract of land #84015-09 where subdivision and residential uses are permitted without any authorization request to the CPTAQ;

Where as, our subdivision By-law #2017-259 requires a minimum road allowance of 6 meters for a right-of-way;

Where as, it would not impact any neighbouring lots access since Paul-Gibson Road already exists as lot 5 640 687;

046-04-2021 Moved by: Cr. Smith
Seconded by: Cr. Walsh
And unanimously agreed to accept the recommendation of the LUP committee to support the minor variance application as presented.

Carried

7.2.3 Minor Variance application – Road frontage of lot 6 422 623

The owner is presenting a minor variance application to subdivide a new buildable lot 6 422 623 with a road frontage of 6 meters instead of 50 meters as required in our subdivision bylaw #2017-259.

Where as, the lot is located in agricultural zone AG-17;

Where as, lot 6 422 623 is located within destructured tract of land #84015-09 where subdivision and residential uses are permitted without any authorization request to the CPTAQ;

Where as, our subdivision By-law #2017-259 requires a minimum road allowance of 6 meters for a right-of-way;

Where as, it would not impact any neighbouring lots;

Where as, it is to rectify an existing condition;

Where as, it would benefit an existing landlocked property and therefore permits an additional residential construction;

047-04-2021 Moved by: Cr. Smith
Seconded by: Cr. Walsh
And unanimously agreed to accept the recommendation from Council to support the minor variance application as presented.

Carried

7.3 TRANSPORTATION COMMITTEE

7.3.1 Purchase of New Truck

Whereas a tender for a new truck was placed on the SEAO website

Whereas five tenders were received with the following results

Francis Canada – Freightliner	\$ 304,108.88
Inter Outaouais – International	\$ 304,419.30
Equip Lourd Papineau – Freightliner	\$ 315,138.11
Francis Canada – Western Star	\$ 315,858.32
Equip Lourd Papineau – Western Star	\$ 323,336.91

Whereas the lowest tender met the specifications required
It is therefore

048-04-2021

Moved by: Cr. Smith
Seconded by: Cr. Younge
And unanimously agreed to accept the lowest tender from Francis Canada Truck Center in the amount of \$ 304,108.88 for a 2022 Freightliner 114 SD.
Carried

- 7.3.2 Street Sweeping Tenders
 - Two tenders were received
 - Ralph Lang - \$85 per hour
 - Keven Murphy - \$95 per hour

049-04-2021

Repealed, replaced
With resolution #

Moved by: Cr. Smith
Seconded by: Cr. Younge
And unanimously agreed to accept the lowest bid from R.M. Lang.

- 7.3.3 Calcium Tenders
 - Two tenders were received
 - Bourget – 0.3497 per liter plus taxes \$.40.21 cents per litre
 - Multi Routes – 0.319 per liter plus taxes

050-04-2021

Moved by: Cr. Dagg
Seconded by: Cr. Hanna
And unanimously agreed to accept the lowest tender from MultiRoutes
Carried

- 7.3.4 Grass Cutting Tenders
 - One tender was received from Keven Murphy. \$1700.00 plus tax

051-04-2021

Moved by: Cr. Elliott
Seconded by: Cr. Walsh
And unanimously agreed to accept the tender from Keven Murphy.
Carried

- 7.3.5 Request for Clean up on Municipal Property – Tabled & Discussed
- 7.3.6 Request for Fill – a request was received from a resident for fill from municipal road work. It was agreed that the fill would be given if work was done in close proximity to the resident’s property.

- 7.3.7 – Request for Tree Removal
 - A request was received for the removal of two trees in the road allowance on Thorne Lake Rd. Road workers visited the site to determine that the trees were indeed in the road allowance and that they are posing a safety concern.

052-04-2021

Therefore it is
Moved by : Cr. Hanna
Seconded by : Cr. Walsh
And unanimously agreed to ask for an estimate from an authorized tree cutter and have the trees removed for safety.
Carried

7.4 LIBRARY COMMITTEE

7.5 FINANCE COMMITTEE

7.6 FIRE COMMITTEE

- 7.6.1 Screened in Appliance Policy & SOPFEU sign for Sand Bay & Thorne Lake
 - Moved by: Cr. Dagg
 - Seconded by: Cr. Smith

053-04-2021

And unanimously agreed to have signs made for both Sand Bay and Thorne Lake which will carry both the Fire policy for screened in Appliances and the Sopfeu Fire Rating (which will be kept updated by the Fire chief) These signs will be installed in highly visible areas at both of these locations.
Carried

7.6.2 Resolution for use of Green Lights by Municipal Firefighters

Use of the flashing green light by municipal firefighters

Whereas the by-law on the flashing green light resulting from the Highway Safety Code (chapter C-24.2, s. 621, 1st par., Par. 5.2 °) has been enacted by the government, on April 1, 2021;

Whereas this by-law sets the conditions under which a firefighter can obtain from the SAAQ the authorization to use on a road vehicle other than an emergency vehicle, a flashing green light when responding to an emergency call from a fire safety service;

Whereas the director of the fire department of the municipality recommends the use of a flashing green light;

Therefore it is

054-04-2021

Moved by : Cr. Hanna

Seconded by: Cr. Elliott

And unanimously resolved that the Municipality of Clarendon authorizes firefighters to obtain the necessary certifications from the Société d'assurance automobile du Québec (SAAQ) for the use of green flashing lights, as of now;

In addition, the municipality authorizes the mayor, as well as the director general to sign for and on behalf of the Municipality of Clarendon all the documents necessary for the implementation of this resolution.

It is also resolved to allow the director of the fire safety service to issue and sign the certificates of recommendation, to authorize the use of the flashing green light by the firefighters and to supervise its application as detailed by the law and its regulations.

7.7 WASTE MANAGEMENT

8. Request from Nelligan Law

A request was received from Nelligan law (representing the Waterfront Association of Sand Bay) requesting the municipality's consent to conduct independent tests and analyses of the water at Sand Bay and test the sand on the property belonging to the Municipality
(Cadastre # 5 640 667)

055-04-2021

Whereas there is no evident reason to conduct any investigation on the Municipality's private property

Whereas no known sources of illegal contaminants from the Municipality's waterfront property exist

Whereas The Municipality has always acted diligently to assure that all by-laws are respected

It is therefore

Moved by: Cr. Smith

Seconded by: Cr. Elliott

And unanimously resolved to deny the request from Nelligan law (Waterfront Association of Sand Bay)

Carried

9. Resolution – Amendments to the Emergency Isolated Environment Rescue Agreement to Incorporate Water Rescue

ACCEPTANCE OF AMENDMENTS TO THE EMERGENCY ISOLATED ENVIRONMENT RESCUE AGREEMENT TO INCORPORATE WATER RESCUE

Whereas the 3 fire safety services of the MRC Pontiac will be ready to offer water rescue service on their territory;
Whereas the MRC Pontiac coordinated water rescue training for all FSS on its territory;
Whereas the MRC Pontiac wishes to develop a water rescue program for all of its municipalities;
Whereas the MRC Pontiac has adopted a local protocol for intervention in isolated areas and has been coordinating this rescue service for several years;
Whereas the municipalities of the MRC Pontiac have an intermunicipal agreement related to this service;
Whereas the terms of the water rescue program closely resemble those of an isolated rescue;
Whereas it would be better if the municipalities sign a common intermunicipal agreement to ensure quality service and to standardize work methods during interventions, throughout the territory;
Whereas it is appropriate to integrate the water rescue terms with that of rescue in an isolated environment;

056-04-2021

It is therefore

Moved by: Dagg

Seconded by: Walsh

And unanimously agreed that the Municipality of Clarendon accepts the modifications proposed by the MRC of Pontiac to the intermunicipal agreement for isolated environment rescue to incorporate water rescue.

IN ADDITION, the municipal council authorizes the mayor to sign any document related to the agreement on behalf of the municipality

Carried

10. MISCELLANEOUS AND DISCUSSION

10.1 – Tender for Ventilation System for Garage Tabled & Discussed

11. ADJOURNMENT

057 -04-2021

Motion by: Cr. Younge to adjourn the meeting of April 13th 2021 at 9:20 p.m.

Mayor John Armstrong

Director General – Patricia Hobbs