

October 1<sup>st</sup>, 2014

A regular sitting of the Council of the Municipality of Stanstead Township held **FIRST day of October of the year two thousand FOURTEEN**, time and place of regular meetings.

**PRESENT:** Councillors Gaétane Langlois Gaudreau, George C. Atkin, Dany Brodeur, Pierre Martineau and Christian Laporte

**MISSING:** Councillor Janet Cooper

**ALL FORMING A QUORUM** chaired by Mayor Francine Caron-Markwell.

Acting Director General and Secretary-Treasurer, Monique Pépin, was also present in accordance with the *Law of Municipal Code*.

There were eleven (11) people in the audience.

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**1. OPENING OF THE MEETING**

The Mayor, Mrs. Francine Caron Markwell, declared the meeting open at 7:30 pm.

2014-10-926

**2. ADOPTION OF THE AGENDA**

*Proposed by Councillor Gaétane Gaudreau  
Seconded by Councillor Pierre Martineau  
It is resolved*

THAT the agenda be adopted as it is.

**ADOPTED**

2014-10-927

**3. APPROVAL OF MINUTES AND FOLLOW-UP**

*Proposed by Councillor Christian Laporte  
Seconded by Councillor Dany Brodeur  
It is resolved*

THAT the minutes of September 3<sup>rd</sup> and 23<sup>rd</sup> 2014 be adopted as deposited.

**ADOPTED**

**4. FOLLOW –UP ON THE LAST REGULAR MEETING OF COUNCIL**

**5. QUESTION FROM CITIZENS**

**6. TABLING OF THE MONTHLY CORRESPONDENCE**

The secretary of the meeting tabled the list of correspondence received during the last month. Correspondence can be found at the municipal office during regular business hours. The documents will be kept in the archives. Where appropriate, for other non-archived material may be destroyed at the end of the month. Correspondence will be treated in accordance with the directions of the Council.

**7. TOWN PLANNING AND ENVIRONMENT**

**7.1 Tabling of the summary report of permits**

The secretary of the meeting tabled the report of the building inspector for the current month. A copy of the report was presented to the Council and duly noted.

**7.2 Tabling of the Forest Inspection Report**

The secretary of the meeting tabled the report of the forestry inspector for the current month. A copy of the report was presented to the Council and duly noted.

**7.3 Request for PIIA from the municipality**

**WHEREAS** the municipality wishes to repair the gutters of the municipal office;

**WHEREAS** the municipality has received a submission from Murexpair to remove the molding O-Gee fascia on each side of the building, installing painted white wood and installing aluminum gutters with sides for the amount of \$ 3,645 plus taxes;

**Proposed by Councillor Dany Brodeur**  
**Seconded by Councillor George Atkin**  
**It is resolved**

**THAT** Council requests the building inspector to see with the CCU if it is possible to do these repairs and be in accordance with the PIIA.

**CARRIED**  
of expenditure: capital – surplus

2014-10-929

**7.4 Purchase of two phones**

**WHEREAS** the environmental inspector and building inspector need phones;

**WHEREAS** the price submitted by Solutia Telecom for two Galaxy S4 Samsun phones is free;

**WHEREAS** the price submitted by Solutia Télécom accessories are as presented:

- Micro USB cable data 6ft (74162) \$ 16.96 each
- AC charger (74158) \$ 21.21 each
- Pure Gear black cover (4257) \$ 25.46 each

**Proposed by Councillor Christian Laporte**  
**Seconded by Councillor Gaétane Gaudreau**  
**It is resolved**

**THAT** Council authorizes the purchase of these two phone at the price of \$ 127.26 plus tax.

**CARRIED**  
expenditure item: 02610 00331

2014-10-930

**7.5 Purchase of a screen**

**WHEREAS** the environmental inspector needs an additional screen to properly do its job;

**WHEREAS** the municipality has received a submission from Sylvain Raymond for a screen of 22 'in the amount of \$ 170.45 plus tax;

**Proposed by Councillor Dany Brodeur**  
**Seconded by Councillor Gaétane Gaudreau**  
**It is resolved**

**THAT** Council authorizes the purchase of a screen in the amount of \$ 170.45 plus tax.

**CARRIED**  
of expenditure: capital - surplus

**8. TRANSPORTATION - PUBLIC WORKS AND INFRASTRUCTURE**

2014-10-931

**8.1 Application for certificate of authorization- Bridge Road René**

**WHEREAS** the municipality will construct a new bridge on Rene road;

**WHEREAS** to do, we must proceed with a request for authorization to MDDELCC;

**WHEREAS** the service's offer from the company EXP to the maximum amount of \$ 5,000 plus tax includes the following:

- visit the site to characterize the receiving environment;
- obtaining the certificate in accordance with municipal by-laws;
- obtaining the certificate in accordance with regional by-laws applicable (Memphremagog RCM);

- coordination with the engineering team for drafting mitigation and environmental clauses to be included in the specifications;
- preparation and writing of the request for a certificate of authorization, together with the annexes and cartographic documents;
- transmission of the request to MDDELCC;
- coordination and response to written requests for additional information MDDELCC and the Department of Forestry, Wildlife and Parks (MFFP), if applicable;

**WHEREAS** the municipality must obtain the permission of the owner located at 2038, Fitch Bay Road, number 1001 71 2414 and owner at 4, René Road, number 1001 60 5199;

**WHEREAS** the municipality will also pay the required fees for the MDDELCC file analysis, which is \$ 2,765 for the year 2014, however, for 2015 these costs will be increased by the ministry;

***Proposed by Councillor Pierre Martineau  
Seconded by Councillor George Atkin  
It is resolved***

**THAT** Council authorizes the firm EXP to make the certificate request to a maximum of \$ 5,000 plus taxes;

**THAT** Council request the Acting Director General of view to communicate with the two residents who will be affected by the renovations because the municipality will have to use part of their land to carry out the construction of the bridge over the Rene Road;

**THAT** Council authorizes the fees payable for the MDDELCC file analysis, of the amount of \$ 2,765 for year 2014. This rate will be increased for 2015.

**CARRIED**  
expenditure item: 02320 17521

2014-10-932

**8.2 Awarding the contract – repairing the municipal office**

**WHEREAS** following the recommendations of the company St-Georges, Structures and Engineering, municipality must make repairs to its building;

**WHEREAS** no one bid;

***Proposed by Councillor Dany Brodeur  
Seconded by Councillor Gaétane Gaudreau  
It is resolved***

**THAT** Council authorizes the Acting Executive Director to send back tenders and make the purchase of different equipment to help employees to keep doing their works at the office during over three (3) weeks. The maximum amount is \$ 750 plus tax.

**CARRIED**  
of expenditure: Property -

2014-10-933

**8.3 EXP - René Bridge - approval of site supervision, preparation of plans and specifications for construction and site supervision**

**WHEREAS** the Municipality has received an offer of service from EXP company;

- Stage 1 - site supervision in 2014;
- Stage 2 - provision of plans and specifications in 2015;
- Stage 3 - construction supervision in 2015.

**WHEREAS** the service offer dated from September 29, 2014 in our file and bears the number 999-00028741-PP;

**WHEREAS** the bid price to its work is the order of:

- Stage 1 comes up to \$ 5 860 plus taxes - hourly rate;
- Stage 2 comes up to \$ 4 000 plus taxes - hourly rate;
- Stage 3 comes up to \$ 9 860 plus taxes - hourly rate;

**Proposed by Councillor Pierre Martineau  
Seconded by Councillor George Atkin  
It is resolved**

**THAT** Council accepts the service offer from the company EXP in the amount of \$ 19, 785 plus tax.

**CARRIED**  
expenditure item: 02 320 17 521

2014-10-934

**8.4 Purchase of directional signs for Rene Bridge**

**WHEREAS** the municipality shall proceed to purchase panels as described below;

- Control D-200 and D-200-P-2 showing one way only (2 sets installed on each side of the bridge);
- Panel D-200-P-1 (on the side of the Fitch Bay Road) indicating one vehicle at a time (on both sides would be ideal to avoid creating confusion);
- 2x D-290-G and 2x D-290-D (hazard markers) that will be installed at the 4 corners of the bridge.
- Speed Limit (white sign) to 30 km / h (1 side panel of the Fitch Bay Road would be sufficient).

**WHEREAS** the bid price of the company Signalisation de l'Estrie for this work is \$ 246.95 plus tax;

**Proposed by Councillor Dany Brodeur  
Seconded by Councillor Gaétane Gaudreau  
It is resolved**

**THAT** Council authorizes the purchase of these signs in the amount of \$ 246.95 plus tax.

**CARRIED**  
expenditure item: 02 320 17 521

**9 TREASURY**

2014-10-935

**9.1 Approval of accounts paid**

The secretary of the meeting tabled the list of accounts paid during the month, in accordance with law number 335-2012 (fixed expenses, including salaries) and the list approved by resolution of the Council (allowable expenses) accounts. Copies of these lists were distributed to Councillors and are attached hereto and forming an integral part.

**WHEREAS** the total fixed expenses, expenses paid during the month are \$ 27,492.97, the net wage is \$ 28,361.20;

**Proposed by Councillor Pierre Martineau  
Seconded by Councillor George Atkin  
It is resolved**

**THAT** Council approves the list of accounts paid during the month copy of which is attached hereto and forms an integral part.

**CARRIED**

2014-10-936

**9.2 Approval of accounts payable**

**WHEREAS** the total expenses to pay for the current month is \$ 81,122.47;

**WHEREAS** the payment of the SQ is \$ 246,933 will be made on October 31<sup>st</sup>.

**Proposed by Councillor Christian Laporte  
Seconded by Councillor Dany Brodeur  
It is unanimously resolved**

**THAT** Council approves the list of payable accounts which is a copy attached hereto and forms an integral part, be approved and that the person responsible for making the payment.

**CARRIED**  
of expenditure: as shown

**9.3 Report of the delegation of authority**

The reports of the delegation of authority of the Acting Director General and the Director of Public Works were tabled to the Council.

- Acting Director General \$ 277.43
- Road inspector \$ 116.48

**9.4 Tabling reports of financial activities and budget availability**

As required by section 176.4 of the Municipal Code, the comparative statements must be filed and the board noted. The period covered is from the 8<sup>th</sup> or 9<sup>th</sup> month period ended August 31<sup>st</sup> or September 30<sup>th</sup>. Citizens can view the document during their regular hours at the municipal office.

**10. ADMINISTRATION**

POSTPONED

**10.1 Board Paperless**

2014-10-937

**10.2 Coming back of Mrs. Josiane Hudon - Signature Authorization**

**WHEREAS** Mrs. Josiane Hudon will return from her maternity leave on October 6<sup>th</sup>;

**WHEREAS** the signatories of the Municipality are Mayor, the Director General / the acting Director General and in the absence of the Mayor, the substitute Mayor;

***It was proposed by Councillor Christian Laporte  
Seconded by Councillor Dany Brodeur  
It is resolved***

**THAT** the Executive Director and Secretary-Treasurer be authorized to sign all related documents for and on behalf of the Municipality of Stanstead Township.

**CARRIED**

2014-10-938

**10.3 Hiring Environmental and building Inspector**

**WHEREAS** the municipality had adopted the resolution 2014-09-905 authorizing the Acting Director General with the selection committee to hire the new environmental and building inspector;

**WHEREAS** the recommendations of the selection committee, the selected candidate is François Duquette;

**WHEREAS** Mr. Duquette began his duties on September 17 at \$ 22 / hour, 37.5 hours per week and there will be a probationary period of six (6) months. However, it will be eligible for insurance from the municipality after three (3) months of service;

***Proposed by Councillor Pierre Martineau  
Seconded by Councillor Dany Brodeur  
It is unanimously resolved***

**THAT** Council endorses the decision of the selection committee and welcomes François Duquette within our organization.

**CARRIED**

2014-10-939

**10.4 Manual of the employee**

**WHEREAS** Council has considered the development of the manual of the employee;

**WHEREAS** the document had been reviewed by the employees;

**WHEREAS** in the document, there are two important issues to finalize either the RRSP and insurance for employees;

***Proposed by Councillor Gaétane Gaudreau  
Seconded by Councillor Pierre Martineau  
It is resolved***

**THAT** Council adopts this manual, however, insurance and RRSP clauses will be reviewed and modified later.

**THAT** Council agrees to consider the points that had been presented by Mr. Pierre-Luc Doyon.

**THAT** Council wishes to reassure employees that clothing required by the CSST will always be provided.

**CARRIED**

2014-10-940

**10.5 Training - ADMQ - role, relationships and responsibilities of the municipal officer in building and environment and the CEO everyday**

**WHEREAS** ADMQ offers a professional development title role, relationships and responsibilities of the municipal officer in building and environment and the Director General everyday and this new course is for members ADMQ and COMBEQ.

**WHEREAS** this training will enable a better understanding of the roles of municipal officer, Building and Environment and the Director General in respect to procedures, project analysis, drafting and implementing regulations, coupled the acquisition of knowledge of duties, powers, possible actions for the control and prosecution;

**WHEREAS** many other topics will be discussed such as;

- the various regulations (pollution, protection policy banks, Q-2, r. 22)
- discretionary tools (minor variances, PPCMOI ...)
- Document Management (Archives Act)
- the Law on Access to Information,
- management of offenses
- situations of interference by elected officials and citizens,

**WHEREAS** each component will be conducted by a specialist prosecutor paired with DG-Ombe team from each region;

**WHEREAS** during training COMBEQ, the municipal officer often expressed the wish that the general manager was there to share the knowledge and the opposite happens in training ADMQ: Director General would have hoped that the municipal officer participates

**CONSIDERING THAT** with this joint training, everyone will find their account;

**WHEREAS** training is offered in Bromont on October 29<sup>th</sup>;

**WHEREAS** the fee is about \$ 278 / person plus taxes;

***Proposed by Councillor Christian Laporte  
Seconded by Councillor Charles Atkin  
It is resolved***

**THAT** Council authorizes the participation of Ms. Josiane Hudon and gentlemen François Duquette and Dominic Gauthier for the training.

**THAT** Council authorizes the payment of \$ 278 / person and also authorizes the costs involved on presentation of invoice.

**CARRIED**  
expenditure item: 02130 00454  
expenditure item: 02610 00454

### **10.6 Christmas Party**

The Board reserves the date of December 13, 2014 at the Community Center of Georgeville for the Christmas party.

## **11 ENVIRONMENTAL HEALTH**

2014-10-941

### **11.1 Vanex Dam of Lake Lovering**

**WHEREAS** the municipality has received an offer of company service Vanex for cleaning and putting grease of six (6) stems lifting and perform touch-up paint on the six (6) gearboxes with epoxy paint;

**WHEREAS** the bid price is \$ 960 plus taxes;

*Proposed by Councillor Pierre Martineau  
Seconded by Councillor Gaétane Gaudreau  
It is unanimously resolved*

**THAT** Council awards the contract for the work to the company Vanex at that price of \$ 960 plus tax.

**CARRIED**  
expenditure item: 02 690 00521

2014-10-943

### **11.2 Robert Filion - manhole**

**WHEREAS** following the study of the problem of rainwater with Mr. Fillion and recommendations of the engineer;

**WHEREAS** this problem persists for several years;

**WHEREAS** the roads inspector came to us with the price of the Expert Group Drain for installing this manhole in the amount of \$ 15,392 plus taxes;

*Proposed by Councillor Gaétane Gaudreau  
Seconded by Councillor Dany Brodeur  
It is resolved*

**THAT** Council authorizes the installation of the manhole at a suggested price of \$ 15,392 plus tax.

**THAT** the option of the signalman will not be retained because the public road employees have the competence to do the job.

**CARRIED**  
expenditure item: open post storm drainage system maintenance

## **12 PUBLIC SAFETY**

2014-10-943

### **12.1 Purchase radios, mobile, programming, arrestor**

**WHEREAS** Mr. Brian Wharry evaluated the communication system;

**WHEREAS** the municipality had completed the purchase of maintaining the link between the municipality and 911 Central de Lévis (resolution 2014-06-768)

**WHEREAS** the municipality wants to ensure good coverage in communication for its fire department:

**WHEREAS** the following items are needed:

- A portable radio VHF mutual aid \$ 649
- Three mobile radio \$ 739 / \$ 2,217 each
- Programmable frequency UTAC (\$ 75 / hour) estimated \$ 600
- SPD and equipment
- Connectors (2) & Installation \$ 224
- Speaker robust \$ 119

**Proposed by Councillor Gaétane Gaudreau**  
**Seconded by Councillor George Atkin**  
**It is resolved**

**THAT** Council authorizes the purchase and payment of this equipment to \$ 3,809 plus tax.

**CARRIED**  
of expenditure: capital surplus

2014-10-944

**12.2 Rid of the old equipment in the Fire Department**

**WHEREAS** Fire Chief began an inventory of equipment of the fire department;

**WHEREAS** following the first draft, the following equipment is obsolete;

- 2 hoses of 22 feet in length (pipe 1/32)
- 1 hose 10 feet long (half pipe)
- 20 hats
- 17 coats
- 11 pairs of pants
- 7 pairs of boots

**Proposed by Councillor Gaétane Gaudreau**  
**Seconded by Councillor Dany Brodeur**  
**It is resolved**

**THAT** Council authorizes the Fire Chief to give out this equipment to Pompiers sans Frontières and some firefighters want to use hoses for other personal purposes.

**THAT** Council requests that the equipment be removed from the accounting records of the municipality.

**CARRIED**

2014-10-945

**12.3 EducExpert final payment**

**WHEREAS** the municipality has received an invoice from \$ 794.50 plus tax the company EducExpert for the formation of a firefighter;

**WHEREAS** the course must be done in the fall;

**Proposed by Councillor Gaétane Gaudreau**  
**Seconded by Councillor Pierre Martineau**  
**It is resolved**

**THAT** Council authorizes the payment of \$ 794.50 plus tax.

**THAT** Council asks the Fire Chief to ensure that this training will be used.

**CARRIED**  
expenditure item: 02 220 00 454

2014-10-946

**12.4 Upgrading respirators**

**WHEREAS** respirators must be inspected:

**WHEREAS** the bid price for the five (5) devices ISI is around \$ 75 / unit, at an estimated \$ 75 / unit price, so a total of \$ 375 plus taxes and shipping, and since there is an emergency for this work, it is scheduled on September 30<sup>th</sup>;



**WHEREAS** up to now, we did not receive any cost for the inspection of eight (8) Scott devices, however, this work must be done;

**Proposed by Councillor Gaétane Gaudreau**  
**Seconded by Councillor Dany Brodeur**  
**It is resolved**

**THAT** Council authorizes the estimated 5 units at \$ 75 per unit for a total of \$ 375 plus taxes and shipping expense.

**THAT** Council authorizes the expenditure estimated at \$ 100 / unit plus taxes for Scott devices.

**CARRIED**  
expenditure item: 02 220 00 526  
open account maintenance and repair - equipment

2014-10-947

**12.5 Lettering one fire truck and numbering all fire trucks**

**WHEREAS** the fire chief received a bid for lettering the new truck and also numbering all the fleet of the fire department, price is \$ 200 plus taxes;

**Proposed by Councillor Gaétane Gaudreau**  
**Seconded by Councillor George Atkin**  
**It is resolved**

**THAT** Council authorizes the Fire Chief to proceed with the work and authorizes the expenditure and payment of \$ 200 plus tax.

**CARRIED**  
expenditure item: 02 220 00 525

**12.6 Tabling of the fire department**

The secretary of the meeting table the report of the fire department for the current month and the board noted. However, this document is confidential for the board members.

**13 LEISURE AND CULTURE**

2014-10-948

**13.1 Authorization to sign an agreement - Escapade Memphremagog**

**WHEREAS** Escapade Memphremagog asked the municipality to renew the agreement we had with them for next year;

**WHEREAS** the Council asked the Acting Director General to prepare this agreement;

**Proposed by Councillor George Atkin**  
**Seconded by Councillor Christian Laporte**  
**It is resolved**

**THAT** Council authorizes the Acting Director General to prepare the agreement and authorizes the Mayor Francine Caron Markwell and the Director General to sign the agreement with Escapade Memphremagog.

**CARRIED**

**14 VARIA**

2014-10-949

**14.1 CANADA POST**

**WHEREAS** reducing hours at customer service department will be affecting access the post office services for our citizens;

**Proposed by Councillor Dany Brodeur**  
**Seconded by Councillor Pierre Martineau**  
**It is unanimously resolved**

**THAT** Council asks Canada Post to maintain business hours to the customers' service.

**THAT** fewer hours at customer service would have the impact the reduction of service to our citizens.

**CARRIED**

2014-10-950

**14.2 COMMITTEE HABITATION PLACE DE STANSTEAD**

**WHEREAS** the Committee Habitation Place De Stanstead requests Stanstead Township support for their Phase II of the project to provide the addition of 9 units to 11 existing apartments;

**WHEREAS** this project allows residents to our area to stay in their community;

**WHEREAS** this project allows residents to our area to obtain affordable housing;

***Proposed by Councillor Gaétane Gaudreau  
Seconded by Councillor Dany Brodeur  
It is resolved***

**THAT** Council supports the Committee Habitation Place De Stanstead to get 9 more housing for area residents.

**CARRIED**

2014-10-951

**14.3 PROFESSIONAL SERVICES - MONTY SYLVESTRE**

**WHEREAS** Monty Sylvestre firm offers their services as legal councillors in 2015;

**WHEREAS** the annual visit will be available for \$ 250 plus travel expenses;

**WHEREAS** hourly rates range from \$ 80 to \$ 230 per hour depending on the person doing the work;

***Proposed by Councillor George Atkin  
Seconded by Councillor Christian Laporte  
It is resolved***

**THAT** Council authorizes city officials to use the services of the firm Monty Sylvestre, legal councillors, as required for the period from January 1<sup>st</sup> to December 31<sup>st</sup> 2015 under the terms of the service offer of September 29<sup>th</sup> 2014."

**CARRIED**

**15 SECOND QUESTION PERIOD**

Lucie Borne demand explanations about Escapade Memphremagog traffic as he was profitable for the municipality?

Ms. Noel - septic fields.

2014-10-952

**16 ADJOURNMENT**

The adjournment was proposed by Councillor Gaétane Langlois Gaudreau, it is 8h 30 P.M.

**CARRIED**

\_\_\_\_\_  
Francine Caron Markwell,  
Mayor

\_\_\_\_\_  
Monique Pepin  
Acting Director General and  
Secretary-Treasurer

I, Francine Caron Markwell, Mayor of the Stanstead Township, certify that the signature of these minutes is equivalent to my signature on all resolutions contained within the meaning of Article 142 (2) of the Code News.

***THE PRESENT VERSION IS NOT OFFICIAL, THUS THE FRENCH TEXT PREVAILS.***