

November 5th, 2014

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

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

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

The Director General and secretary treasurer Me Josiane Hudon is also present. in accordance with the *Law of Municipal Code*.

There were fourteen (14) people in the audience.

1. OPENING OF THE MEETING

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

14-11-953

2. ADOPTION OF THE AGENDA

*Proposed by Councillor Janet Cooper
Seconded by Councillor Pierre Martineau
It is resolved*

THAT the agenda be adopted as it is.

14-11-954

3. APPROVAL OF MINUTES

*Proposed by Councillor Christian Laporte
Seconded by Councillor Pierre Martineau
It is resolved*

THAT the minutes of October 1st 2014 be adopted as deposited.

ADOPTED

ADOPTED

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

5. QUESTIONS 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 the minutes of the Planning Advisory Committee

The minutes of the meeting held on October 17th 2014 was tabled to the members of the council.

7.3 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.

7.4 Request for a minor variance for the owner of lot no. 4 924 246 located on Colby road

The subject is postponed until a future meeting.

14-11-955

7.4 Request for a minor variance for the owner of 269 Arrowhead

WHEREAS the owner of the building located on 269 Arrowhead on lot no. 4 922 629 is asking for a minor variance concerning the distances between the main building and the accessory building to be 2.62 meters instead of 3 meters as prescribed in the zoning by-law no. 212-2001 article 7.6;

WHEREAS that the Planning Advisory Committee had taken note of the fact and recommended to the municipal council to grant the minor variance as presented;

WHEREAS a notice was published in accordance with the article 145.6 of the *Loi sur l'aménagement et l'urbanisme* on last October 20th.

***Proposed by Councillor Christian Laporte
Seconded by Councillor Janet Cooper
It is resolved***

THAT Council supports the recommendations of the CCU and authorizes the minor variance as presented.

CARRIED

14-11-956

7.6 Request for minor variance for the owner of the 44 Lovering Lake road

WHEREAS the owner of the building located on 44 Lovering Lake on lot no. 4 923 273 is asking for a minor variance concerning the standard of the setback distances for an accessory building from the high water level to be 21.66 meters instead of 23 meters when the land has an average deep over or equal to 38 meters as permitted in accordance to the zoning by-law no.212-2001 article 12.5.1;

WHEREAS the Planning Advisory Committee has taken note of the fact and recommended to the municipal council to grant the minor variance as presented;

WHEREAS a notice was published in accordance with the article 145.6 of the *Loi sur l'aménagement et l'urbanisme* on last October 20th.

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

THAT Council supports the recommendations of the CCU and authorizes the minor variance as presented.

CARRIED

TRANSPORTATION - PUBLIC WORKS AND INFRASTRUCTURE

8.1 Granting the contract for the municipal structure

The subject is postponed until a future meeting.

14-11-957

8.2 Ratification of the expense of repairing the steps of the municipal office

WHEREAS emergency repairs have been done lately to the front steps of the Municipality;

WHEREAS the municipality had received only one tender although many requests were sent out;

WHEREAS the municipality received only one tender, which was from *Renovations Danny Desharnais* for an amount of \$1,043.00 plus taxes;

***Proposed by Councillor Gaétane Gaudreau
Seconded by Councillor Dany Brodeur***

It is resolved

THAT the Council endorses the expenditure of \$ 1, 043.00 plus taxes to the company *Renovations Danny Desharnais* for the repairs to the stairs of the front gallery, according to the offer submitted by the said company.

THAT the amount of the expenditure is appropriate to budget no. 02 19000 522.

CARRIED

14-11-958

8.3 Authorization of passage for the Trois-Villages Snowmobiles Club Inc.

WHEREAS the *Trois-Villages Snowmobiles Club Inc.* wishes to renew its snowmobiling activities for the winter season;

CONSIDERING there is a trail on Marlinton road;

***It is proposed by councillor Gaétane Gaudreau
Seconded by councillor Janet Cooper
And resolved***

THAT Stanstead Township renews the authorization of passage to the *Trois-Villages Snowmobiles Club Inc* for the season 2014-2015.

THAT the municipality will install the necessary road signage in the appropriate places in order to advise drivers of the presence of snowmobile crossroads.

CARRIED

8.4 Purchase of culvert for Elephant road

The subject is postponed until a future meeting.

14-11-959

Clearing ditches

WHEREAS the person in charge of public works asked for tenders in order to clear ditches, here are the results:

1. *Les Entreprises Claude Montminy* : \$125/ hour
2. *Les Débroussailleurs GSL Inc.* \$115/ hour

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

THAT Council grants the contract to the company: *Les Débroussailleurs GSL Inc* to clear up the ditches for 40 hours at \$115/ hour

THAT the amount of the expenditure is appropriate to budget no. 02 32004 521.

CARRIED

14-11-960

8.6 Presentation of accounts 2013 concerning adapted transport – Volet souple MTQ

WHEREAS the accounts for adapted transport for 2013 should be completed and sent to *Ministère des Transports (MTQ)* concerning the program that helps disabled persons;

WHEREAS the municipality received in 2013 a grant of \$ 1,852.50 from the MTQ;

WHEREAS the Director General deposited to council members the accounts for approbation, the members declare that they have read it and approve it;

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

THAT Council approves the presentation of accounts for 2013 concerning the adapted transport –volet souple of MTQ. See **Annex 1**.

CARRIED

9 TREASURY AND ADMINISTRATION

14-11-959

9.1 Approval of accounts paid and accounts payable

*Proposed by Councillor Pierre Martineau
Seconded by Councillor Janet Cooper
It is resolved*

THAT Council approves the list of accounts paid and payable for October and November which is attached hereto and forms an integral part.

Accounts paid:	\$ 280,687.44 (including SQ)
Accounts payable:	\$136,490.10

THAT the Council approves the list of salaries for the month of October:

Employees:	\$31,512.32
Firemen:	\$7,490.45
Councillors:	\$4,599.02
Environmental Advisory Committee:	\$39.17

CARRIED

9.2 Report of revenue and expenditure of the month

The ratio of the revenue and expenditure of the month is tabled to council members.

9.3 Financial activity report and availability of funds

The financial activity report and funds available is tabled to the members of the council.

9.4 The staff activity report is tabled to the members of the council.

The staff activity report is tabled to the members of the council.

9.5 Report of delegated authority

The report of the delegation of authority of the Director General and the Director of Public Works is deposited to the Council.

9.6 Declarations of pecuniary interests of board members

The Director General shall notify the members of the Council that they have 60 days from the anniversary date of their declaration of election to file their updated declaration of pecuniary interests, all in accordance with Article 357 of the *Loi sur les élections et les referendums dans les Municipalités*.

9.7 Tabling the report of the Mayor on the financial situation of the municipality

To meet the requirements of section 955 of the Municipal Code, the Mayor gives her report on the financial situation of the municipality, attached to this in Annex 2.

14-11-962

9.8 Training entitled Municipal Accounting 1 for the Director General and the person in charge of finance, offered by ADMQ

WHEREAS ADMQ offers online training in municipal financial management, including the production of records and reports necessary for the administration of the municipality, the treatment of income and expenses, and accounting operations during the fiscal year;

WHEREAS this training should be relevant to the personnel in charge of the finances of the municipality;

*Proposed by Councillor Janet Cooper
Seconded by Councillor George C. Atkin
It is resolved*

THAT Council grants the expenditure of \$ 343 plus tax per person for the online training offered by ADMQ entitled "Municipal Accounting 1" for the Director General Josiane Hudon and the person in charge of finance, Denise Girard.

THAT the amount of the expenditure is appropriate to budget no. 02 13000 454.

CARRIED

14-11-963

9.9 Training in municipal financial management for some elected offered by FQM

WHEREAS FQM offers a training session entitled "Management of Municipal Finances" on November 29th in Orford at \$ 325 per participant;

WHEREAS the Mayor Francine Caron-Markwell, Janet Cooper and Pierre Martineau councillors wish to participate;

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

THAT Council authorizes the expenditure of \$ 325 plus tax per person for registration of Francine Caron Markwell- Mayor, Janet Cooper and Pierre Martineau councillors, for training entitled Municipal Financial Management offered by FQM November 29th to Orford.

THAT the amount of the expenditure is appropriate to budget no. 02 11000 454.

14-11-964

9.10 Amendment to resolution No. 2014-08-854

WHEREAS it is necessary to amend resolution No. 2014-08-854 concerning the budget no. affected;

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

THAT resolution No. 2014-08-854 be amended so that budget concerned is 02 13 000 454 instead of 02 11000 454.

CARRIED

9.11 Paperless Council

The subject is canceled: refer to the resolution 2014-08-851.

9.12 Notice of motion on by-law no. 367-2017 concerning taxation and the budget 2015

Councillor Pierre Martineau gives notice of motion on by-law no. 367-2014 concerning taxation and the 2015 budget, that will be presented for adoption at a future meeting of the Council.

This by-law will be to establish the tax rates and the budget for 2015.

9.13 Notice of motion on by-law no. 368-2014 establishing rates for expenses incurred by councillors or employee on duties and repealing by-law no. 341-2012

Councillor Janet Cooper gives notice of motion on by-law no. 368-2014 that will be presented for adoption at a future meeting of the Council.

This by-law will be to repeal the by-law no. 341-2012 and to establish the rates for expenses incurred by councillors or employee on duties.

14-11-965

9.14 Repayment of capital and payment of the leasing for the 2013 fire truck

WHEREAS concerning resolution No. 12-12-370 the municipality must repay \$ 11,371.42 per year for borrowing working capital for the purchase of the fire truck in 2013 and the said reimbursement has not been made in 2014;

WHEREAS the amount of \$16,036.08 for payment of the leasing of the 2013 fire truck was not planned in budget 2014, it is appropriate to take money from the surplus;

***Proposed by Councillor Christian Laporte
Seconded by Councillor Pierre Martineau
It is resolved***

THAT Council takes out of the free surplus of \$ 11,371.42 reimbursement for working capital and the amount of \$ 16,036.08 for the lease for the purchase of the fire truck in 2013.

CARRIED

14-11-966

9.15 Implementation of a wage structure

WHEREAS Council has recently adopted an employee handbook and that the next step was to incorporate a wage policy for all employees;

WHEREAS the Director General has received two bids for this reason, one from the firm Brio Human Resources and the other from GCRH Group and the first is more advantageous to the municipality;

***Proposed by Councillor Christian Laporte
Seconded by Councillor Pierre Martineau
It is resolved***

THAT Council grants spending \$ 3,300 (30 hours at \$ 110 / h) for the implementation of a wage structure.

THAT the amount of the expenditure is appropriate for the same budget item 02 13000 415.

CARRIED

14-11-967

9.16 Purchase of a desk for the environmental inspector

WHEREAS it would be appropriate to acquire a new desk for the environmental inspector, given the obsolescence of the current desk and that he is employed full time by the municipality.

***Proposed by Councillor Janet Cooper
Seconded by Councillor Gaétane Gaudreau
It is resolved***

THAT Council grants spending \$ 549.99 plus tax for the purchase of a desk for the environmental inspector.

THAT the amount of the expenditure is appropriate to budget free surplus No. 03 000 31000.

CARRIED

14-11-968

9.17 Christmas dinner 2014 for elected officials, employees, members of the CCU and CCE and volunteer firefighters of the municipality

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

THAT Council allocates a maximum of \$ 3,000 for a Christmas dinner for elected officials, employees, members of the CCU and CCE and the volunteer firefighters

of the municipality which will be held on December 13, 2014. The amount of the expenditure is appropriate to budget item No. 02 493 11000.

CARRIED

10. ENVIRONMENTAL HEALTH

14-11-969

10.1 Waste Authority (RIGDSC) Budget 2015-

WHEREAS under section 603 of the Municipal Code, the budget of *La Régie intermunicipale de gestion des déchets solides de la région de Coaticook* (RIGDSC) shall be adopted by resolution by at least two-thirds of the municipalities;

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

THAT Council approves the 2015 budget for *La Régie intermunicipale de gestion des déchets solides de la région de Coaticook* for solid waste management in Coaticook (RIGDSC) showing income, expenditure and balanced assignments \$ 1,435,329.49.

CARRIED

11. PUBLIC SAFETY

11.1 Tabling the report of fire department

The fire department monthly activities report is presented to the members of the board.

14-11-970

11.2 Purchase of equipment for the fire department

WHEREAS the fire chief has filed to board members a list of equipment to be purchased for the fire department;

***Proposed by Councillor Janet Cooper
Seconded by Councillor Gaétane Gaudreau
It is resolved***

THAT Council approves the list of equipment to be purchased for the fire department at a total cost of \$5,007.85 plus tax which includes the following:

Company CSE Fire and Safety Inc.:

- 2 Firedex firefighter helmets;
- 2 pairs of gloves;
- 1 5 elbow 'kep5R5 NH;
- 1 hydrant key;
- 1 mouth key;
- 4 " wheel chucks';
- 5 autonomous respirators

Company Communications Plus:

- 2 lighting systems;
- 6 radio microphones

THAT the amount of the expenditure is appropriate to budget No. 02 22000 641.

CARRIED

12. LEISURE AND CULTURE

14-11-971

12.1 Conception and landscaping of Thayer Park

WHEREAS it is expedient to develop a plan for Thayer Park in the event that projects will be carried out;

WHEREAS the development agent has received two bids concerning the plan, both at equivalent prices, but one is from a citizen of the municipality; Mr. Alain Roy;

***Proposed by Councillor Dany Brodeur
Seconded by Councillor Janet Cooper
It is resolved***

THAT Council approves the offer from Mr. Alain Roy, landscape architect, on the development of Thayer Park, for a total of \$ 3,050 plus tax.

THAT the amount of the expenditure is appropriate to budget No. 02 70150 526.

CARRIED

14-11-972

12.2 Research and writing texts on the Heritage Trail

WHEREAS the development agent has used the services of Mr. Stephen Moore for the research and writing of texts related to the Heritage trail;

WHEREAS the invoice from Mr. Moore is \$ 360;

***Proposed by Councillor Dany Brodeur
Seconded by Councillor Janet Cooper
It is resolved***

THAT Council approves the expenditure of \$ 360 payable to Mr. Stephen Moore for research and writing texts on the heritage circuit.

THAT the amount of the expenditure is appropriate to budget no. 02 70290 453.

CARRIED

14-11-973

12.3 Light in the Thayer Park

WHEREAS it is important to illuminate Thayer Park in order to build a snow slide this winter;

***Proposed by Councillor Gaétane Gaudreau
Seconded by Councillor Janet Cooper
It is resolved***

THAT Council approves the expenditure of approximately \$ 2,000 for the installation of a post and an LED light at Thayer Park, electrician fees are extra.

THAT the amount of the expenditure is appropriate to budget No. 02 70150 641.

CARRIED

13 VARIA

14 SECOND QUESTION PERIOD

14-11-974

15 CLOSING SITTING

The adjournment was proposed by Councillor Gaétane Langlois Gaudreau, it is 8h 19 P.M.

CARRIED

Francine Caron Markwell,
Mayor

Me Josiane Hudon
Director General and Secretary-Treasurer

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