

January 14th, 2015

A regular sitting of the Council of the Municipality of Stanstead Township held **FOURTHTEENTH day of January of the year two thousand FIFTEEN**, time and place of regular meetings.

**PRESENTS:** Councillors Gaétane Langlois Gaudreau, Janet Cooper, George C. Atkin, Pierre Martineau and Dany Brodeur

**ABSENT:** Councillor Christian Laporte

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

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

There were nine (9) 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 p.m.

15-01-003

**2. ADOPTION OF THE AGENDA**

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

THAT the agenda be adopted with the proposed modifications.

**CARRIED**

15-01-004

**3. APPROVAL OF MINUTES**

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

THAT the minutes of December 3rd and 9<sup>th</sup> 2014 be adopted as deposited.

**CARRIED**

**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 December 11<sup>nd</sup> 2014 were tabled to the members of the council.

**7.3 Tabling the minutes of the Environment Advisory Committee**

The minutes of the meeting held on December 16<sup>th</sup> 2014 were tabled to the members of the council.

#### **7.4 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.

15-01-005

#### **7.5 Training on the by-law on the disposal and treatment of wastewater from isolated dwellings offered by COMBEQ**

**WHEREAS** the environment inspector wishes to attend training on the by-law on the disposal and treatment of wastewater from isolated dwellings offered by COMBEQ

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

**THAT** the Council approves the expenditure of \$ 505 plus taxes for the environment inspector François Duquette to subscribe at the training from COMBEQ, to be held in St-Hyacinthe on March 10<sup>th</sup> & 11<sup>nd</sup> 2015.

**THAT** the travelling expenses, lodging, meals and parking be reimbursed on presentation of vouchers according to the employee manual and/or the by-law concerned.

**THAT** the amount of the expenditures are appropriate to budget no. 02 47000 454 and 02 47000 310.

**CARRIED**

15-01-006

#### **7.6 Adoption of the draft by-law no. 369-2014 amending the building by-law no. 214-2001**

**WHEREAS** the council adopted a first draft of by-law no. 369-2014 amending the construction by-law no. 214-2001 at a regular meeting held on last December 3<sup>rd</sup> by resolution no. 14-12-982;

**WHEREAS** a public consultation meeting on the draft by-law took place on January 14<sup>th</sup> at 7 P.M.;

**WHEREAS** no modifications were made since the adoption of the first draft by-law;

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

**THAT** the Council adopts by-law no. 369-2014 amending the construction by-law no. 214-2001. The present by-law concerns:

- Prohibition of the use of concrete blocks for the foundation of a main building.

**THOSE** council members acknowledge that they have received the by-law no later than two days before the meeting and declare to have read it and waive the reading.

**CARRIED**

15-01-007

#### **7.7 Adoption of the first draft by-law no. 371-2014 amending the zoning by-law no. 212-2001**

**WHEREAS** councillor Janet Cooper gave notice of motion on by-law no. 371-2014 to be presented for adoption;

**WHEREAS** the council has to adopt the first draft of a by-law concerning the zoning as prescribed in *Lois sur l'aménagement et l'urbanisme*,

**WHEREAS** the municipality has to hold a public meeting on the first draft of the by-law and the council has to set a date, time and the place of this meeting;

***Proposed by Councillor George Charles Aktin  
Seconded by Councillor Pierre Martineau***

***It is resolved***

**THAT** Council adopts the first draft law no. 371-2014 amending the zoning by-law no. 212-2001. This by-law will aim to amend the zoning by-law 212-2001 to add new provisions following the adoption by the Memphremagog RCM of by-law no. 12-12 amending the revised development plan. The changes mainly concern:

- updating the provisions on flood plains, shorelines, coastlines and wetlands;
- updating provisions on the felling of trees;
- updating of certain definitions.

**THAT** the council fixes a public information meeting on February 4<sup>th</sup> 2015 at 7 P.M. at the town hall of the Municipality of Stanstead Township located at 778, Chemin Sheldon, Stanstead Township. During this consultation meeting, the Council will explain the draft by-law and the consequences of its adoption and will hear the persons and organizations wishing to be heard.

**THAT** the council members recognize having received a copy of the first draft Regulation no later than two days before the meeting and declare having read it and waive the reading.

**CARRIED**

15-01-008

**7.8 Membership in the cooperation protocol between organizations providing services to people living in morbidly unhealthy conditions**

**WHEREAS** the Center for Health and Social Services (CSSS) Memphremagog offers to the municipality a "Protocol of collaboration between the organizations providing services to people living in morbidly unhealthy conditions";

**WHEREAS** this protocol requires collaboration between the CSSS Memphremagog and municipalities of the Memphremagog RCM;

**WHEREAS** the objectives of the protocol are:

- Improving prevention of morbidly unhealthy conditions.
- Provide people living in morbidly unsanitary conditions access to support services.
- Clarify the roles and terms of cooperation and operation between the agencies involved.

**WHEREAS** signatory municipalities will be the first responders to the person concerned and enforce municipal by-laws in connection with the situation;

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

**WHEREAS** the Municipality of Stanstead Township agrees to collaborate in the protocol and this present resolution is integrated as an Annex to the official document.

**CARRIED**

15-01-009

**7.9 FQM Information session on acquired rights**

**WHEREAS** the building and environment inspector wishes to attend the information session offered by FQM on acquired rights at a cost of \$ 85 per person;

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

**THAT** Council approves the expenditure of \$ 85 plus tax to register Dominic Gauthier, building and environment inspector, to the training offered by the FQM on next January 22<sup>nd</sup> on acquired rights. The amount of the expenditure is appropriate for budget item no. 02 61000 454.

CARRIED

**8. PUBLIC WORKS AND INFRASTRUCTURE**

**8.1 Grant to improve Camber and Noel roads as part of the aid program to improve the municipal road network**

The subject is postponed to a later meeting.

15-01-010

**8.2 Information request to Hydro-Québec regarding for power failures in the municipality**

WHEREAS blackouts happen often due to climate change;

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

THAT Council requests that representatives of Hydro-Québec come and provide explanations to the municipality on the frequency and duration of power outages.

CARRIED

**9. TREASURY AND ADMINISTRATION**

15-01-011

**9.1 Approval of accounts paid and payable - December 2014/ January 2015**

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

THAT Council approves the list of submitted of accounts payable for the months of December 2014 and January 2015 and authorizes the Director General and / or her assistant general to pay accounts payable according to the approved list.

Total accounts paid:	\$ 179, 259.07
Total accounts payable:	\$ 105, 395.12

THAT Council approve the list of salaries for the month of December, namely:

Employee salaries:	\$ 25,541.78
Firemen :	\$ 14,261.60
Salaries of elected officials:	\$ 4,549.99
Members P.A.C.	\$ 117.51

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, the Director of Public Works and the Fire Chief is deposited to the Council.

15-01-012

**9.6 Allocation for the Environment Advisory Committee (CCE)**

**WHEREAS** last May the municipality created the Environment Advisory Committee (hereinafter CCE) as appears to Resolution No. 14-05-709;

**WHEREAS** by-law no. 362-2014 regarding this was also adopted in June 2014;

**WHEREAS** the said by-law in its article 6 provides that members of the committee receive no compensation unless the council gives them an allowance in the form of tokens;

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

**THAT** the Council wishes to fix the allocation to \$ 40 per attendance per meeting of the committee, as also provided in the by-law on the treatment of elected officials no. 337-2012.

**THAT** the amount of the expenditures are appropriate for the same budget items no. 02 11001 131 and 02 47001 141.

**CARRIED**

15-01-013

**9.7 Appointment of representatives to meetings related to Weir Park and COGESAF**

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

**THAT** Council appoints Councillor Mrs Gaétane Gaudreau as a representative of the municipality for meetings relating to Weir Park.

**THAT** Council appoints Councillor M. Christian Laporte as a representative of the municipality for meetings related to the COGESAF.

**THAT** the Council determines an allocation of \$ 40 per meeting attendance.

**THAT** the amount of the expenditure is appropriate for budget item no. 02 13000 494.

**CARRIED**

15-01-014

**9.8 Renewal membership of the Director General in ADMQ**

**WHEREAS** the Council wishes to renew the membership of the Director General for 2015 to the Association of municipal directors of Quebec (hereinafter ADMQ)

***Proposed by Councillor Georges Charles Atkin  
Seconded by Councillor Pierre Martineau  
It is resolved***

**THAT** Council renews membership of the Director General for 2015 in ADMQ at a cost of \$ 419 plus taxes and insurance for \$ 254 including taxes. The amount of the expense will be appropriate for the budget item no. 02 13000 494.

**CARRIED**

15-01-015

**9.9 Designation of the authorized signatories to sign the bank account and bank bills**

**WHEREAS** the municipality must update the persons authorized to sign checks for the municipality;

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

**THAT** Council designates the following job titles as authorized signatories to sign checks for and on behalf of the municipality (to sign the bank account and bank bills)

The Mayor - Francine Caron Markwell  
The Mayor's substitute - Pierre Martineau  
The Director General - Josiane Hudon  
Person in charge of finance - Denise Girard

**THAT** two signatures are required.

**THAT** checks are always signed by an elected person and an administration (employee), never two elected or two employees simultaneously.

**CARRIED**

15-01-016

**9.10 Mandate to PG Solutions Inc.**

**WHEREAS** it is appropriate to renew the maintenance contract and support applications for 2015 with our supplier PG Solutions Inc.;

**WHEREAS** this contract provides service to the following areas:

- ACCOUNTS PAYABLE AND CLAIM OF TAXES
- THE ELECTRONIC TRANSMISSION OF MAPAQ,
- ELECTRONIC TRANSMISSION PAYROLL (DEPOSIT SALARY)
- MANAGEMENT GENERAL LEDGER, BUDGET AND FINANCIAL STATEMENTS,
- PAYROLL
- TAXATION OF PERCEPTION AND ACCOUNTS,
- PLATFORM BASED ACCESS CITY (SYBASE)
- FILE CENTRAL,
- MANAGEMENT OF MULTIMEDIA DATA,
- MANAGEMENT OF SEPTIC TANKS,
- MANAGEMENT PERMIT.
- FIRST LINE LICENSE - SERVER

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

**THAT** Council accepts the offer of PG Solutions inc. for maintenance and annual support 2015 and authorizes the expenditure of \$ 9,915 plus taxes for this purpose.

**THAT** the amount of the expenditure will be appropriate to concerned budget.

**CARRIED**

15-01-017

**9.11 Renewal of contracts of employment of permanent employees of the municipality**

**WHEREAS** permanent employees work contracts ended on December 31<sup>st</sup>;

**WHEREAS** the Council wishes to await the filing of the wage policy before deciding on new employees working conditions;

**WHEREAS** it is appropriate to put in place a transitional measure pending the arrival of the policy;

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

**THAT** Council renews the employment contracts of permanent employees of the municipality on the same terms as those in their last contract until the arrival of the new policy and their new contract.

**CARRIED**

**10. ENVIRONMENTAL HEALTH**

**11. PUBLIC SAFETY**

**11.1 Deposit of the report of the fire department**

The monthly report of activities of the fire department is deposited to the council members.

**12. LEISURE AND CULTURE**

**13. VARIA**

**14. SECOND QUESTION PERIOD**

15-01-018

**15 CLOSING SITTING**

The adjournment was proposed by Councillor Gaétane Langlois Gaudreau, at 7:54 P.M.

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Francine Caron Markwell  
Mayor

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Me Josiane Hudon  
Director General and Secretary-Treasurer

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