

February 4th, 2015

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

PRESENT: Councillors Gaétane Langlois Gaudreau, Janet Cooper, George C. Atkin, Pierre Martineau, Dany Brodeur 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 six (6) people in the audience.

1. OPENING OF THE MEETING

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

15-02-024

2. ADOPTION OF THE AGENDA

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

THAT the agenda be adopted with the proposed modifications.

CARRIED

15-02-025

3. APPROVAL OF MINUTES

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

THAT the minutes of January 14th and 19th 2015 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

No meeting was held in January.

7.3 Tabling the minutes of the Environment Advisory Committee

No meeting was held in January.

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.

15-02-026

7.5 Request for a minor variance for the property located at 161 Arrowhead

WHEREAS the owner of the building located at 161 Arrow Head on lot no. 4 922 684 requests a minor variance to bring the back side margin to the minimum required for a main building at 2.04 meters instead of 5 meters, as currently required in the zoning by-law no. 212-2001, section 5.9 grid F;

WHEREAS the Planning Advisory Committee was informed of the facts and recommend to the councillors to grant this request for minor variance as presented;

WHEREAS a notice was published in accordance with section 145.6 of the Act respecting land use planning and development, on last January 16th;

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

THAT Council supports the recommendations of the PAC and grants this request of minor variance as presented.

CARRIED

15-02-027

7.6 Request for a minor variance for the property located at 62, Lac Lovering

WHEREAS the owner of the building located at 62, Lac Lovering on lot no. 4 923 896, requests a minor variance to bring the front setback of an accessory building at 3.91 meters instead of 6 as currently required in the zoning by-law no. 212-2001, section 5.9, grid F;

WHEREAS the Planning Advisory Committee was informed of the facts and recommends to the councillors to grant this request of minor variance as presented;

WHEREAS a notice was published in accordance with section 145.6 of the Act respecting land use planning and development, on last January 16th;

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

THAT Council supports the recommendations of the PAC and grants this request of minor variance as presented.

CARRIED

15-01-028

7.7 Adoption of by-law no. 371-2014 amending the zoning by-law no. 212-2001

WHEREAS the Council has adopted a first draft by-law no. 371-2014 amending the zoning by-law no. 212-2001 at a regular meeting held on last January 14th by resolution no. 15-01-007;

WHEREAS a public consultation on the draft by-law took place on February 4th at 7:00 P.M.

WHEREAS two minor changes have been made since the adoption of the first project, namely:

- Article 2: The word 'conservation' was replaced by the term " conversion " everywhere where it appears;
- Article 5, paragraph 13: add the following words at the end of the paragraph: " in the flooding zone. ';

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

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

- updating the provisions on flooding zones, shorelines, coastlines and wetlands;
- updating provisions on the cutting of trees;
- updating of certain definitions.

THAT the council members recognize having received a copy of the by-law later than two days before the meeting and declare having read it and waive the reading.

CARRIED

15-01-029

7.8 Strategic plan process for the planning department

WHEREAS Council wishes to revise the vision of the municipality on sustainable development and planning;

WHEREAS the Municipality received from EXP firm's service offer to do so;

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

THAT Council approves the EXP firm's service offer in the amount of \$ 14,000 plus taxes to provide the municipality with the planners and accompanying consulting services in the implementation of a strategic approach. The amount of the expenditure is appropriate for budget item no. 02 453 61001.

CARRIED

15-02-030

7.9 Wetlands mapping on the municipal territory

WHEREAS the municipality has no mapping of all wetlands in the territory, with the exception of 6 peats indicated by the RCM;

WHEREAS the fact of not having complete information does not allow inspectors in urban planning and environment to effectively enforce the zoning as such, in addition to not being able to provide citizens with full information about the necessary authorizations for the execution of various works;

WHEREAS the municipality has received an offer of services from the company SM Aménatech inc. in order to do the mapping;

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

THAT Council approves the offer of services dated November 14th 2014 from the firm SM Aménatech inc. in the amount of \$ 11,600 plus taxes in order to perform the mapping of wetlands throughout the municipality. The amount of the expenditure is appropriate for the free surplus.

CARRIED

15-02-031

7.10 Request from Christopher Hinton to the CPTAQ for the acquired rights on lot 4 923 059 of the cadastre of Stanstead Township

WHEREAS Mr. Hinton wishes to make an application to the Commission for the protection of agricultural land in Quebec (hereinafter called CPTAQ) to permit the movement of its area known for its grandfathered rights of 5 000 m² to the current location of existing buildings;

WHEREAS the Council took note of the request and that according to the municipal inspector, this application complies with the laws;

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

THAT Council supports the request of Mr. Christopher Hinton to the CPTAQ given above.

THAT the preamble of the resolution is an integral part.

CARRIED

7.11 Notice of motion for by-law no. 373-2015 amending by-law no. 227-2002 on zebra mussels

Councillor Gaétane Gaudreau gives notice of motion at a future meeting of the council that this by-law no. 373-2015 will be presented for adoption.

This by-law will be to change the title of by-law no. 227-2002 settlement relative to zebra mussels and by adding definition and some details regarding where it is applicable.

8. PUBLIC WORKS AND INFRASTRUCTURE

15-02-032

8.1 Grant to improve Camber road related to the program to improve the municipal road network program

WHEREAS the Municipality had a grant under the program to help improve the municipal road network to work on Camber and Noel roads;

WHEREAS finally work took place only on the Camber road, and has been performed to date for a total of \$ 35 600;

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

THAT Council approves the expenditures for work performed on the Camber road for an amount of \$ 35 600 according to the MTQ (Ministere des Transports Quebec)

THAT the work has been performed in accordance with these expenditures on roads under the management of the Municipality and the audit was filed.

CARRIED

15-02-033

8.2 Mandate to the Union of Quebec Municipalities (UMQ) to buy chloride used as a dust suppressant for 2015

WHEREAS the Municipality of Stanstead Township received a proposal from the Union of Quebec Municipalities (UMQ) to prepare, in its name and on behalf of several other interested municipalities, a document calling for tenders for a group purchase of products used as a dust suppressant for the year 2015;

WHEREAS section 14.7.1 of the Municipal Code;

- Allows a municipal organization to conclude an agreement with the UMQ aimed at the purchase of equipment;
- Specifies that the rules governing the awarding of contracts by a municipality apply to contracts awarded under this section and the UMQ agrees to comply with these rules;
- Specifies that this contracting process is subject to the Contract Management Policy UMQ for its consolidation agreements adopted by the Board of Directors of the UMQ;

WHEREAS the proposal of the UMQ is renewed annually on a voluntary basis;

WHEREAS the Municipality wishes to participate in this group purchase to obtain chloride in liquid solution in the quantities required for its activities;

Proposed by Councillor Gaétane Gaudreau

Seconded by Councillor Christian Laporte
It is resolved

THAT the Municipality entrusts the UMQ with the mandate to prepare, on an annual basis, on its behalf and that of other interested municipalities, a tender document to award a contract to purchase different products together used as a dust suppressant (liquid chloride solution) necessary for the activities of the Municipality for 2015.

THAT the Municipality entrusts the UMQ with the responsibility for analyzing the tenders submitted. Therefore, the Municipality agrees that the product to be ordered and delivered will be determined following the comparative analysis of the products defined in the tender.

THAT if the UMQ is awarding the contract, the Municipality is committed to comply with the terms of the contract as if it had contracted directly with the supplier to whom the contract is awarded.

THAT to allow the UMQ to prepare tender documents, the Municipality is committed to provide the UMQ with the types and quantities of products it needs by completing the registration of product data and transmitting it to the UMQ by the specified date.

THAT the Municipality acknowledges that the UMQ will receive direct from the contractor, as a management fee, a percentage of the amount before taxes charged to each participant; said rate is set annually and specified in the tender document.

THAT a copy of this resolution be forwarded to the Union of Quebec Municipalities.

CARRIED

15-02-034

8.3 New members of the Committee concerning public works and roads

WHEREAS following the departure of Dany Brodeur councillor of the municipality and also the chairman of the Committee concerning public works and roads, there is a need to replace him;

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

THAT Council appoints Councillor George Charles Atkin, already a member, as chairman of the roads committee;

THAT Council designates Councillor Pierre Martineau as a new member of the roads committee.

CARRIED

8.4 Creation of the selection committee for the hiring of the person in charge of public works and infrastructure

The subject is removed from the agenda.

15-02-035

8.5 Maintenance assistance program of local roads - Accountability 2014

WHEREAS the *Ministere des Transports* has paid compensation of \$ 127 433 for maintenance of local roads for the year 2014;

WHEREAS compensation distributed to the municipality is intended for routine and preventive maintenance of local roads 1 and 2 as well as elements of the bridges located on these roads, it is the responsibility of the municipality;

WHEREAS this resolution is accompanied by Appendix A identifying the interventions made by the municipality on the above roads;

WHEREAS an external auditor will present in time for the deposit of accountability Annex B, or a special completed external audit;

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

THAT the Municipality of Stanstead Township informs the *Ministère des Transports* of the use of offsets for routine and preventive maintenance of local roads 1 and 2 as well as elements of the bridges located on these roads, which is the responsibility of the municipality in accordance with the objectives of the Programme of Assistance for the maintenance of local roads.

THAT Council appoints Raymond Chabot Grant Thornton to act as the external auditor in this matter. The amount of the expenditure is appropriate for budget item No. 02 413 13000.

CARRIED

9. TREASURY AND ADMINISTRATION

15-02-036

9.1 Approval of accounts paid and payable – January/February 2015

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

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

Total accounts paid:	\$ 88 122.05
Total accounts payable:	\$ 57 114.88

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

Employee salaries:	\$ 32 614.78
Salaries of elected officials:	\$ 4 458.78
Members P.A.C.:	\$ 117.48
Members of E.A.C	\$ 78.32

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.

15-02-037

9.6 Training for the Director General - Managing employees successfully

WHEREAS the Director General would like to participate in the training entitled 'Managing employees successfully' offered by the COMAQ on March 26 and 27 in Trois-Rivières;

WHEREAS the object of this training relevant to the Director General who is responsible for managing the municipality staff;

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

THAT the Council grants the expenditure of \$ 825 plus tax for registration of the Director General Josiane Hudon to the training session entitled 'Managing employees successfully ' given by the COMAC on March 26 and 27 in Trois-Rivières .

THAT all expenses related to accommodation, meals, parking and travelling expenses are reimbursed with provision of supporting documents and in accordance with the employee handbook.

THAT the amount of the expenditure is appropriate for the same budget items no. 02 13000 454 and 02 13000 310.

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.

15-02-038

11.2 Grant application under the financial assistance program for volunteer firefighter training

WHEREAS the by-law respecting the conditions for the exercise within a municipal fire department provides training requirements for firefighters and fire safety services to ensure a minimum of professional qualification;

WHEREAS this by-law is part of a desire to ensure municipalities form fire crews with the skills and abilities necessary to respond effectively to emergencies;

WHEREAS in December 2014, the Quebec government established the Financial Assistance Program for the training of volunteers and part-time firefighters;

WHEREAS this program has as its main objective to provide municipal organizations with a financial assistance to have a sufficient number of trained firefighters to perform effectively and safely in an emergency;

WHEREAS this program also aims to promote the acquisition of skills and basic skills required by volunteer and part-time firefighters practicing in municipal fire departments;

WHEREAS the Municipality of Stanstead Township wishes to benefit from the financial support offered by the program;

WHEREAS the Municipality of Stanstead Township provides for the training of 19 firefighters over the next year to respond effectively and safely in emergency situations on its territory;

WHEREAS the municipality must send its application to the *Ministère de la Sécurité Publique* through the Memphremagog RCM in accordance with Article 6 of the program;

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

The Council wishes to apply for financial assistance under the financial assistance program for the training of volunteer and part-time firefighters at *Ministère de la Sécurité Publique* and forwards the request to the Memphremagog RCM.

CARRIED

12. LEISURE AND CULTURE

15-02-039

12.1 Salary increase of the person in charge of the rink

WHEREAS the person in charge of the rink was hired at a rate of \$ 12.50 per hour, as appears to resolution no. 14-12-996;

WHEREAS that the assistant of the public works was to maintain the ice rink after hours of surveillance, but he can not do so due having to temporarily replace the person in charge of public works and infrastructure;

WHEREAS an increase would be justified due to the increased workload;

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

That Council increases the hourly wage of the employee John Langevin at the rink by \$ 0.50, bringing it to \$ 13.00 per hour, retroactive to February 1, 2015 and until the end of his contract.

CARRIED

15-02-040

12.2 Creating and setting up of a MADA steering committee

WHEREAS it is appropriate to create the MADA steering committee;

WHEREAS the mandate of that committee is to develop municipal policies for seniors and its action plan;

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

The Council wishes to create the MADA steering committee, and designates the members and their responsibilities:

Hélène Hamel - project coordinator
Micheline Roberge - representative seniors
Dany Brodeur - municipal councillor responsible for the 'Elders' file
Ms. Alison Anglejan Chatillion - representative seniors
Mylène Brassard - communications
Marc Daigle - leisure consultant and organization
Marco Beauvais - leisure consultant and organization
Ms. France-Hélène Côté - consultant social services
Mr. André Langevin - technical support C.A.M.F.
Dany Gagné - CSSS Memphremagog support

CARRIED

15-02-041

12.3 Allowance to ACCS for the rental of a locale for storing furniture

WHEREAS Fitch Bay Community Centre is closed;

WHEREAS ACCS was using the building to store their chairs and tables and the association will now have to use an alternative locale, incurring a monthly cost for storage;

WHEREAS the municipality is ready to assume the cost of storage for ACCS;

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

THAT Council grant of \$ 600 for the year 2015 to ACCS, for costs related to the storage of their furniture in the basement of St. Ephrem Church (\$ 50 / month). The amount of the expenditure is appropriate for budget item no. 02 70120 996.

CARRIED

15-02-042

12.4 Allowance of an amount to ACCS for the realization of the Fête des Neiges

WHEREAS in order to celebrate the event of Fetes des Neiges which will take place on this coming February 28;

WHEREAS ACCS claimed an amount of \$ 1,000 to the municipality for the realization of the activity;

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

THAT Council grants ACCS the amount of \$ 1,000 for the realization of the event of the Fête des Neiges. The amount of the expenditure is appropriate for budget item No. 02 70120 996.

CARRIED

13. VARIA

14. SECOND QUESTION PERIOD

15-02-043

15 CLOSING SITTING

The adjournment was proposed by Councillor Gaétane Gaudreau, at 8:13 P.M.

Francine Caron Markwell,
Mayor

Me Josiane Hudon
Director General and Secretary-Treasurer

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