

December 2nd, 2015

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

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

ABSENT: George C. Atkin,

ALL FORMING A QUORUM chaired by Mayor Francine Caron Markwell.

The Secretary-Treasurer Mrs. Monique Pépin was also present in accordance with the *Law of Municipal Code*.

There were fifteen (15) people in the audience.

1. OPENING OF THE MEETING

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

2015-15-379

2. ADOPTION OF THE AGENDA

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

THAT the agenda is adopted with the removal of items 9.2 & 9.7 and by adding item no. 15.4 on the slide at Thayer Park.

CARRIED

2015-15-380

3. APPROVAL OF MINUTES

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

THAT the minutes of November 4th 2015 be adopted as deposited.

CARRIED

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

5. REPORT ON THE LAST COUNCIL OF RCM MEMPHREMAGOG

6. QUESTIONS FROM CITIZENS

7. 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.

8. TOWN PLANNING

8.1 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.

8.2 Tabling of the Forest Inspection Report

The report made by Mr. Emilio Lembo for November was tabled.

8.3 Tabling the minutes of the Planning Advisory Committee

The minutes of the meeting were tabled to the members of the council.

2015-12-381

8.4 Request for minor variance- lot 4 923 414, 450 Alger Nord (Mr. Donald Veilleux)

The mayor says that any interested person may be heard at this time with respect to this exemption request.

If there are representations, the Council may withdraw to deliberate on the spot or postpone its decision until a later meeting.

WHEREAS Mr. Donald Veilleux presented a request for a minor variance on lot 4 923 414 (450, Alger Nord), zone Ve-1, in order to obtain a minor variance on the setback of an accessory building, The zoning by-law no. 212-2001, article 5.9 grid f) requires that an accessory building should have a setback distance of 6 meters ;

WHEREAS the purpose of the minor variance is the reduction of the front setback for the accessory building to 3.20 meters;

WHEREAS the applicant requests a minor variance in order to facilitate the construction of the proposed shed;

WHEREAS lot 4 923 414 is located in the Ve-1 zone;

WHEREAS this request concerns a provision which can be a minor variance under the terms of the by-law no. 217-2001 concerning minor variance.

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

THAT Council accepts the recommendation of the Planning Advisory Committee and rejects the request of the minor variance.

THAT a minor variance was previously given for an extension of the house. The by-law allows 50% for expansion and the Council had allocated a percentage of 63.5%.

Reasons:

- The minor variance granted to the house had the effect of reducing the available space (cause and effect);
- Lack of space: the majority of the proposed shed would be in the front setback;
- Derogation too important, the majority of the shed would be in the front setback.

CARRIED

2015-12- 382

8.5 Minor derogation - Lot 4 922 779 - 475 Narrows Road (Jean Lavoie)

The mayor says that any interested person may be heard at this time with respect to this exemption request.

If there are representations, the Council may withdraw to deliberate on the spot or postpone its decision until a later meeting.

WHEREAS Mr. Jean Lavoie filed a minor variance request to regularize the situation of the residence located at 475 Narrows Road on lot 4 922 779;

WHEREAS lot 4 922 779 is situated in the zone Vb-1;

WHEREAS the applicant requests a minor variance on the side setback required for a main building, in accordance with article 5.9 f) on the zoning by-law no. 212-2001;

WHEREAS the applicant requests a minor variance in order to bring the right side margin back to 2.99 meters instead of the required 5 meters, a difference of 2.01 meters;

WHEREAS the residence was built in 1989;

WHEREAS the current zoning at the time of construction was # 77-1988, the side setback margin required was 5 meters, so no acquired right;

WHEREAS this request concerns a provision which can be a minor variance under the terms of the by-law no. 217-2001 concerning minor variance.

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

THAT Council accepts the recommendation of the Planning Advisory Committee to authorize the request of the minor variance of the right side margin to bring it back to 2.99 meters, all for the residence located at 475 Narrows Road on lot 4 922 779, in the Vb-1 zone.

Requirements: *The two sheds on the ground are not consistent in their respective placing. These will need to be repositioned in accordance with our by-law no. 212-2001, and have margins of 7.5 meters in the front and 2 meters on the side.*

CARRIED

2015-12-383

8.6 Expansion of urban areas of the municipality

WHEREAS the municipality is working on the overhaul of its planning by-laws, zoning, subdivision, construction, etc.;

WHEREAS council members have addressed the issue of urban areas in Georgeville and Fitch Bay;

WHEREAS following the cadastral reform, certain changes must be made to follow the lot lines;

WHEREAS Council considers that this reflects the reality of the current two villages;

WHEREAS council of the Stanstead Township asked the RCM Memphremagog to accept the changes suggested for Fitch Bay's urbanization perimeters and Georgeville as submitted;

WHEREAS the requested changes expose a certain expansion of areas to promote construction in Georgeville and allow other uses in the Fitch Bay area;

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

THAT Council requests the RCM Memphremagog to study our requests and to accept the recommendations of Stanstead Township.

CARRIED

9. ENVIRONMENT

9.1 Deposit of the minutes of the Environmental Advisory Committee

The minutes of the Consultative Committee on Environment were presented to the members of the board.

9.2 Tabling the report of recycled materials- REMOVE

2015-12-384

9.3 Call for tenders for the preparation of a study resulting from the initial assessment of the safety of the dam on Lake Lovering

WHEREAS the municipality, on November 5th, 2015, sent invitations to different firms inviting them to submit prices in order to conduct a study on the safety of the dam on Lake Lovering;

WHEREAS the prices offered to the municipality significantly exceed the estimated cost of the work assessed by the municipality;

WHEREAS the amount of the expenditure is likely to exceed the \$ 25,000 and consequently, the municipality must proceed by call for tenders in accordance with the contract award rules provided for in the Municipal Code and the Contract Management Policy adopted by the municipality;

WHEREAS it is appropriate to clarify the requirements and expectations of the municipality contained in the contract;

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

THAT the municipality refuses all bids submitted following the sending of the letter of November 5th 2015 for a study on the safety of the dam on Lake Lovering;

THAT the municipality proceed by call for tenders for the award of a contract to obtain a study on the safety of the dam on Lake Lovering, in accordance with the rules of the Municipal Code of Québec and its Management Policy contractual apply to it.

CARRIED
Budget : 2016 budget

2015-12-385

9.4 Septic tanks polluting

WHEREAS for the sector of Fitch Bay and for one septic tank on Fitch Bay road, nine (9) notices of non-compliance were sent. These notices indicate that we have evidence to suggest that their system does not properly drain surface waste water and must be replaced. Of these nine facilities:

- 4 installations will be inspected in the coming weeks by Avizo
- 4 installations will be inspected next spring, at the expense of the owners
- 1 installation does not seem to have a problem, but a note will be placed in the file as a potential sign of malfunction during emptying

WHEREAS the Municipality may, at the owner's expense, install any water purification system under section 25.1 of the Municipal Powers Act;

WHEREAS the Municipality can help owners who have to change their septic system through a debt settlement by the owner;

WHEREAS the Municipality has the obligation to apply the regulations on wastewater Q2 r22 and must stop any wastewater discharge into the environment;

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

THAT the Environmental Advisory Committee recommends that the Council consider the possibility of helping low-income citizens who will have to change their system following an inspection indicating that the system must be changed.

THAT Council requests its Acting Director General to verify with the environmental inspector the regulations that apply to these recommendations.

THAT regarding the septic tanks that will be inspected, the priority will be given to those on the edges of ponds, and to sumps and metal tanks.

THAT a special attention should be paid to questionable facilities during emptying of these tanks.

CARRIED

2015-12-386

9.5 Invasive Plants

WHEREAS the presence of several invasive plants was noticed along the roads of the municipality. There include ragweed, common reed and Japanese knotweed;

WHEREAS the first step would be to identify the presence of these plants on our roads. The size and scope of these colonies must be measured in order to monitor their progress over the years. Thereafter, some corrective actions can be envisaged, depending on the situation;

WHEREAS in the case of ragweed, the recommended method is to mow twice a year around the plants from July 15 and August 15;

WHEREAS for the common reed, it depends on the size of the affected area. For small areas, it is possible to dig to completely remove stems and roots. For larger areas, cut seed heads late August and cut the stems at ground level, every two weeks during the growing season (May to October). In both cases, it is recommended to put down a black cloth to minimize regrowth (eg geotextile.);

WHEREAS for Japanese knotweed it is the same. The best option is to dig to remove the stems that can penetrate deep into the ground. Otherwise, repeated cutting with the laying of a geotextile;

WHEREAS the first step to identify these plants could be done next summer by the inspector or trainee;

WHEREAS the problem of invasive plants does not tend to decrease in intensity;

WHEREAS this problem must be attacked before the invasion becomes irreversible;

WHEREAS the Municipality can act directly on its own lands;

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

THAT the Environmental Advisory Committee recommends that the Council authorize a trainee or environmental inspector to identify invasive plant sites on municipal property, including municipal roads. The sites would be measured and recorded by GPS to track their evolution in time. Mitigation or eradication measures would then be proposed, as appropriate.

THAT Council authorizes a maximum of two weeks allocated to this project.

THAT Council requests the Acting Director General to add these applications to the 2016 budget.

CARRIED
Budget item: 2016 budget

2015-12-387

9.6 Procedures for broken bins

WHEREAS the collection of recycling and compost were initiated a few years ago, now it is normal that a certain bins are showing a level of deterioration;

WHEREAS some bins will break following a too rough handling by the collecting company;

CONSIDERING THAT a policy should be established to be fair to all citizens regarding the replacement of bins;

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

THAT the Environmental Advisory Committee recommends to the Council the following policy for replacement of brown and blue bins: the municipality will reimburse 50% of the cost, once every 5 years for the two types of bins if the bins are broken. If the owner has to change a bin several times within 5 years, the subsequent bins will be completely charged to the owner. The municipality will take back the damaged bin in order to use the pieces and to verify that it is indeed broken.

CARRIED
Budget item : 2016 budget

9.7 Collection of ICI- REMOVE

10. PUBLIC WORKS AND INFRASTRUCTURE

10.1 Report of the activities of public works and infrastructure

Mrs. Monique Pépin gave a report of the work done during the current month.

2015-12-388

10.2 Carré Copp - Land Acquisition under Articles 73 and 74 of the Municipal Powers Act

WHEREAS the Municipality of Stanstead Township intends to avail itself of Articles 73 and 74 of the Municipal Powers Act to regularize land titles.

WHEREAS the Municipality, in accordance with paragraphs 1 and 2 of Article 73 of the "*Municipal Powers Act*" must approve by resolution the technical description of the land prepared by a land surveyor that corresponds to the plate or the land, based on the cadastre in force, that it intends to acquire pursuant to Articles 73 and 74 of the "*Municipal Powers Act*."

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

1. **THAT** the Municipality of Stanstead Township approves the technical description prepared by a land surveyor Christian Lefebvre, September 25, 2015, under his minute 7926 lots 4 923 976, 4 923 783, 4 923 784 and 5 477 206 of Quebec Cadastre copy of which is attached hereto to be an integral part.
2. **THAT** copies of this description authenticated by the land surveyor Christian Lefebvre are deposited at the municipal office.
3. **THAT** the Acting Director General be mandated to publish twice in French and English-language newspapers circulating in its territory, the notice under section 73 of the *Municipal Powers Act* and the declaration to be published in the Land Registry under that article.
4. **THAT** the Acting Director General and Secretary-Treasurer be authorized to sign any documents necessary for these purposes.

CARRIED
expense item: 02 190 00 412

2015-12-389

10.3 Rider road

WHEREAS we received a letter from Mme. Manon Cossette concerning the turn around indicating that she refused to give up a portion of her land so that the municipality could construct a turnaround on Rider Rd;

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

THAT Council requests the Acting Director General to organize a meeting to discuss the turn around.

THAT Council requests the Acting Director General to discuss with Mr. Bouthot about the problem of waste collection and find a solution.

CARRIED

2015-12-390

10.4 Culvert no. 2579 on Magoon Point road

WHEREAS we received the study of SM Group for possible costs for the replacement of the culvert no. 2579 on Magoon Point road;

WHEREAS there are several options available to the Council;

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

THAT Council requests a meeting be held in order to obtain the necessary explanations to assist in making the best decision on repairing the culvert.

CARRIED

2015-12-391

10.5 Purchasing signs

WHEREAS street signs must be repaired and / or replaced;

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

THAT Council authorizes the purchase of signs for a maximum amount of \$ 1,665 including taxes.

CARRIED

Budget item : 02 35 500,649

2015-12-392

10.6 Grant for the paratransit service - the government assistance program for adapted transportation for people with disabilities' 'Flexible Track' of the Ministry of Transport of Quebec

WHEREAS the municipality has a responsibility in the matter of transportation adapted for disabled people on its territory, as required by the Transportation Act;

WHEREAS the municipality opts for a direct subsidy to the user and it wants to provide service to eligible citizens in 2016;

WHEREAS two users wish to avail themselves of this service in 2016 and have submitted requests for the service to the municipality;

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

The Municipality is committed to provide for the year 2016, a paratransit service for two disabled citizens within the flexible parameters of the new transportation subsidy program adapted from the Ministry of Transport, and the planned date for the start of service is on 1 January 2016.

The Municipality will directly subsidize the user (or proceed with contract).

THAT the requirements are established for the year 2016 at 426 regular trips to Magog and Sherbrooke.

THAT the maximum amount recognized by the MTQ is \$ 15 per trip, corresponding to a maximum of \$ 6,390 for 426 trips for a year.

THAT the minimum contribution of the Municipality will be 20% of the maximum cost per trip recognized by the Ministry of Transport, which is equivalent to \$ 1,278 for one year.

THAT users will bear the difference between the estimated cost by the Ministry of Transport and the actual cost if necessary, and above the amount of \$ 2.25 per travel required by the Department of Transportation as a minimum contribution by the user.

The Municipality will apply for the grant of 65% of the total amount of \$ 6,390.00 recognized by the Ministry of Transport, which corresponds to an amount of 4,153.50 in 2016.

The Municipality agrees to provide annually to the MTQ reports required for the administration of this program.

THAT the disabled eligible person or their representative must sign an undertaking to respect the following conditions:

- money paid will be used exclusively for travel planned and approved by the municipality;
- approved travel should not be subsidized by other offset programs (CSST, SAAQ, regional, etc.);

- the number of trips planned and approved by the municipality must be respected;
- if applicable, any overpayment will be subject to adjustment by the municipality;
- vouchers will be handed to the municipality as soon as possible after the end of the month for transport services used during that month.

CARRIED

2015-12-393

10.7 Roads maintained by the municipality in winter

WHEREAS section 67 of the Municipal Powers Act states that a municipality may by resolution determine the standards for road maintenance;

WHEREAS the municipality has several municipal roads in its territory, which are not maintained by it and that it is appropriate to designate by resolution which are maintained during the winter period;

**Proposed by Councillor Gaétane Gaudreau
Seconded by Councillor Pierre Martineau
Resolved**

THAT Council lists the roads maintained by the municipality of Stanstead Township, namely:

SECTEUR A	Arrow Head	0.83
	Bégin	0.84
	Camber	2.01
	Carré Coop	0.54
	Éléphant (de)	2.64
	Est (de l')	3.46
	Jones	4.47
	Kohl	0.59
	Magoon Point	6.09
	McGowan	1.61
	Merrill	5.03
	Noël (sud-ouest)	0.81
		28.92

SECTEUR B	Alger's Cove	2.25
	Bunker	2.42
	Fitch Bay	6.04
	Gendron	3.91
	Marcoux	1.55
	Noël (nord-est)	1.59
	Remick	2.20
	René	0.33
	Rider	0.50
	Taplin	0.30
	Thayer	0.30
	Tomifobia	1.24
	Vallières	6.53
		29.16

SECTEUR C	Amy	4.44
	Bell	1.76
	Bissell	4.83
	Boynton	1.72
	Brown's Hill	5.16
	Marlington	0.49
	Tomifobia	4.45
	Vancour	2.96
		25.81

Buildings Contract:

Ridgewood
 Heath road - access to Georgeville station (private)
 Landreville distance of 0.12 km

THAT only the roads listed above are maintained by the municipality, on the mentioned distances.

THAT the other roads not included in this list will not be maintained or managed by the municipality during the winter season.

CARRIED

2015-12-394

10.8 Authorisation of access for the Club de motoneiges Trois Villages inc.

WHEREAS the *Club de motoneiges Trois Villages inc.* wishes to renew its seasonal snowmobile activities for the next period;

WHEREAS it operates a road through Marlington road;

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

The Municipality of Stanstead Township renews authorization to proceed to the *Club de motoneiges Trois Villages inc.* for the 2016-2017 season.

CARRIED

2015-12-395

10.9 Bridge - Forand Park

WHEREAS the small bridge over the Fitch creek is obsolete;

***Proposed by Councillor Gaétane Gaudreau
 Seconded by Councillor Janet Cooper
 Resolved***

THAT Council authorizes the removal of this bridge in 2016 during the winter period, if possible.

THAT the roads inspector will provide details of the costs to the roads committee in 2016.

CARRIED

2015-12-396

10.10 Servitude - Mr. Richard Langlois and Ms. Josée Desruisseaux - 40 Noel road

WHEREAS the water flow in the ditches of the municipality on the Noel road, it is necessary to obtain an easement of Mr. and Mrs. Langlois for these waters along the northern part of their land;

WHEREAS this servitude needs to be surveyed on the target land that will be used to evacuate these waters, the request has been made to Christian Lefebvre;

WHEREAS we asked the notary Valerie Moreau to prepare the documentation required for servitude;

**Proposed by Councillor Dany Brodeur
 Seconded by Councillor Pierre Martineau
 Ms. Gaudreau Gaétane being the mother of Richard Langlois requested to be exempt from this decision
 Resolved majority**

THAT the price submitted for the survey is \$ 1,540 plus taxes and the price submitted for preparation of the document by the notary is 450 - \$ 500 plus taxes.

CARRIED
 budget item: 00 02 320

11. TREASURER AND ADMINISTRATION

2015-12-397

11.1 Approval of accounts paid and payable

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

THAT Council approves the accounts payable list submitted for the months of May and June 2015, and authorizes the Director General and / or her deputy, to pay accounts payable from the general fund in accordance with the approved list.

Total accounts paid: \$ 102 445.70 for the month of November, fixed expenses.

Total accounts payable: \$122 002.58 to be paid in December;

THAT Council approves the list of salaries for the months of October and November are:

Employee salaries	\$21 128.97
Salaries of elected officials	\$ 4 312.36
Members CCU	\$ 117.48
CEC members	\$
Fire Chief	\$ 779.34
Firemen	<u>\$ 2 276.20</u>
TOTAL	\$ 28 914.35

CARRIED

11.2 Report of the delegation of authority

The report of the delegation of powers of the Acting Executive Director, the Head of Highways and Infrastructure and Fire Chief are filed with the board members.

- Report of the Acting Executive Director \$ 806.25
- Report of Infrastructure Inspector \$ 1 024.25
- Fire Chief's Report \$ 1 861.53

11.3 Financing costs - Notice of Motion

Notice of motion is given by Councillor Pierre Martineau that at an upcoming special meeting of the Municipal Council By-law no. 382-2015 will be presented on refinancing fees.

The purpose of this by-law is to declare refinancing costs for borrowing from by-laws no.203-2000 and no. 204-2000 authorizing the completion of construction of a wastewater treatment system in Georgeville, authorizing a loan of \$ 944 191.03 and demanding compensation in the area of Georgeville - refinancing is for \$ 295 900.

A copy of the by-law no. 382-2015 is joined the notice of motion and reading waiver request is made.

The draft by-law is available for consultation at the municipal office of Stanstead Township during office opening hours.

CARRIED

2015-12-398

11.4 Appointment of a replacement for the Memphremagog MRC in the absence of the Mayor

WHEREAS in the absence of the mayor at the Board meetings of the Memphremagog RCM, a replacement should be appointed:

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

THAT Council appoints Mr. Christian Laporte as a replacement of Madame Francine Caron Markwell from December 2, 2015 to October 31, 2017.

CARRIED

11.5 Return of declarations of pecuniary interests

The clerk or secretary-treasurer shall, not later than February 15 of each year, file with the Minister of Municipal Affairs, and Land Occupancy a statement that identifies the members of the council of the municipality who, since the last transmission of such a statement, filed to the board a statement with reference to any of sections 357 and 358, and those who did not;

The following members have filed their declarations of pecuniary interests:

- Francine Caron Markwell
- George C. Atkin
- Dany Brodeur
- Janet Cooper
- Gaétane Gaudreau
- Christian Laporte
- Pierre Martineau

The statement will be sent to the Ministry of Municipal Affairs and Land Occupancy at the Regional Directorate of the Eastern Townships.

CARRIED

2015-12-399

11.6 Calendar 2016 for regular meetings

WHEREAS section 148 of the Municipal Code provides that the Council shall, before the start of each calendar year, publish the schedule of its regular sessions for the next year, fixing the date and time of the beginning of each;

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

THAT the following schedule be adopted with respect to the holding of regular council meetings in 2016.

These sessions will be held on Wednesday and will start at 7:30 pm:

- January 13 (because of the period of the holiday season)
- February 3
- March 2
- April 6
- May 4
- June 1
- July 6
- August 3
- September 7
- 5 October
- November 2
- December 7th

CARRIED

11.7 Notice of motion - Budget 2016

Notice of motion is given by Councillor Pierre Martineau that at an upcoming special meeting of the Municipal Council the by-law no. 383-2015 on taxation 2016 will be presented. The date of the meeting will be December 16, 2015 at 7:00.

The purpose of this by-law is to establish the tax rate and the budget for the year

The three-year capital program will also be discussed at this session.

CARRIED

2015-12-400

11.8 Public Notice - Budget session and distribution of budget and three-year capital program

WHEREAS section 956 of the Municipal Code states the following:

At least eight days before the meeting at which the budget or the three-year capital program must be adopted, the secretary-treasurer shall give public notice.

The deliberations of the council and the question period, during this session, deal exclusively with the budget or the three-year program.

WHEREAS section 957 of the Municipal Code states the following:

The budget or the three-year capital program adopted, or an explanatory document thereof is distributed free to every civic address in the territory of the municipality. In addition to or instead of this distribution, the council may order that the budget or the three-year program or the explanatory document be published in a newspaper circulated in the territory of the municipality.

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

THAT Council requests its Acting Director General to prepare the notice on the bulletin boards of the municipality.

THAT Council requests the preparation of the necessary documentation to be carried in the newspaper.

CARRIED

budget item: 02 110 00 341

2015-12-401

11.9 End of Monique Pépin mandate

WHEREAS when Mrs. Pepin was hired, it was agreed with her that her contract would end in December 2015 following the adoption of the budget;

WHEREAS the date set for the end of her mandate is December 18th;

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

THAT Council ends Ms. Pépin's contract on December 18 and according to the agreements made authorizes payment of compensation equal to 8% of gross salary and her accumulated time.

THAT Council wishes to thank Ms. Pépin for her good work and dedication.

CARRIED

2015-12-402

11.10 Hiring the Acting Director General- Mr. Pierre Ménard

WHEREAS the Director General and Secretary-Treasurer, Mrs Josiane Hudon, is on maternity leave;

WHEREAS the term of the Acting Director General and Secretary-Treasurer ends on December 18th;

WHEREAS Mrs. Francine Caron Markwell, Mayor, contacted Mr. Pierre Ménard to offer him the post of Acting Director General and Secretary-Treasurer;

WHEREAS members of the Council were informed by Mrs. Caron Markwell that Mr. Pierre Ménard had accepted the position of Acting Director General and Secretary-Treasurer;

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

TO confirm Mr. Pierre Ménard as Acting Director General and Secretary-Treasurer subject to the conditions agreed by the Council;

THAT the date of commencement is December 14th 2015;

THAT this job will be finished with a notice period of one (1) month on either side;

THAT Mr. Ménard's travel expenses to represent the Municipality will be paid at the rate established by the municipality;

THAT Council welcomes Mr. Ménard.

CARRIED

2015-12-403

11.11 Authorization of signatures for the Acting Director General

WHEREAS the Municipality proceeded with the hiring of Mr. Pierre Ménard as the Acting Director General, which will be initiated on Dec. 14, 2015;

WHEREAS the signatories of the municipality are the Mayor, the Acting Director General, and in the absence of the Mayor, Deputy Mayor;

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

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

CARRIED

2015-12-404

11.12 Salary Range - administration

WHEREAS the CPI in October 2015 was 0.7%;

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

THAT Council increases the pay scale of the administration for the year 2016.

CARRIED

Budget item :2016 budget

2015-12-405

11.13 Salary Range - fire department

WHEREAS the CPI in October 2015 was 0.7%;

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

THAT Council increases the pay scale of the fire department for the year 2016.

That Council increases the salary of the fire chief for administrative work according to the agreements made.

CARRIED

2015-12-406

11.14 Prevention Program to comply with the CSST before April 1st 2016

WHEREAS the municipality is now part of the mutual prevention (CSST);

WHEREAS we are in our first year of participation, here are the steps to be followed :

- CSST will make sure to have on hand our membership document (resolution or proxy for the signing of an agreement with the CSST for the creation of a mutual prevention)
- CSST will determine whether we are in good standing under the laws that apply
- The contract confirms our interest for a year on the mutual prevention that we have chosen

Once these steps have been done, we will receive a copy of the agreement, accompanied by the certificate of participation in a mutual prevention program;

WHEREAS we must implement a prevention program in our municipality;

WHEREAS this program must contain the following items:

- The main sources of danger for the facility or the site;
- The measures to be taken to eliminate the hazard, or, if not possible, to reduce and control risks;
- The measures to be taken so that corrections be sustainable and effective, so that the hazard is eliminated or permanently controlled;
- Schedule of the corrections to be done and the persons responsible.

Proposed by Councillor Pierre Martineau

Seconded by Councillor Dany Brodeur

It is resolved

THAT Council authorizes the Acting Director General to sign the said agreement and authorizes him to prepare the program requested before April 1st 2016.

CARRIED

2015-12-407

11.15 Opening a line of credit

WHEREAS we had several payments to be made this year and that citizens owe the municipality an amount of \$189,000 dated as of September 30, 2015;

WHEREAS it would be appropriate to open a line of credit with the National Bank;

Proposed by Councillor Pierre Martineau

Seconded by Councillor Janet Cooper

It is resolved

THAT Council authorizes the opening of a line of credit of \$ 300,000.

THAT Council authorizes the Mayor and the Acting Director General to sign a document to that effect.

CARRIED

2015-12-408

11.16 Closing the office for the holidays

WHEREAS following the employee handbook, they are entitled to three (3) days off for Christmas and three (3) days off for the New Year;

WHEREAS the office would be closed on Thursday, December 24, Friday, December 25 and December 26 and December 31, January 1 and 2;

WHEREAS the recommendation of the Director General is:

- Thursday, December 24th Christmas Eve
- Friday, December 25th Christmas Day

- Monday, December 28th Day after Christmas
- Tuesday, December 29th
- Wednesday, December 30th the day after New Year
- Thursday, December 31st before the New Year's Day
- Friday, January 1st New Year's Day

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

THAT Council authorizes the closing of the office from December 24 to January 1 inclusive, however, for the day Tuesday, December 29, the Council asks employees to take time from their time bank and / or sick leave.

CARRIED

12. ENVIRONMENTAL HEALTH

2015-12-409

12.1 Purchase of caps for stem anchors

WHEREAS at the waste water treatment station we need to install gallows anchor caps;

WHEREAS these anchor caps are required for security reasons;

WHEREAS the price submitted by the company Acklands Grainger Inc. is \$ 534.53 plus taxes;

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

THAT Council authorizes the purchase, installation and payment of these anchor caps at a price of \$ 534.53 plus taxes.

CARRIED
budget item: Fitch Bay 1/3
Georgeville 2/3

13. PUBLIC SAFETY

13.1 Deposit of the report of the fire department

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

2015-12-410

13.2 Purchase of a gas cylinder

WHEREAS messrs Pierre-Luc Doyon, Sonny Paquette and Brian Wharry were trained to use the gas detector;

WHEREAS this gas detector will be used by both services, i.e. roads and the fire department;

WHEREAS the price submitted by Acklands Grainger Inc. is \$ 323.94 plus taxes;

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

THAT Council authorizes the purchase and payment for the cylinder in the amount of \$ 323.94 plus tax.

CARRIED
expense item: firefighters

14. LEISURE AND CULTURE

14.1 Tabling the report of the leisure and culture committee

The report of the leisure and culture committee prepared by Héléne Hamel is tabled with the Council members.

15. VARIA

2015-12-411

15.1 Purchasing gravel - Mr. Bouthot

WHEREAS Mrs. Francine Caron Markwell met Mr. Bouthot recently and the latter stated that the municipality regularly provided two (2) trips of gravel at his entrance to offset the fact that there is no turning round on the Rider road;

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

THAT Council authorizes the payment of \$ 700 tax included to Mr. Bouthot to compensate for the fact that the municipality was using its entrance as turning round and the latter will be responsible for the waste collection until the turn is completed in 2016.

CARRIED
budget item: surplus

2015-12-412

15.2 Christmas dinner in 2015 for elected officials, employees, members of the CCU and CCE and volunteer firefighters from the municipality and the steering committee of the MADA policy

WHEREAS the members of the Council wish to show their appreciation to employees, members of the CCE and CCU, firefighters and members of the steering committee of the MADA policy by organizing a Christmas dinner on December 19;

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

THAT Council allocates a maximum of \$ 3,000 for Christmas dinner elected officials, employees, members of the CCU CCE volunteer firefighters from the municipality and the steering committee of Mada policy to be held on December 19 2015.

CARRIED
expense item: 02 110 00 493

2015-12-413

15.3 MMQ

WHEREAS the MMQ sent to the Acting Director General three documents that must be completed which are:

- C-21 amendment proposal
- PMA commitment
- Municipalities insurance proposal

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

THAT Council authorizes the Mayor Francine Caron Markwell and Acting Director General to sign the documentation covering this issue.

CARRIED
Budget item: 2016 budget

2015-12-414

15.4 SLIDE IN THAYER PARK

WHEREAS we must provide a slide in Thayer Park and we believe the expense to be a maximum of \$ 2,000 including taxes.

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

THAT Council authorizes the expenditure of \$ 2,000 including taxes.

CARRIED
Budget item: surplus

16. SECOND QUESTION PERIOD

2015-12-415

17. CLOSING SITTING

The adjournment was proposed by Councillor Gaétane Gaudreau, at 8:45 P.M.

Mrs. Francine Caron Markwell
Mayor

Mrs. Monique Pépin
**Acting Director General and
Secretary-Treasurer**

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