

February 6th, 2017

A regular sitting of the Council of the Municipality of Stanstead Township held **SIXTH day of FEBRUARY of the year two thousand SEVENTEEN**, time and place of regular meetings.

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

ABSENT: Councillor Janet Cooper

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 six (6) people in the audience.

Filing of declarations of pecuniary interest

On or before February 15th of each year, the registrar or secretary-treasurer must send to the *Ministère des Affaires municipales, et de l'Occupation du territoire* a statement identifying the members of the Council of the municipality who, since the last transmission of statement, have made a declaration before the council referred to in any of sections 357 and 358, and those that have not done so;

The following members filed their declaration of pecuniary interest:

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

The statement will be forwarded to *Ministère des Affaires municipales, et de l'Occupation du territoire* at the Estrie Regional Office.

CARRIED

1. OPENING OF THE MEETING

The mayor, Mrs Francine Caron Markwell, declared the meeting open at 7:57P.M.

17-02-734

2. ADOPTION OF THE AGENDA

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

THAT the agenda is adopted with the proposed modification.

17-02-735

3. APPROVAL OF MINUTES

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

THAT the minutes of January 9th, 2017 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 month of October. A copy of the report was presented to the Council and duly noted.

8.2 Tabling of the Forest Inspection Report

The report of October is tabled to the Council and duly noted.

8.3 Tabling the minutes of the Planning Advisory Committee

No meeting was held in January.

8.4 COMBEQ Congress

WHEREAS the congress of the *Corporation des officiers municipaux et en environnement du Québec* (COMBEQ) will be held on May 4th, 5th and 6th in Québec City;

WHEREAS the building and environmental inspector has demonstrated an interest in participating;

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

THAT Council authorizes the registration at the 2017 congress of COMBEQ of the building and environmental inspector, Mr. Dominic Gauthier, in the amount of \$ 590 plus taxes.

THAT all expenses related to accommodation, meals, parking and travel expenses be reimbursed subject to supporting documentation and in accordance with the employee's manual.

THAT the amount of the expenditure is appropriate from budget items 02 61000 454 and 02 61000 310.

CARRIED

17-02-736

17-02-737

8.5 Increasing travel compensation for the building and environmental inspectors

WHEREAS building and environmental inspectors frequently have to take routes that are more or less well maintained or difficult to access with their personal vehicles when they are inspecting properties;

WHEREAS it is appropriate to offer an increase in compensation for their travel in this case;

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

THAT Council authorizes an increase in travel compensation of \$ 0.05 / km for building and environmental inspectors for their inspections only.

CARRIED

8.6 By-law No. 403-2017 amending Zoning by-law 212-2001 - Adoption of the second draft

The subject is postponed to a later meeting.

8.7 By-law No. 404-2017 respecting the closure of Kohl Road to motorized vehicular traffic and permitting pedestrian and bicycle access to the public and motor vehicles owned by contiguous owners only - Notice of motion

Councillor Christian Laporte gave notice of motion that at a future meeting of Council, a by-law bearing no. 404-2017 relating to the closure of the Kohl Road to the circulation of motorized vehicles and allowing pedestrian and bicycle access at public and motor vehicles belonging only to contiguous owners will be presented for adoption.

The purpose of this by-law is to close Kohl Road to the traffic of motorized vehicles except those belonging to the contiguous owners and to provide pedestrian and bicycle access to the public.

9. ENVIRONMENT

17-02-738

9.1 Training on sustainable innovations - 29th AMEUS Symposium

WHEREAS the environmental inspector has demonstrated an interest in participating in the 29th AMEUS Symposium on sustainable innovations in cities;

WHEREAS the symposium focuses on the responsibility and powers of municipalities in addressing various environmental issues;

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

THAT Council authorizes the registration of Isabelle Rioux, environmental inspector, at the 29th AMEUS Symposium on sustainable innovations in cities on February 24th in Sherbrooke, at a cost of \$ 104 including taxes.

THAT the amount of the expenditure is appropriate from budget item 02 47000 454.

CARRIED

10. PUBLIC WORKS AND INFRASTRUCTURE

17-02-739

10.1 Mandate of the Union des municipalités du Québec (UMQ) for the purchase of chloride used as a dust suppressant for the year 2017

WHEREAS the Municipality of Stanstead Township has received a proposal from the *Union des municipalités du Québec* (UMQ) to prepare, on its behalf and on behalf of several other interested municipalities, a call for tenders document for a consolidated purchase of products used as dust suppressants for the year 2017;

WHEREAS sections 29.9.1 of *Lois sur les cites et villes* and articles 14.7.1 of the Municipal Code:

- allows a municipal organization to enter into an agreement with the UMQ for the purchase of equipment;
- specify that the rules for awarding contracts by a municipality apply to contracts awarded under this section and that the UMQ undertakes to abide by these rules;
- specify that this contractual process is subject to the UMQ Contract Management Policy for its consolidation agreements adopted by the UMQ Board of Directors;

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

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

***Proposed by Councillor George Charles Atkin
Seconded by Councillor Christian Laporte***

It is resolved

THAT the municipality entrusts the UMQ with the mandate to carry out, on an annual basis, on its behalf and that of the other interested municipalities, the tendering process to award a consolidated purchase contract for various products used as dust suppressant (chloride in liquid solution) required for the activities of the municipality for the year 2017;

THAT in order to allow the UMQ to prepare its call for tenders document, the municipality undertakes to provide the UMQ with the types and quantities of products it will need by completing the required registration form (s) which will be transmitted to it by the UMQ and by returning these documents on the fixed date;

THAT the municipality entrusts the UMQ with responsibility for the analysis of the tenders submitted. As a result, the municipality accepts that the product to be ordered and delivered will be determined following the comparative analysis of the products defined in the appeal document offers;

THAT if the UMQ awards a contract, the municipality undertakes to respect the terms of this contract as if it had contracted directly with the supplier to whom the contract is awarded;

THAT the municipality acknowledges that the UMQ will receive, directly from the contractor, as a management fee, a percentage of the amount invoiced before taxes to each participant; the rate is fixed annually and specified in the call for tenders document;

THAT a copy of this resolution be forwarded to the *Union des municipalités du Québec*.

CARRIED

17-02-740

10.2 Renovation work on the basement of the town hall

WHEREAS the municipality plans to renovate the basement of the town hall and that a budget of \$ 10,000 has been provided for this purpose by 2017;

WHEREAS the work will be carried out by the employees of the road network and that it would be preferable that they start soon in view of their busy schedule in the spring;

Proposed by Councillor Christian Laporte

Seconded by Councillor Pierre Martineau

It is resolved

THAT Council authorizes the approximate expenditure of \$ 10,000 for the purchase of material, equipment and tools necessary for the work on the project to renovate the basement of the town hall.

THAT the amount of the expenditure is appropriate from budget item No. 02 19000 528.

CARRIED

17-02-741

10.3 Grant for Rider Road under the program for the improvement of the municipal road network

WHEREAS the municipality had applied for a grant under the program for the improvement of the municipal road network for Rider Road;

WHEREAS the work has been totally completed to date for a total amount of \$ 53,693;

Proposed by Councillor Gaétane Gaudreau

Seconded by Councillor George Charles Atkin

It is resolved

THAT Council approves the expenditures for the work on Rider Road for a subsidized amount of \$ 53,693 as required by the Department of Transport.

THAT the work has been carried out in accordance with these expenditures on the roads to be managed by the Municipality and that the audit file has been established.

CARRIED

11. TREASURER AND ADMINISTRATION

17-02-742

11.1 Approval of accounts paid and payable

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

THAT Council approves the list of submitted accounts payable for the months of January and February 2017, 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	\$141 536.70
Total accounts payable:	\$ 78 671.66

THAT Council approves the list of salaries for the month of October 2016 namely:

Employee salaries:	\$ 9 479.91
Salaries of elected officials:	\$ 4 624.07
Fire Chief	\$ 1 119.45

CARRIED

11.2 Report of the delegation of authority

The report of the delegation of powers of the Director General, responsible for highways and infrastructure, and the fire chief are filed with the Council members.

- Director General's Report \$ 1 555.53
- Infrastructure Inspector's Report \$ 1 426.08
- Fire Chief's Report \$ 2 578.07

17-02-743

11.3 Adoption of a policy to help business

WHEREAS Council adopted the Strategic Development Plan in 2013 and one of the projects selected was to offer assistance to business in order to encourage the local economy;

WHEREAS the Council wishes to implement this project and adopt a policy in this direction;

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

Councillor Gaétane Gaudreau and Councillor George Charles Atkin will vote against this motion.

THAT Council adopts the policy to help business attached hereto as an integral part thereof.

CARRIED

17-02-744

11.4 By law no. 402-2017 amending by-law no. 381-2015 decreeing the rules of budgetary control and monitoring and a delegation of certain powers of the Council - Adoption

WHEREAS during the regular meeting of January 9th, Councillor Pierre Martineau gave a notice of motion announcing the adoption at a subsequent meeting of by-law no. 402-2017;

WHEREAS the object of this by-law is to increase the limit of the authorization of the expenses of the person in charge of the public works and the fire chief;

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

THAT Council adopts by-law no. 402-2017 amending by-law no. 381-2015 decreeing the rules of budgetary control and monitoring and delegation of certain powers of the Council.

THAT the members of the Council acknowledge having received a copy of the by-law no later than two days before the meeting, declare having read it and forfeit its reading.

CARRIED

17-02-745

11.5 Training on communication with the media and citizens

WHEREAS the Mayor has demonstrated her interest in participating in the FQM Media and Citizen Communication Training;

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

THAT Council authorizes the registration of Mayor Francine Caron Markwell, in the training on communication with the media and with citizens, given by the FQM on March 25th in Waterville, at the cost of \$ 325 plus taxes.

THAT the amount of the expenditure is appropriate from budget items 02 11000 454 and 02 11000 310.

CARRIED

17-02-746

11.6 Training on access to municipal documents and the protection of personal information

WHEREAS the assistant secretary-treasurer is the person responsible for access to documents and receives frequent requests in this regard;

WHEREAS she has demonstrated her interest in participating in the COMAQ training on access to documents of municipal bodies and the protection of personal information;

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

THAT Council authorizes the registration of assistant secretary-treasurer Ms. Denise Girard, to the training on access to documents of municipal organizations and the protection of personal information, given by the COMAQ on May 12th in Trois-Rivières, at cost of \$ 545 plus taxes.

THAT the amount of the expenditure is appropriate from budget items 02 13001 454 and 02 13000 310.

CARRIED

17-02-747

11.7 Purchase of Microsoft Office 2016 licenses for municipal offices

WHEREAS almost all municipal employees have the 2007 Microsoft Office version and it is necessary to modernize the computer equipment;

WHEREAS the Director General has received a tender from *ASR Informatique* in this capacity;

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

THAT Council authorizes the purchase of seven Microsoft Office 2016 licenses at a cost of \$ 260 each from *ASR Informatique*, plus taxes and installation.

THAT the amount of the expenditure is appropriate from budget item 02 13000 726.

CARRIED

17-02-748

11.8 Increasing salary of the assistant secretary-treasurer Ms. Denise Girard

WHEREAS Ms. Girard has been with the municipality for 17 years;

WHEREAS the latter has reached the end of the wage policy;

WHEREAS the Director General recommends an increase;

Proposed by Councillor George Charles Atkin

Seconded by Councillor Dany Brodeur

It is resolved by a majority

Councillor Gaétane Gaudreau and Councillor Pierre Martineau vote against this motion.

THAT Council authorizes increasing the salary of Ms. Denise Girard, assistant secretary-treasurer, for an amount equal to the Consumer Price Index (CPI) of 1.4% for 2017, from her date of hiring in 2017.

CARRIED

17-02-749

11.9 Amendments to the wage policy

WHEREAS the municipality adopted a wage policy in March 2015;

WHEREAS the latter comprises 9 steps and does not provide for the employees arriving at the end of the echelons;

WHEREAS it would be appropriate to provide for an increase in this case and to encourage the retention of staff;

WHEREAS the minimum wage will increase to \$ 11.25 next May, the levels indicated in class A should be increased;

Proposed by Councillor Dany Brodeur

Seconded by Councillor Christian Laporte

It is resolved by a majority

Councillor Gaétane Gaudreau and Councillor Pierre Martineau will vote against this resolution.

THAT the Council amends the wage policy to include the following clause in light of the above:

"Employees arriving at the last step will be entitled to the minimum of the Quebec Consumer Price Index (CPI)."

THAT Class A of the policy will begin at step 1 at \$ 11.43 / hour, instead of \$ 10.93 and will increase by \$ 0.48 at each step.

THAT the amendments described above will be incorporated into the policy as an integral part of the policy.

CARRIED

17-02-750

11.10 On-line evaluation unit with PG Solutions

WHEREAS the municipality wishes to offer its citizens access to online assessment units and an equitable way of charging fees to professionals (real estate agent, notary, financial institution, etc.) for access to certain documents;

WHEREAS the Director General has obtained a tender from PG Solutions concerning that subject;

WHEREAS the offer provides for a sharing of royalties for the fees of subscribers and consultants of the professionals for the confirmation of taxes, details of the taxes and mapping if necessary, with 35% in favor of the municipality;

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

THAT Council provides \$ 1750 for the implementation of the system and project management for the on-line evaluation unit with PG Solutions, as well as \$ 1,500 per year for maintenance and annual support, all in accordance with the offer of service, dated of January 20th, 2017.

THAT the contract is for a period of three years.

THAT the amount of the expense is appropriate for the free surplus.

CARRIED

17-02-751

11.11 Registration at the Gala des bons coups

WHEREAS the Memphrémagog RCM organizes the *Gala des bons coups* in waste management and sustainable development and that the municipality has entered the contest;

WHEREAS the environmental inspector, Mayor and Councillor Christian Laporte would like to participate;

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

THAT Council authorizes the registration of Mayor Francine Caron Markwell, Councillor Christian Laporte and Environmental Inspector Isabelle Rioux, to attend the *Gala des bons coups* in Orford on February 21st, at a cost of \$ 15 / per person.

THAT the amount of the expenditure is appropriate from budget items 02 11000 454 and 02 47000 454.

CARRIED

17-02-752

11.12 Acquisition of charging stations for electric vehicles

WHEREAS the Memphrémagog RCM has set aside \$ 50,000 from its Territorial Development Fund project envelope to provide municipalities with a 50% subsidy for the cost of the electric vehicle charging station;

WHEREAS last January the Council authorized the purchase of a charging station for electric vehicles in the amount of \$ 10,455 plus taxes and agreed to pay 50% of this cost, the whole as it appears of resolution 17-01-732;

WHEREAS after verification, it would be more advantageous to obtain two simple units at a cost of \$ 4,168.50 each;

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

THAT Council revokes and replaces motion 17-01-732 hereby.

THAT Council authorizes the purchase of two charging stations for electric vehicles in the amount of \$ 4,168.50 taxes in addition. The municipality will have to order the said stations itself from Hydro-Québec and undertake to defray 50% of this cost.

THAT the Council asks the RCM for a grant of \$ 4,168.50 to pay the other half of the cost.

THAT the costs of installation, maintenance and administration are the responsibility of the municipality.

THAT one of the two units to be located at the Carre Copp municipal parking lot in Georgeville area and for the second, the site is still to be determined but will be located in the Fitch Bay area and will comply with the conditions set by the RCM, or in a place accessible to the public.

THAT the amount of the expense is appropriate from the free surplus.

CARRIED

12. ENVIRONMENTAL HEALTH

17-02-753

12.1 Acquisition of three-way containers for public areas

WHEREAS Éco Entreprises Québec offered until December 2016 a program entitled "Recycling Program for Recyclable Materials" for municipal public areas, which offered a 70% reimbursement of the cost of purchasing each recycling unit up to \$ 840 refundable per unit;

WHEREAS the municipality has applied to the program for the purchase of 5 three-way containers at a cost of \$ 1,225 per unit;

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

THAT Council accepts the offer of Mobilierpublic.com for the purchase of 5 three-way containers (100% aluminum triple material with wood insert) for a total of \$ 6,125 in taxes and transportation (\$ 325) in accordance with the tender dated January 10, 2017.

THAT the municipality will thereafter receive an amount equivalent to \$ 840 per unit, or \$ 4,200 of the out-of-home recovery program, as a grant.

CARRIED

13. PUBLIC SAFETY

13.1 Deposit of the report of the fire department

The monthly report of the fire department is tabled to the Council members.

17-02-754

13.2 Renewal of membership with Northeast International Mutual Aid

WHEREAS the Municipality wishes to renew its membership with Northeast International Mutual Aid for the year 2017;

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

THAT Council approves the municipality's membership with Northeast International Mutual Aid for the amount of US \$ 100 for the year 2017.

THAT the amount of the expenditure is appropriate from budget item 02 22000 442.

CARRIED

17-02-755

13.3 Increasing salary of the Fire Chief: Mr. Brian Wharry

WHEREAS Mr. Wharry has been a member of the Fire Department for several years and has served as Chief for 2 years;

WHEREAS the applicant submitted an application for increasing his pay for his practices and administration hours;

WHEREAS the Director General recommends an increase;

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

THAT Council authorizes a salary increase for Mr. Brian Wharry for an equivalent amount of \$ 2.25 / additional hour (bringing it to \$ 24.25 / hr) for his administration and practice hours for 2017, retroactive to January 1st, 2017.

CARRIED

17-02-756

13.4 Mandate for professional architectural services for the construction of the new fire hall

WHEREAS the Director General met with two architectural firms to obtain tenders for plans and specifications for the new fire hall;

WHEREAS the most advantageous offer is that of Archi Tech Design and includes the preparation of the preliminary plans, the execution plans, the tender and the supervision of the site;

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

THAT Council grants the architectural professional services mandate to Archi Tech Design for the construction of the new fire hall, in the amount of \$ 21,500 plus taxes, all in accordance with the offer of service dated January 26th, 2017. The amount of the expense is appropriate from the free surplus.

CARRIED

14. RECREATION AND CULTURE

17-02-757

14.1 Allocation of an amount to ACCS for the Fete des Neiges

WHEREAS the *Fête des Neiges* event is on February 18th;

WHEREAS the ACCS requested an amount of \$ 1,000 from the municipality to carry out the activity;

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

THAT Council grants ACCS an amount of \$ 1,000 for the accomplishment of the *Fete des Neiges* event. The amount of the expenditure is appropriate from budget item 02 70120 996.

CARRIED

17-02-758

14.2 Professional civil engineering services mandate for the concrete slab of the new shelter at Thayer Park

WHEREAS the Council accepted the offer of services of the firm St-Georges Structures and Civil Engineering to carry out the plans and specifications relating to the multifunctional surface at Thayer Park last August, all as appears on the Resolution 16-08-624;

WHEREAS the municipality also plans in 2017 to erect a shelter at Thayer Park, which also includes the construction of a concrete slab and electric trenches;

WHEREAS it was beneficial to include in the same estimate the plans for both slabs and trenches, in order to save costs in professional services but also during construction;

WHEREAS it is expedient to approve the expenditure granted to the firm St-Georges to add this part to their initial mandate;

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

THAT the Council endorses the mandate given to the firm St-Georges Structures and Civil Engineering to prepare the plans and specifications for the concrete slab

and the electric trenches of the future shelter at Thayer Park for an additional amount of \$ 775 plus taxes.

THAT the amount of the expense be appropriate to the free surplus.

CARRIED

17-02-759

14.3 Heritage Trail Signs

WHEREAS the purchase of two panels is required to finalize the heritage circuit;

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

THAT Council grants approximately \$ 150 from Comma Imagination for the assembly and the model of the missing panels of the heritage circuit.

THAT the amount of the expenditure be appropriate from budget item 02 70292 670.

CARRIED

15. VARIA

16 SECOND QUESTION PERIOD

17-02-760

17 CLOSING SITTING

The adjournment was proposed by Councillor Gaétane Gaudreau Langlois, at 8:28 P.M.

Mrs. Francine Caron Markwell
Mayor

Me Josiane Hudon
**Director General and
Secretary-Treasurer**

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