

November 13<sup>th</sup>, 2017

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

**PRESENTS:** Councillors Louise Hébert, Mary Cartmel, Andrew Retchless, Jean DesRosiers, Pierre Martineau and 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 seventeen (17) 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.

17-11-977

**2. ADOPTION OF THE AGENDA**

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

**THAT** the agenda is adopted with removing item 9.2, 11.6 and 11.13

17-11-978

**3. APPROVAL OF MINUTES**

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

**THAT** the minutes of October 2<sup>nd</sup>, 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, 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 2017. 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**

There was no meeting in October.

17-11-979

**8.4 Washing the vehicle of the building inspector**

**WHEREAS** the building inspector must carry out inspections with his personal vehicle as part of his duties in sometimes messy places;

**WHEREAS** it is expedient to allow him to wash his vehicle at the expense of the municipality;

***Proposed by Councillor Jean DesRosiers  
Seconded by Councillor Christian Laporte  
It is resolved***

**THAT** Council authorizes the expense for a washing of the building inspector's vehicle for a fee of approximately \$ 100 / wash.

**THAT** the amount of the expenditure provided for in the budget is appropriate for budget items 02 61000 310.

CARRIED

**9. ENVIRONMENT**

17-11-980

**Reimbursement under the upgrading program for septic installations, by-laws 386-2016 and 389-2016, lot 4 923 213**

**WHEREAS** by-law 386-2016 provides that the municipality grants a subsidy in the form of an advance of repayable funds to the owner of any immovable that is constructing or repairing a septic installation under certain conditions;

**WHEREAS** the present application has been analyzed by the environmental inspector and that this request meets the conditions of eligibility for the program;

**WHEREAS** the owner of the building located in lot 4 923 213 has proceeded to the replacement of his installation;

***Proposed by Councillor Andrew Retchless  
Seconded by Councillor Louise Hébert  
It is resolved***

**THAT** Council accepts the application for registration in the program and grants the owner of lot 4 923 213 the grant covering the fees of \$ 5 709.50 plus applicable taxes.

**THAT** Council authorizes the payment of invoices received in this regard of \$ 5,709.50 plus applicable taxes as provided for in the by-law, subject to the payment by the owner of any arrears due to the municipality at the time of the application as well as the deposit of a certificate of conformity duly signed and sealed by a qualified and competent professional attesting that the septic installation complies with the provisions of the Regulation respecting the evacuation and wastewater treatment of isolated dwellings (Q-2, r.22).

**THAT** the Council mandates the Director General and Secretary-Treasurer, or the Acting Director General and Secretary-Treasurer or her assistant to apply the provisions of By-law 389-2016 when the financing of the loan is granted.

CARRIED

**10. PUBLIC WORKS AND INFRASTRUCTURE**

17-11-981

**10.1 Ratification of expenditure**

***Proposed by Councillor Pierre Martineau  
Seconded by Councillor Mary Cartmel  
It is resolved***

**THAT** Council ratifies the following expenses:

**Les Pompes Fontaine** for pump replacement at the Georgeville substation in the amount of 4,299.12, plus applicable taxes;

**Patrick Bouchard, MÉ inc.** for the electrical connection of the shelter at Thayer Park, in the amount of \$ 2,600.00 plus applicable taxes;

**Réal Huot inc.** for the purchase of culverts and accessories in the amount of \$ 5,802.21 plus applicable taxes.

**CARRIED**

17-11-982

**10.2 Ratification of monitoring and laboratory mandate for culvert replacement work on Magoon Point Road**

**WHEREAS** the work on replacing the culvert on Magoon Point Road began at the end of October and it is necessary to supervise work at critical stages;

**WHEREAS** it is also appropriate to ensure the conformity of materials using laboratory analysis of substrates;

**WHEREAS** the service offer of Smi, the designer of the plans and specifications on this subject dated October 17, 2017, offers a unit pricing on request;

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

**THAT** the Council ratifies the acceptance of the professional services mandate regarding the monitoring and the conformity analysis of materials for an amount not exceeding \$ 11,735.00 plus applicable taxes.

**CARRIED**

**11. TREASURER AND ADMINISTRATION**

17-11-983

**11.1 Approval of accounts paid and payable**

***Proposed by Councillor Pierre Martineau  
Seconded by Councillor Louise Hébert  
It is resolved***

**THAT** Council approves the list of submitted accounts payable for the months of October and November 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	\$266 252.48
Total accounts payable:	\$111 826.97

**THAT** Council approves the list of salaries for the month of October 2017 for an amount of \$34 560.08.

**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 \$ 564.46
- Infrastructure Inspector's Report \$9 893.71
- Fire Chief's Report \$6 859.02

**11.3 Financial statements of board members**

The Acting Director General advises council members that they have 60 days from the anniversary date of their election proclamation to file an update of their declaration of pecuniary interests, all in accordance with the Section 357 of the Municipal Elections and Referendums Act.

**11.4 Tabling of the Mayor's report on the financial situation of the municipality**

In order to meet the requirements of article 955 of the Municipal Code, the Mayor gives her report on the financial situation of the municipality, which is attached as an integral part of these minutes.

17-11-984

**11.5 Christmas dinner 2017**

**WHEREAS** Council members want to show appreciation to employees, CCE and CCU members and firefighters by hosting a Christmas dinner;

***Proposed by Councillor Christian Laporte  
Seconded by Councillor Mary Cartmel  
It is resolved***

**THAT** the Council allocates a maximum amount of \$ 3,000 for the party to be held on December 9<sup>th</sup>. The amount of the expenditure is appropriate from budget item 02 11000 493.

**CARRIED**

**11.6 By-law No. 410-2017 Establishing the Budget and Setting the Tax Rates for the 2018 Fiscal Year - Notice of Motion**

Councillor Pierre Martineau gives notice of motion that at a subsequent meeting of this Council, a by-law number 410-2017 establishing the budget and fixing the tax rates for fiscal year 2018 will be presented for adoption. The purpose of this by-law will be to establish the tax rate and budget for the year 2018.

17-11-985

**11.7 Mandate for accounting professional fees**

**WHEREAS** the Director General has requested a service offer from the accountant Mr. Jérémy Joyal-Deslandes, formerly for Raymond Chabot Grant Thornton, for the audit of the annual financial report and other mandates;

**WHEREAS** the Council wishes to continue this mandate, given his skills and his significant knowledge of the municipality gained over the last 8 years, and that his offer is more advantageous for the municipality;

***Proposed by Councillor Pierre Martineau  
Seconded by Councillor Jean DesRosiers  
It is resolved***

**THAT** the Council accepts the offer of service of Mr. Jérémy Joyal-Deslandes, CPA Inc. in the amount of \$ 10,000 for the audit of the financial report, and may also retain at its discretion his services for other mandates at the cost established in the offer dated October 4<sup>th</sup>. The amount of the expenditure is appropriate for budget item no. 02 13000 413 and budget 2018 for the financial report.

**CARRIED**

17-11-986

**11.8 Mandate for the management of the archives of the municipality**

**WHEREAS** the municipality has requested a service offer for the management of its archives from the company that started work in 2009, HB archivists, s.e.n.c.;

**WHEREAS** HB Archivists proposed an intervention of 4 days at \$ 1027.14 plus taxes, in order to allow the application of the retention schedule and the follow-up of the implementation of the archive management system;

***Proposed by Councillor Andrew Retchless***

**Seconded by Councillor Louise Hébert  
It is resolved**

**THAT** the Council grants \$ 1027.14 plus taxes for the management of municipal archives by the HB archivists s.e.n.c. towards the end of November. The amount of the expenditure is appropriate from budget number 02 13000 415.

**CARRIED**

17-11-987

**11.9 Appointment of delegates to the Intermunicipal Fire Prevention and Protection Board Memphremagog Est**

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

**THAT** Council appoints Mayor Francine Caron Marwell as delegate to the Memphremagog East Intermunicipal Fire Prevention and Protection Board, commonly known as "Régie incendie de l'Est" and Councillor Jean DesRosiers as the substitute delegate as provided for in Articles 5.1 and 5.3 of the Agreement.

**CARRIED**

**11.10 Deposit by the Acting Director General and Secretary-Treasurer of the comparative statement of revenues and expenses for the period from January 1<sup>st</sup> to September 30<sup>th</sup>, 2017 and forecasts to December 31<sup>st</sup>, 2017 as required by section 176.4 of the Municipal Code of Québec;**

Filing by the Acting Director General and Secretary-Treasurer of the comparative statement of revenues and expenses for the period from January 1<sup>st</sup> to September 30<sup>th</sup>, 2017 and forecasts to December 31<sup>st</sup>, 2017 as required by section 176.4 of the Municipal Code of Québec;

The Council takes note.

17-11-988

**11.11 Appointment of the Acting Mayor**

**WHEREAS** as stipulated in article 116 of the Municipal Code, the council may, at any time, appoint one of the councillors as the Acting Mayor, who in the absence of the mayor or during the vacancy of this office, performs the duties of the mayor, with all the privileges, rights and obligations attached;

**WHEREAS** the Council members who have mentioned they would be interested in becoming Acting Mayor are Councillors Christian Laporte and Pierre Martineau who would accept this responsibility;

**Proposed by Councillor Jean DesRosiers  
Seconded by Councillor Louise Hébert  
It is resolved**

**THAT** Council mandates Mr. Christian Laporte as Acting Mayor from November 2017 to November 2018 and Pierre Martineau from December 2018 to November 2019.

**CARRIED**

17-11-989

**11.12 Hiring an Inspector of Environment and Buildings**

**WHEREAS** Mrs. Isabelle Rioux submitted her resignation during last September;

**WHEREAS** the Administrative Committee met with candidates to fill the position of Inspector of Environment and Buildings;

**WHEREAS** the candidacy of Mr. Pierre Simard is recommended by the Administrative Committee;

**Proposed by Councillor Pierre Martineau  
Seconded by Councillor Mary Cartmel  
It is resolved**

**THAT** Council authorizes the hiring of Mr. Pierre Simard as of November 15<sup>th</sup>, 2017;

**THAT** the salary conditions and other conditions be those laid down in the employees' work policies as well as according to the salary policy of the municipality;

**THAT** Council welcomes Mr. Pierre Simard.

**CARRIED**

## **12. ENVIRONMENTAL HEALTH**

17-11-990

### **12.1 Approval of the form "Annual Report of Drinking Water"**

**WHEREAS** the annual drinking water report was submitted by the Acting Director General to MAMMOT within the prescribed time;

**WHEREAS** the departmental analysis was completed and the report approved by the department;

***Proposed by Councillor Pierre Martineau  
Seconded by Councillor Jean DesRosiers  
It is resolved***

**THAT** the Council approves the 2016 annual drinking water use report, as tabled.

**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.

17-11-991

### **13.2 Purchase of various equipment for the fire department**

***Proposed by Councillor Mary Cartmel  
Seconded by Councillor Jean DesRosiers  
It is resolved***

**THAT** Council authorizes the purchase of equipment for the fire department for an amount of 4,295.66 as described in the appendix to form an integral part of this resolution.

**THAT** the amount of this expense is appropriate for budget items # 02 22000 641.

**CARRIED**

## **14. RECREATION AND CULTURE**

17-11-992

### **14.1 Maintenance of the rink at Thayer Park**

**WHEREAS** it is appropriate to hire a person who will be responsible for the maintenance of the Thayer Park skating rink for the 2017-2018 season;

**WHEREAS** last year Mr. Sonny Paquette, already employed by the municipality as public works employee, carried out this work and that the Council wishes to retain his services again;

***Proposed by Councillor Jean DesRosiers  
Seconded by Councillor Louise Hébert  
It is resolved***

**THAT** the Council hires Mr. Sonny Paquette as the person responsible for the maintenance of the rink at Thayer Park for the 2017-2018 season, at a rate of twenty hours a week, depending on the weather conditions, and at the same hourly rate that he holds as an employee of public works.

**CARRIED**

15. VARIA

16. SECOND QUESTION PERIOD

17-11-993

17. CLOSING SITTING

The adjournment was proposed by Councillor Andrew Retchless, at 8:12 P.M.

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Mrs. Francine Caron Markwell  
**Mayoress**

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Mrs. Caroline Rioux  
**Acting Director General and  
Secretary-Treasurer**

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