

August 6th, 2018

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

PRESENTS: Councillors Mary Cartmel, Louise Hébert, Jean DesRosiers, Pierre Martineau and Christian Laporte.

ABSENT: Councillor Andrew Retchless

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 seven (7) people in the audience.

1. OPENING OF THE MEETING

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

18-08-177

2. ADOPTION OF THE AGENDA

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

THAT the agenda is adopted as it this.

CARRIED

18-08-178

3. APPROVAL OF MINUTES

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

THAT the minutes of July 3rd, 2018 be adopted as deposited.

CARRIED

4. FOLLOW UP OF THE LAST COUNCIL MEETING

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 July. A copy of the report was presented to the Council and duly noted.

8.2 Tabling of the Forest Inspection Report

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

8.3 Tabling the minutes of the Planning Advisory Committee

There was no meeting last month.

18-08-179

8.4 Financial assistance under the Merchant Assistance Policy - Project Studio Georgeville

WHEREAS Studio Georgeville has submitted a request for financial assistance through the merchant assistance policy of the municipality within the prescribed deadlines;

WHEREAS the request is to implement a marketing strategy to increase the visibility of the art gallery;

WHEREAS after evaluation of the request by the Administrative Committee, the latter recommends to Council the granting of financial assistance of \$ 2,500;

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

THAT Council supports the committee's recommendation and grants \$ 2,500 in financial assistance to Studio Georgeville as part of the Merchant Assistance Policy.

THAT the terms and conditions for the award and payment of financial assistance be implemented in accordance with the policy.

THAT the amount of the expense be appropriate from the budget line 02 62100 996.

CARRIED

18-08-180

8.5 Financial Assistance Under the Merchant Assistance Policy - Fitch Bay Aquatic Nursery Project

WHEREAS the Fitch Bay Aquatic Nursery has applied for financial assistance through the Municipality's Merchant Assistance Policy within the prescribed timeframe;

WHEREAS the request is to promote the services offered by the company;

WHEREAS after evaluation of the request by the Administrative Committee, the latter recommends to Municipal Council to grant a financial assistance of \$ 1,000;

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

THAT the Council endorses the committee's recommendation and provides \$ 1,000 in financial assistance to the Fitch Bay Aquatic Nursery as part of the Merchant Assistance Policy.

THAT the terms and conditions for the award and payment of financial assistance be implemented in accordance with the policy.

THAT the amount of the expense be appropriate from the budget line 02 62100 996.

CARRIED

9. ENVIRONMENT

18-08-181

9.1 Revegetation of ditches

WHEREAS the person in charge of the public works and roads has received a tender for the material necessary for the revegetation of the ditches;

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

THAT Council accepts Terraquavi's bid in the amount of \$ 1,970 plus taxes for the purchase of straw for the revegetation of the ditches.

THAT the amount of the expense be appropriate from the budget line 02 47000 629.

CARRIED

18-08-182

9.2 Amendment to motion 18-04-085

WHEREAS the Council appointed the enforcement officers for the Georgeville and Fitch Bay boat launch and parking ramps as set out in motion 18-04-085;

WHEREAS it is expedient to add By-law no. 405-2017;

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

THAT motion 18-04-085 be amended to add the by-law 405-2017 concerning the pricing of launching ramps and parking at Carré Copp to the by-laws that the nominees are responsible for applying.

CARRIED

9.3 By-law no. 414-2018 amending by-law no. 386-2016 decreeing the creation of a program for upgrading septic installations - Notice of motion and deposit

Councillor Louise Hébert gives notice of motion that at a future meeting of this Council, by-law no. 414-2018 amending by-law no. 386-2016 decreeing the creation of a program for upgrading septic installations will be presented for adoption.

The purpose of this regulation is to modify one of the conditions of eligibility, the deadlines for making such a request and the duration of the program.

Filing of the draft by-law is done, which is available now for consultation.

Council members acknowledge that they have received a copy of the draft bylaw no later than three days before the meeting declare that they have read it and waive its reading.

18-08-183

9.4 Phragmite control activity

WHEREAS the municipality has planned this year a budget for the control of invasive alien species (IAS);

WHEREAS the Phragmite is an IAS, and it is found in several places on the territory and it would be expedient to eliminate some of it now to reduce the proliferation by seed dispersal;

WHEREAS the environmental inspector proposes to retain the services of 2 persons for remuneration in order to cut the phragmite, excavate to remove the roots, cover the ground with a biodegradable canvas and densely revegetate the affected area;

WHEREAS in the event of an intervention on the shoreline, RCI 11-16 allows the municipality to grant permits on an IAS site to excavate, backfill and then revegetate the site, without having to make a prior request to the Ministry of the Environment;

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

THAT Council mandates the environmental inspector to proceed with the recruitment of two persons who will carry out the operation of removal of the phragmite within the limited time. The council will then ratify the hiring of these two persons.

THAT Council also authorizes the expense for the excavation services, the purchase of the canvas, earth embankments, shrubs and seeds, container rental and other materials necessary for the smooth running of the operation.

THAT the amount of the expenditure is appropriate from budget item 02 47000 990.

CARRIED

10. PUBLIC WORKS AND INFRASTRUCTURE

10.1 Magoon Point Road to reduce the speed limit by-law no. 415-2018 - Notice of Motion

Councillor Mary Cartmel gave notice of motion that at a future meeting of this Council, a By-law No. 415-2018 concerning reducing the speed limit on Magoon Point Road will be presented for adoption.

The purpose of this by-law is to set the speed limit on a section of Magoon Point Road.

Filing of the draft by-law is done, which is available now for consultation.

Council members acknowledge that they have received a copy of the draft bylaw no later than three days before the meeting declare that they have read it and waive its reading.

18-08-184

10.2 Replacement of culverts

WHEREAS the municipality had planned to replace several culverts on some of its roads;

WHEREAS the person in charge of public works and roads has received a tender concerning culvert replacement;

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

THAT the Council authorizes the person in charge of the public works and roads to obtain from Réal Huot inc., the supply of 32 culverts at the cost of 19 121,57 \$ plus the applicable taxes, in accordance with the tender 1105884.

THAT the expense be appropriate from budget item 02 32016 521.

CARRIED

18-08-185

10.3 Calibration of the gas detector for confined spaces

WHEREAS the gas detector for confined spaces must be calibrated and the oxygen cell replacement must be performed;

WHEREAS the manager of the public works and roads has received a tender in this respect;

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

THAT council accepts the expenditure of \$ 438.08 plus taxes for the calibration of the confined space gas detector and oxygen cell replacement from Acklands Grainger in accordance with tender No. 300118924.

THAT the expense be appropriate from budget items 02 41501 641 and 02 41502 641.

CARRIED

18-08-186

10.4 Endorsement of expenses related to the repair of various roads

WHEREAS the person in charge of the public work and roads has had to proceed lately to the repair of various municipal roads;

WHEREAS the work has been done, it is therefore appropriate to approve these expenses by the Council;

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

THAT the Council ratifies the expenses incurred for the purchase of materials and labor for the repair of certain municipal roads made by the company Construction Goudreau, in the amount of \$ 3 888.60 plus taxes.

THAT the amount of the expense be appropriate from budget item No. 02 32003 521.

CARRIED

18-08-187

10.5 Endorsement of expenses related to the asphalt removal on Marlinton Road

WHEREAS the person in charge of public works and roads has recently had to proceed with the removal of the asphalt on Marlinton Road;

WHEREAS the work has been done, it is therefore appropriate to approve these expenses by the council;

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

THAT the Council ratifies the expenses incurred for the removal of asphalt on Marlinton Road carried out by Excavation Renaud Bélanger Inc., in the amount of \$ 935 plus taxes.

THAT the amount of the expense be appropriate from budget item No. 02 32003 521.

CARRIED

11. TREASURER AND ADMINISTRATION

18-08-188

11.1 Approval of accounts paid and payable

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

THAT Council approves the list of submitted accounts payable for the months of July and August 2018 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	\$366 078.82
Total accounts payable:	\$257 142.93

THAT Council approves the list of salaries for the month of July 2018 for an amount of \$ 31 710.75

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 \$ 868.42
- Infrastructure Inspector's Report \$ 9 839.25
- Preventionist \$ 688.17

18-08-189

11.3 Designation of the person in charge of reasonable accommodations

WHEREAS on October 18, 2017, *the Act to promote the respect of the religious neutrality of the State was approved, notably to regulate requests for accommodation for religious reasons in certain organizations* (hereinafter the Act);

WHEREAS staff members of public organisms must act, in the exercise of their functions, so as not to favor or disadvantage a person because of his or her belonging to a religion, or because of their own religious beliefs or beliefs or those of a person in authority;

WHEREAS municipalities are subject to this Act and it is the Council's responsibility to take the necessary measures to ensure compliance with the measures provided for in the Act;

WHEREAS the Council must designate among its staff, the person in charge of reasonable accommodations, whose duties will be to guide the council, as well as the staff of the municipality, in matters of accommodation and make recommendations to them; or notices in the processing of applications received;

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

THAT the Council designates the Director General as the person in charge of reasonable accommodations in light of the foregoing.

CARRIED

18-08-190

11.4 Amendments to the salary policy

WHEREAS the municipality has a wage policy in March 2015;

WHEREAS the various changes within the organization, including the withdrawal of firefighters under municipal governance and the new position of the Assistant Director General to come;

WHEREAS it is advisable to update the policy;

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

THAT Council adopts the following amendments:

- The withdrawal of the section " salary - emergency team " relating to the tasks / salary of firefighters;
- withdrawal of bonuses;
- The withdrawal of classes of firefighters and deputy chief firefighters;
- The replacement of the title of Fire Chief by Assistant Director General with the score 761;
- Replacement of the title of Assistant Secretary-Treasurer by Accounting Clerk (as of November 2 only);
- The replacement of the CPI paragraph by the following:

" The CPI could be awarded in addition to the steps each year. The municipal council will have to decide by resolution each year as such. As a result of management's performance appraisals, management recommends to the Council whether or not a step is gained for each employee. The Council then decides by resolution. "

THAT Council declares having read the new policy and agrees with the terms.

THAT the present amendments form an integral part of the policy.

CARRIED

18-08-191

11.5 Subscribe to Microsoft Exchange

WHEREAS Microsoft Exchange proves to be a quasi-indispensable tool for any company and / or corporation because it allows not only the hosting of emails on

an external server and this without any time limit or capacity, but also the sharing of calendars Outlook and tasks, remote access e-mail and other useful functions;

WHEREAS the Director General strongly recommends the subscription for 8 positions;

WHEREAS it costs \$ 6.95 / month / user;

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

THAT the Council accepts ASR Informatique's service offer for the subscription and the installation of Microsoft Exchange on 8 computer posts at the Town Hall, for an amount of \$ 6.95 / month / user plus the installation fees (from 4 to 10 hours).

THAT the amount of the expenditure be appropriate from the budget items of the respective departments designated 414.

CARRIED

18-08-192

11.6 Amendment to motion 18-07-169

WHEREAS the Council authorized the participation of Pierre-Luc Doyon, Joseph Shakeshaft and Pierre Simard at the end of the summer or the fall for First Aid training, as appears in motion 18-07 -169;

WHEREAS the resolution indicated that the CNESST assumes the fees for the 3 registrations, whereas only one of the three will be free;

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

THAT motion 18-07-169 be amended to replace the following paragraph:

WHEREAS the CNESST assumes the expenses for 3 registrations; "

By

" **WHEREAS** only one of the three registrations will be assumed by CNESST and the two others, at a cost of \$ 109 plus taxes / participant; "

THAT Council grants the expense of these two registrations. The amount of the expenditure is appropriate for budget items 02 32000 454 for 2/3 and 02 47000 454 for the third.

CARRIED

18-08-193

11.7 Amendment to motion 18-06-150

WHEREAS Council accepted the proposed retirement agreement of Ms. Denise Girard, as it appears in motion no. 18-06-150;

WHEREAS in order to ensure the confidentiality of this agreement, it is preferable not to append the agreement to the minutes;

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

THAT motion 18-06-150 be amended to delete the following: "(...) attached as an integral part of this resolution."

CARRIED

18-08-194

11.8 Civil Security congress 2018

WHEREAS the congress on Civil Security will be held on October 23rd and 24th at the Quebec City Convention Center;

WHEREAS Councillors Louise Hébert and Pierre Martineau have shown their interest in participating in this conference;

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

THAT the Council authorizes the registration to the congress on Civil Security of Mrs. Louise Hébert and Mr. Pierre Martineau at the cost of \$ 350 / registration taxes not included.

THAT travel expenses, meals, accommodation and parking will be reimbursed only on demonstration of supporting documents and in accordance with the manual of the employee / elected.

THAT the amount of these expenses is appropriate for budget items 02 11000 454 and 02 11000 310.

CARRIED

11.9 Contract Management by-law no. 416-2018 - Notice of Motion and Tabling

Councillor Christian Laporte gives notice of motion that at a future meeting of Council, a by-law no. 416-2018 concerning contract management will be presented for adoption.

The purpose of this by-law is to provide for contract management measures for any contract to be entered into by the Municipality, including certain contracting rules for contracts involving an expenditure of at least \$ 25,000 and less than 100 \$ 000;

Filing of the draft by-law is done, which is available now for consultation.

Council members acknowledge that they have received a copy of the draft bylaw no later than three days before the meeting declare that they have read it and waive its reading.

12. ENVIRONMENTAL HEALTH

13. PUBLIC SAFETY

18-08-195

13.1 Acquisition of a new computer for the person in charge of prevention

WHEREAS it is necessary to acquire a laptop for the prevention leader;

WHEREAS the municipality has received the submission of the company *ASR Informatique* and that it meets the needs of the municipality;

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

THAT Council accepts the offer of the company *Informatique ASR* concerning the purchase of a laptop for the prevention leader in the amount of \$ 889.90 plus taxes. The amount of the expenditure will be appropriate from budget number 02 22000 641.

CARRIED

18-08-196

13.2 Amendment to motion no. 18-06-153

WHEREAS the Council appointed Mr. Brian Wharry as the prevention leader for the municipality, and granted him the same conditions of employment to which he was entitled in 2017, the whole as it appears in motion no. 18-06-153;

WHEREAS it is appropriate to clarify what is meant by the term "conditions of employment";

Proposed by Councillor Pierre Martineau

Seconded by Councillor Christian Laporte
It is resolved

THAT motion no. 18-06-153 be amended to replace the following: "" conditions of employment (...) "by" the hourly rate at which (...) ".

CARRIED

14. LEISURE AND CULTURE

18-08-197

14.1 Cleaning graffiti at the covered bridge

WHEREAS given the steps taken by the municipality to have the covered bridge classified as a historic monument by the Ministry of Culture and Communications (MCCQ);

WHEREAS given the presence of numerous graffiti on the said bridge;

WHEREAS it is necessary to have the graffiti cleaned quickly so that the bridge is classified as such;

WHEREAS the municipality has received a service offer from Mr. Scott Hatch to do so;

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

THAT the Council accept Mr. Scott Hatch's service offer for the cleaning of graffiti at the covered bridge at an hourly rate of \$ 22 for approximately 80 hours of work, scaffolding and ladders provided.

THAT the Council also authorizes the expenditure for the purchase of cleaning products, clothing, gloves, masks and others for the accomplishment of the cleaning (approximately 1500 \$).

THAT the amount of the expense be appropriate from 02 70190 721.

CARRIED

18-08-198

14.2 Request for support for the Copp's Ferry Museum

WHEREAS the Municipality has received from the Copp's Ferry Museum a request for moral and financial support for the application for a grant from the MRC Memphrémagog as part of the Memphrémagog MRC Cultural Initiatives Program;

WHEREAS the project consists of an exhibition on the history of travelling on Memphremagog Lake;

Proposed by Councillor Mary Cartmel
Seconded by Councillor Louise Hébert
It is resolved

THAT the Municipality of Stanstead Township supports the project of the Copp's Ferry Museum presented to the Memphrémagog MRC as part of the Memphremagog MRC Cultural Support Program, and the amount of \$ 5,900 requested.

THAT Council grants financial assistance of \$ 1,000 in support of this project conditional on the application being accepted by the MRC.

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

CARRIED

18-08-199

14.3 Mandate for the Study of the development of a trail

WHEREAS the municipality mandated the Eskair Company in 2016 to develop a study for the development of a multi-purpose trail whose purpose was to connect Thayer Park and Forand Park;

WHEREAS given that the said trail was to encroach on certain private properties and given the reluctance of the owners involved in the project, the municipality had to review the trail layout;

WHEREAS the municipality has received two offers of services to develop this study for the path that would be located on municipal roads Kohl, Bégin and Noël;

Proposed by Councillor Jean DesRosiers

Seconded by Councillor Mary Cartmel

It is resolved

THAT Council accepts the service offer of *Les Sentiers de l'Estrie inc.* in the amount of \$ 2,079 plus taxes, regarding the study to install a multifunctional trail at Fitch Bay, Kohl, Bégin and Noël.

THAT the amount of the expense be appropriate from budget item 02 70290 727.

CARRIED

15. VARIA

16. SECOND QUESTION PERIOD

18-08-200

17. CLOSING SITTING

The adjournment was proposed by Councillor Jean Desrosiers, at 8:24 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.