

November 5<sup>th</sup>, 2018

A regular sitting of the Council of the Municipality of Stanstead Township held **FIFTH day of NOVEMBER of the year two thousand EIGHTEEN**, 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 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.

18-11-243

**2. ADOPTION OF THE AGENDA**

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

THAT the agenda is adopted as it is.

18-11-244

**3. APPROVAL OF MINUTES**

*Proposed by Councillor Mary Cartmel  
Seconded by Councillor Andrew Retchless  
It is resolved*

THAT the minutes of October 2<sup>nd</sup>, 2018 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 2018. A copy of the report was presented to the Council and duly noted.

**8.2 Tabling of the Forest Inspection Report**

The report of September/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.

18-11-245

**8.4 Training on health and general safety on construction sites (ASP)**

**WHEREAS** the building and environment inspector must obtain the certificate issued by ASP Construction with respect to health and safety on construction sites, given the fact that he has to travel sometimes to construction sites;

**WHEREAS** the training is for 30 hours and is offered by the Commission scolaire des Sommets from January 26<sup>th</sup>-27<sup>th</sup> and February 2<sup>nd</sup>-3<sup>rd</sup> 2019;

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

**THAT** Council approves the registration of Dominic Gauthier, building and environment inspector, to the training on health and safety on construction sites offered by the Commission scolaire des Sommets on January 26<sup>th</sup>-27<sup>th</sup> and February 2<sup>nd</sup>-3<sup>rd</sup>, 2019 in Magog at a cost of \$ 200 non-taxable.

**THAT** the amount of the expenditure is appropriate from budget item no. 02 61000 454 and 02 61000 310.

CARRIED

18-11-246

**8.5 Realization of a business plan for high speed internet**

**WHEREAS** the Mayor, the Director General and the development officer met with Cable Axion representatives to discuss the possibility of making the high-speed internet network accessible to all;

**CONSIDERING** the preparation of possible grant programs that could be offered in the near future, a business plan would aim at developing strategies for setting up telecommunication distribution networks in order to offer high speed internet, television and telephony in poorly served areas in the territory;

**WHEREAS** the company has made a service offer for the fulfillment of this mandate;

***Proposed by Councillor Andrew Retchless  
Seconded by Councillor Mary Cartmel  
It is resolved***

**THAT** Council accepts the cable company Axion's service offer for the preparation of the business plan for this purpose at a cost of \$ 4,000 plus taxes.

**THAT** the amount of the expense is appropriate from budget item 02 62900 335.

CARRIED

**9. ENVIRONMENT**

18-11-247

**9.1 Training on wetlands and watersheds and certificate of authorization: what role for municipalities**

**WHEREAS** the environmental inspector participated in a training on wetlands and watersheds and certificate of authorization offered by COMBEQ on October 9<sup>th</sup>;

**WHEREAS** the training was relevant and useful for the inspector and it must be approved by the council;

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

**THAT** Council ratifies the registration of Pierre Simard, environmental inspector, for the training on wetlands and water and certificate of authorization offered by COMBEQ on October 9<sup>th</sup> in St-Hyacinthe at a cost of \$ 338.95 taxes in extra.

**THAT** the amount of the expenditure is appropriate from the budget line 02 47000 454 and 02 47000 310.

CARRIED

## **10. PUBLIC WORKS AND INFRASTRUCTURE**

18-11-248

### **10.1 Repair of the generators of the pumping stations**

**WHEREAS** the radiators of the two generators of the Georgeville and Fitch Bay pumping stations must be repaired;

**WHEREAS** the public works manager has received a bid to do this and that it is also necessary to provide for the rental of generators during the repairs;

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

**THAT** the Council accepts the submissions of Generatrices BM inc. at the cost of \$ 1,941.36 plus taxes for the repair of the pumping station generator in Georgeville and \$ 1,790.95 plus taxes for the pumping station at Fitch Bay.

**THAT** Council accepts the submission of G n ratrice Drummond for the rental of the generator at an approximate cost (the number of hours of use may vary) of \$ 900 plus taxes.

**THAT** the amount of the expenses is appropriate from the unaffected surplus to pay the bill. The same amount will, however, be charged to the Georgeville and Fitch Bay sewage system area from the service tax for the years 2019 and 2020, equally distributed for both years. The amount for the rental of the generator will be divided equally between the two sectors.

CARRIED

18-11-249

### **10.2 Repair / replacement of the purge terminal on Fitch Bay road**

**WHEREAS** the drain terminal on Fitch Bay Road is defective and needs to be repaired quickly;

**WHEREAS** the public works manager has received a bid to do this;

***Proposed by Councillor Christian Laporte  
Seconded by Councillor Andrew Retchless  
It is resolved***

**THAT** the Council accepts the submission of J. U. Houle Distribution at a cost of \$ 1,510.62 plus taxes for the repair and / or replacement of the drain terminal on Fitch Bay Road.

**THAT** the amount of the expense is appropriate from the unaffected surplus to pay the bill. The same amount will, however, be charged to the Fitch Bay aqueduct system sector from the service tax, for the years 2019 and 2020, equally distributed for both years.

CARRIED

18-11-250

### **10.3 Miscellaneous paving**

**WHEREAS** the public works manager has received a bid for an asphalt border at Copp Square and an asphalt repair following a culvert replacement on Magoon Point Road;

***Proposed by Councillor Pierre Martineau  
Seconded by Councillor Mary Cartmel***

***It is resolved***

**THAT** the Council accepts the submission Les Pavages Lavallée and Leblanc Inc. at a cost of \$ 5,802 plus taxes for the paving work described above.

**THAT** the amount of the expenditure is appropriate from budget item No. 02 32003 521.

CARRIED

**11. TREASURER AND ADMINISTRATION**

18-11-251

**11.1 Approval of accounts paid and payable**

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

**THAT** the Council approves the list of submitted accounts payable for the months of October and November 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	\$327 964.64
Total accounts payable:	\$87 067.88

**THAT** Council approves the list of salaries for the month of October 2018 for an amount of \$34 666.20

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 \$ 31.16
- Infrastructure Inspector's Report \$4 470.00

**11.3 Filing by the General Manager and Secretary-Treasurer of the comparative statement of revenues and expenses for the period from January 1<sup>st</sup> to October 31<sup>st</sup>, 2017-2018 and financial statements to October 31<sup>st</sup>, 2018 as required by section 176.4 of the Municipal Code of Quebec**

**11.4 Financial statements of board members**

The 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 Article 357 of *the Municipal Elections and Referendums Act*.

18-11-252

**11.5 Schedule of 2019 Council Sessions**

**WHEREAS** article 148 of the Quebec Municipal Code provides that the Council must establish, before the beginning of each calendar year, the calendar of its regular meetings for the next year, by fixing the day and the hour of the beginning of each one;

***Proposed by Councillor Andrew Retchless  
Seconded by Councillor Jean DesRosiers  
It is resolved***

**THAT** the following schedule be adopted with respect to the holding of regular council meetings for 2019.

These sessions will be held on the first Monday of the month, with some exceptions, and will start at 7:30 pm:

January 14 (due to the holiday season)  
February 4<sup>th</sup>

March 4<sup>th</sup>  
April 1<sup>st</sup>  
May 6<sup>th</sup>  
June 3<sup>rd</sup>  
July 2<sup>nd</sup> (due to Canada Day)  
August 5<sup>th</sup>  
September 3<sup>rd</sup> (due to Labor Day on September 2<sup>nd</sup>)  
October 7<sup>th</sup>  
November 4<sup>th</sup>  
December 2<sup>nd</sup>

CARRIED

18-11-253

**11.6 By-law no. 424-2018 concerning transfer duties - Adoption**

**WHEREAS** during the regular meeting of October 2<sup>nd</sup>, Councillor Pierre Martineau gave a notice of motion announcing the adoption at a later meeting of By-law No.424-2018;

**WHEREAS** the purpose of this by-law is to set a higher tax rate than that provided by law for real estate transfers;

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

**THAT** the Council adopts by-law no. 424-2018 concerning transfer duties.

**THAT** the Council members acknowledge having received a copy of the by-law no later than three days before the meeting and waive its reading.

**THAT** copies of the said by-law have been made available to the public since the beginning of the meeting.

CARRIED

18-11-254

**11.7 Request for participation of Maison Aube Lumière in its fundraising activity**

**WHEREAS** Maison Aube Lumière is organizing a draw to raise funds to support its activities to welcome terminally ill cancer patients;

**WHEREAS** the municipality is sensitive to the importance of this resource in the region;

**WHEREAS** it is stipulated in the draw by-law, article 1.7, that the prize may be exchanged for an equivalent amount of cash;

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

**THAT** the Council authorizes the purchase of a ticket worth \$ 100 for the drawing to be held on December 19<sup>th</sup>, in order to contribute to the financing campaign of La Maison Aube Lumière;

**THAT** in the event that the ticket purchased by the municipality is a winner, the municipality will take advantage of article 1.7 and will donate the financial compensation to Maison Aube Lumière.

CARRIED

18-11-255

**11.8 Mandate for accounting professional fees**

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

**WHEREAS** the Council wishes to continue the mandate with this person considering his competence and his not insignificant knowledge of the municipality over the last 9 years, and that his offer is more advantageous for the municipality;

***Proposed by Councillor Mary Cartmel  
Secoded 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 \$ 10,700 for the audit of the financial report as well as for the preparation of the tax returns of the municipality, and may also retain his services for other ad hoc assignments at the cost established in the offer dated October 4<sup>th</sup>.

**THAT** the amount of the expense is appropriate for budget item no. 02 13000 413 and budget 2019 for the financial report.

CARRIED

18-11-256

**11.9 Christmas dinner 2018**

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

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

**THAT** the Council allocates a maximum amount of \$ 2,500 for the party to be held on December 15<sup>th</sup>. The amount of the expenditure is appropriate from budget item 02 11000 493.

CARRIED

18-11-257

**11.10 Training on the role of municipalities in the new legislation governing the legalization of cannabis**

**WHEREAS** Councillor Mary Cartmel and the assistant director general participated in a training session on the role of municipalities regarding the new laws regulating the legalization of cannabis offered by the FQM on October 25<sup>th</sup>;

**WHEREAS** the training was relevant and useful to the assistant director general and Ms. Cartmel had shown an interest, and the registration must be approved by the Council;

***Proposed by Councillor Louise Hébert  
Secoded by Councillor Christian Laporte  
It is resolved***

**THAT** the Council ratifies the registration of Mary Cartmel, Councillor, and Caroline Gaulin, assistant director general, to the training offered on the role of municipalities regarding the new laws regulating the legalization of cannabis offered by the FQM on October 25<sup>th</sup>. online at a cost of \$ 60 / registration taxes not included.

**THAT** the amount of the expenditure is appropriate from budget items 02 02000 454 and 02 11000 454.

CARRIED

18-11-258

**11.11 Training on changes to the labor standards Act 176**

**WHEREAS** the assistant director general participated in an online training on the changes made to the Labor Standards Act 176 offered by PG Solutions on October 23rd;

**WHEREAS** the training was relevant and useful to the assistant director general and the registration must be approved by the Council;

***Proposed by Councillor Mary Cartmel  
Secoded by Councillor Andrew Retchless***

***It is resolved***

**THAT** the Council ratifies the registration of Ms. Caroline Gaulin, assistant director general, to the online training on the changes made to the Labor Standards Act 176 offered by PG Solutions on October 23<sup>rd</sup> at a cost of \$ 200 plus taxes.

**THAT** the amount of the expenditure is appropriate from budget item No. 02 13001 454.

CARRIED

18-11-259

**11.12 Training on the general power of taxation, regulatory fees and other developments in municipal taxation**

**WHEREAS** the Director General wishes to participate in an online training on the general power of taxation, regulatory fees and other novelties in tax matters offered by the FQM on November 13<sup>th</sup>;

**WHEREAS** the training is relevant to the Director General especially at this time of the year;

***Proposed by Councillor Pierre Martineau  
Seconded by Councillor Andrew Retchless  
It is resolved***

**THAT** the Council approves the registration of Mrs. Josiane Hudon, Director General, to the online training on the general power of taxation, regulatory fees and other novelties in the field of municipal taxation offered by the FQM on November 13<sup>th</sup> at a cost of \$ 60 furthermore taxes.

**THAT** the amount of the expenditure is appropriate from the budget item No. 02 13000 454.

CARRIED

18-11-260

**11.13 Acquisition of a printer / photocopier / scanner for the Mairie**

**WHEREAS** the current printer-copier at the Town Hall will no longer benefit from the warranty on the parts and labor of the electronics in May and that the general maintenance contract will therefore end at the same time;

**WHEREAS** it would no longer be advantageous to keep the machine in view of the foregoing and because it is 9 years old and the cost of repairing and maintaining it will only increase;

**WHEREAS** the Director General has received an offer from the MegaBuro Company for the acquisition or rental with option to purchase of a Canon 2018 brand printer including a 7-year service contract with the option to renew it for 4-5 additional years at a reasonable rate;

**WHEREAS** the municipality wishes to opt for the acquisition;

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

**THAT** the Council approves Mégaburo's offer of service for the purchase of a Canon image RUNNER ADVANCE C3325 color printer / copier / fax / digitizer, year 2018, for the sum of \$ 3,495 excluding taxes and as the fixed-cost service contract for 2 years at \$ 91.33 / month, all in accordance with the bid dated October 29<sup>th</sup>, 2018.

**THAT** the amount of the expense is appropriate for the unallocated Surplus.

CARRIED

18-11-261

**11.14 Policy on Drugs, Alcohol, Medications and Similar Substances**

**WHEREAS** the employer has a duty to protect the health, safety and the physical integrity of its employees and to ensure the safety of everyone in their workplace;

**WHEREAS** every employee has the obligation to take the necessary measures to protect their health, safety and physical integrity and ensure that the health, safety and physical integrity of other employees or third parties at the workplace are not endangered;

**WHEREAS** the employer undertakes to take reasonable steps to provide and maintain a work environment free of drugs, alcohol and all other similar substances;

**WHEREAS** the use of drugs, alcohol, and other similar substances can affect the performance, judgment or abilities of an employee and have serious consequences for their colleagues, the citizens of the municipality and the general public, including the image and reputation of the municipality;

**WHEREAS** the Cannabis Act states that an employer may, by virtue of its right of management, supervise the use of cannabis, or even prohibit it completely;

**WHEREAS** the employer wishes to actively support any employee experiencing problems with the use of drugs, alcohol, and other similar substances;

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

**THAT** the Municipality of Stanstead Township adopts this policy regarding the use of drugs, alcohol, medications and other similar substances.

**THAT** the said policy be integrated into the employee manual in the appropriate place and cancel and replace the existing paragraph.

CARRIED

18-11-262

**11.15 By-law no. 423-2018 amending the Code of ethics and professional conduct for municipal employees in the integration of post-employment rules - adoption**

**WHEREAS** Councillor Andrew Retchless gave a notice of motion and presented the draft by-law no. 423-2018 amending the Code of ethics and professional conduct for municipal employees at the level of integration of the post-employment rules during of the meeting of October 2<sup>nd</sup>;

**WHEREAS** the adoption procedure under the provisions of the Municipal Ethics and Professional Conduct Act has been duly respected;

***Proposed by Councillor Pierre Martineau  
Seconded by Councillor Andrew Retchless  
It is resolved***

**THAT** the Council adopts by-law no. 423-2018 amending the Code of Ethics and professional conduct for municipal employees at the level of integration of post-employment rules to amend by-law no. 340-2012 to incorporate post-employment rules for municipal employees.

**THAT** council members acknowledge having received a copy of the by-law no later than three days before the meeting and waive its reading.

**THAT** copies of the said by-law have been made available to the public since the beginning of the meeting.

CARRIED

**12. ENVIRONMENTAL HEALTH**

18-11-263

**12.1 Renewal of the agreement with the Ressourcerie des Frontières for 2019**

**WHEREAS** the Ressourcerie des Frontières has sent its 2019 service offer to the municipality (still based on the same calculation method chosen in 2017, based on the actual tonnage collected);

**WHEREAS** the municipality wishes to renew this agreement;

***Proposed by Councillor Jean DesRosiers***



**Seconded by Councillor Christian Laporte**  
**It is resolved**

**THAT** the Council renews the agreement with Ressourcerie des Frontières for 2019, in the amount of \$ 16,924 plus applicable taxes, as proposed in the proposal of which the council has received a copy and agrees with the terms.

**THAT the** Council authorizes the Mayor or, in her absence, the Deputy Mayor and the Director General or, in her absence, the assistant director general, to sign for and on behalf of the municipality the agreement to intervene and all other related documents.

CARRIED

### **13. PUBLIC SAFETY**

### **14. RECREATION AND CULTURE**

18-11-264

#### **14.1 Presentation of a project under the Support Program for Sport and Recreation Facilities - Phase 4**

**Proposed by Councillor Andrew Retchless**  
**Seconded by Councillor Mary Cartmel**  
**It is resolved**

**THAT** the municipality of Stanstead Township authorizes the presentation of the "sports furniture" project to the Ministry of Education and Higher Education as part of the Sports and Recreational Facilities Support Program - Phase IV;

**THAT** the commitment of the municipality of Stanstead Township to pay its share of the costs eligible for the project and to pay for the ongoing operating costs of the project be confirmed;

**THAT** the Municipality of Stanstead Township designates Mrs. Josiane Hudon, Director General, or in her absence Ms. Caroline Gaulin, assistant director general, as authorized to act on her behalf and to sign on her behalf all documents related to the project mentioned above.

CARRIED

18-11-265

#### **14.2 Donation for the Christmas party**

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

**THAT** the Council authorizes the donation of \$ 360 to the Community Action Canton de Stanstead organization (ACCS) for the organization of the Christmas party to be held on December 1<sup>st</sup>, 2018 at the Town Hall.

CARRIED

### **15. VARIA**

### **16. SECOND QUESTION PERIOD**

18-11-266

### **17. CLOSING SITTING**

The adjournment was proposed by Councillor Andrew Retchless, at 8:29 P.M.

---

Mrs. Francine Caron Markwell  
**Mayoress**

---

Mrs. Josiane Hudon  
**Director General and  
Secretary-Treasurer**

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