

June 4th, 2018

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

PRESENTS: Councillors Louise Hébert, Mary Cartmel, Andrew Retchless, Jean DesRosiers and Pierre Martineau.

ABSENT : Christian Laporte

ALL FORMING A QUORUM chaired by Mayor Francine Caron Markwell.

The Acting Director General and Secretary-Treasurer, Mrs. Caroline Rioux was also present in accordance with the *Law of Municipal Code*.

There were twelve (12) people in the audience.

1. OPENING OF THE MEETING

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

18-06-136

2. ADOPTION OF THE AGENDA

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

THAT the agenda is adopted with the proposed modifications by removing 8.6 and by adding 11.10.

18-06-137

3. APPROVAL OF MINUTES

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

THAT the minutes of May 7th 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 correspondences 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 May. A copy of the report was presented to the Council and duly noted.

8.2 Tabling of the Forest Inspection Report

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

8.3 Tabling the minutes of the Planning Advisory Committee

The report of May 8th is tabled to the Council and duly noted.

18-06-138

8.4 Withdrawal of a fine

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

THAT the Council authorizes the attorneys of the municipality to withdraw the fine CAE171054 from the hearings of the municipal court and closes the file.

CARRIED

18-06-139

8.5 PIIA request for lot 4 922 123, Square Copp

WHEREAS the owner of lot 4 922 123, located at 68 Square Copp, presented an in-ground pool project, located in zone Rd-2, area subject to PIIA, type 3;

WHEREAS the Planning Advisory Committee has taken cognizance of the facts and recommends to Council to accept the present request for a PIIA with the condition that the portion of the fence made of iron mesh must be covered with a rubberized coating;

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

THAT the municipal Council supports the recommendation of the Planning Advisory Committee and accepts the present request for the PIIA, subject to the respect of the condition enumerated above.

CARRIED

18-06-140

8.6 Request for minor variance - lot 4 922 801 - 383 Narrows Road

WHEREAS the owner of lot 4 922 801 located at 383 Narrows Road, requests a minor variance to obtain a maximum building height of 23'- 6 " whereas the Zoning By-law 212-2001, at the section 7.8), requires a maximum of 12 feet for land that is between 20,000 square feet and 40,000 square feet;

WHEREAS the Planning Advisory Committee has taken cognizance of the facts and recommends that Council refuses the request;

WHEREAS this application relates to a provision that may be subject to a minor derogation under the Minor variance By-law 217-2001 and that a notice has been published in accordance with section 145.6 of the Act respecting the planning and urban planning, dated May 10th;

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

THAT the municipal Council supports the Planning Advisory Committee's recommendation and refuses the present request for minor variance request for the existing residence located at 383 Narrows Road, on lot 4 922 801, in zone Vb-1, to allow for a height increase. 23'-6 " , while Zoning By-law 212-2001, Section 7.8), stipulates a maximum of 12 feet for lots that are between 20,000 and 40,000 square feet.

CARRIED

9. ENVIRONMENT

10. PUBLIC WORKS AND INFRASTRUCTURE

18-06-141

10.1 Contract for street marking

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

THAT the Council awards the contract to Maska Lines for the marking of the Fitch Bay, Tomifobia, Merrill, Mc Gowan and Magoon Point roads / streets at a cost of \$ 5,807.24 plus applicable taxes.

THAT the amount of the expense is appropriate from budget item 02 35500 521.

CARRIED

18-06-142

10.2 Contract for brushcutting

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

THAT Council awards the contract to Les Débrousailleurs GSL inc. for brushing at a cost of \$ 115.00 / hour for an approximate amount of \$ 9200.00, plus applicable taxes, the equivalent of some 80 hours;

THAT the amount of the expense is appropriate from budget item 02 32004 521.

CARRIED

18-06-143

10.3 Purchase of MG-56 for Marlinton Road

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

THAT Council awards the contract to Construction Goudreau inc. for the purchase of MG-56 material (approximately 750 tonnes) at a cost of \$ 17.35 per tonne delivered plus applicable taxes, for a total of approximately \$ 13,012.50 plus applicable taxes.

THAT the amount of the expense is appropriate from the grant obtained for this road.

CARRIED

18-06-144

10.4 Local Road Assistance Program - Rehabilitation component of local road infrastructure - File RIRL-2017-511

WHEREAS the Municipality of Stanstead Township has become aware of the terms and conditions of the Local Road Improvement (RIRL) component of the Local Road Assistance Program (VLA);

WHEREAS the interventions referred to in the application for financial assistance are part of an intervention plan for which the MRC Memphrémagog has obtained a favorable opinion from the Ministry of Transport, Sustainable Mobility and Electrification Transport (Ministry).

WHEREAS the Municipality of Stanstead Township wishes to submit an application for financial assistance to the Ministère for the performance of eligible work under the RIRL component of the VLAP;

WHEREAS the Municipality of Stanstead Township is committed to obtaining the necessary funding for the realization of the entire project, including the part of the Ministry;

WHEREAS only work done after the date appearing on the announcement letter is eligible for financial assistance;

WHEREAS the Municipality of Stanstead Township chooses to establish the source of the calculation of the financial assistance according to the option of the detailed estimate of the cost of the work;

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

THAT Council authorizes the submission of an application for financial assistance for eligible projects, confirms its commitment to have the work carried out according to the applications in force and recognizes that in case of non-compliance with these, the financial assistance situation will be terminated.

CARRIED

11. TREASURER AND ADMINISTRATION

18-06-145

11.1 Approval of accounts paid and payable

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

THAT Council approves the list of submitted accounts payable for the months of and May and June 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	\$39 491.97
Total accounts payable:	\$20 313.80

THAT Council approves the list of salaries for the month of May 2018 namely: \$31 437.36

CARRIED

11.2 Report of the delegation of authority

The report of the delegation of powers of the Director General, responsible for roads and infrastructure, and the Fire Chief are filed with the Council members.

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|-------------------------------------|-------------|
| • Director General's Report | \$ 1 557.24 |
| • Infrastructure Inspector's Report | \$ 5 992.07 |
| • Fire Chief's Report | \$ 48.39 |

11.3 Mayor's report on the highlights of the financial report

As required by the Quebec Municipal Code, article 177.2.2, the Mayor describes the financial situation of the municipality, in particular concerning the highlights of the 2017 financial report of the external auditor, namely:

- Total revenues: \$ 3,408,875
- Total expenditures: \$ 3,621,137

The largest differences in income are:

- Transfer taxes: \$ 125,000
- Grants: \$ 145,000

150 th Anniversary Grant:	+ \$ 22,000
Recyc Grant Qc:	+ \$ 20,000
Grant for Marlinton Road:	+ \$ 40,000
Grant for Thayer Park:	+ \$ 105,000
PADEM grant:	- \$ 42,000

The largest differences in expenditures are:

- General Administration: (\$ 40,000), legal services and renovations to the Town Hall
- Transportation: \$ 200,000 - Magoon Point Culvert
- Environmental protection: \$ 80,000, replacement of septic tanks
- Development and town planning: (\$ 25,000), help for businesses
- Leisure and culture: \$ 13,000, 150th anniversary

The municipality ended 2017 with a fiscal year operating surplus of \$ 206,381.

In summary, the municipality has an unallocated operating surplus of \$ 605,897, an operating surplus of \$ 200,000 and financial reserves and restricted funds of \$ 355,646.

The municipality enjoys good financial health that allows it to maintain a quality service and a reasonable tax rate.

18-06-146

11.4 Hiring a laborer

WHEREAS given the departure of Mr. Sonny Paquette;

WHEREAS there is a need to fill this position;

WHEREAS 4 candidates have applied following the posting of the position;

WHEREAS the selection took place on May 18th, 2018 and that the committee recommends the candidacy of Mr. Sébastien Paquette;

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

THAT Council hires Mr. Sébastien Paquette as day laborer for the next year, from May 28th, 2018, under the conditions stipulated in the employment contracts, discussed and agreed with the members of the Council which include a period of 6 months probation;

THAT the Council authorizes and mandates the mayor or, in her absence, the deputy mayor and the general director or, in her absence, the assistant secretary-treasurer, to sign for and on behalf of the municipality said employment contract.

THAT the amount of the expenses is appropriate from the budget items concerned.

CARRIED

18-06-147

11.5 Confirmation of changes to municipal insurance

WHEREAS the Communication and Administration Committee evaluated the insurance coverage and the values associated with the buildings and assets of the municipality;

WHEREAS this evaluation made it possible to update certain data;

WHEREAS the attached table represents the modifications recommended by the committee;

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

THAT the Council accepts the Committee's recommendations and authorizes the Director General to submit the amendments (table) to the MMQ for an update.

CARRIED

18-06-148

11.6 Appointment of Committee Members City Hall / Fire Station

WHEREAS the fire station committee must be updated following the last elections;

WHEREAS after analyzing the various scenarios, the council wishes to continue planning the construction of the fire station by combining the construction of the town hall;

WHEREAS the preliminary plans must be specified in order to continue this process;

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

THAT Council appoints Mrs. Francine Caron Markwell and Mrs. Mary Cartmel as well as Messrs. Pierre Martineau and Brian Wharry to the Town Hall / Fire Station Committee.

CARRIED

18-06-149

11.7 Changes to the municipality's salary policy

WHEREAS the Communications and Administration Committee considered the upcoming replacement of the Assistant Secretary-Treasurer;

WHEREAS the minimum wage increased to \$ 12.00 per hour on May 1st;

WHEREAS this increase to the minimum wage must be pegged to the wages grid of the salary policy of the municipality in order to maintain equity between classes and salary levels;

WHEREAS the proposition of the new salary steps was presented and discussed during the workshop of May 28th and that the council members declare themselves satisfied;

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

THAT Council accepts the new salary grid, attached as an integral part of this resolution and authorizes the Acting Director General to make retroactive adjustments to May 1st, 2018.

CARRIED

18-06-150

11.8 Retirement termination agreement

WHEREAS Mrs. Denise Girard will retire after nearly 20 years in the services of the municipality

WHEREAS Council wishes to emphasize the commitment, loyalty and work of Mrs. Girard;

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

THAT Council accepts the proposed retirement agreement, attached as an integral part of this resolution;

THAT Council authorizes the Mayor and the Acting Director General to sign this agreement for and on behalf of the Municipality.

CARRIED

18-06-151

11.9 Adoption of the Code of Conduct for the conduct of Council meetings

WHEREAS given the Council's willingness to submit meetings of the Council to a Code of Conduct;

WHEREAS the sole purpose of this Code of Conduct is to ensure a respectful and effective decorum for the holding of council meetings;

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

THAT Council adopts the Code of Conduct filed and attached as an integral part of this resolution.

CARRIED

18-06-152

11.10 Mandate for installation and security of wireless at Thayer Park

WHEREAS given the Council's willingness to offer wireless internet access at Thayer Park;

WHEREAS to ensure the security of the network, both at Thayer Park and Town Hall, it is appropriate to acquire a high performance "router";

WHEREAS a proposal has been made by Informatique ASR;

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

THAT Council authorizes the acquisition and installation of a high-performance, secure WatchGuard T35 and monthly security plan for a period of three years as indicated in the bid dated May 15th, 2018;

CARRIED

12. ENVIRONMENTAL HEALTH

13. PUBLIC SAFETY

18-06-153

13.1 Appointment of the prevention leader

WHEREAS it is necessary to confirm the role of Mr. Brian Wharry as Prevention Leader for the Municipality of Stanstead Township;

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

THAT Council appoints Mr. Brian Wharry as Prevention Leader for Stanstead Township;

THAT Council grants Mr. Wharry the conditions of employment to which he was entitled in 2017.

CARRIED

18-06-154

13.2 Payment of fees to firefighters during prevention activities

WHEREAS given the recommendation of the public safety committee from its meeting last March;

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

THAT Council mandates Mr. Brian Wharry to manage the amount of \$ 6000.00 budgeted for prevention fees as part of the prevention visits to the territory at an hourly rate not exceeding \$ 30.

THAT Council agrees that Mr. Wharry will provide this management in accordance with the objectives of the municipality and consistent with the efficient management of the budget.

THAT Council authorizes the 2018 payment of hours, as recommended by Mr. Wharry.

CARRIED

14. RECREATION AND CULTURE

18-06-155

14.1 Mandate Authorization - Rider Trail

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

It is resolved

THAT the council authorizes the director general to entrust to a notary the mandate to draft easements of passage and maintenance for the properties concerned by the Rider Trail;

THAT Council authorizes the Mayor and the Director General to sign these easements for and on behalf of the municipality, once approved.

CARRIED

15. VARIA

16. SECOND QUESTION PERIOD

18-06-156

17. CLOSING SITTING

The adjournment was proposed by Councillor Andrew Retchless, at 8:19 P.M.

Mrs. Francine Caron Markwell
Mayor

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

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