

March 4th, 2018

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

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

ABSENT: Mayor Francine Caron Markwell and Councillor Andrew Retchless.

ALL FORMING A QUORUM chaired by the Acting Mayor Christian Laporte.

The Director General and Secretary-Treasurer, Josiane Hudon was also present in accordance with the *Law of Municipal Code*.

There were seventeen (17) people in the audience.

1. OPENING OF THE MEETING

The Acting Mayor, Mr. Christian Laporte, declared the meeting open at 7:30 P.M.

19-03-338

2. ADOPTION OF THE AGENDA

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

THAT the agenda is adopted with the proposed modifications by removing subject at 8.4.

19-03-339

3. APPROVAL OF MINUTES

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

THAT the minutes of February 4th, 2019 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 February. A copy of the report was presented to the Council and duly noted.

8.2 Tabling of the Forest Inspection Report

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

8.3 Tabling the minutes of the Planning Advisory Committee

There was no meeting in February.

8.4 Support project to Axion - telecommunication network extension

The subject is removed from the agenda.

9. Environment

19-03-340

9.1 Reimbursement under the upgrading program for septic installations, by-laws 386-2016 and 389-2016, lot 4 922 098

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

WHEREAS the present application was analyzed by the environmental inspector and the Director General and this request met the conditions of eligibility for the program;

WHEREAS the owner of the building located in lot 4 922 098 has proceeded to the replacement of his installation;

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

THAT Council accepts the application for registration in the program and awards to the owner of lot 4 922 098 the financing of \$ 20,091.39 covering all applicable taxes, this amount including the fees already paid by the owner for eligible expenses under of by-law 386-2016 and the fees to be paid to contractors directly by subtracting the GST and half of the QST.

THAT Council authorizes the payment of the invoices received in this respect payable to the contractor in the amount of \$ 16,983.23 taxes included, as well as the amount of \$ 4,844.04 taxes included to the owner for expenses already paid, such as the by-law so provides, subject to the payment by the owner of any arrears owing to the municipality at the time of the application and to the deposit of a certificate of conformity duly signed and sealed by a qualified professional competent in the matter, certifying 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 mandate the Director General or her assistant to apply the provisions of by-law 389-2016 when the financing of the loan is granted.

CARRIED

19-03-341

9.2 Reimbursement under the upgrading program for septic installations, by-laws 386-2016 and 389-2016, lot 4 923 411

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

WHEREAS the present application was analyzed by the environmental inspector and the Director General and this request met the conditions of eligibility for the program;

WHEREAS the owner of the building located in lot 4 923 411 has proceeded to the replacement of his installation;

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

THAT Council accepts the application for registration in the program and grant the owner of lot 4 923 411, the financing of \$ 38 046.42 covering the costs to be paid directly to the contractor by subtracting the GST and half of the QST.

THAT Council authorizes the payment of invoices received in this respect, payable to the contractor in the amount of \$ 41,665.79 taxes included, as provided for in

the by-law, subject to the payment by the owner of any arrears due to the municipality at the time the application and the filing of a certificate of conformity duly signed and sealed by a qualified and competent professional, certifying that the septic installation complies with the provisions of the Regulation respecting the evacuation and treatment of sewage isolated residences (Q-2, r.22).

THAT Council mandate the Director General or her assistant to apply the provisions of by-law 389-2016 when the financing of the loan is granted.

CARRIED

19-03-342

9.3 Reimbursement under the upgrading program for septic installations, by-laws 386-2016 and 389-2016, lot 4 922 275

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

WHEREAS the present application was analyzed by the environmental inspector and the Director General and this request met the conditions of eligibility for the program;

WHEREAS the owner of the building located in lot 4 922 275 has proceeded to the replacement of his installation;

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

THAT Council accepts the application for registration in the program and awards to the owner of lot 4 922 275, the financing of \$ 14,378.46 covering the costs to be paid to the contractor directly by subtracting the GST and half of the QST.

THAT Council authorizes the payment of the invoices received in this respect, payable to the Contractor in the amount of \$ 15,746.29, taxes included, as provided in the by-law, conditional upon payment by the owner of any arrears due to the municipality at the time the application and the filing of a certificate of conformity duly signed and sealed by a qualified and competent professional, certifying that the septic installation complies with the provisions of the Regulation respecting the evacuation and treatment of sewage isolated residences (Q-2, r.22).

THAT Council mandates the Director General or her assistant to apply the provisions of by-law 389-2016 when the financing of the loan is granted.

CARRIED

By-law no. 428-2019 concerning the utilisation, rates and boat wash of the boat launches located at Forand Park and Copp Square- Notice of motion

Councillor Pierre Martineau gives notice of motion that at a future meeting of Council, a by-law No. 428-2019 concerning the use and pricing of boat ramps, wash certificates and parking lots located at Forand Park and at Copp Square will be presented for adoption.

The purpose of this by-law is to establish the rates for municipal boat ramps and parking lots and to repeal all previous regulations in this respect.

Filing of the draft regulation 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 and waive its reading.

10. Public Works and Infrastructure

19-03-343

10.1 Hiring an assistant for the Public Work and Infrastructure department

WHEREAS the Director General called for applications last February to fill the position of Public Works Assistant;

WHEREAS certain members of the road committee have analyzed the candidacies received and that their chosen candidate was Mathieu Neveu;

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

THAT the Council hires Mr. Mathieu Neveu as a public works assistant, under the conditions stipulated in the employment contract, which the council acknowledges having received a copy of and agrees with the terms.

THAT Council authorizes and mandates 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 said employment contract.

THAT the amount of the expenditure is appropriate for the budget items concerned.

CARRIED

19-03-344

10.2 Contract for resurfacing municipal roads

WHEREAS the Director General went to public tender for the supply of equipment relating to the reloading of the unpaved roads of the municipality, in a proportion of more or less 14 500 tonnes of crushed stone, all as decided by the council when the budget was adopted last December;

WHEREAS the Director General accompanied by two witnesses, proceeded to the public opening of tenders on February 20th;

WHEREAS the municipality has received four bids for this purpose, which are described as follows, price per metric ton, plus taxes;

- Construction Goudreau inc. : \$ 20.14
- Couillard Construction ltée: \$ 20.46
- Sintra inc.: \$ 16.27
- Excavation Gagnon and Frères inc. \$ 15.48

WHEREAS the lowest bid conformed to the specifications;

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

THAT Council awards the contract for the supply of equipment for the reloading of the unpaved roads of the municipality to the company Excavation Gagnon et Frères inc. at a rate of \$ 15.48 per metric ton, plus taxes, at a rate of plus or minus 14,500 tonnes of crushed stone.

THAT the amount of the expense is appropriate from budget item no. 02-32000-621.

CARRIED

19-03-345

10.3 Contract for digging ditches

WHEREAS the municipality went to tender on invitation for the digging of ditches;

WHEREAS the municipality received only one bid and it was opened publicly on February 28th, which is described as follows:

	Excavator	Truck	MG20B/t.m.	Stone 100-200mm
Excavation Renaud Bélanger Inc	90.00\$	82.50\$	16.60\$	20.75\$

WHEREAS the bid received is in accordance with the tender specifications;

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

THAT Council awards the excavation contract to Excavation Renaud Bélanger Inc. at the hourly rates described above;

THAT the tender specifications, the bid and this resolution constitute the contract between the parties.

THAT the amount of the expense is appropriate from budget item no. 02 32006 521.

CARRIED

19-03-343

10.4 Contract for replacing culverts

WHEREAS the municipality went to tender by invitation for the replacement of certain culverts;

WHEREAS the municipality received only one bid and it was opened publicly on February 28th, which is described as follows:

	Excavator	Truck	MG20B/t.m.	Stone 100-200mm
Excavation Renaud Bélanger Inc	82.00\$	80.00\$	16.60\$	21.00\$

WHEREAS the bid received is in accordance with the tender specifications;

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

THAT the municipal council award the culvert replacement contract to Excavation Renaud Bélanger Inc. according to the hourly rates described above;

THAT the tender specifications, the bid and this resolution constitute the contract between the parties;

THAT the amount of the expense is appropriate from budget item No. 02 32016 521.

CARRIED

19-03-347

10.5 Contract for levelling municipal roads

WHEREAS the municipality has gone to tender on invitation for the leveling of roads of the municipality;

WHEREAS the tenders received were opened publicly on February 28th and that the bid with the lowest hourly rate is in accordance with the tender specifications;

WHEREAS the result of the call for tenders is as follows:

- Germain Lapalme and sons inc .: \$134.00 / hr
- Goudreau Construction Inc: \$126.00 / hr
- Couillard Limited Construction: \$150.00 / hr

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

THAT Council grants the contract of leveling municipal roads to Construction Goudreau inc. according to the hourly rate described above.

THAT the tender specifications, the bid and this resolution constitute the contract between the parties.

THAT the amount of the expenditure is appropriate from budget item No. 02 32014 521.

CARRIED

19-03-348

10.6 Contract for sweeping the streets

WHEREAS the municipality has requested tenders to sweep the paved roads of the municipality and it turns out that the most advantageous bid is that of the company Les Entreprises Myrroy inc .;

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

THAT Council awards the contract for the sweeping of the streets of the municipality to Les Entreprises Myrroy inc. for the 2019 season in the amount of \$ 117 / hour, for a total amount of approximately \$ 3,000 plus taxes, for a broom vacuum power of 18,000 cfm and capacity of 6m3 equipped with hose vacuum-sump.

THAT the amount of the expenditure is appropriate from budget item No. 02 32002 521.

CARRIED

19-03-349

10.7 Service offer from professional engineering for the development of municipal offices

WHEREAS the firm St-Georges Structures et civil conducted an inspection in 2014 of the town hall structure and produced a report to that effect;

WHEREAS the municipality, in order to review the layout of municipal offices to make them more functional and more adequate, wishes to obtain a study conducted by professionals who will assess the feasibility and the various options available;

WHEREAS the municipality has asked St-Georges Structures et civil to submit an offer of service as such;

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

THAT Council accepts the offer of service from the firm St-Georges Structures et civil in the amount of \$ 11,750 before taxes, for the mandate of a feasibility study to assist the municipality in the choice of a solution allowing the development of better adapted municipal premises.

THAT the amount of the expenditure is appropriate from budget item No. 02 19000 414.

CARRIED

11. Treasury and Administration

19-03-350

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 February and March 2019 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	\$200 464.66
Total accounts payable:	\$ 16 124.02

THAT Council approves the list of salaries for the month of February 2019 for an amount of \$ 27 426.86.

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 \$ 603.60
- Infrastructure Inspector's Report \$ 1 486.98

19-03-351

11.3 Amending the salary policy- minimum wage

WHEREAS the minimum wage will increase to \$ 12.50 per hour on May 1st, an increase of \$ 0.50;

WHEREAS it is necessary to increase Class A in order to fix this salary class with this new reality;

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

THAT Council increases Class A salary policy to Step 1 at \$ 12.50 per hour as of May 1st.

THAT this amendment will be incorporated into the policy to form an integral part of it.

CARRIED

19-03-352

11.4 Filing and approval of the list of tax arrears

WHEREAS the MRC of Memphrémagog is preparing for the sale of buildings for non-payment of taxes;

WHEREAS the Director General submits to the members of the Council the list of arrears of taxes, dated March 4th, 2019, all as required by Article 1022 of the Municipal Code;

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

THAT Council approves the revised list of accounts receivable in arrears. The revised list is attached hereto as Annex 1.

THAT Council authorizes the transmission of the list of properties for sale for failure to pay taxes to the MRC Memphrémagog and to the Commission Scolaire des Sommets and to the Eastern Townships School Board.

THAT Council authorizes the executive director or her assistant to remove from the list any immovable whose owner has paid in full or in part for the payment of municipal taxes due, or that an arrangement has been made with the municipality.

THAT Council authorizes the mayor or the acting mayor and the general director and secretary-treasurer to assist and represent the municipality at the sale for non-payment of taxes, which will take place on June 13th, 2019 at the MRC Memphrémagog.

THAT the applicable annual percentage of interest is 10% and a 5% addition as a penalty calculated daily on the part due only.

CARRIED

19-03-353

11.5 Destruction of municipal archives

WHEREAS section 7 of the Archives Act requires any public body to establish and maintain a records retention schedule;

WHEREAS section 9 of the same Act binds the public body to its schedule;

WHEREAS section 13 of the same Act provides that, subject to the retention schedule, no person may dispose of or eliminate an active or semi-active document of a public body;

WHEREAS article 199 of the Municipal Code stipulates that the secretary-treasurer may not cease ownership of the Municipality's archives except with the permission of the council, or by order of a court;

Proposed by Councillor Mary Cartmel

Seconded by Councillor Jean DesRosiers
It is resolved

THAT Council approves the list of archives to be destroyed prepared by Dominic Boisvert, HB Archivists, s.e.n.c. and dated February 26, 2019 and authorizes the Secretary-Treasurer to proceed with the destruction of these documents.

CARRIED

11.6 Contract Management By-law no. 429-2019 - Notice of Motion and Tabling

Councillor Pierre Martineau gives notice of motion that at a subsequent meeting of this Council, a by-law No. 429-2019 on 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 that involve an expenditure of at least \$ 25,000 but less than the threshold of expenditure of a contract that can be awarded only after a public bid solicitation under section 935 CM, this threshold being, since April 19, 2018, \$ 101 100.

Filing of the draft regulation 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 and waive its reading.

12. Environmental health

13. Public security

19-03-354

13.1 Civil security – Request for financial help- Section 2

WHEREAS the Regulation respecting alert and mobilization procedures and minimum means of relief to protect the security of persons and property in the event of a disaster was enacted by the Minister of Public Security on April 20, 2018, and will come into force on November 9, 2019;

WHEREAS the municipality wishes to avail itself of Part 2 of the financial assistance program offered by the Quebec Municipal Agency 9-1-1 in order to support disaster preparedness actions, whose priority measures comply with this new regulation;

WHEREAS the municipality attests that it has now completed the self-diagnosis tool provided by the Ministère de la Sécurité publique in May 2018 and that it deems it necessary to improve its state of disaster preparedness;

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

THAT the municipality submit a request for financial assistance to the Municipal Agency 9-1-1 of Quebec in the amount of \$ 10,000, under Part 2 of the program mentioned in the preamble and undertakes to respect the conditions, to carry out the actions described in the form attached to this resolution to form an integral part of it, totaling \$ 12,000, and confirming that the municipality's contribution will be worth at least \$ 2,000.

THAT the Municipality hereby certify that it will merge with the local municipalities of Ayer's Cliff, Hatley Township, Hatley, North Hatley, Ogden, Sainte-Catherine-de-Hatley and Stanstead for Stream 2, and that it request additional financial assistance of \$ 2,000 provided for in the program in this case;

THAT the municipality authorizes the Director General Josiane Hudon to sign for and on its behalf the application form for financial assistance and certifies that the information it contains is accurate.

CARRIED

14. Leisure and Culture

19-03-555

14.1 Contract for the multifunctional trail on Kohl, Bégin and Noel Roads

WHEREAS the Director Manager went to an invitation to tender for the development of the multifunctional rustic path on the public roads Kohl, Bégin and Noël after the council took note of the estimate;

WHEREAS the tenders received were opened publicly on March 1st and the lowest bid complies with the tender specifications;

WHEREAS the result of the call for tenders is as follows:

- Les Sentiers de l'Est inc. : \$ 46,810.00
- Appalaches Excavation Inc: \$ 68,485.08

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

THAT Council awards the contract for the development of the multifunctional rustic trail on public roads Kohl, Bégin and Noël at Sentiers de l'Est inc. according to the amount described above.

THAT the tender specifications, the bid and this resolution constitute the contract between the parties.

THAT the amount of the expenditure be appropriate as provided for in the triennial plan, namely an amount of \$ 30,000 from the grant from the Development Fund and the balance from the Working Capital Fund.

THAT the balance of \$ 16,810 plus applicable taxes be appropriate from working capital over a period of 5 years beginning in 2019.

CARRIED

19-03-556

14.2 Workshop – Ateliers Verts 2019 (Fleurons du Québec)

WHEREAS a one-day conference and practical workshops on the greening and horticultural embellishment of the municipal territory organized by the Fleurons du Québec will take place on April 1st;

WHEREAS the development agent and a Councillor would like to participate;

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

THAT the municipal council accepts the inscription of Mrs. Hélène Hamel, development officer, and Mrs. Mary Cartmel, Councillor, to attend this Green Workshops day on April 1st offered by the Fleurons du Québec, in Granby, at the cost \$ 190 per registration, taxes not included.

THAT travel expenses be reimbursed in accordance with the employee's manual.

THAT the amount of the expense be appropriate from the budget lines 02 11 000 454 and 310 and 02 70290 454 and 310.

CARRIED

19-03-357

14.3 Allocation of an amount to the ACCS for the rental of a space for furniture

WHEREAS since 2015, the Municipality has assumed the cost of storage for the property of ACCS following the closure / demolition of the Fitch Bay Community Center;

WHEREAS the municipality wishes to continue to pay for 2019;

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

THAT the Council allocates \$ 600 for the year 2019 to St-Éphrem Community, for expenses related to the storage of ACCS furniture in the basement of St-Éphrem Church (\$ 50 / month).

THAT the amount of the expense be appropriate from budget item 02 70120 996.

CARRIED

19-03-358

14.4 Acquisition of sports furniture for the multifunctional surface at Thayer Park - skateboarding equipment

WHEREAS last November, the Council authorized 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 and that the municipality undertook to pay its share of the costs eligible for the project and to pay for the ongoing operating costs of the project as set out in resolution 18-11-264;

WHEREAS it is necessary to purchase sports furniture in order to receive it in time for the spring;

WHEREAS the council proceeded to acquire various equipment during the February meeting (19-02-336), but the equipment for the skatepark could not be acquired due to lack of information;

WHEREAS the municipality has received the required information since then and has been able to analyze the various submissions received as such;

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

THAT the Municipal Council authorizes the purchase of the skateboard equipment to be installed on the multifunctional surface at Thayer Park, from Papillon Skate Parc Inc. for \$ 16,000 plus taxes, delivery included, including:

- a quarter pipe with a width of 10 'and a depth of 7.6' ';
- A " bank " with a width of 10 'and 8' of depth
- a frame and rail of 16 'long by 6' wide;

THAT the expenditure totals \$ 16,000 plus taxes and is appropriate from the \$ 9,829 subsidy provided by the Sport and Recreation Facilities Support Program - Phase IV, \$ 4,500 from ACCS and the balance from the surplus, all as provided for in the three-year plan.

CARRIED

15. VARIA

16. SECOND QUESTION PERIOD

19-03-359

17. CLOSING SITTING

The adjournment was proposed by Councillor Jean DesRosiers, at 9:17 P.M.

Mr. Christian Laporte
Acting Mayor

Me Josiane Hudon
Director General and Secretary-
Treasurer

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