# November 4th, 2019

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

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

**ABSENT**: Councillor Jean DesRosiers

**ALL FORMING A QUORUM** chaired by Mayor Francine Caron Markwell.

The Acting Assistant Director General and Secretary-Treasurer, Mrs. Caroline Gaulin was also present in accordance with the *Law of Municipal Code.*   
  
There were ten (10) people in the audience.

**1. OPENING OF THE MEETING**

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

**19-11-539 2. ADOPTION OF THE AGENDA**

***Proposed by Councillor Mary Cartmel***

***Seconded by Councillor Pierre Martineau***

***It is resolved***

**THAT** the agenda is adoptedwith the removal of items: 11.13, 11.14 and 11.15.

**19-11-540 3. APPROVAL OF MINUTES**

***Proposed by Councillor Christian Laporte***

***Seconded by Councillor   
It is resolved***

**THAT** the minutes of October 7th, 2019, be adopted with the following amendment to item 14.5:

An amount of $ 2 205.00 instead of $ 2 105.00

CARRIED

1. **Follow –up on the last regular meeting of Council**
2. **REPORT ON THE LAST COUNCIL OF RCM MEMPHREMAGOG**
3. **QUESTIONS FROM CITIZENS**
4. **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 October 2019. 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 2019 is tabled to the Council and duly noted.

8.3 Tabling the minutes of the Planning Advisory Committee

There was no meeting last October.

**19-11-541 8.4 Offer of service for the elaboration of the regulation on the specific projects of construction, modification or occupation of a building (PPCMOI)**

**WHEREAS** the municipality wishes to have a by-law concerning the specific projects of construction, modification or occupation of a building (PPCMOI) in order to facilitate the development of problematic sites;

**WHEREAS** the municipality has obtained a service offer from Les Services EXP Inc. to proceed with the development of the said by-law;

***Proposed by Councillor Andrew Retchless***

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

**THAT** the Council accepts the services offered by Les Services EXP Inc. in the amount of $ 4,500, plus applicable taxes for the implementation of the by-law concerning specific projects for the construction, modification or occupation of a building (PPCMOI).

ADOPTED

9. ENVIRONMENT

9.1 Tabling the minutes of the Environment Advisory Committee

There was no meeting last October.

19-11-542 9.2 Reimbursement under the septic upgrading program, by-laws 386-2016 and 389-2016, lot 4 923 598

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 has been analyzed by the Environmental Inspector and the Acting Director General and this request met the conditions of eligibility for the program;

WHEREAS the owner of the building located in lot 4 923 598 has proceeded to the replacement of his installation;

***Proposed by Councillor Christian Laporte***

***Seconded by Councillor Pierre Martineau   
It is resolved***

THAT council accepts the application for registration in the program and awards to the owner of lot 4 923 598, the financing of $ 14,378.46 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 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, subject to the payment by the owner of any arrears due to the municipality at the time of the application and the filing 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 treatment of sewage isolated residences (Q-2, r.22).

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

CARRIED

10. PUBLIC WORKS AND INFRASTRUCTURE

**19-11-543 10.1 Ratification of expenditure**

***Proposed by Councillor Pierre Martineau***

***Seconded by Councillor Mary Cartmel   
It is resolved***

**THAT** the Council ratifies the expenditure of $ 1 876.79 plus applicable taxes from Terraquavie for the purchase of culverts to be installed on Brown's Hill Road.

**THAT** Council ratifies the expense of $ 1 756.99 plus applicable taxes from Signalisation de l'Estrie for the purchase of signage.

CARRIED

**19-11-544 10.2 Roads maintained by the municipality in winter**

**WHEREAS** section 67 of the Municipal Powers Act states that the municipality may by motion determine the standards for the maintenance of roads;

**WHEREAS** the municipality has several municipal roads on its territory, which are not maintained by it and it is appropriate to designate by motion which are maintained during the winter period;

***Proposed by Councillor Mary Cartmel***

***Seconded by Councillor Andrew Retchless***

*It is resolved*

**THAT** Council lists the roads maintained by Stanstead Township as follows:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **SECTEUR A** |  | **SECTEUR B** |  | **SECTEUR C** |  |
|  |  |  |  |  |  |
| Arrow Head | 0.83 | Alger’s Cover | 2.25 | Amy | 4.44 |
| Bégin | 0.84 | Bunker | 2.42 | Bell | 1.76 |
| Camber | 2.01 | Fitch Bay | 6.04 | Bissell | 4.83 |
| Carré Copp | 0.54 | Gendron | 3.91 | Boynton | 1.72 |
| Éléphant (de l’) | 2.64 | Marcoux | 1.55 | Brown’s Hill | 5.16 |
| Est (de l’) | 3.46 | Noël (nord-est) | 1.59 | Marlington | 0.49 |
| Jones | 4.47 | Remick | 2.20 | Tomifobia | 4.45 |
| Kohl | 0.59 | René | 0.33 | Vancour | 2.96 |
| Magoon Point | 6.09 | Rider | 0.50 |  |  |
| McGowan | 1.61 | Taplin | 0.30 |  |  |
| Merrill | 5.03 | Thayer | 0.30 |  |  |
| Noël(sud-ouest) | 0.81 | Tomifobia | 1.24 |  |  |
|  |  | Vallières | 6.53 |  |  |
| **Total :** | **28.92** | **Total :** | **29.16** | **Total :** | **25.81** |

BUILDINGS CONTRACTS:

|  |  |  |  |
| --- | --- | --- | --- |
| Ridgewood | 0.22 |  |  |
| Noël (sud-ouest) | 0.30 |  |  |
| Landreville | 0.12 |  |  |
| Magoon Point | 0.20 |  |  |
| Accès à la station Georgeville (privée) |  |  |  |
| **Total :** | **0.84** |  |  |

**THAT** only the roads listed above are maintained by the municipality, on the distances mentioned.

**THAT** the roads that are not included in this list will not be maintained or managed by the municipality during the winter season.

CARRIED

11. TREASURER AND ADMINISTRATION

19-11-545 11.1 Approval of accounts paid and payable

***Proposed by Councillor Pierre Martineau***

***Seconded by Councillor Christian Laporte***

***It is resolved***

THAT Council approves the list of submitted accounts payable for the months of October and November 2019 and authorizes the Acting Director General, to pay accounts payable from the general fund in accordance with the approved list.

Total accounts paid $ 112 923.39

Total accounts payable: $ 11 174.36

THAT Council approves the list of salaries for the month of October 2019 namely: $ 32 738.24

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.

* Director General’s Report $ 1 451.56
* Infrastructure Inspector's Report $ 9 922.93

11.3 Deposit by the Acting Director General and Secretary-Treasurer of the comparative statement of revenues and expenses for the period from January 1 to October 31, 2018-2019 and the financial statements as at October 31, 2019 as required by section 176.4 of the Quebec municipal code

19-11-546 11.4 Ratification service offer PG Solutions for professional services

WHEREAS the management of the general management by the Acting Director General;

WHEREAS it is appropriate to hire a professional support resource to take on some of the duties assigned to the Assistant Director General;

***Proposed by Councillor Pierre Martineau***

***Seconded by Councillor Christian Laporte***

***It is resolved***

THAT Council ratifies the service offer prepared by PG Solutions and dated October 15, which proposes an average of 10 hours of service per week at an hourly rate of $ 121.

THAT the Council acknowledges having read the offer of service and authorizes the Mayor and the Acting Director General to sign for and on behalf of the Municipality.

CARRIED

19-11-547 11.5 Hiring a professional support resource for the front desk

WHEREAS it is appropriate to hire a professional support resource to assume the occasional replacement of the administrative assistant who occupies the position at the front desk;

***Proposed by Councillor Pierre Martineau***

***Seconded by Councillor Mary Cartmel***

***It is resolved***

THAT the Council authorizes the hiring of Mrs. Annie Briand as a support professional according to the terms of the contract;

THAT the Council acknowledges having read these conditions and authorizes the Mayor and the Acting Director General to sign for and on behalf of the Municipality the employment contract.

CARRIED

19-11-548 11.6 Mandate for accounting professional fees

WHEREAS the Acting Director General has requested a service offer from the chartered accountant Mr. Jérémy Joyal-Deslandes, formerly for 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 one given its skills and its significant knowledge of the municipality for 10 years now, and that its offer is more advantageous for the municipality;

***Proposed by Councillor Pierre Martineau***

***Seconded by Councillor Mary Cartmel***

***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 declarations of the municipality, and may also retain he will be available for other ad hoc assignments at the cost established in the offer dated October 28th.

THAT the amount of the expenditure is appropriate for budget item no. 02 13000 413 and budget 2020 for the financial report.

CARRIED

19-11-549 11.7 Schedule of 2020 Council Sessions

WHEREAS section 148 of the Municipal Code of Québec 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 Christian Laporte***

***It is resolved***

THAT the following schedule be adopted with respect to the holding of the regular council meetings for 2020.

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

January 13 (due to the holiday season)

February 3

March 2

April 6

May 4

June 1

July 6th

August 3

September 8 (due to Labor Day)

October 5

November 2

December 7

CARRIED

19-11-550 11.8 Christmas dinner 2019

WHEREAS Council members wish to express their appreciation to employees, members of the CEC, UAC, firefighters and members of the Recreation Committee by organizing a Christmas dinner;

***Proposed by Councillor Christian Laporte***

***Seconded by Councillor Louise Hébert***

***It is resolved***

THAT the Council allocate an approximate amount of $ 2,500 for the party to be held on December 7th. The amount of the expenditure is appropriate from budget item no. 02 11000 493.

CARRIED

19-11-551 11.9 Donation Request - Operation Red Nose

***Proposed by Councillor Andrew Retchless***

***Seconded by Councillor Louise Hébert***

***It is resolved***

THAT Council authorizes the donation of $ 200 to Operation Red Nose for the year 2019. The amount of the expense is appropriate from budget item No. 02 19000 996.

CARRIED

19-11-552 11.10 Réguine and ghosts play

WHEREAS following a consultation of its partners in 2017, the Townships Trail has developed a project of an interactive play to put forward its Steps along the road;

WHEREAS this project, funded mainly by the Regional Radiation Support Fund, is designed by the Traces et Souvenances theater company;

WHEREAS besides being a moment of entertainment, the play aims to highlight the Townships Trail, its theme and its stages;

WHEREAS the municipality has received an agreement from the Townships Management Corporation concerning the distribution of the play developed by the Townships Trail, in partnership with the theater company Traces et souvenances;

WHEREAS the municipality meets the main conditions;

***Proposed by Councillor Louise Hébert***

***Seconded by Councillor Christian Laporte***

*It is resolved*

THAT the Council authorize the Mayor and the Acting Director General to sign for and on behalf of the Municipality the agreement proposed by the Township Road Management Corporation.

CARRIED

19-11-553 11.11 Declaration for inclusion and openness to diversity

*PRINCIPLES*

EQUALITY BETWEEN PEOPLE

The Municipality of Stanstead Township adheres to the values ​​of equality of persons, without distinction, exclusion or preference based on race, color, gender, gender identity or gender expression, pregnancy, sexual orientation , marital status, age except to the extent permitted by law, religion, political beliefs, language, ethnic or national origin, social condition, disability or the use of a means to to overcome this handicap.

RECOGNITION AND RESPECT FOR DIVERSITY

Openness to others, tolerance for difference, acceptance of diversity in all its forms, be it cultural, ethnic, sexual and gender, are principles that must be borne by all. society and to which the municipality of the Township of Stanstead adheres.

OPENING AND INCLUSION

The municipality represents the living environment, the place where a person lives. Thus, the municipality must work to offer all people living on its territory or in transit, a healthy and safe environment, open and welcoming, allowing everyone to be well and thrive.

*PREAMBLE*

WHEREAS the fundamental rights of individuals have been proclaimed and enshrined in the Universal Declaration of Human Rights (1948), the Quebec Charter of Human Rights and Freedoms (1975) and the Canadian Charter of Rights and Freedoms (1982);

WHEREAS municipalities and RCMs are recognized by the Quebec government as local governments by being the level of governance closest to the citizens;

WHEREAS the municipality must work to provide everyone with a healthy and safe environment that is open and welcoming;

WHEREAS the declaration of principle of the Equality and Parity Policy of the Quebec Federation of Municipalities (FQM) recalls that equality is a fundamental right and that it constitutes an essential value of democracy Quebec;

WHEREAS despite all the achievements of the last decades and the adoption of laws that guarantee equality of rights, inequalities still exist;

WHEREAS political gestures of commitment to openness to others, respect for diversity and difference are still necessary;

WHEREAS the Municipality of the Township of Stanstead also represents the diversity of its citizens, themselves representative of the diversity of Quebec, and that, in this sense, it declares their right to respect, recognition and inclusion;

***Proposed by Councillor Mary Cartmel***

***Seconded by Councillor Louise Hébert***

*It is resolved*

THAT the Municipality of the Township of Stanstead position itself against any form of ethnic, cultural, sexual or gender discrimination and undertakes:

* Adopt an organizational culture based on the values ​​of equality, respect, openness and inclusion;
* Promote the values ​​of equality, respect, openness and inclusion among its partners, the population and during its interventions;
* Provide everyone with a healthy and safe environment that is open, inclusive and welcoming;
* Promote this Declaration to the population.

CARRIED

19-11-554 11.12 Proclamation - November 19 Prostate Cancer Awareness Day

WHEREAS annually 4,600 Quebeckers will be diagnosed with prostate cancer and approximately 890 will die from this disease;

WHEREAS 12 Quebecers a day will be diagnosed with prostate cancer;

WHEREAS PROCURE is the only charitable organization in Quebec devoted entirely to the fight against prostate cancer through research, awareness raising, information and support and that the funds raised are reinvested exclusively in Quebec;

WHEREAS it is important to raise awareness in the Township of Stanstead about prostate cancer screening;

WHEREAS PROCURE's Known Node Campaign is an opportunity to wear the bow tie throughout the month of November, especially on November 19th;

***Proposed by Councillor Pierre Martineau***

***Seconded by Councillor Christian Laporte***

*It is resolved*

THAT the Stanstead Township Council declare November 19th as Prostate Cancer Awareness Day Noeudvembre.

CARRIED

11.13 Support to school boards

This item was removed from the agenda.

11.14 Allocation for Citizens Who Serve on Committees

This item was removed from the agenda.

11.15 Purchase of headphones

This item was removed from the agenda.

12. ENVIRONMENTAL HEALTH

19-11-555 12.1 Renewal of the agreement with Ressourcerie des Frontières for 2020

WHEREAS the Ressourcerie des Frontières has sent a 3-year 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 Christian Laporte***

***Seconded by Councillor Pierre Martineau***

*It is resolved*

THAT Council renew the agreement with the Ressourcerie des Frontières for 2020, 2021 and 2022 calculated as follows:

* 2020: an amount of $ 16,064, plus taxes, will be paid by the municipality in four (4) equal installments of $ 4,016 plus taxes. This amount is based on the weighting of tonnes recovered in 2016-2017-2018, ie 32 tonnes at a rate of $ 502 / tonne;
* 2021: the annual amount payable will be determined as of June 30, 2020. This amount will be based on the weighting of tonnes recovered in 2017-2018-2019, at a rate of $ 500 / tonne;
* 2022: the annual amount payable will be determined as of June 30, 2021. This amount will be based on the weighting of tonnes recovered in 2018-2019-2020, at a rate of $ 499 / tonne.

As proposed in the proposal, copy of which has been received by the Board and is in accordance with the terms.

THAT the council authorize the mayor or, in her absence, the acting mayor and the acting director general, to sign for and on behalf of the municipality the agreement to intervene and all other related documents.

CARRIED

19-11-556 12.2 Budget 2020 - Intermunicipal Waste Management Board (RIGDSC)

WHEREAS under section 603 of the Municipal Code, the budget of the Intermunicipal Solid Waste Management Board of the Coaticook Region (RIGDSC) must be adopted by resolution by at least two-thirds of the municipalities;

***Proposed by Councillor Louise Hébert***

***Seconded by Councillor Pierre Martineau***

*It is resolved*

THAT Council approves the 2020 budget of the Intermunicipal Solid Waste Management Board of the Coaticook Region (RIGDSC) demonstrating balanced revenues, expenditures and allocations of $ 2,142,391.

CARRIED

13. PUBLIC SAFETY

19-11-557 13.1 Adoption of the updated civil security plan

WHEREAS the civil security plan was adopted at the October 2, 2013 municipal council meeting, as it appears in resolution 13-20-572;

WHEREAS said plan has since been revised and it is appropriate to formally adopt the updated version;

***Proposed by Councillor Louise Hébert***

***Seconded by Councillor Christian Laporte***

*It is resolved*

THAT the municipal council adopt the updated civil security plan.

THAT this resolution be forwarded to Catherine Otis, Civil Security Advisor, Ministry of Public Security.

CARRIED

14. RECREATION AND CULTURE

19-11-558 14.1 Purchase of a laptop

***Proposed by Councillor Andrew Retchless***

***Seconded by Councillor Pierre Martineau***

*It is resolved*

THAT Council authorizes the purchase of a laptop computer in the amount of $ 899.95 plus applicable taxes, from the company Informatique ASR, as proposed by the tender n ° 1040, in order to replace the obsolete workstation of the agent community development.

CARRIED

19-11-559 14.2 Request for funding from the Ministry of Culture for the covered bridge restoration project

WHEREAS the municipality wishes to file a request for financial assistance with the Ministry of Culture and Communications as part of the restoration project of the covered bridge;

***Proposed by Councillor Mary Cartmel***

***Seconded by Councillor Pierre Martineau***

*It is resolved*

THAT the council supports the restoration project of the covered bridge and authorize Mrs. Hélène Hamel, community development agent to deposit, for and on behalf of the municipality a request for financial assistance so that this last one can benefit from the program of aid to the fixed assets offered by the Ministry of Culture and Communications;

THAT the municipality agrees to contribute up to 60% of the project cost

CARRIED

19-11-560 14.3 Terms of Reference for the Development of a Pedestrian and Cyclist Development Scenario

WHEREAS the municipality wishes to be accompanied for the development of pedestrian and cycling scenarios, in order to make safer walking and cycling on its territory, including the villages of Georgeville and Fitch Bay;

WHEREAS it wants to ensure that the chosen concept meets the standards of the Ministry of Transport (MTQ) and will be linked to the proposed development interventions;

WHEREAS the municipality wishes to retain the services of Vélo Québec to benefit from its expertise in pedestrian and bicycle facilities and active transportation;

***Proposed by Councillor Louise Hébert***

***Seconded by Councillor Christian Laporte***

*It is resolved*

THAT the Council accepts the Vélo Québec service offer in the amount of $ 12,675, plus applicable taxes for the development of pedestrian and cyclist development scenarios;

THAT the Council authorizes the Mayor and the Acting Director General to sign for and on behalf of the Municipality the offer of service dated October 30, 2019;

THAT the amount of the expense will be expected in the 2020 budget.

CARRIED

19-11-561 14.4 Purchase and Installation of Christmas Lights at Thayer Park

***Proposed by Councillor Mary Cartmel***

***Seconded by Councillor Louise Hébert***

*It is resolved*

THAT council authorizes the purchase of Christmas lights in the amount of $ 480.00, plus applicable taxes to illuminate the cabin located at Thayer Park;

THAT council authorizes the purchase of Christmas lights in the amount of $ 320.00, plus applicable taxes to illuminate a tree at Thayer Park.

CARRIED

15. VARIA

16. SECOND QUESTION PERIOD

19-11-562 17. CLOSING SITTING

The adjournment was proposed by Councillor Andrew Retchless, at 8:35 P.M.

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Mrs. Francine Caron Markwell Mrs. Caroline Gaulin

Mayor Acting Assistant Director General and Secretary-Treasurer

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