

**MINUTES
VILLAGE OF NORTH HATLEY
JANUARY 14, 2019**

AT A REGULAR MEETING of Municipal Council held at the Community Centre at 7:00 p.m.

PRESENT are the following Councillors:

- | | |
|---------------------------|------------------------------|
| 1. Pauline Farrugia | 4. Elizabeth Fee |
| 2. Marcella Davis Gerrish | 5. Aaron Patella |
| 3. Guy Veillette | 6. Alexandre-Nicolas Leblanc |

ABSENT:

QUORUM is present with Mayor Michael Page presiding.

ALSO PRESENT are Daniel Décary, Director-General and Secretary-Treasurer, and Bruno Bélisle, Assistant Secretary-Treasurer.

AGENDA – JANUARY 14, 2019

1. Adoption of the Agenda
2. Adoption of the Minutes of the meetings held December 3 and 19, 2018
3. Information from Council members
4. Question Period on Items listed on the Agenda

ADMINISTRATION, TOWN CLERK AND LEGAL AFFAIRS

HUMAN RESOURCES AND WORK RELATIONS

5. By-law 2019-619 replacing By-law 2011-556 governing remuneration for elected officials – Notice of Motion
6. By-law 2019-619 replacing By-law 2011-556 governing remuneration for elected officials – Presentation
7. Hiring of Marie-Pier Roy – End of probationary period
8. Personnel remuneration – Approval of the list of employee salaries
9. Policy for the prevention of harassment, incivility and violence in the workplace – Adoption

FINANCE AND TREASURY

10. Approval of Accounts Payable
11. Reports on Net Salaries – 2018-12
12. Approval of Irreducible Expenses
13. By-law 2018-618 – By-law on property taxes and rates of compensation for services to meet expenses for 2019 – Adoption

ENGINEERING AND PUBLIC WORKS

14. Route 108, Municipality of the Village of North Hatley – Approval of right of way

URBANISM, HERITAGE AND ENVIRONMENT

15. PIIA – 415, rue Hovey: conversion of an accessory building
16. Minor derogation – 355, rue Séguin: non-conforming lateral setback
17. CCUP (Comité consultatif d'urbanisme et de patrimoine) – Renewal of mandate for members

CULTURE, RECREATION AND COMMUNITY LIFE

18. Intermunicipal partnership relative to the planning and delivery of recreational services on the territories of Canton de Hatley and Village of North Hatley – Agreement in principle and ongoing dialogue

PUBLIC SECURITY

OTHER BUSINESS

19. Committee for the recruitment of a Director-General
20. Question Period on issues of local public interest
21. Meeting Adjourned

**MINUTES
VILLAGE OF NORTH HATLEY
JANUARY 14, 2019**

2019-01-14.01

ADOPTION OF THE AGENDA

I, MARCELLA DAVIS-GERRISH, MOVE

THAT the Agenda be adopted with an addition under OTHER BUSINESS regarding a committee for the recruitment of a Director-General.

PASSED

2019-01-14.02

ADOPTION OF THE MINUTES OF THE MEETINGS HELD DECEMBER 3 AND 19, 2018

I, ALEXANDRE-NICOLAS LEBLANC, MOVE

THAT the Minutes of the Regular Meeting held December 3, 2018 and of the Special Meetings held December 19, 2018 be adopted.

PASSED

2019-01-14.03

INFORMATION FROM COUNCIL MEMBERS

The Mayor and Councillors inform citizens on their various files and on upcoming events.

2019-01-14.04

QUESTION PERIOD ON ITEMS LISTED ON THE AGENDA

(7) citizens are present at the Meeting.

CITIZENS

ISSUES

PAUL ST-PIERRE

WHY 2 RATES FOR SOME BORROWING BY-LAWS UNDER THE TAXATION BY-LAW
EXPLAIN THE DIFFERENCE BETWEEN THE RATES

DONALD WATT

PAUL ST-PIERRE

AFM/MADA: AFM SUBSIDY AND NEW HORIZONS

PAUL ST-PIERRE

REPLACING THE DG: WILL THERE BE DOUBLE PAY?

PAUL ST-PIERRE

MAIN STREET BRIDGE: IS THERE A FORESEEN RESPONSE DELAY IN THE EVENT OF A FIRE?

DONALD WATT

WHO IS RESPONSIBLE FOR RESPONSE SERVICES IN THE EVENT OF A FIRE?

2019-01-14.05

BY-LAW 2019-619 REPLACING BY-LAW 2011-556 ON REMUNERATION FOR ELECTED OFFICIALS – NOTICE OF MOTION

I, GUY VEILLETTE, hereby give notice that will be submitted at this Council meeting, proposed By-law 2019-619, replacing By-law 2011-556, on remuneration for elected officials.

2019-01-14.06

BY-LAW 2019-619 REPLACING BY-LAW 2011-556 ON REMUNERATION FOR ELECTED OFFICIALS – PRESENTATION

WHEREAS municipal Council members received and read a copy of proposed By-law 2019-619;

I, GUY VEILLETTE, MOVE

THAT the submission of proposed By-law 2019-619 on remuneration for elected officials be confirmed.

THAT By-law 2019-619 replacing By-law 2011-556 on remuneration for elected officials be submitted for adoption at a future Regular Council Meeting.

PASSED

2019-01-14.07

HIRING OF MARIE-PIER ROY – END OF PROBATIONARY PERIOD

WHEREAS Marie-Pier Roy has been employed at the Municipality since June 2018, notably as full-time Secretary-Receptionist and has assumed various administrative tasks;

WHEREAS Marie-Pier Roy totally meets the requirements of her various functions;

**MINUTES
VILLAGE OF NORTH HATLEY
JANUARY 14, 2019**

WHEREAS it has been determined that Marie-Pier Roy be hired on a permanent basis and assigned a job title based on her various tasks;

WHEREAS the Director-General and Secretary-Treasurer is in favour of the recommendation;

I, ALEXANDRE-NICOLAS LEBLANC, MOVE

THAT Marie-Pier Roy be confirmed as Administrative-Assistant.

PASSED

2019-01-14.08

PERSONNEL REMUNERATION – APPROVAL OF THE LIST OF EMPLOYEE SALARIES

WHEREAS the personnel remuneration plan was established under the new budget and put into place under salaries for the year 2019;

WHEREAS the strictly confidential list of employee salaries has been submitted to Council for approval;

I, AARON PATELLA, MOVE

THAT the strictly confidential list of employee salaries be approved.

PASSED

2019-01-14.09

POLICY FOR THE PREVENTION OF HARASSMENT, INCIVILITY AND VIOLENCE IN THE WORKPLACE – ADOPTION

WHEREAS every person has the right to work in a workplace that is conducive to their health, safety and dignity;

WHEREAS under the *Act respecting labour standards* (hereinafter 'ARLS') the employer is required to adopt and make available to employees a Policy for the prevention of harassment, including a section on behavior of a sexual nature;

WHEREAS the Municipality of the Village of North Hatley is committed to adopting a proactive and preventive policy relative to all situations that manifest themselves as harassment, incivility or violence in the workplace including across the board awareness and responsibility;

WHEREAS the Municipality of the Village of North Hatley is to put into place measures to prevent all forms of harassment, incivility or violence in its workplace;

WHEREAS the Municipality of the Village of North Hatley neither tolerates nor allows any form of harassment, incivility or violence in its workplace;

WHEREAS it is up to all members of the municipal organization to promote an ongoing workplace free of harassment, incivility and violence;

WHEREAS there is a policy model proposed by the FTQ - Fédération québécoise des municipalités and by the Association des directeurs municipaux du Québec;

I, ALEXANDRE-NICOLAS LEBLANC, MOVE

THAT the Municipality of the Village of North Hatley adopt the Policy for the prevention of harassment, incivility and violence in the workplace, in accordance with the proposed model.

PASSED

2019-01-14.10

APPROVAL OF ACCOUNTS PAYABLE

I, PAULINE FARRUGIA, MOVE

THAT Accounts Payable listed on the statement presented January 14, 2019 by the Treasury Department, in the amount of \$173,381.40, including expenses in excess of \$5,000, be approved for payment as in the following list:

**MINUTES
VILLAGE OF NORTH HATLEY
JANUARY 14, 2019**

Municipalité du
VILLAGE DE NORTH HATLEY

**DÉBOURSÉS DE PLUS DE 5 000\$
DISBURSED OVER \$ 5,000**

RÉUNION DU : lundi 14 janvier 2019
MEETING OF : January 14, 2019

Déposé : 2019-01-07
Submit : 07-01-2019

FOURNISSEURS/SUPPLIERS	DATE	FACTURE/INVOICE	MONTANT/AMOUNT
SANI-ESTRIE			
COLLECTES DÉCHETS, RECYCLAGE ET COMPOST			7 081.43 \$
			TOTAL 7 081.43 \$
Taxes incluses			
SEL WARWICK INC			
SEL DE DÉGLACAGE			4 427.02 \$
SEL DE DÉGLACAGE			4 158.85 \$
SEL DE DÉGLACAGE			4 368.43 \$
			TOTAL 12 954.30 \$
Taxes incluses			
GROUPE GPI - 9091-9144 QC INC			
FACTURE 3 ET 4 PRÉVENTION INCENDIES 2018			6 543.23 \$
			TOTAL 6 543.23 \$
Taxes incluses			
LEC CONSULTANTS SM INC			
PAIEMENT FINAL - ANALYSE STATION ÉPURATION			5 461.31 \$
			TOTAL 5 461.31 \$
Taxes incluses			
HYDRO QUEBEC			
PAVILLON ÉCLAIR & CUISSON (NHRS)			60.20 \$
SUPPRESSEUR AQUEDUC			41.02 \$
RÉGIE INCENDIE			312.88 \$
HORODATEUR STATIONNEMENT			49.99 \$
SUPPRESSEUR AQUEDUC (780 SHERBROOKE)			545.79 \$
POMPE EGOUT 1			766.17 \$
USINE D'ÉPURATION			3 727.45 \$
ÉCLAIRAGE GÉNÉRAL			1 248.60 \$
PAVILLON TOILETTES PUBLIQUES - PATINOIRE			710.24 \$
POMPE EGOUT 6			149.54 \$
DREAMLAND PARK			89.54 \$
POMPE EGOUT 5			89.31 \$
ÉGOUT MOTEUR (POTEAU)			29.76 \$
ÉCLAIRAGE STATIONNEMENT			54.73 \$
POMPE ÉGOUT 3			89.31 \$
CENTRE COMMUNAUTAIRE			710.24 \$
HÔTEL DE VILLE			544.76 \$
RÉGIE INCENDIE			284.26 \$
ÉCLAIRAGE GÉNÉRAL			1 296.60 \$
			TOTAL 10 800.39 \$
Taxes incluses			

REVENU QUÉBEC			
REMISES DE L'EMPLOYEUR	NOV		7 241.65 \$
REMISES DE L'EMPLOYEUR	DEC		8 430.25 \$
			TOTAL 15 671.90 \$
REVENU CANADA			
REMISES DE L'EMPLOYEUR	NOV		3 229.03 \$
REMISES DE L'EMPLOYEUR	DEC		4 251.83 \$
			TOTAL 7 480.86 \$
INFOTECH (SYGEM)			
COMPTES TAXES BILINGUE, comptes de taxes 2019			454.15 \$
LOGICIEL GESTION MUNICIPALE 3 DE 5			10 328.20 \$
			TOTAL 10 782.35 \$
Taxes incluses			
RÉGIE INCENDIE DE L'EST			
QUOTE PART ANNUELLE 1 DE 3			27 439.33 \$
			TOTAL 27 439.33 \$
GRAND TOTAL			104 215.10 \$
Taxes incluses			

PASSED

**MINUTES
VILLAGE OF NORTH HATLEY
JANUARY 14, 2019**

2019-01-14.11

REPORTS ON NET SALARIES – 2018-12

ELECTED	\$3,423.65
PERMANENT	\$20,655.47
SEASONAL	\$1,470.62
	\$25,549.74

2019-01-14.12

APPROVAL OF IRREDUCIBLE EXPENSES

WHEREAS Council adopted the Budget for 2019 at the Special Meeting held December 19, 2018;

WHEREAS some expenses are irreducible and funds to cover them have been allocated for 2019;

WHEREAS irreducible expenses and payments must be authorized by the DirectorGeneral/Secretary-Treasurer as they become due;

I, PAULINE FARRUGIA, MOVE

THAT Council authorize the Director-General/Secretary-Treasurer to proceed with the payment of the following expenditures as they become due, in accordance with By-law 2007-518 on the rules regarding budget control and monitoring.

- Remuneration for elected officials and employees, as authorized under by-law or resolution by Council;
- Government compensation for salaries and CSST payments, and contributions to the retirement plan;
- Building maintenance contract;
- Contract for household waste, recycling and composting material collection and disposal;
- Contract for the wastewater management site;
- Debt service and financing fees;
- Sûreté du Québec;
- Municipal share to the MRC and other supra-municipal organizations;
- Municipal vehicle registrations;
- Insurance;
- Electricity in buildings, equipment and public lighting;
- Phone and internet costs;
- Heating oil for municipal buildings;
- Post office costs;
- Long-term financing contract (vehicles);
- Contract for equipment and vehicle rental;
- Credit card payment;
- Maintenance and support contracts – computer services.

PASSED

**MINUTES
VILLAGE OF NORTH HATLEY
JANUARY 14, 2019**

2019-01-14.13

BY-LAW 2018-618 – BY-LAW ON PROPERTY TAXES AND RATES OF COMPENSATION FOR SERVICES TO MEET EXPENSES FOR 2019 – ADOPTION

WHEREAS a notice of motion was given on November 5, 2018 and the proposed by-law was presented December 19, 2018;

WHEREAS all Council members present at the meeting declared having read the by-law and dispensed with further reading;

WHEREAS copies of the proposed by-law were made available to the public at the beginning of the present meeting, as required under the Municipal Code;

I, ELIZABETH FEE, MOVE

THAT the by-law entitled 'By-law 2018-618 – By-law on property taxes and rates of compensation for services to meet expenses for 2019' be adopted.

PASSED

2019-01-14.14

ROUTE 108, MUNICIPALITY OF THE VILLAGE OF NORTH HATLEY – APPROVAL OF RIGHT OF WAY

WHEREAS a project was announced by the MTQ - Ministère des transports du Québec - Direction régionale de l'Estrie, for roadwork on a section of route 108 within the Village of North Hatley;

I, ELIZABETH FEE, MOVE

THAT the Municipality of the Village of North Hatley approve the right of way required for roadwork on the section of route 108 within its territory, as outlined in the plan prepared by Estelle Pelletier, engineer, on September 26, 2018;

THAT the Municipality of the Village of North Hatley request that the ministry preserve an optimal portion of the vegetation along either side of the section of the road subject to the roadwork.

PASSED

2019-01-14.15

PIIA – 415, RUE HOVEY: CONVERSION OF AN ACCESSORY BUILDING

WHEREAS the building is located at 415, rue Hovey;

WHEREAS the request complies with urbanism by-laws;

WHEREAS the project consists in closing in the walls of a carport with vertically installed wooden planks and with cedar shingles in the top section;

WHEREAS the building converted into a detached garage will have the same dimensions as the existing carport prior to the construction project, or 25m²;

WHEREAS the garage is located in the least sloped area of the property;

WHEREAS the architecture design will be slope-integrated and reflect the characteristics of the main residences, with the exception of the pitched roof and a street-side gable, unlike the roofing on the other residences;

WHEREAS the CCUP suggests to the applicant that the whole of the building be constructed with cedar;

WHEREAS the CCUP recommends that municipal Council approve the building conversion.

I, GUY VEILLETTE, MOVE

THAT Council approve the CCUP recommendation.

PASSED

2019-01-14.16

MINOR DEROGATION: 355, RUE SÉGUIN: NON-CONFORMING LATERAL SETBACK

WHEREAS the request for minor derogation was submitted for a building housing a single family dwelling built in 1990 and located in zone Rb-4;

**MINUTES
VILLAGE OF NORTH HATLEY
JANUARY 14, 2019**

WHEREAS the request was submitted by virtue of By-law 2018-607 on minor derogations;

WHEREAS the nature of the request refers to the existing building setback, a south side 2.71 m setback;

WHEREAS approval of the request would authorize a 2.71 m setback, where the zoning by-law for the said zone requires a minimum setback of 3 m, or 0.29 m less than the prescribed margin;

WHEREAS when the applicant purchased the property in 1999, the certificate of location complied with the zoning by-law;

WHEREAS application of the provision under Article 5.8 of the zoning by-law would have for effect to prejudice the applicant as the property is non-conforming, as indicated in the certificate of location dated October 15, 2018, at 10,359 minutes in the boundary determination by surveyor Danick Lessard;

WHEREAS the derogation will not hinder the neighbouring building, even though the non-conforming section of the lateral setback has a full-light glass door, and as the right to direct view, or 1.5 m, under the Civil Code of Quebec (Art. 993), is respected;

WHEREAS the request complies with the urbanism plan;

WHEREAS the CCUP recommends that municipal Council approve the request for minor derogation.

I, GUY VEILLETTE, MOVE

THAT Council approve the recommendation by the CCUP.

PASSED

2019-01-14.17

CCUP - COMITÉ CONSULTATIF D'URBANISME ET DE PATRIMOINE – RENEWAL OF MANDATE FOR MEMBERS

WHEREAS by virtue of Article 146 (4°) of the *Act respecting land use planning and development* (ARLUPD c. A-19.1), Council may establish by way of a by-law that the length of the mandate for members of the CCUP will be no more than two years and renewable;

WHEREAS By-law 2007-505 *constituant le comité consultatif d'urbanisme et de patrimoine* (CCUP) includes under Article 10 the terms of office of the committee members;

WHEREAS the current CCUP members have confirmed their intention to renew their mandate;

WHEREAS consideration is to be given to the candidacies of the current CCUP members for a renewed two-year (2) mandate;

I, AARON PATELLA, MOVE

THAT Richard Gourde, Richard Lalumière, Michael Rochette, Martin Troy, Serge Rodrigue and Paul Saint-Pierre be designated CCUP members with a two-year mandate.

PASSED

**MINUTES
VILLAGE OF NORTH HATLEY
JANUARY 14, 2019**

2019-01-14.18

INTERMUNICIPAL PARTNERSHIP RELATIVE TO THE PLANNING AND DELIVERY OF RECREATIONAL SERVICES ON THE TERRITORIES OF CANTON DE HATLEY AND VILLAGE OF NORTH HATLEY – AGREEMENT IN PRINCIPLE AND ONGOING DIALOGUE

WHEREAS the benefits resulting from from the practice of recreational activities for individuals and communities are well known;

WHEREAS recreational activities can take form in various areas of interest, notably physical, sport, open-air, arts, cultural and social activities for people of all ages;

WHEREAS both the Municipalities of the Village of North Hatley and of the Canton de Hatley consider it advantageous to proceed with a plan to provide their recreational services in their many forms for all people;

WHEREAS in order to do so, the two Municipalities can avail themselves of the provisions under Articles 569 and following of the Municipal Code of Quebec to enter into an intermunicipal agreement;

I, AARON PATELLA, MOVE

THAT the Municipality of the Village of North Hatley continue discussions with the Municipality of the Canton de Hatley with a view to combining their respective recreational services, allowing all citizens in both communities to have access to them, under the same conditions, regardless of their place of residence;

THAT an intermunicipal recreational activity Planning Committee be put into place;

THAT the Municipality of the Village of North Hatley join forces with the Municipality of the Canton de Hatley and retain the services of a recreation professional for which related costs will be shared;

THAT Council for the Municipality of the Village of North Hatley appoint the Mayor, Michael Page, Councillor Marcella Davis Gerrish and the Director-General and Secretary-Treasurer to continue partnership talks in order to establish the conditions for a protocol agreement to be approved by Council members of both municipalities.

PASSED

OTHER BUSINESS

2019-01-14.19

COMMITTEE FOR THE RECRUITMENT OF A DIRECTOR-GENERAL

I, MICHAEL PAGE, recommend that MARCELLA DAVIS-GERRISH, PAULINE FARRUGIA AND AARON PATELLA BE THE DESIGNATED MEMBERS OF THE COMMITTEE

PASSED

QUESTION PERIOD ON ISSUES OF LOCAL PUBLIC INTEREST

CITIZENS	ISSUES
PAUL ST-PIERRE	COST OF SALT AND ABRASIVES
JANE MEAGHER	SALARIES
DONALD WATT	CIVIL PROTECTION CODE
CLAUDE GENDRON	WATER TAX
DONALD WATT	DEBT
DONALD WATT	BUDGET PRÉSENTATION
JANE MEAGHER	SKATING RINK DURING THE HOLIDAYS
PAUL ST-PIERRE	COMPARATIVE/FINANCIAL STATEMENTS – BEACH,
MRS GWYNN	SKATING RINK DURING THE HOLIDAYS
CLAUDE GENDRON	INCLUDE COUNCIL MEETING DATES ON THE CALENDAR FOR GARBAGE COLLECTION
ALAIN AUGER	BADMINTON – NOT ABLE TO SIGN-UP
JANE MEAGHER	BADMINTON – NOT ABLE TO SIGN-UP
CLAUDE GENDRON	SURVEY ON RECREATIONAL ACTIVITIES

**MINUTES
VILLAGE OF NORTH HATLEY
JANUARY 14, 2019**

2019-01-14.20

MEETING ADJOURNED

At 9:01 p.m., all issues on the Agenda having been addressed;

I, MARCELLA DAVIS-GERRISH, MOVE

That the meeting be concluded and adjourned.

PASSED

Michael Page
Mayor

Daniel Décary
Director-General and Secretary-Treasurer

I, Michael Page, confirm that the signing of these Minutes is equivalent to the signing by me of all the resolutions contained herewith in accordance with Article 142 (2) of the Municipal Code.

This is not an official document. It has been translated from the French for information purposes only. In the event of a discrepancy between the French and the English documents, the French will prevail.
E.&O.E.

TO BE ADOPTED