

**MINUTES  
VILLAGE OF NORTH HATLEY**

**OCTOBER 5, 2015**

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

PRESENT are the following Councillors:

- |                           |                      |
|---------------------------|----------------------|
| 1. Pauline Farrugia       | 4. Normand Jolicoeur |
| 2. Marcella Davis Gerrish | 5. Claude Villeneuve |
| 3.                        | 6. Alain Beaulieu    |

ABSENT:

QUORUM is present with Mayor Michael Page presiding.

ALSO PRESENT: Daniel Décary, Director-General and Secretary-Treasurer.

**AGENDA**

1. Adoption of the Agenda
2. Mayor and Councillors Reports
3. Question Period regarding an item listed on the Agenda
4. Adoption of the Minutes of the Regular Meeting held September 14, 2015

**CORRESPONDENCE**

5. List is provided to Council members

**ADMINISTRATION**

6. HR – Hiring of an employee on a part-time basis – Finance Department
7. Consultative Committee on Strategic Planning - Mandate
8. Centre de gestion de l'équipement roulant du Québec (CGER) (Public Vehicle Fleet Management) – Services Agreement – Signature Authorization

**URBAN PLANNING, ENVIRONMENT AND SAFETY**

9. Permit subject to PIIA guidelines – 410-412, rue Woodward
10. Permit subject to PIIA guidelines – 482, rue Rublee
11. Permit subject to PIIA guidelines – Lot 4 028 828, chemin Magog

**INFRASTRUCTURE, ROADS AND SANITATION**

12. Building 2070, chemin du Lac - Restoration

**NOTICE OF MOTION AND BY-LAWS**

13. Adoption — By-law 2015-587 on rules regarding Council meetings

**APPROVAL OF PURCHASES**

14. Approval of Accounts Payable
15. Reports on Net Salaries – 2015-09
16. Expenditures in excess of \$5,000

**OTHER BUSINESS**

17. OTHER BUSINESS
18. Question Period on Issues of Common Interest
19. Meeting Adjourned

**2015-10-05.01**

**ADOPTION OF THE AGENDA**

UPON PROPOSAL DULY MOVED BY CLAUDE VILLENEUVE  
COUNCILLORS UNANIMOUSLY RESOLVE

That the Agenda be adopted as submitted.

PASSED

**2015-10-05.02**

**MAYOR AND COUNCILLORS REPORTS**

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The Mayor and Councillors report on their various files.

**2015-10-05.03      QUESTION PERIOD REGARDING AN ITEM LISTED ON THE AGENDA**

Fourteen (14) citizens are present in the audience.

CITIZENS

ITEM

Dominique Cyr, Jacques Campbell, Michael Rochette, Paul St-Pierre	By-law on rules regarding Council meetings... various questions and possibility of postponement of a decision
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**2015-10-05.04      ADOPTION OF THE MINUTES OF THE REGULAR MEETING HELD SEPTEMBER 14, 2015**

UPON PROPOSAL DULY MOVED BY MARCELLA DAVIS GERRISH  
COUNCILLORS UNANIMOUSLY RESOLVE

THAT the Minutes of the Regular Meeting held September 14 be adopted as submitted.

PASSED

**2015-10-05.05      CORRESPONDENCE**

Correspondence received was provided to Council members.

**2015-10-05.06      HR – HIRING OF AN EMPLOYEE ON A PART-TIME BASIS – FINANCE DEPARTMENT**

WHEREAS the management personnel at the Municipality has a heavy workload;

WHEREAS claims must be submitted to the Ministère de la sécurité publique following a series of torrential rainfalls that occurred last June and July and financial data must be compiled in view of upcoming budget planning;

WHEREAS the Municipality requires the services of a part-time employee to complete these tasks;

WHEREAS a potential candidate is available who has previous experience at the Municipality in assuming a similar mandate;

UPON PROPOSAL DULY MOVED BY CLAUDE VILLENEUVE  
COUNCILLORS UNANIMOUSLY RESOLVE

THAT Mrs Ginette Gagné be hired as Clerk in the finances and treasury department for the period of October 6 to December 11, 2015, for a maximum of 21 hours per week, on a variable weekly schedule, at a rate of twenty-five (\$25)/hour, advantages and benefits included.

PASSED

**2015-10-05.07      CONSULTATIVE COMMITTEE ON STRATEGIC PLANNING – MANDATE**

WHEREAS it is the wish of Council to promote citizen participation in Municipal project planning, implementation and follow-up, in all aspects of Municipal life;

WHEREAS there has been a progressive implementation of municipal committees as a result of the structure adopted by Council April 13, 2015;

WHEREAS a Consultative Committee on Strategic Planning has been set up;

WHEREAS it is necessary to approve committee membership and to outline the priorities of the said committee in the short term;

UPON PROPOSAL DULY MOVED BY ALAIN BEAULIEU  
COUNCILLORS UNANIMOUSLY RESOLVE

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THAT Mayor Michael Page, Councillors Pauline Farrugia and Marcella Davis Gerrish, the Director-General and Secretary-Treasurer Daniel Décary, citizens Heather Bowman and Lori Ferguson and citizens Jacques Campbell, Peter Fletcher, Lorne LeMarquand, Jason Stafford and David Wilson be appointed members of the Committee and that citizen Morgan Quinn be appointed President of the Committee.

THAT the Committee prepare an assessment of the 2012-2017 Action Plan, adopted by Council February 6, 2012, by identifying action taken and action yet to be taken on issues and advising Council as to the priority to be given to said issues for the remaining years of the plan and that the assessment and recommendations be submitted to Council, no later than November 30, 2015;

THAT the Committee conduct a review of the report on the "A Vision for North Hatley" long-term strategic planning process, carried out by the Locus planning group and submitted to the Committee for Economic Development, December 18, 2012 and that it advise Council as to the accuracy and pertinence of its information, findings and recommendations, and that a report be submitted to Council no later than June 30, 2016.

PASSED

**2015-10-05.08**

**CENTRE DE GESTION DE L'ÉQUIPEMENT ROULANT DU QUÉBEC (CGER)  
(PUBLIC VEHICLE FLEET MANAGEMENT) – SERVICES AGREEMENT –  
SIGNATURE AUTHORISATION**

WHEREAS the Municipality must have vehicles available as part of Public Works for public road maintenance and various seasonal work projects;

WHEREAS there is an opportunity for the Municipality to call on the services provided by CGER;

WHEREAS vehicles must be rented to replace the out-of-service snow removal truck;

WHEREAS a call for tenders must be put out in view of the replacement of a vehicle that is out of service following an accident;

UPON PROPOSAL DULY MOVED BY CLAUDE VILLENEUVE  
COUNCILLORS UNANIMOUSLY RESOLVE

THAT the Municipality conclude a services agreement with CGER in order to obtain proposals to fill required needs;

THAT all CGER proposals be submitted to Council for adoption prior to any agreement.

PASSED

**2015-10-05.09**

**PERMIT SUBJECT TO PIIA GUIDELINES – 410-412, RUE WOODWARD**

WHEREAS the CCUP held a regular meeting on September 23, 2015;

WHEREAS a request was submitted to redo the slope of the roof at 410-412, rue Woodward;

WHEREAS the documents submitted are incomplete relative to the requirements under the by-law on PIIA guidelines and will have to be submitted again for further study of the request;

WHEREAS the CCUP recommends that Council refuse the request until complete plans are submitted for a new study;

UPON PROPOSAL DULY MOVED BY ALAIN BEAULIEU  
COUNCILLORS UNANIMOUSLY RESOLVE

THAT Council accept the recommendation by the CCUP and refuse the request.

PASSED

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**2015-10-05.10**

**PERMIT SUBJECT TO PIIA GUIDELINES – 482, RUE RUBLEE**

WHEREAS the CCUP held a regular meeting on September 23, 2015;

WHEREAS a request was submitted for the construction of a backyard shed measuring 4.8 m by 3.6 m, at 482, rue Rublee;

WHEREAS the building materials (vinyl siding and asphalt shingles) will be very similar in colour and appearance to the siding of the main building;

WHEREAS the architectural design of the building is well suited to its environment and has been approved;

WHEREAS the work proposed meets the municipal PIIA evaluation criteria;

WHEREAS the CCUP recommends that Council approve the request as submitted;

WHEREAS the project must conform to the norms of the regulation in force at the time of the final project submission;

UPON PROPOSAL DULY MOVED BY ALAIN BEAULIEU  
COUNCILLORS UNANIMOUSLY RESOLVE

THAT Council accept the recommendation of the CCUP.

PASSED

**2015-10-05.11**

**PERMIT SUBJECT TO PIIA GUIDELINES – LOT 4 028 828, CHEMIN MAGOG**

WHEREAS the CCUP held a regular meeting on September 23, 2015;

WHEREAS a request was submitted for the restoration and expansion of a boat shelter, on lot 4 028 828, chemin Magog, specifically the exterior siding (walls and roof) and openings (windows and doors).

WHEREAS building materials for the walls and roof will be of the same type, pre-painted, grey sheet metal siding;

WHEREAS all beach houses and boat shelters in the area have walls constructed out of wood;

WHEREAS the boat shelter is in a situation of acquired right, no shoreline expansion is permitted;

WHEREAS the boat shelter must be returned to its original location following displacement due to winter ice buildup;

WHEREAS the boat shelter must be repositioned and mounted on screw-in piles and that authorization by the *Ministère des Forêts, de la Faune et Parcs* (MFFP) is required;

WHEREAS completion and the architectural design due to the choice of building materials will not be well suited to the immediate environment. The following adjustments are required:

- No extension of the building on the shoreline;
- THAT the choice of building materials be revised by using two types of material and that wood be used for the exterior walls;
- THAT the rise of the building be limited to 4.5 m maximum;
- THAT the height of the building be increased by raising the terrain;
- THAT the moving of the building be made following authorization by the MFFP for the use of screw-in piles on the shoreline.

UPON PROPOSAL DULY MOVED BY ALAIN BEAULIEU  
COUNCILLORS UNANIMOUSLY RESOLVE

THAT Council accept the recommendation of the CCUP conditional to the owners respecting the modifications requested.

PASSED

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**2015-10-05.12**

**2070, CHEMIN DU LAC – BUILDING RESTORATION**

WHEREAS fundraising was conducted by the North Hatley Recreation Society for the restoration of the building located at 2070, chemin du Lac, a municipal property;

WHEREAS the available sum of thirteen thousand nine hundred and eighty-nine dollars (\$13,989) has been deposited into an account designated for this purpose;

WHEREAS there is a request by the NHRS for the purchase of material for work on the exterior siding of the building;

UPON PROPOSAL DULY MOVED BY MARCELLA DAVIS GERRISH  
COUNCILLORS UNANIMOUSLY RESOLVE

THAT Létourneau matériaux de construction Inc. invoice # 2238395, in the amount of seven thousand six hundred and eighty-two dollars and sixty-eight cents (\$7,682.68), taxes included, be paid under the funds available from the designated account;

THAT payment be made under budgetary fund 23-080-00-004.

PASSED

**2015-10-05.13**

**ADOPTION — BY-LAW 2015-587 ON RULES REGARDING COUNCIL MEETINGS**

WHEREAS Council wishes to make precisions regarding the rules governing regular and special Council meetings;

WHEREAS a notice of motion was given September 14, 2015;

THAT By-law 2015-587 on rules regarding Council meetings, abrogating By-law 2003-461 be adopted, without further reading, a copy of the said by-law having been given to Council members who declare having read it and pass on reading it according to law.

Councillor MARCELLA DAVIS GERRISH proposes that Council delay adoption of the by-law to the next Council meeting following a request by citizens to first take notice of it and requests a vote.

COUNCILLOR CLAUDE VILLENEUVE VOTES AGAINST  
THE PROPOSAL IS ADOPTED BY THE MAJORITY

**2015-10-05.14**

**APPROVAL OF ACCOUNTS PAYABLE**

UPON PROPOSAL DULY MOVED BY PAULINE FARRUGIA  
COUNCILLORS UNANIMOUSLY RESOLVE

THAT the expenses listed on the statement presented on October 5, 2015 by the Treasury Department be approved for payment:

Regular expenses as at October 5, 2015:	<b>\$173,228.54</b>
Pre-authorized payment:	<b>\$6,446.24</b>

PASSED

**2015-10-05.15**

**REPORTS ON NET SALARIES – 2015-09**

20 employees (6 Council members, 4 CCUP members and 10 municipal employees):	<b>\$34,845.79</b>
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PASSED

**2015-10-05.16**

**EXPENDITURES IN EXCESS OF \$5,000**

UPON PROPOSAL DULY MOVED BY PAULINE FARRUGIA

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COUNCILLORS UNANIMOUSLY RESOLVE

TO authorize the following purchase(s) in excess of \$5,000:

SUPPLIERS	DATE	INVOICE	AMOUNT
<b>L'EXCELLENCE AGRICOLE DE COATICOOK</b>			
Maint. Farmers Market (work in May 2015)	2015-09-23	28474	\$715.82
Maint. parking (work in June 2015)	2015-09-23	28476	\$229.95
Street sweeping (work in June 2015)	2015-09-23	28477	\$2,974.06
Maint. of roads - ditches (work in June 2015)	2015-09-23	28478	\$2,138.54
Emergency – Torrential rain cleanup (work July 2015)	2015-09-23	28479	\$2,239.49
Maint. sewers - chemin Université (work in July 2015)	2015-09-23	28480	\$1,014.25
Maint. truck - rental Bobcat 5600 one truck short (August 2015)	2015-09-23	28481	\$689.85
Maint. parks equipment (work in August 2015)	2015-09-23	28482	\$67.99
Maint. Bobcat T650 equipment - skid (work in August 2015)	2015-09-23	28483	\$2,443.38
Maint. sewers - rue Lebaron (work in September 2015)	2015-09-23	28484	\$689.85
Maint. parks equipment (work in September 2015)	2015-09-23	28485	\$91.36
		<b>TOTAL</b>	<b>\$13,294.54</b>
			<b>Taxes included</b>
 <b>PAVAGES LAVALLEE &amp; TANGUAY INC</b>			
PAVING OF VARIOUS ROADS	2015-09-24	1068	\$12,100.54
		<b>TOTAL</b>	<b>\$12,100.54</b>
			<b>Taxes included</b>
 <b>SINTRA INC.</b>			
ASPHALT	2015-08-31	26-0404-01245	\$7,208.06
		<b>TOTAL</b>	<b>\$7,208.06</b>
			<b>Taxes included</b>

PASSED

**2015-10-05.17      OTHER BUSINESS**

**2015-10-05.18      QUESTION PERIOD ON ITEMS OF COMMON INTEREST**

CITIZENS	ITEMS
Michael Rochette	Cell phone tower
Jacques Campbell	Legal advice regarding building demolitions
Paul St-Pierre	Questions put forward at the previous meeting
Dominique Cyr	Property of the filtration plant Cell phone tower
Benoît Lépine	Work at 2070, chemin du Lac
Jacques Campbell	Town planning floral...success...get inspiration from outside
Pierre Jean-Marie	Tower...compensation
Michael Rochette	NHRS-Municipality relations...agreement

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	protocol
Benoît Lépine	NHRS-Municipality agreement vs other potential participants
Michael Rochette	Longboard Championship... success... cost of municipal resources
Dominique Cyr	Longboard Championship...restoration

**2015-10-05.19**

**MEETING ADJOURNED**

At 8:10 p.m., all issues on the Agenda having been addressed

UPON PROPOSAL DULY MOVED BY MARCELLA DAVIS GERRISH  
COUNCILLORS UNANIMOUSLY RESOLVE

That this meeting be adjourned.

PASSED

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Michael Page  
Mayor

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Daniel Décary  
Town Manager 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.