

**MINUTES
VILLAGE OF NORTH HATLEY**

JUNE 6, 2016

AT A REGULAR MEETING of the Municipal Council held at 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. Guy Veillette | 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. Adoption of the Minutes of the Regular Meeting held May 2, 2016
3. Information from Council members
4. Question Period on items listed on the Agenda

ADMINISTRATION, TOWN CLERK AND LEGAL AFFAIRS

5. Joint purchase of general liability insurance (Regroupement d'achat en commun d'assurances protection de la réputation et de la vie privée des élus et hauts fonctionnaires) – Mandate to the UMQ

HUMAN RESOURCES AND WORK RELATIONNS

6. Personnel Management Guide - Amendment
7. Position of Administrative Assistant - Nomination of Natacha Prince
8. Hiring of a Secretary-Receptionist
9. Hiring of an Attendant for Park Maintenance, Green Spaces and Landscaping
10. Hiring of a Tourist Information Attendant
11. Hiring of a second Tourist Information Attendant

FINANCE AND TREASURY

12. Approval of Accounts Payable
13. Expenditures in excess of \$5,000
14. Reports on Net Salaries – 2016-05

ENGINEERING AND PUBLIC WORKS

15. Street and Parking Area Pavement Marking – Award of Contract to the firm of Lignes de stationnement entretien et traçage (2006) Inc.
16. Grass Mowing – Award of Contract to the North Hatley Marina

URBAN PLANNING AND LAND MANAGEMENT

17. Permit subject to PIIA guidelines– 220-224, rue Mill
18. Permit subject to PIIA guidelines– 35-41, rue Main
19. Permit subject to PIIA guidelines–Lot 4 028 745, chemin du Lac
20. Permit subject to PIIA guidelines– 135, rue Main
21. Permit subject to PIIA guidelines– Lot 4 029017, rue Rublee
22. Permit subject to PIIA guidelines– 200-210, rue Main
23. Request for zoning amendment – Zone P-4
24. Request for zoning amendment – Zones RB-7 and RB-8
25. Minor derogation – 365, rue Séguin
26. By-law 2016-591 on alarm systems – Notice of Motion
27. By-law 2016-592 on public nuisances – Notice of Motion
28. By-law RU-2016-593 on security, peace and order – Notice of Motion
29. By-law RU-2016-594 on parking and public road management – Notice of Motion

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CULTURE, RECREATION AND COMMUNITY LIFE

30. North Hatley Recreation Society (NHRS) - Financial Aid

PUBLIC SECURITY

31. OTHER BUSINESS
32. Question Period on issues of local public interest
33. Meeting Adjourned

2016-06-06.01

ADOPTION OF THE AGENDA

UPON PROPOSAL DULY MOVED BY MARCELLA DAVIS GERRISH
COUNCILLORS UNANIMOUSLY RESOLVE

That the Agenda be adopted as submitted.

PASSED

2016-06-06.02

ADOPTION OF THE MINUTES OF THE REGULAR MEETING HELD MAY 2, 2016

UPON PROPOSAL DULY MOVED BY GUY VEILLETTE
THE COUNCILLORS UNANIMOUSLY RESOLVE

THAT the Minutes of the Regular Meeting held May 2, 2016 be adopted as submitted.

PASSED

2016-06-06.03

INFORMATION FROM COUNCIL MEMBERS

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

2016-06-06.04

QUESTION PERIOD ON ITEMS LISTED ON THE AGENDA

Twenty-five (25) citizens are present at the meeting.

CITIZENS	ITEMS
Paul St-Pierre, Donald Watt, John LeBaron, Judy LeBaron	Wi-Fi zone
Frédéric Landry	Project presented
Paul St-Pierre	Hiring of personnel
Paul St-Pierre	Expenditures versus taxes

2016-06-06.05

JOINT PURCHASE OF GENERAL LIABILITY INSURANCE (REGROUPEMENT D'ACHAT EN COMMUN D'ASSURANCES PROTECTION DE LA RÉPUTATION ET DE LA VIE PRIVÉE DES ÉLUS ET HAUTS FONCTIONNAIRES) - MANDATE TO THE UMQ

WHEREAS in accordance with articles 29.9.1 of the Cities and Towns Act and of 4.7.1 and following of the Municipal Code, the Municipality of the Village of North Hatley wishes to join the UMQ (Union des municipalités du Québec) organisation for the joint purchase of liability insurance (assurances protection de la réputation et de la vie privée des élus et hauts fonctionnaires);

UPON PROPOSAL DULY MOVED BY CLAUDE VILLENEUVE
COUNCILLORS UNANIMOUSLY RESOLVE

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THAT the Municipality of the Village of North Hatley thereby take part in the Union of Québec Municipalities joint purchase, in view of the awarding of a contract for liability insurance (assurances protection de la réputation et de la vie privée des élus et hauts fonctionnaires);

THAT the Municipality of the Village of North Hatley authorize the Mayor, Michael Page, and the Director-General, Daniel Décary, to sign, for and on behalf of the Municipality, the agreement entitled "AGREEMENT for the no. 2 participation of municipalities in the Union of Quebec Municipalities (UMQ) for the joint purchase of liability insurance (assurances protection de la réputation et de la vie privée des élus et hauts fonctionnaires.

Vote requested by NORMAND JOLICOEUR

In favour: PAULINE FARRUGIA
 MARCELLA DAVIS GERRISH
 GUY VEILLETTE
 CLAUDE VILLENEUVE
 ALAIN BEAULIEU

Against: NORMAND JOLICOEUR

PASSED

2016-06-06.06

PERSONNEL MANAGEMENT GUIDE - AMENDMENT

WHEREAS the administrative duties assumed by the permanent Secretary-Receptionist at the Municipality have evolved;

WHEREAS the additional administrative duties now assumed must be recognized;

UPON PROPOSAL DULY MOVED BY NORMAND JOLICOEUR
COUNCILLORS UNANIMOUSLY RESOLVE

THAT the job of Administrative-Assistant be created;

THAT the personnel administration guide be amended to include in group 2 on job descriptions, the position of Administrative-Assistant.

PASSED

2016-06-06.07

POSITION OF ADMINISTRATIVE-ASSISTANT – NOMINATION OF NATACHA PRINCE

WHEREAS the position of Administrative-Assistant has been created;

WHEREAS Natacha Prince, currently in the position of Secretary-Receptionist, has assumed her duties to the great satisfaction of her superiors;

WHEREAS she has been committed in assuming duties that are above and beyond what is required under her current position and has repeatedly taken the initiative to complete tasks that are not within her current job description;

UPON PROPOSAL DULY MOVED BY NORMAND JOLICOEUR
COUNCILLORS UNANIMOUSLY RESOLVE

THAT the position of Administrative-Assistant be granted to Natacha Prince as of today;

THAT the employment contract for Natacha Prince be revised in accordance with the changes discussed and approved by all parties;

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THAT the Mayor, Michael Page, and the Director-General, Daniel Décary, be authorized to sign the said employment contract for and in the name of the Municipality.

PASSED

2016-06-06.08

HIRING OF A SECRETARY-RECEPTIONIST

WHEREAS it is necessary to hire additional staff to fill the position of secretary-receptionist for the summer season;

WHEREAS it is an opportune moment to offer a work-term to a student in secretarial work and office technology;

WHEREAS the procedure for staffing and candidate selection to fill the position was put into place;

UPON PROPOSAL DULY MOVED BY GUY VEILLETTE
THE COUNCILLORS UNANIMOUSLY RESOLVE

THAT Marie-Hélène Gagné be hired to fill the position of Secretary-Receptionist for the period of June 27 to August 19, 2016, on a 34.5 hours per week schedule, at a pay rate of \$13.00 per hour.

THAT employment conditions under the personnel management guide regarding contract employees be applied.

THAT payment be made under budgetary item 02-130-00-141.

PASSED

2016-06-06.09

HIRING OF AN ATTENDANT FOR PARK MAINTENANCE, GREEN SPACES AND LANDSCAPING

WHEREAS the Municipality must hire an Attendant for Public Spaces, Green Spaces and Landscaping for the summer season;

WHEREAS it is an opportune moment to offer a work-term to a student in horticultural studies;

WHEREAS the procedure for staffing and candidate selection to fill the position was put into place;

UPON PROPOSAL DULY MOVED BY GUY VEILLETTE
THE COUNCILLORS UNANIMOUSLY RESOLVE

THAT Youly Gagnon be hired as Attendant for Public Spaces, Green Spaces and Landscaping for the period of June 13 to September 30, 2016, on a variable weekly schedule, at a pay rate of \$13.00 an hour.

THAT employment conditions under the personnel management guide regarding contract employees be applied.

THAT payment be made under budgetary item 02-701-50-141

PASSED

2016-06-06.10

HIRING OF AN ATTENDANT FOR TOURIST INFORMATION

WHEREAS the Municipality must hire an Attendant for Tourist Information for the summer season;

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WHEREAS the procedure for staffing and candidate selection to fill the position was put into place;

UPON PROPOSAL DULY MOVED BY GUY VEILLETTE
THE COUNCILLORS UNANIMOUSLY RESOLVE

THAT Sara Bonsant be hired as Attendant for Tourist Information for the period of June 20 to August 19, 2016, on a variable weekly schedule, at a pay rate of \$12.50 an hour.

THAT employment conditions under the personnel management guide regarding contract employees be applied.

THAT payment be made under budgetary item 02-701-50-141

PASSED

2016-06-06.11

HIRING OF A SECOND ATTENDANT FOR TOURIST INFORMATION

WHEREAS the Municipality must hire a second Attendant for Tourist Information for the summer season;

WHEREAS the procedure for staffing and candidate selection to fill the position was put into place;

UPON PROPOSAL DULY MOVED BY GUY VEILLETTE
THE COUNCILLORS UNANIMOUSLY RESOLVE

THAT the Municipality proceed with the hiring of a second Attendant for Tourist Information for the period of June 20 to August 19, 2016, on a variable weekly schedule, at a pay rate of \$12.00 an hour.

THAT employment conditions under the personnel management guide regarding contract employees be applied.

THAT payment be made under budgetary item 02-701-50-141

PASSED

2016-06-06.12

APPROVAL OF ACCOUNTS PAYABLE

UPON PROPOSAL DULY MOVED BY PAULINE FARRUGIA
COUNCILLORS UNANIMOUSLY RESOLVE

THAT Accounts Payable listed on the statement presented June 6, 2016 by the Treasury Department be approved for payment:

Accounts Payable as of June 6, 2016	\$49,304.67
Pre-authorized payment:	\$23,642.13

PASSED

2016-06-06.13

EXPENDITURES IN EXCESS OF \$5,000

UPON PROPOSAL DULY MOVED BY PAULINE FARRUGIA
COUNCILLORS UNANIMOUSLY RESOLVE

To authorize the following payments:

SUPPLIERS	DATE	INVOICE	AMOUNT
Raymond Chabot Grant Thornton Municipal Audit - 2015 – Payment no 2	2016-05-19	1335441	\$8,893.32
		TOTAL	<u>\$8,893.32</u>

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**Taxes
included**

PASSED

2016-06-06.14 REPORTS ON NET SALARIES – 2016-05

8 employees and 7 Council members: **\$19,447.87**

2016-06-06.15 STREET AND PARKING AREA PAVEMENT MARKING – AWARD OF CONTRACT TO THE FIRM OF LIGNES DE STATIONNEMENT ET TRACAGE (2006) INC.

WHEREAS the Municipality must proceed with street and parking area pavement marking;

WHEREAS a call for tenders was issued to two specialized firms;

WHEREAS there is a provision in the Municipal Code allowing for the awarding of a contract of this value by mutual agreement;

UPON PROPOSAL DULY MOVED BY CLAUDE VILLENEUVE
COUNCILLORS UNANIMOUSLY RESOLVE

THAT the contract for street and parking area pavement marking be awarded to the firm of Lignes de stationnement entretien et traçage (2006) Inc., as the firm's proposal was the most advantageous for the Municipality, according to the proposal of April 5, 2016, including;

Stop bars	\$10 each
Pedestrian crosswalks	\$5 each
Lines tail	\$10 each
No parking	\$15 each
Hatch mark/shaded areas	\$100 each
Permit only	\$30 each
5 yellow lines	\$4 each
Disabled 9' x 12' blue	\$90 each
White logo/line	
curbside parking	\$4 each
Parking lots 1 and 2	\$650 for both
Transportation	\$75

THAT payment be made under budgetary item 02-320-00-629.

PASSED

2016-06-06.16 GRASS MOWING – AWARD OF CONTRACT TO THE NORTH HATLEY MARINA

WHEREAS a call for tenders took place in order to award a contract for grass mowing in parks and other green spaces within the municipal territory;

WHEREAS four firms were invited to submit a proposal;

WHEREAS only the firm of North Hatley Marina submitted a proposal;

WHEREAS by virtue of a sole proposal, the parties were able to agree on a reduced price, in return for a three-year contract;

WHEREAS the agreement is advantageous to both parties.

UPON PROPOSAL DULY MOVED BY ALAIN BEAULIEU
THE COUNCILLORS UNANIMOUSLY RESOLVE

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THAT the Municipality of the Village of North Hatley award the contract for grass mowing to the firm of North Hatley Marina, for a period of three years (2016-2017-2018), at a fixed annual cost of \$7,500, taxes included and in accordance with conditions outlined in call for tender documents dated May 5, 2016.

PASSED

2016-06-06.17

PERMIT SUBJECT TO PIIA GUIDELINES – 220-224, RUE MILL

WHEREAS a regular meeting of the CCUP was held May 25, 2016;

WHEREAS a request was submitted to install two signs on a building, perpendicular to it, to advertise the businesses located at 222 and 224, rue Mill. The signs will be double sided and measure 20 inches by 24 inches.

WHEREAS the proposed signs meet the assessment criteria under the Site Planning and Architectural Integration by-law and the norms of the zoning by-law of the Municipality;

WHEREAS the CCUP recommends that the project be approved;

UPON PROPOSAL DULY MOVED BY ALAIN BEAULIEU
COUNCILLORS UNANIMOUSLY RESOLVE

THAT Council accept the recommendation of the CCUP.

PASSED

2016-06-06.18

PERMIT SUBJECT TO PIIA GUIDELINES– 35-41, RUE MAIN

WHEREAS a regular meeting of the CCUP was held May 25, 2016;

WHEREAS a request was submitted to install a sign perpendicular to a post on a staircase leading to the main entrance of the building advertising the business located on the 2nd floor at 35-41, rue Main;

WHEREAS the sign will have similar dimensions to two already existing signs and will be installed between the said signs;

WHEREAS the CCUP recommends that the project be approved;

UPON PROPOSAL DULY MOVED BY CLAUDE VILLENEUVE
COUNCILLORS UNANIMOUSLY RESOLVE

THAT Council accept the recommendation of the CCUP.

PASSED

2016-06-06.19

PERMIT SUBJECT TO PIIA GUIDELINES – LOT 4 028 745, CHEMIN DU LAC

WHEREAS a regular meeting of the CCUP was held May 25, 2016;

WHEREAS a request was submitted for the renovation of the building located on lot 4 028 745, chemin du Lac;

WHEREAS the building will retain the same dimensions and will be moved back up to the shoreline limit line;

WHEREAS the CCUP recommends that the project be approved;

UPON PROPOSAL DULY MOVED BY ALAIN BEAULIEU
COUNCILLORS UNANIMOUSLY RESOLVE

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THAT Council accept the recommendation of the CCUP.

PASSED

2016-06-06.20

PERMIT SUBJECT TO PIIA GUIDELINES – 135, RUE MAIN

WHEREAS a regular meeting of the CCUP was held May 25, 2016;

WHEREAS a request was submitted to replace the main door and to install decorative panels above the four front-facing windows, on which the name of the business at 135, rue Main will be inscribed;

WHEREAS the windows and the main door are not of the original building constructed in 1935;

WHEREAS the dimensions of the decorative panels and of the lettering have not been submitted;

WHEREAS the CCUP recommends that the project be approved in terms of the main door and that a decision regarding the panels and lettering be deferred;

UPON PROPOSAL DULY MOVED BY CLAUDE VILLENEUVE
COUNCILLORS UNANIMOUSLY RESOLVE

THAT Council accept the recommendations of the CCUP.

PASSED

2016-06-06.21

PERMIT SUBJECT TO PIIA GUIDELINES – LOT 4 029 017, RUE RUBLEE

WHEREAS a regular meeting of the CCUP was held May 25, 2016;

WHEREAS a request was submitted for the construction of a main building on lot 4 029 017, rue Rublee;

WHEREAS the proposed work meets the assessment criteria under the Site Planning and Architectural Integration by-law of the Municipality;

WHEREAS the final draft of the project must conform to regulations currently in force;

WHEREAS the CCUP recommends that the project be approved

UPON PROPOSAL DULY MOVED BY CLAUDE VILLENEUVE
COUNCILLORS UNANIMOUSLY RESOLVE

THAT Council accept the recommendation of the CCUP.

PASSED

2016-06-06.22

PERMIT SUBJECT TO PIIA GUIDELINES – 200-210, RUE MAIN

WHEREAS a regular meeting of the CCUP was held May 25, 2016;

WHEREAS a request was submitted for the extension of a dormer on the back facing side of the roof, from one end to the other of the roof in order to increase the dimensions of the room in question;

WHEREAS the proposed construction material is to be the same as the current material.

WHEREAS the CCUP recommends that the project be approved;

UPON PROPOSAL DULY MOVED BY ALAIN BEAULIEU

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COUNCILLORS UNANIMOUSLY RESOLVE

THAT Council accept the recommendation of the CCUP.

PASSED

2016-06-06.23

REQUEST FOR ZONING AMENDMENT – ZONE P-4

WHEREAS a regular meeting of the CCUP was held May 25, 2016;

WHEREAS a request for a zoning amendment was submitted to authorize “commercial” and “residential” type use in zone P-4;

WHEREAS the zone in question is eminent domain for public use and includes a church (the object of the request) and Dreamland Park;

WHEREAS the zone in question has been designated for “public” use for a number of decades;

WHEREAS it is of general interest to preserve the public nature of zone P-4;

WHEREAS it is the recommendation of the CCUP to not approve the request submitted;

WHEREAS it is the wish of Council to limit authorized use of the said zone to “public” type use.

UPON PROPOSAL DULY MOVED BY CLAUDE VILLENEUVE
COUNCILLORS UNANIMOUSLY RESOLVE

THAT Council accept the recommendation of the CCUP.

PASSED

2016-06-06.24

REQUEST FOR ZONING AMENDMENT – ZONES RB-7 AND RB-8

WHEREAS a regular meeting of the CCUP was held May 25, 2016;

WHEREAS a request for a zoning amendment was submitted to include to zones rb-7 and rb-8 the designation of “institutional” use under the category of community group (reference 4.4 community group/ C) institutional/ 1. care centres);

WHEREAS a request was submitted in order to establish a paediatric palliative care centre at 977, rue Massawippi;

WHEREAS there are positive implications to this type of project;

WHEREAS it is the recommendation of the CCUP to authorize the requested zoning amendment;

UPON PROPOSAL DULY MOVED BY ALAIN BEAULIEU
COUNCILLORS UNANIMOUSLY RESOLVE

THAT Council accept the recommendation of the CCUP.

PASSED

2016-06-06.25

MINOR DEROGATION – 365, RUE SÉGUIN

WHEREAS a regular meeting of the CCUP was held May 25, 2016;

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WHEREAS a request for minor derogation was submitted to authorize an encroachment of 1.35 meters to the right side lot/property line, following the construction of a garage attached to the residence;

WHEREAS a request for a permit was submitted in 2003 for an extension to the residence, with the norms at the time requiring a minimum lateral setback of 3 meters;

WHEREAS in 2003, when the permit was granted, the norms in place at the time were made specific with a mention that the distance be verified by a surveyor;

WHEREAS in 2003, during the construction work, the inspector at the time spoke to the contractor and to the owner to point out the issue of non-conformity distances from the right side property line.

WHEREAS the owner chose to proceed with the construction work in spite of her knowledge of the issue, thereby ignoring the regulations in force at the time;

Whereas the minimum lateral setback remains applicable under the current by-law;

WHEREAS it is the recommendation of the CCUP to not approve the request for minor derogation;

UPON PROPOSAL DULY MOVED BY ALAIN BEAULIEU
COUNCILLORS UNANIMOUSLY RESOLVE

THAT Council accept the recommendation of the CCUP.

PASSED

2016-06-06.26

BY-LAW 2016-591 REPLACING BY-LAW 2005-486 ON ALARM SYSTEMS – NOTICE OF MOTION

I, GUY VEILLETTE, hereby present a notice of motion to the effect that will be presented for adoption By-law 2016-591 replacing By-law 2005-486 on alarm systems.

The object of the by-law is to put into place provisions regarding fines.

Given in North Hatley, June 6, 2016.

2016-06-06.27

BY-LAW 2016-592 REPLACING BY-LAW 2010-576 ON PUBLIC NUISANCES – NOTICE OF MOTION

I, GUY VEILLETTE, hereby present a notice of motion to the effect that will be presented for adoption By-law 2016-592 replacing By-law 2010-576 on nuisances.

The object of the by-law is to restrict wood cutting between 9 p.m. and 7 a.m.

Given in North Hatley, June 6, 2016.

2016-06-06.28

BY-LAW RU-2016-593 REPLACING BY-LAW 2010-585 ON SECURITY, PEACE AND ORDER – NOTICE OF MOTION

I, GUY VEILLETTE, hereby present a notice of motion to the effect that will be presented for adoption By-law 2016-593 replacing By-law 2010-585 on security, peace and order.

The object of the by-law is to put into place provisions regarding alcohol consumption and brawling.

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Given in North Hatley, June 6, 2016.

2016-06-06.29

BY-LAW RU-2016-594 REPLACING BY-LAW RU-2015-586 ON PARKING AND PUBLIC ROAD MANAGEMENT- NOTICE OF MOTION

I, GUY VEILLETTE, hereby present a notice of motion to the effect that will be presented for adoption By-law RU- 2016-594 replacing By-law RU 2015-586 on parking and public road management.

The object of the by-law is to put into place provisions regarding parking during the winter season.

Given in North Hatley, June 6, 2016.

2016-06-06.30

NORTH HATLEY RECREATION SOCIETY (NHRS) – FINANCIAL AID

WHEREAS it is the wish of the Municipality to support local not-for-profit organizations;

WHEREAS a request was submitted for financial support by the North Hatley Recreation Society;

WHEREAS the organization submitted annual budget forecasts and the last budget report;

UPON PROPOSAL DULY MOVED BY CLAUDE VILLENEUVE
COUNCILLORS UNANIMOUSLY RESOLVE

THAT the Municipality of the Village of North Hatley grant the North Hatley Recreation Society support in the amount of \$21,000, of which \$18,000 are in the form of financial aid and \$3,000 are in the form of municipal beach area maintenance services already provided.

PASSED

2016-06-06.31

OTHER BUSINESS

2016-06-06.32

QUESTION PERIOD ON ISSUES OF LOCAL PUBLIC INTEREST

CITIZENS	ISSUES
Naisi LeBaron	Shelter project at parc de la Rivière
Michael Rochette	Details on notices of motion
Paul St-Pierre	PPU – management plan
Carrol Haller	Thank you from the NHRS
James Cameron	Cell phone tower (visibility-light)
Naisi LeBaron	Connaught Home (taxation)
Dominique Cyr	Speed on Massawippi
Paul Parker	Hiring of personnel
Paul St-Pierre	Maintenance cost of fleet of vehicles – cost of snow removal
Dominique Cyr	Defibrillator

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2016-06-06.33

MEETING ADJOURNED

At 8:20 p.m., all issues on the Agenda having been addressed;

UPON PROPOSAL DULY MOVED BY MARCELLA DAVIS GERRISH
THE COUNCILLORS UNANIMOUSLY RESOLVE

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.