

**MINUTES  
VILLAGE OF NORTH HATLEY**

**NOVEMBER 7, 2016**

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. Normand Jolicoeur |
| 2. Marcella Davis Gerrish | 5. Claude Villeneuve |
| 3. Guy Veillette          | 6.                   |

ABSENT: Alain Beaulieu.

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 October 3, 2016
3. Information from Council members
4. Question Period on items listed on the Agenda
5. Mayor's Speech on the financial situation

**ADMINISTRATION, TOWN CLERK AND LEGAL AFFAIRS**

6. Holiday Schedule – Municipal Office Hours
7. Approval for the Disposal of a List of Inactive Documents
8. By-law 2016-599 amending By-law 2007-500 on animals – Notice of Motion
9. Cell phone plan – Change of Service Package
10. Computer Services – Change of Provider

**HUMAN RESOURCES AND WORK RELATIONS**

**FINANCE AND TREASURY**

11. Approval of Accounts Payable
12. Reports on Net Salaries – 2016-10
13. Expenditures in excess of \$5,000
14. By-law 2016-600 governing property taxes and rates of compensation for services to meet expenses for the year 2017 – Notice of Motion
15. Statement of Revenues and Expenses as at October 31, 2016

**ENGINEERING AND PUBLIC WORKS**

16. Road Salt Supply – Award of Contract

**URBAN PLANNING AND LAND MANAGEMENT**

17. Permit subject to PIIA guidelines – 340, chemin Hovey
18. Request for Demolition – 495, chemin Hovey
19. Minor Derogation – 495, chemin Hovey
20. Permit subject to PIIA guidelines – 495, chemin Hovey
21. Permit subject to PIIA guidelines – 975, chemin Massawippi

**CULTURE, RECREATION AND COMMUNITY LIFE**

**PUBLIC SECURITY**

22. OTHER BUSINESS
23. Question Period on issues of local public interest
24. Meeting Adjourned

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**2016-11-07.01**

**ADOPTION OF THE AGENDA**

UPON PROPOSAL DULY MOVED BY GUY VEILLETTE  
COUNCILLORS UNANIMOUSLY RESOLVE

That the Agenda be adopted with the addition to the Finance and Treasury section of item - Statement of Revenues and Expenses as at October 31, 2016.

PASSED

**2016-11-07.02**

**ADOPTION OF THE MINUTES OF THE REGULAR MEETING HELD OCTOBER 3, 2016**

UPON PROPOSAL DULY MOVED BY MARCELLA DAVIS GERRISH  
COUNCILLORS UNANIMOUSLY RESOLVE

THAT the Minutes of the Regular Meeting held October 3, 2016 be adopted as submitted.

PASSED

**2016-11-07.03**

**INFORMATION FROM COUNCIL MEMBERS**

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

**2016-11-07.04**

**QUESTION PERIOD ON ITEMS LISTED ON THE AGENDA**

Eight (8) citizens are present at the meeting.

No questions.

**2016-11-07.05**

**MAYOR'S REPORT ON THE FINANCIAL SITUATION**

Document Annexe 1.

**2016-11-07.06**

**HOLIDAY SCHEDULE – MUNICIPAL OFFICE HOURS**

WHEREAS the Holiday season is fast approaching and includes statutory holidays;

UPON PROPOSAL DULY MOVED BY NORMAND JOLICOEUR  
COUNCILLORS UNANIMOUSLY RESOLVE

THAT Town Hall be closed from December 23, 2016 to January 3, 2017 inclusively.

PASSED

**2016-11-07.07**

**APPROVAL FOR THE DISPOSAL OF A LIST OF INACTIVE DOCUMENTS**

WHEREAS the Municipality has a legal obligation to preserve some documents;

WHEREAS by law some documents can be disposed of following a scheduled period of use;

WHEREAS the documents in question are the documents listed in Annexe 2;

UPON PROPOSAL DULY MOVED BY CLAUDE VILLENEUVE  
COUNCILLORS UNANIMOUSLY RESOLVE

THAT the Municipality proceed with the disposal of documents listed in Annexe 2.

PASSED

**2016-11-07.08**

**BY-LAW 2016-599 AMENDING BY-LAW 2007-500 ON ANIMALS – NOTICE OF MOTION**

I, PAULINE FARRUGIA, give notice of motion to the effect that will be presented for adoption By-law 2016-599 amending By-law 2007-500 on animals.

The object of the by-law is to make corrections as regards related fines.

Given in North Hatley, November 7, 2016.

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**2016-11-07.09**

**CELL PHONE PLAN – CHANGE OF SERVICE PACKAGE**

WHEREAS the Municipality must have a cell phone service available to assure efficiency in day-to-day activities and with emergency service providers and in the event of emergency situations outside regular municipal office hours;

WHEREAS the Municipality oversees cell phone communication according to its personnel management guide;

WHEREAS the Municipality is connected to the Bell Mobility network;

WHEREAS services under the FQM (Fédération québécoise des municipalités) agreement with Bell Mobility are advantageous and at an amount making it possible to noticeably reduce costs on an annual basis;

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

TO withdraw from the current Bell Mobility 'small business' package and sign up for the Bell Mobility 'FQM' package according to the conditions outlined by the provider in the proposal dated October 21, 2016.

PASSED

**2016-11-07.10**

**COMPUTER SERVICES – CHANGE OF PROVIDER**

WHEREAS the Municipality wishes to consolidate computer software and maintenance services for the purpose of providing services, training and support to employees;

WHEREAS the Municipality is constantly searching for ways to reduce business costs;

WHEREAS services provided by Infotech are advantageous and at a cost making it possible to noticeably reduce costs on an annual basis;

WHEREAS Infotech submitted a proposal October 20, 2016;

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 NORMAND JOLICOEUR  
COUNCILLORS UNANIMOUSLY RESOLVE

TO withdraw from services currently provided by the firm of PG Solutions;

THAT Council award the contract for computer software and maintenance services and personnel training and support to the firm of Infotech, including all required configuration work in the amount not to exceed \$4,130.71, taxes included, according to the conditions outlined by the provider in the proposal dated October 20, 2016;

THAT Council authorize a loan for a maximum amount of \$4,130.71 from the working capital, to be reimbursed in five (5) equal and consecutive annual payments and that payment be made under budgetary fund 02-130-00-414.

PASSED

**2016-11-07.11**

**APPROVAL OF ACCOUNTS PAYABLE**

UPON PROPOSAL DULY MOVED BY PAULINE FARRUGIA  
COUNCILLORS UNANIMOUSLY RESOLVE

THAT Accounts Payable listed on the statement presented November 7, 2016 by the Treasury Department be approved for payment:

Accounts Payable as of November 7, 2016	\$59,441.78
Pre-authorized payment:	\$14,494.19

PASSED

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**2016-11-07.12      REPORTS ON NET SALARIES – 2016-10**

12 employees, 7 Council members and 3 CCUP members: **\$21,469.70**

**2016-11-07.13      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
<b>LES POMPES R. FONTAINE</b>			
Maintenance work – sewer – station 1 and 2	2016-10-12	19898	\$3,399.87
Water meters	2016-10-13	19880	\$2,207.41
Sewage station Hovey – discharge elbow	2016-10-11	19900	\$3,995.46
		<b>TOTAL</b>	<b>\$9,602.74</b>
			<b>Taxes included</b>
<b>PAVAGES LAVALLÉE ET TANGUAY INC</b>			
Asphalt work	2016-11-01	1343	\$4,186.24
Asphalt work	2016-10-19	1335	\$4,194.29
		<b>TOTAL</b>	<b>\$8,380.53</b>
			<b>Taxes included</b>
		<b>GRAND TOTAL</b>	<b>\$17,983.27</b>
			<b>Taxes included</b>

PASSED

**2016-11-07.14      BY-LAW 2016-600 GOVERNING PROPERTY TAXES AND RATES OF COMPENSATION FOR SERVICES TO MEET EXPENSES FOR THE YEAR 2017 - NOTICE OF MOTION**

I, GUY VEILLETTE, give notice of motion to the effect that By-law 2016-600 governing property taxes and rates of compensation for services to meet expenses for the year 2017 will be presented for adoption at a future meeting.

Given in North Hatley, November 7, 2016.

PASSED

**2016-11-07.15      STATEMENT OF REVENUES AND EXPENSES AS AT OCTOBER 31, 2016**

The Director-General presents the Statement of Quarterly Revenues and Expenses as at October 31, 2016 to Council members.

**2016-11-07.16      ROAD SALT SUPPLY – AWARD OF CONTRACT**

WHEREAS road maintenance within the Municipality requires the purchase of de-icing salt for the winter season;

WHEREAS the Municipality requested proposals from the following three suppliers of de-icing salt: Sel Warwick inc., Compass Minerals Canada Corp., and Mines Seleine;

WHEREAS the Municipality received the following two proposals:

BIDDERS	PRICE PER METRIC TONNE 2016 DELIVERED TO THE DEPOT	PRICE 2015 DELIVERED TO THE DEPOT

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Sel Warwick inc.	\$83.25	\$82.25
Compass Minerals Canada Corp.	\$81.93	\$103.35

UPON PROPOSAL DULY MOVED BY CLAUDE VILLENEUVE  
THE COUNCILLORS UNANIMOUSLY RESOLVE

To award the road salt contract for the winter season to Sel Compass Minerals Canada Corp. at its proposed unit price of \$81.93 per metric tonne, for approximately 200 metric tonnes, for an approximate amount of \$16,386 plus taxes.

THAT payment be made under budgetary item 02-330-00-635

PASSED

**2016-11-07.17**

**PERMIT SUBJECT TO PIIA GUIDELINES – 340, CHEMIN HOVEY**

WHEREAS the CCUP held a regular meeting on October 19, 2016;

WHEREAS a request was submitted for the construction of a detached garage at 340, chemin Hovey;

WHEREAS the type and colour of construction material are the same as that of the residence;

WHEREAS the proposed construction project meets 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 GUY VEILLETTE  
COUNCILLORS UNANIMOUSLY RESOLVE

THAT Council accept the recommendation of the CCUP.

PASSED

**2016-11-07.18**

**REQUEST FOR DEMOLITION – 495, CHEMIN HOVEY**

WHEREAS the CCUP held a regular meeting on October 19, 2016;

WHEREAS a request was submitted for the demolition of a detached garage at 495, chemin Hovey;

WHEREAS the structure is in poor shape and of little value;

WHEREAS the garage will be replaced with a garage attached to the main residence;

WHEREAS the CCUP recommends that the project be approved;

UPON PROPOSAL DULY MOVED BY GUY VEILLETTE  
COUNCILLORS UNANIMOUSLY RESOLVE

THAT Council accept the recommendation of the CCUP.

PASSED

**2016-11-07.19**

**PERMIT SUBJECT TO PIIA GUIDELINES – 495, CHEMIN HOVEY**

WHEREAS the CCUP held a regular meeting on October 19, 2016;

WHEREAS a request was submitted to build a garage attached to the main residence by way of a 10-foot wide walkway at 495, chemin Hovey, the garage to measure 36 feet X 30 feet;

WHEREAS the type and colour of construction material are the same as that of the residence;

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WHEREAS the proposed construction project meets 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 GUY VEILLETTE  
COUNCILLORS UNANIMOUSLY RESOLVE

THAT Council accept the recommendation of the CCUP.

PASSED

**2016-11-07.20**

**MINOR DEROGATION – 495, CHEMIN HOVEY**

A public consultation on the request took place:

The Mayor, Michael Page, invited those present to voice their opinions regarding the request for a minor derogation for the structure located at 495, rue Hovey.

There were no questions/opinions.

WHEREAS the CCUP held a regular meeting on October 19, 2016;

WHEREAS the request for minor derogation was submitted to build a garage that will be attached along a 10-foot (10%) length of the main building at 495, chemin Hovey;

WHEREAS Article 7.12 of the zoning by-law specifies that an attached garage must be at 30% from a building facade.

WHEREAS the garage will be attached to a facade of the main building, according to the 30 % norm, the portion of the wall touched would be 30 sq ft which would eliminate the kitchen and living-room windows.

WHEREAS the situation does not negatively impact neighbours in any way nor infringe on the well being of the owners of neighbouring properties and of their property rights.

WHEREAS the CCUP recommends that the project be approved;

UPON PROPOSAL DULY MOVED BY GUY EILLETTE  
COUNCILLORS UNANIMOUSLY RESOLVE

THAT Council accept the recommendation of the CCUP.

PASSED

**2016-11-07.21**

**PERMIT SUBJECT TO PIIA GUIDELINES – 975, CHEMIN MASSAWIPPI**

WHEREAS the CCUP held a regular meeting on October 19, 2016;

WHEREAS a request was submitted to replace the existing exterior siding with 6 inch charcoal grey wood siding, pvc sash windows and wood porches to the front and back of the residence at 975, chemin Massawippi ;

WHEREAS the work also consists in eliminating three windows on the right side and three windows on the back of the residence as well as the exterior kitchen door;

WHEREAS the proposed construction project meets the assessment criteria under the Site Planning and Architectural Integration by-law and the norms of the zoning by-law of the Municipality;

WHEREAS an image of the balcony was not submitted with the request and remains to be submitted for approval prior to construction;

WHEREAS the CCUP recommends that the project be approved;

UPON PROPOSAL DULY MOVED BY GUY VEILLETTE  
COUNCILLORS UNANIMOUSLY RESOLVE

THAT Council accept the recommendation of the CCUP.

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PASSED

**2016-11-07.22      OTHER BUSINESS**

**2016-11-07.23      QUESTION PERIOD ON ITEMS OF LOCAL PUBLIC INTEREST**

**CITIZENS**

**ITEMS**

Michael Grayson

PPU and management plan (consultation,  
availability of documents)

Scowen Park (welcome services, a plus)

Connaught Home (front of building)

Michael Rochette

PPU and management plan (consultation)

**2016-11-07.24      MEETING ADJOURNED**

At 7:55 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

\_\_\_\_\_  
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.

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**ANNEXE 1**

**MAYOR'S REPORT  
ON THE FINANCIAL SITUATION OF THE MUNICIPALITY  
Monday, November 7, 2016 E**

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Dear Citizens,

In accordance with the Quebec Municipal Code, I am pleased to present you with the Annual Report on the Municipality's financial situation.

It is the opportunity to provide you with information as required by law and to talk to you about various other topics of public interest as well.

**1. MUNICIPAL CONSOLIDATED FINANCIAL STATEMENTS FOR THE ACCOUNTING PERIOD ENDING DECEMBER 31, INCLUDING THE AUDITOR'S REPORT FOR THE SAME PERIOD**

The following is a summary of the municipal financial statements for the period of January 1 to December 31, 2015:

- consolidated operating fund revenues totaled \$3,562,365 and consolidated operating fund expenses totaled \$3,596,384;
- the year ended with a non-consolidated operating deficit of \$38,017 and a consolidated operating deficit of \$126,948;
- the non-consolidated long-term net debt is in the amount of \$9,034,034 and the consolidated long-term net debt is in the amount of \$12,374,511;
- reserve funds totaled \$542,717.

The financial statements were audited by the firm of Raymond Chabot Grant Thornton, s.e.n.c. In the opinion of the auditors, the consolidated financial statements present, in all material respects, an accurate picture of the financial situation of the Municipality of the Village of North Hatley as at December 31, 2015, as well as results of operations, changes in net debt and cash flow for the year ended, in accordance with Canadian public sector accounting standards.

**2. THREE-YEAR CAPITAL PLAN**

For the three-year capital plan of 2016-2017-2018 budget estimates are in the order of \$2,215,350. In 2016, a few projects were completed, notably the replacement of various computer equipment and the replacement of a 6-wheel truck. The first phase of the Community Centre restoration project (floors, movable partition and paint), fully subsidized, is in the preparation stage. Projects were submitted for the purpose of obtaining subsidies for the work to be done on the Community Centre and in the parks.

**3. PRELIMINARY BUDGET ESTIMATES FOR THE CURRENT YEAR ENDING DECEMBER 31, 2016**

The adopted budget for 2016 was of revenues and expenses in the order of \$2,838,188. As this report is presented, a slight operating surplus is anticipated. Reduced spending, in addition to a fairly mild winter, thereby resulting in savings, would explain the situation.

Final results will be known when financial statements for 2016 are completed.

**4. REMUNERATION OF ELECTED OFFICIALS**

In accordance with the Act respecting the remuneration of elected municipal officials, the following are the remuneration and expense allowances for elected officials for all municipal and para-municipal work they undertake.

The Mayor receives an annual salary of \$6,584.648 for the tasks he undertakes locally and an expense allowance of \$3,291.72. He receives a remuneration of \$2,102.72 for his participation in MRC of Memphrémagog events and meetings and an expense allowance equivalent to half of this amount or \$1,051.44.

Councillors each receive an annual remuneration of \$2,203.68 for their work and an expense allowance of \$1,102.20.

An amount of \$37.63 is allocated to each elected official for participation in a municipal committee meeting.

I take the opportunity to acknowledge the commitment made by the elected Council members who week in and week out contribute in a manner that is worthy of mention. As you can see, financial gain is not a determining factor for these individuals in committing themselves to serve the community.

**5. LIST OF CONTRACTS OF MORE THAN \$25,000 IN THE COURSE OF THIS LAST YEAR**

At each Council meeting, we present a list of expenses in excess of \$5,000 with a same supplier.



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As required by law, a list of contracts of more than \$25,000, and contracts of more than \$2,000 with a same co-contractor when the amount of the contracts exceeds \$25,000, is also available on request to the management staff at the Municipality and on the website of the Municipality.

**6. PROJECTS AND IMPROVEMENTS IN THE COURSE OF THE PAST YEAR**

In addition to the ongoing management of municipal services, I wish to draw attention to a number of files that in particular held the attention of Council in 2016.

This is not merely a list of the files taken up by Council and Administration but rather the details on projects, among the most significant, undertaken for the development of our community.

- Representation of municipal interests within the MRC de Memphrémagog is a priority given the key issues to be addressed.

Responsibilities assumed by the MRC and previously delegated to the Centre local de développement and to the Conférence régionale des élus raised key issues, notably in terms of cultural, economic and tourist development.

Our participation also made it possible to be involved and have a say on files in various areas of activity of the MRC.

The Municipality remains up to date on the most recent developments and is in a good position to participate in the various opportunities that may arise. The Municipality is also in a good position to benefit from the various services and programmes offered by the MRC.

- The first year of operation at the water filtration plant required constant follow up work in terms of the numerous adjustments that were called for under the circumstances.

Water usage was and remains a major preoccupation as we have noted an increase in local water usage three times higher than the usual target levels. In order to stabilize the situation, a by-law has been adopted on drinking water usage that contains various economic and control measures. With our partner at the la Régie intermunicipale des eaux Massawippi, we have ruled on an action plan that will allow us to work together towards national objectives of reducing water usage by 20%, as of next year. Action has already been taken on the issue with more to follow in the future.

- A regional study on the optimal use of fire safety services was also of particular concern. With our partners at the RIPI (Régie intermunicipale de protection incendie), that now provides services to four municipalities, we were involved in the steps needed to complete the preliminary studies and are now fully involved and committed in talks leaning towards the implementation of a sole service for the whole of the municipalities located in the EAST sector of the MRC.

With a view to providing the best possible safety services to our residents, and, if possible, to do so at a better cost, we will remain very close to the ongoing developments.

- We also took an active part in talks and decision-making at the Régie intermunicipale du parc Massawippi that oversees five shoreline municipalities.

For one, much has been said on the file to do with the acquisition of the plage des Servites, in particular following our decision, which we maintain was justified, to not get involved in the project.

Projects that will benefit the whole of the community are likely to emerge from the partnership. We remain alert to any opportunities that may arise for the benefit and in best interest of the Village as a whole.

- This past year, we have been increasingly involved in the ongoing efforts of the Régie intermunicipale de gestion des déchets solides de la région de Coaticook, that oversees waste management.

We will better be able to understand the key issues that arise and the actions needed to improve our performance and reduce our costs.

- Putting together the management plan for the flood zone and the special urban planning programme, as well as related by-law amendments required ongoing work. I am particularly proud of the work that was accomplished within a context where vision and innovation were on the agenda.

In putting together the management plan, under close scrutiny by five government departments and the MRC, the Municipality met all regulatory requirements and in various aspects showed proof of foresight.

In putting together the PPU programme, the Municipality established goals and set requirements that reflect a vision of sustainable development.

Many of you have mentioned to us daily how you look forward to seeing this sector given prominence. The results of our efforts will be presented to you at the beginning of next year. Studies and opinions submitted will reassure the most concerned as to the opportunity and feasibility of development in the designated zone, a unifying project that will make all of us proud.

- Cultural and leisure activities have again been the object of great enthusiasm from all Council members. Support for local community groups, hosting and organizing various events, celebrations,

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concerts, all were initiatives that made it possible for our citizens, neighbours and visitors to unwind, enjoy themselves, discover local know-how, and appreciate North Hatley.

- The Farmers Market and its increasing growth in popularity attracted a record number of merchants and visitors. The various comments we have received praising the weekly market are proof of the need to maintain it and expand its services through active involvement and management.

In December, the Municipality will take over this area of activity with a view to maintaining a Christmas market. With a modest first year, within a short delay, efforts will continue to be made on an ongoing basis so as to develop an increasingly attractive and popular event.

- The benefits of tourism on the regional economy are known by all. In terms of local industry, I am proud to say that our Village is rapidly increasing its favored status with visitors. The collaboration with the Merchants Association, various joint efforts for the promotion, maintenance and beautification of our area and actions taken to make visitors feel welcome have again paid off.

With the help of Mother Nature people from all over and in great numbers came to visit. It should be noted that the tourist information center set a record in greeting more than 3,500 visitors during the summer season.

We should never forget that it was visitors to our Village who fell under its charm, decided to stay and went to work at making it what it is today.

As the Village prepares to court potential new residents, tourism appears to be an exceptional window of opportunity.

Late breaking news... Our Village has just joined the select group of Quebec municipalities to be awarded four *fleurons* or blooms by the *Les fleurons du Québec* organization following their visit this past summer. In addition to the attractiveness and increase of your floral arrangements since the previous visit, the beauty of our parks and the cleanliness of our Village where among the main points included in the classification report.

- Citizen participation was also at the forefront of our key priorities. Work done by the CCUP, the Consultative Committee on Strategic Planning and more recently the AFM (Age Friendly Municipality) or MADA have all stimulated reflection by Council.

Other consultative committees to address the ongoing work by the Municipality will progressively be established, as soon as the required resources are available.

Of course the many exchanges with citizens, visitors, merchants and representatives from local community organizations are all taken into consideration for discussion and decision making.

- Efforts made to ensure increased communication with citizens, visitors, merchants, and the various area organizations also must be acknowledged. Numerous means of communication, meetings and discussions with Council members, the municipal website, the Newsletter, the monthly Council News, the quarterly Info-Village, mailings, local postings, all are examples of our willingness to maintain productive relations aimed at providing services to the community.

When I presented my 2015 report to you, I stated my concern for the financial situation of the Municipality. In spite of ever increasing demands and very modest means, I can assure you that significant efforts were made by Council and Management to continually improve performance by the Municipality in terms of development and finance management. We are committed to doing so again in 2017.

In 2015, again as I presented you with the report, I called for your support to help us better address the major challenges facing us. I am very pleased with the positive signs that we witness on a daily basis.

I am particularly proud to hear citizens tell us, in increasing numbers, of their appreciation with regard to the commitment, presence and availability of Council members and Management.










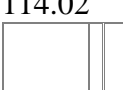
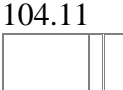
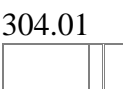
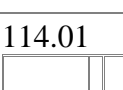
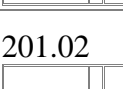
In closing, I would like to thank my colleagues on Town Council for their commitment that reaches way beyond the framework of their tasks as elected officials. I also wish to thank all members of the personnel at the Municipality whose goal is to provide increasingly personalized services and in a courteous manner.

Thank you for your attention.

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**ANNEXE 2**

#	date_start	date_end	title	container_#	rule
AA.10	2013	2014	Congratulations to mayors of other municipalities - Election 2013	d1601	111.01 
ab.10	2006		CIBC Lennoxville – Authorization for pre-authorized debit plan	d1601	101.04 
ab.10	2009		Authorization to pick-up keys at Serrurier Harmer	d1601	101.04 
ab.10	2009		Signing Authority at the Post Office	d1601	101.04 
ac.20	2014		Council Meetings – January, February, March	d1601	102.01 
ac.20	2014		Council Meetings – April, May, June	d1601	102.01 
ac.20	2014		Council Meetings – July, August, September	d1601	102.01 
ac.20	2014		Council Meetings – October, November, December	d1601	102.01 
ae.10	2009		RIPI - Régie intermunicipale de gestion des déchets solides de la région de Coaticook – Budget financing activities	d1601	204.01 
ae.20	2009		RIPI - Régie intermunicipale de gestion des déchets solides de la région de Coaticook	D1601	114.02 
af.30	2012		Statistique Québec – Workplace Training Practices in Quebec in 2011	d1608	104.11 
ag.24	2011		Declaration and swearing in of elected officials – Municipal Ethics and Good Conduct Act	d1608	304.01 
ba.10	2013		Inquiry regarding lobbyism practices	d1608	114.01 
ba.20	2013		MAMROT – Summary of consolidated financial information End date December 21, 2012	d1608	201.02 
bc.30	2005		Bank reconciliations	d1604	203.01

**MINUTES  
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bc.30	2006		Bank reconciliation	d1607	203.01
bc.40	2005		Deposit - CIBC	d1604	203.01
bc.40	2006		Deposit - CIBC	d1608	203.01
bc.40	2007		Accounting books - Deposits	d1607	203.01
bd.10	2008		Ministère de la sécurité publique – Budget estimate for SQ services	d1605	204.01
bd.10	2009		Waste management plan – Budget forecast for 2010	d1601	204.01
be.20	2005		Year end	d1605	205.02
be.20	2005		Analysis of accounts receivable	d1604	205.02
be.20	2005		Cash receipts journal	d1605	205.02
BE.20	2005		Accounting books – Annual taxes	d1605	205.02
be.20	2006		Analysis of accounts receivable	d1608	205.02
be.20	2006		Year end	d1607	205.02
be.20	2007		Accounting books – Year end	d1607	205.02
be.20	2007		Accounting books - Bank reconciliation	d1607	205.02
be.20	2007		Accounting books – corrections	d1607	205.02
be.20	2007		Accounting books – List of accounts payable- Analysis	d1607	205.02
be.20	2007		Accounting books- Analysis of accounts	d1607	205.02




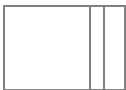
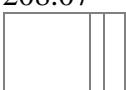

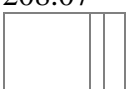

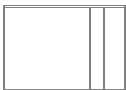




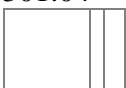
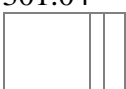
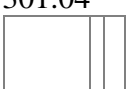
**MINUTES  
VILLAGE OF NORTH HATLEY**

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			receivable		
bf.50	2006		Tax collections (GST)	d1608	205.02
bg.20	2009		Suppliers A to H	d1602	207.01
bg.20	2009		Suppliers I to Z	d1603	207.01
BG.30	2010		Donations and subsidies rejected by the Municipality	d1605	114.01
bh.11	2005		Revisions – Update to the assessment roll	d1604	208.02
bh.11	2005		Update to the assessment roll - Certificates	d1608	208.02
bh.11	2007		Accounting books – List of roll adjustments - Revisions – Certificates updates	d1607	208.02
BH.11	2009	2011	Property assessment roll - 2010	d1601	208.02
BH.11	2009	2011	Property assessment roll - 2011	d1601	208.02
bh.11	2010		Certificates update	d1605	208.02
bh.11	2013		Update to the assessment roll - Certificates	d1608	208.02
bh.12	2009		Meeting with the assessor January 19, 2009 – attendance list	d1608	208.10
bh.12	2012		Meeting of citizens on rue Rublee with the firm of Jean-Pierre Cadrin	d1608	208.10 actif
bh.14	2005		Tax roll	d1604	208.04
bh.14	2007		Bookkeeping – Tax roll - Transfers	d1607	205.02
bh.20	2007		Bookkeeping – Tax claims	d1607	208.02

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Bh.20	2009		V Sale due to non-payment of taxes - 2008	D1606	208.05 
bh.22	2012		Sale for taxes - 2011 – Copy of the resolution	d1608	102.01 
BH.30	2007		Royalties programme – Waste management	d1605	208.07 
BH.30	2009		Subsidy for the improvement of the municipal road network	d1605	208.07 
bh.30	2009		Subsidy – Assistance for the improvement of the municipal road network – Improvement to chemin de l'Université – Electoral riding of Orford	D1606	208.07 
bh.30	2009		MDDEP - Subsidy - Programme of redistribution to municipalities of royalties for the elimination of residual waste	D1606	208.07 
bh.30	2009		Ministère des Transports – Subsidy for improvement to chemin de l'Université	D1606	208.07 
bh.50	2005		Transfers	d1604	208.01 
bh.50	2006		Transfers	d1608	208.01 
bh.50	2009		Various revenues	D1604	208.01 
ca.20	2013		Call for applications – Secretary-Receptionist - summer	d1608	302.01 
ca.20	2014		Curriculum vitae Attendant for common spaces	d1608	301.04 
ca.20	2014		Curriculum vitae Parking attendant	d1608	301.04 
ca.20	2014		Curriculum vitae Secretary-Receptionist	d1608	301.04 
ca.20	2014		Position of Director-General and Secretary-General - Non conclusive	d1608	301.04 
ca.20	2014		Position of Director-General and Secretary-General – CVs not retained	d1608	301.04 









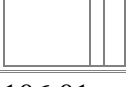
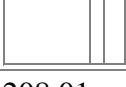

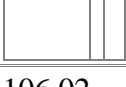

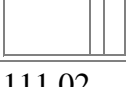
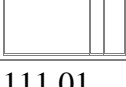
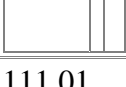

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cc.50	2009		Group insurance/contract no 4745 division 2 – Municipality of Sainte- Catherine-de-Hatley	d1608	114.01 <input type="text"/>
cc.50	2009		Group insurance - La Capitale – two assessments of insurability - Natacha Prince and Wilson Pereira	d1608	303.06 <input type="text"/>
CC.70	2009		Commission de santé et sécurité au travail (CSST) - Classification for 2009	d1605	207.01 <input type="text"/>
da.20	2009		Proposal - Transformation and promotion of the North Hatley United Church	d1605	401.02 <input type="text"/>
da.20	2009		Proposal – Summer season grass cutting	D1606	401.02 <input type="text"/>
DA.20	2010		Price request - Cellphone contract	D1608	401.02 <input type="text"/>
da.20	2012		Price request – Filing cabinets	d1608	401.08 <input type="text"/>
da.20	2012		Proposals not retained – Bobcat skid loader	d1608	401.03 <input type="text"/>
DA.30	2001	2012	Equipment file - Stamper – Rental agreement	d1605	401.07 <input type="text"/>
da.30	2011		Agreement with the Canadian Red- Cross	d1605	401.07 <input type="text"/>
da.40	2013		VIS – Work interruption – Maintenance of floral displays	d1609	401.08 <input type="text"/>
db.20			Equipment file – Answering machine	d1609	402.02 <input type="text"/>
db.20	1998		Equipment file – Standard change makers - 500 E system	d1609	402.02 <input type="text"/>
db.20	2002	2012	Bell Canada – Inventory of telephone equipment	d1609	402.01 <input type="text"/>
DB.20	2005	2006	Equipment file - Telecommunications - Rogers	d1609	402.02 <input type="text"/>
db.20	2005	2011	Equipment file – date-time stamps	d1609	402.02 <input type="text"/>

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db.20	2007	2009	Equipment file - Photocopier Toshiba – Service contract	d1609	401.07 
DB.20	2009		Equipment file - Portable Aspire One - Council 2009-2012	d1609	402.02 
DC.20	2001		Lease - Marina 2001	d1605	403.04 
dc.40	2003	2007	Keys – Request and confirmation of keys received	d1609	403.07 
ea.30	2014		User Certificates – Lake Massawippi management	d1609	105.09 
ea.30	2015		User Certificates – Lake Massawippi management	d1609	105.09 
eb.10	2015		MRC Memphrémagog – Certificate of publication	d1608	105.01 
ec.50	2008		Cour municipale de Magog – Traffic fines	D1606	208.01 
ed.10	2009		Notice of end of claims process - Michael Munkittrick	d1605	106.01 
ed.10	2009		Notice of end of claims process - Louise Lalonde	d1605	106.01 
ed.10	2009		MMQ - Refund – portion of \$3,500,000	d1605	208.01 
ED.10	2010	2011	MMQ general insurance – Renewal and rider	d1605	106.01 
ed.20	2006		Vandalism - Tourism booth - 300, rue Mill – March 24	d1605	106.02 
ed.20	2009		Claim - Jean Restayn	d1605	106.01 
Fa.10	2010		Boil water advisory	D1606	111.02 
FA.30	2014		Council News - 13/06/2014 – Work documents	d1609	111.01 
fa.30	2014		Council News - Open House – August 24 and 30, 2014 – Work documents	d1609	111.01 



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fa.30	2014		Council News - November and December – Work documents	d1609	111.01 <input type="text"/>
fb.20	2014		Thank You letter - Volunteers – Ice storm 2013	d1609	112.03 <input type="text"/>
FB.30	2009		September 9, 2010 contract - Hôtel Palace Royal	d1605	401.07 semi-actif <input type="text"/>
FB.30	2009		FQM - Correspondence	D1606	<input type="text"/>
FC.10	2009		Citizen complaints	D1606	113.01 <input type="text"/>
FC.10	2010		Citizen complaints	d1601	113.01 <input type="text"/>
fc.20	2009		Service request - North Hatley Curling Club	D1606	113.01 <input type="text"/>
fc.20	2009		Groupe Champlain – Drinking water system improvement	D1606	113.01 <input type="text"/>
fc.20	2009		Citizen requests	D1606	113.01 <input type="text"/>
fd.10	2008		UMQ – Membership renewal	D1606	114.01 <input type="text"/>
fd.10	2009		UMQ – Ethics in municipal settings	D1606	114.01 <input type="text"/>
fd.10	2009		UMQ - Union des municipalités du Québec – UMQ database updates – Municipal Elections 2009	D1606	114.01 <input type="text"/>
fd.10	2009		UMQ – Membership renewal	D1606	114.01 <input type="text"/>
fd.10	2009		UMQ – Training assessment	D1606	114.01 <input type="text"/>
fd.10	2009		UMQ - Élection of administrators from local municipalities to the board of directors of the UMQ - Mandate 2009-2011 nomination process - 2 positions	D1606	114.01 <input type="text"/>
fd.10	2009		UMQ – Development project for a bank of experts from the municipal environment	D1606	114.01 <input type="text"/>

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fd.10	2012		Varied correspondence	d1601	114.01 
fd.10	2012	2013	Correspondence - Municipalité de Sainte-Catherine-de- Hatley	d1609	114.01 
fd.10	2014		Correspondence - MRC Memphrémagog	d1609	114.01 
fd.10	2014		Non renewals	d1609	114.01 
fd.20	2008		Revenu du Québec – Employer’s Kit	D1606	114.01 
fd.20	2009		Correspondence – Quebec Government	D1606	114.01 
fd.20	2009		Ministère des Transport – Deinking water supply at service centres - Exit 115 of Autoroute 10	D1606	114.01 
fd.20	2009		Commissioner – Quebec Lobbyism - Election	D1606	114.01 
fd.20	2009		Eastern Townships Tourism – Tourist Guide - Update	D1606	114.01 
fd.20	2009		MAMROT - Conformité de l'équilibration du rôle d'évaluation foncière pour 2009	D1606	113.01 
fd.20	2009		Recyc-Québec	D1606	114.01 
fd.20	2009		MAMROT – Property assessment roll – average and comparative factor - 2010 fiscal year	D1606	114.01 
fd.20	2009		MAMROT - Nomination of Pierre Poulin as conciliator between Coaticook et la RIGDSC	D1606	114.01 
fd.20	2009		MDDEP – Inventory of water testing sites	D1606	114.01 
fd.20	2009		MTESS for the national capital region - - nomination of a volunteer for the Hommage bénévolat - Québec award	D1606	114.01 
fd.20	2009		Regional offices for people with disabilities	D1606	114.01 

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fd.20	2009		MAMROT – Assistance programme for municipal infrastructures	D1606	114.01 <input type="checkbox"/>
fd.20	2009		MDDEP – Ministerial position regarding the reduction of phosphorus in domestic wastewater	D1606	114.01 <input type="checkbox"/>
fd.20	2009		Quebec Public Security – Job vacancy - M. Doré	D1606	114.01 <input type="checkbox"/>
fd.20	2009		Centre de gestion de l'équipement roulant – Fines related to radar photos	D1606	114.01 <input type="checkbox"/>
fd.20	2009		Ministère de la santé et des services sociaux – Information on blue green algae	D1606	114.01 <input type="checkbox"/>
fd.20	2009		Régie des alcools, des courses et des jeux – notice of meeting - opposition to the request for a permit to serve on a terrasse	D1606	114.01 <input type="checkbox"/>
fd.20	2009		MAPAQ – Summary of 2008-2009 accomplishments under the regional management of the Estrie region	D1606	114.01 <input type="checkbox"/>
fd.20	2009		MAMROT – Municipal by-law on taxation regarding the financing of 9-1-1 emergency service centres	D1606	114.01 <input type="checkbox"/>
fd.20	2009		SAAQ – Notification of mechanical inspection	D1606	114.01 <input type="checkbox"/>
fd.20	2009		MDDEP – New fee schedule	D1606	114.01 <input type="checkbox"/>
fd.20	2009		Régie des alcools, des courses et des jeux – Request for alcohol permit - Le café du Lac Resto Terrasse	D1606	114.01 <input type="checkbox"/>
fd.20	2009		Assistance programme for improvement of the municipal road network	D1606	114.01 <input type="checkbox"/>
fd.20	2009		SAAQ – Request for information regarding gross vehicle weight (GVWR)	D1606	114.01 <input type="checkbox"/>
fd.20	2009		MDDEP - Ministère du Développement durable, de l'environnement et des parcs	D1606	114.01 <input type="checkbox"/>
fd.20	2009		MDDEP - Environment-Beach programme	D1606	114.01 <input type="checkbox"/>
fd.20	2009		La Régie des alcools, des courses et des jeux – Notice of meeting regarding the	D1606	114.01

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			Pilsen restaurant		<input type="text"/>
fd.20	2009		Ministère des Transports – Flyer regarding speed limits on municipal road networks (FR)	D1606	114.01 <input type="text"/>
fd.20	2009		Ministère des ressources naturelles et de la faune – Quebec cadastral renewal	D1606	114.01 <input type="text"/>
fd.20	2009		MDDEP - Environment-Beach programme	D1606	114.01 <input type="text"/>
fd.20	2009		MDDEP – Blue green algae in Lake Massawippi	D1606	114.01 <input type="text"/>
fd.20	2012	2013	Provincial correspondence	d1609	114.01 <input type="text"/>
fd.20	2014		Provincial correspondence	d1609	114.01 <input type="text"/>
fd.30	2009		Canada Post – Visit to their kiosk at the Salon des Affaires municipales	D1606	114.01 <input type="text"/>
fd.30	2009		Canada Revenue Agency – Internet filing	D1606	114.01 <input type="text"/>
fd.30	2009		MDDEP – Water testing	D1606	114.01 <input type="text"/>
fd.30	2009		Canadian Heritage – Celebrating Canada! Programme and guidelines	D1606	114.01 <input type="text"/>
fd.30	2009		Canada Revenue Agency – File corrections	D1606	114.01 <input type="text"/>
fd.40	2005		Hydro-Québec – Request form regarding public road lighting	D1606	114.01 <input type="text"/>
fd.40	2006		Hydro-Québec – Change of meter numbers	D1606	114.01 <input type="text"/>
fd.40	2006		Hydro-Québec - Trees	D1606	114.01 <input type="text"/>
fd.40	2009		MMQ - Bulletin des membres - Sociétaires 2008	D1606	114.01 <input type="text"/>
fd.40	2009		Hydro-Québec - Your contact regarding vegetation control	D1606	114.01 <input type="text"/>

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fd.40	2009		Carrefour action municipale et famille - Nomination of a respondent regarding family and/or seniors issues	D1606	114.01 <input type="text"/>
fd.40	2009		Hydro-Québec – Home Diagnostic Campaign – ENERGY WISE	d1609	104.11 <input type="text"/>
FD.40	2010		Conseil régional de l’environnement de l’Estrie	d1609	114.01 <input type="text"/>
fd.50	2008		Association des ingénieurs municipaux du Québec	D1606	114.01 <input type="text"/>
fd.50	2008		Association des ingénieurs municipaux du Québec – Maintenance of the cardex - database	D1606	114.01 <input type="text"/>
fd.50	2009		FQM – Financing available to municipalities with Recycfluo	D1606	114.01 <input type="text"/>
fd.50	2009		Association for the protection of Lake Massawippi - Review of the management plan	D1606	114.01 <input type="text"/>
fd.50	2009		Hatley Municipal Association - Invitation to take part in the Canada Day celebrations	D1606	114.01 <input type="text"/>
fd.50	2009		Lagüe, Ravenelle & Associé inc. – letter of negation and responsibility for 145, rue des Vétérans	D1606	114.01 <input type="text"/>
fd.50	2009		Association des directeurs municipaux du Québec – Agenda for the annual general meeting	D1606	114.01 <input type="text"/>
fd.50	2009		Association des ingénieurs municipaux du Québec	D1606	114.01 <input type="text"/>
fd.50	2009		ATPA - Association des travaux publics d’Amérique	D1606	114.01 <input type="text"/>
fd.50	2009		J.P Cadrin & Ass. - North Hatley White House	D1606	114.01 <input type="text"/>
fd.60	2008	2009	NHRS - Contract between North Hatley Recreation Society and Mr. Regan Sheldon	d1605	401.07 <input type="text"/>
FD.60	2009		Association for the Protection of Lake Massawippi	D1606	114.01 <input type="text"/>
fd.60	2009		Merchants Association - Correspondence	D1606	114.01 <input type="text"/>

**MINUTES  
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**NOVEMBER 7, 2016**

fd.60	2009		North Hatley Merchants Association – Correspondence and other	D1606	114.01
fd.60	2009		Conseil Sport Loisir de l’Estrie – Annual membership campaign	D1606	114.01
fd.60	2009		Centre de santé et de services sociaux - CSSS-IUGS Info-Santé – Update on the directory of resources	D1606	114.01
fd.60	2012		Quebec Lodge Foundation - Support resolution	d1609	114.01
fd.60	2013		Support resolution by the Municipality	d1609	114.01
fd.60	2014		Support resolution by the Municipality	d1609	114.01
GA.10	2010		Request for access to personal information - Commission scolaire de Sherbrooke	d1601	104.08
GA.10	2011		Request for access to personal information	d1601	104.08
ga.10	2011		Request for access to documents - plan for sewer easements	d1601	104.08
gb.40	2007		List of legal files	d1609	104.05
gb.40	2008		List of legal files	d1609	104.05
gc.	2012		Annual fax machine report	d1601	104.14
PA.	2008		SQ - Sûreté du Québec – By-laws	d1605	105.02
pb	2009		RIPI - Régie intermunicipale de protection contre les incendies – Letters to residents on fire prevention by the Groupe GPI	d1605	503.03
pb	2011	2013	Sopfeu Update on information for the Municipality of North Hatley	d1609	104.11
pb	2012		Fire permit 2012	d1609	105.09

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					114.01
pb	2014		Ministère de la Sécurité publique – Report on activities and statistics regarding fires reported in 2012	d1609	114.01
QA.40	2005		Road resurfacing work – Subsidy for the improvement of the municipal road network	D1606	208.07
qa.70	2011		Daily reports – Parking attendant	d1601	602.04
rf.23	2009		Ministère du Développement durable, de l'Environnement et des Parcs – Notice of infraction for non-respect of the by-law on drinking water quality	D1606	114.01
RF.25	2005		Water meter - statement	D1606	208.05