

**MINUTES
VILLAGE OF NORTH HATLEY
MARCH 5, 2018**

AT A REGULAR MEETING of Municipal Council at the Community Centre at 7:01 p.m.

PRESENT are the following Councillors:

- | | |
|---------------------------|------------------------------|
| 1. Pauline Farrugia | 4. Elizabet Fee |
| 2. Marcella Davis Gerrish | 5. Claude Villeneuve |
| 3. Guy Veillette | 6. Alexandre-Nicolas Leblanc |

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 February 5, 2018
 3. Information from Council members
 4. Question Period on items listed on the Agenda
- ADMINISTRATION, TOWN CLERK AND LEGAL AFFAIRS**
5. Properties for sale due to non-payment of taxes
 6. Strategic Planning Process – Appointment of Council members and preliminary mandate
 7. Town Hall renovation work – Award of contracts
 8. Community Centre renovation work – Award of contracts
- HUMAN RESOURCES AND WORK RELATIONS**
9. Staff Employment – Approval of accrued vacation and compensatory time
 10. Assistant Secretary-Treasurer Employment Contract - Correction
- FINANCE AND TREASURY**
11. Approval of Accounts Payable
 12. Reports on Net Salaries – 2018-02
- ENGINEERING AND PUBLIC WORKS**
13. Granting of time-constrained engineering contracts – Approval of an engineering professional
 14. Purchase of two vehicles – Authorization
- PLANNING AND LAND MANAGEMENT**
15. By-law 2018-607 governing requests for minor derogation – Notice of Motion and Presentation
- CULTURE, RECREATION AND COMMUNITY LIFE**
16. Authorization to hold an event — Mother's Day Half-Marathon — May 12, 2018
- PUBLIC SECURITY**
- OTHER BUSINESS**
17. Question Period on Issues of local public interest
 18. Meeting Adjourned

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MARCH 5, 2018**

2018-03-05.01

ADOPTION OF THE AGENDA

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

THAT the Agenda be adopted as presented.

PASSED

2018-03-05.02

ADOPTION OF THE MINUTES OF THE REGULAR MEETING HELD FEBRUARY 5, 2018

UPON PROPOSAL DULY MOVED BY ALEXANDRE NICOLAS LEBLANC
COUNCILLORS UNANIMOUSLY RESOLVE

THAT the Minutes of the Regular Meeting held February 5, 2018 be approved.

PASSED

2018-03-05.03

INFORMATION FROM COUNCIL MEMBERS

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

2018-03-05.04

QUESTION PERIOD ON ITEMS LISTED ON THE AGENDA

(9) nine citizens are present at the meeting.

CITIZENS

M. ST-PIERRE

M. ST-PIERRE

M. ST-PIERRE

M. ST-PIERRE

MME MOLINAR

ISSUES

MINUTES OF THE SPECIAL MEETING HELD
FEBRUARY 22, 2018.

NOTICE OF THE SPECIAL MEETING HELD
FEBRUARY 22, 2018.

RE: NATUREDEN

RE: OTHER INFO

FINANCING QUESTIONS

2018-03-05.05

PROPERTIES FOR SALE FOR NON-PAYMENT OF TAXES

WHEREAS the date set for the sale of properties due to non-payment of taxes is Thursday,
June 14, 2018;

WHEREAS the list of properties for sale due to non-payment of taxes must be submitted in
accordance with Article 1022 of the Quebec Municipal Code;

WHEREAS Council must approve the said list;

UPON PROPOSAL DULY MOVED BY GUY VEILLETTE
THE COUNCILLORS UNANIMOUSLY RESOLVE

THAT Council approve the following list of properties for sale due to non-payment of taxes
for the years 2015-2016-2017, at an interest rate of 12% per annum;

Roll number	Amount due	
8816-74-3649	\$12.68	Plus interest
8816-83-1367	\$12.68	Plus interest
8816-83-8141	\$25,875.79	Plus interest
8816-92-5191	\$12.68	Plus interest
8816-93-1274	\$12.68	Plus interest

THAT Council authorize the Director-General and Secretary-Treasurer, Daniel Décary, and
the Assistant Secretary-Treasurer, Bruno Bélisle, to represent the Municipality at the sale of
the properties scheduled to take place at MRC de Memphrémagog, Thursday, June 14,
2018.

PASSED

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2018-03-05.06

STRATEGIC PLANNING PROCESS – APPOINTMENT OF COUNCIL MEMBERS AND PRELIMINARY MANDATE

WHEREAS Council wishes to put into motion a strategic planning process for the development of the Municipality;

WHEREAS Council wishes to move forward with a process that includes the representative participation of the community;

WHEREAS Council wishes to put into place a strategic planning committee;

WHEREAS Council wishes to appoint committee members responsible for the strategic planning process in order to undertake the preliminary steps, notably a review of available information, committee membership and to develop a working plan;

UPON PROPOSAL DULY MOVED BY CLAUDE VILLENEUVE
COUNCILLORS UNANIMOUSLY RESOLVE

THAT Councillors Guy Veillette and Alexandre-Nicolas LeBlanc be appointed to oversee the strategic planning process;

THAT Councillor Guy Veillette be appointed President of the committee;

THAT Councillors Guy Veillette and Alexandre-Nicolas LeBlanc be mandated to undertake the preliminary work to initiate the process.

PASSED

2018-03-05.07

RENOVATION WORK AT TOWN HALL – AWARD OF CONTRACTS

WHEREAS paint and flooring work must be undertaken at Town Hall;

WHEREAS a request for proposals took place for this purpose;

UPON PROPOSAL DULY MOVED BY ELIZABETH FEE
COUNCILLORS UNANIMOUSLY RESOLVE

THAT the contract for paint work at Town Hall be awarded to the firm of Peinture D.M. Gosselin in the amount of \$8,500, plus taxes, in accordance with the conditions outlined in the proposal;

THAT the contract for the replacement of flooring at Town Hall be awarded to the firm of Couture Planchers Design in the amount of \$4,851.23, plus taxes, in accordance with the conditions outlined in the proposal;

THAT payment be made under budgetary item 02-190-00-522

PASSED

2018-03-05.08

RENOVATION WORK AT THE COMMUNITY CENTRE – AWARD OF CONTRACTS

WHEREAS the Municipality has undertaken various renovation work projects at the Community Centre;

WHEREAS a request for proposals took place for this purpose;

WHEREAS the project is entirely subsidized with the framework of the federal New Horizons for Seniors Program;

UPON PROPOSAL DULY MOVED BY MARCELLA DAVIS GERRISH
COUNCILLORS UNANIMOUSLY RESOLVE

THAT Council award the contract for the replacement of flooring in the washroom to the firm of Couture Planchers Design in the amount of \$707.00, plus taxes, in accordance with the conditions outlined in the proposal;

THAT Council award the contract for the replacement and addition of plumbing parts/accessories to the firm of Lucien Côté et Fils in the amount of \$3,548.00, plus taxes, in accordance with the conditions outlined in the proposal;

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THAT Council award the contract for floor covering, new ceilings and painting in the washroom to the firm of Peinture D.M. Gosselin in the amount of \$3,500.00, plus taxes, in accordance with the conditions outlined in the proposal;

THAT payment be made under budgetary item 02-701-20-522

PASSED

2018-03-05.09

STAFF EMPLOYMENT – APPROVAL OF ACCRUED VACATION AND COMPENSATORY TIME

WHEREAS there are banks of accrued hours by employees for vacation or compensatory time;

WHEREAS within the framework of the preparation of financial statements by the Municipality it is appropriate to have banked hours approved by Council;

WHEREAS the table of banked hours was submitted by the Director General/Secretary-Treasurer;

UPON PROPOSAL DULY MOVED BY PAULINE FARRUGIA
COUNCILLORS UNANIMOUSLY RESOLVE

THAT Council for the Village of North Hatley approve the table submitted by the Director General/Secretary-Treasurer for employee accrued vacation and compensatory time.

PASSED

2018-03-05.10

ASSISTANT SECRETARY-TREASURER EMPLOYMENT CONTRACT – CORRECTION

WHEREAS reference is made to the terms of the employment contract finalized at the time of the hiring of the Assistant Secretary-Treasurer, date MARCH 14, 2016;

WHEREAS the Assistant Secretary-Treasurer has taken charge of various files in addition to tasks related to finance and accounting;

WHEREAS duties now entrusted to the Assistant Secretary-Treasurer have resulted in an increased workload relative to that which was established at the time he was hired;

UPON PROPOSAL DULY MOVED BY MICHAEL PAGE
THE COUNCILLORS UNANIMOUSLY RESOLVE

THAT article 3.2 of the Assistant Secretary-Treasurer's employment contract be corrected to eliminate the limit to the number of hours of possible accrued compensatory time and to not limit accrued time to the current year.

2018-03-05.11

APPROVAL OF ACCOUNTS PAYABLE

UPON PROPOSAL DULY MOVED BY PAULINE FARRUGIA
COUNCILLORS UNANIMOUSLY RESOLVE

THAT Accounts Payable listed on the statement presented March 5, 2018 by the Treasury Department, in the amount of \$230,127.58, including expenses in excess of \$5,000, be approved for payment as in the following list:

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RÉUNION DU : lundi 5 mars 2018		Déposé :	2018-02-26
MEETING OF : March 5, 2018		Submit :	26-02-2018
FOURNISSEURS/SUPPLIERS	DATE	FACTURE/INVOICE	MONTANT/AMOUNT
TARDIF DIESEL			
LOCATION CAMION DÉNEIGEMENT DEC À JAN 18	2018-02-19	281175	6 323.63 \$
LOCATION CAMION DÉNEIGEMENT JAN À FEV 18	2018-02-20	281216	7 435.58 \$
REBATIR LA TRANSMISSION	2018-02-13	280893	7 252.12 \$
VÉRIFICATION CODE	2018-02-15	281059	105.09 \$
		TOTAL	21 116.42 \$
			Taxes incluses
SANI-ESTRIE			
COLLECTE DÉCHETS, RECYCLAGE ET COMPOST	2018-01-20		14 162.86 \$
COLLECTE DÉCHETS, RECYCLAGE ET COMPOST	2018-02-20		
		TOTAL	14 162.86 \$
			Taxes incluses
REVENU QUÉBEC			
DAS	2018-02-15		17 018.23 \$
		TOTAL	17 018.23 \$
REVENU CANADA			
DAS	2018-02-15		7 487.34 \$
		TOTAL	7 487.34 \$
ÉNERGIE SONIC			
DIESEL INCENDIES - REFACTURÉ	2018-02-13	B0559702476	260.69 \$
DIESEL VOIRIE	2018-02-13	B0559702475	2 264.41 \$
DIESEL VOIRIE	2018-02-06	B0559702455	1 250.24 \$
DIESEL VOIRIE	2018-02-20	B0559702493	756.67 \$
MAZOUT FOURNAISE	2018-02-20	48170673	567.00 \$
MAZOUT FOURNAISE	2018-02-06	47993279	700.27 \$
DIESEL VOIRIE	2018-02-27	B0559702511	596.68 \$
		TOTAL	6 395.96 \$
			Taxes incluses
PARC RÉGIONAL MASSAWIPPI			
QUOTE-PART ANNUELLE	2018-02-01	201800003	10 450.60 \$
		TOTAL	10 450.60 \$
RÉGIE DES EAUX MASSAWIPPI			
QUOTE-PART	2018-02-01	201800001	121 353.50 \$
		TOTAL	121 353.50 \$
		GRAND TOTAL	197 984.91 \$
			Taxes incluses

ADOPTÉE

2018-03-05.12

REPORTS ON NET SALARIES – 2018-02

7 Employees, 7 Council members and
6 CCUP members

\$23,168.91

2018-03-05.13

GRANTING OF TIME-CONSTRAINED ENGINEERING CONTRACTS - APPROVAL OF AN ENGINEERING PROFESSIONAL

WHEREAS the Municipality must be able to have access to timely professional services, independent of both consultants and entrepreneurs, to grant mandates in engineering work;

WHEREAS the monetary value of the mandates allows for the awarding of a contract of this value by mutual agreement;

WHEREAS there is a limited approved budget forecast for 2018;

WHEREAS Claude Cinq-Mars, engineer, is available and the service proposal by the latter is advantageous for time-constrained mandates;

WHEREAS Claude Cinq-Mars has a major knowledge of the related files of the Municipality;

UPON PROPOSAL DULY MOVED BY CLAUDE VILLENEUVE

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VILLAGE OF NORTH HATLEY
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COUNCILLORS UNANIMOUSLY RESOLVE

THAT Council authorize the Director General/Secretary-Treasurer to call upon the services of Claude Cinq-Mars, engineer, for the time-constrained needs of the Municipality, on a remuneration basis according to the rates outlined in the service proposal dated February 7, 2018.

2018-03-05.14

PURCHASE OF TWO VEHICLES – AUTHORIZATION

WHEREAS it is necessary to proceed with the purchase of a six-wheel, 4X4, diesel engine heavy-duty truck and equipment for public works;

WHEREAS it is also necessary to proceed with the purchase of a 4X4 utility truck for public works;

WHEREAS the purchase of the two vehicles is foreseen under the 2018 year of the approved three-year capital plan;

WHEREAS the approved operating budget for 2018 includes funds needed to cover the annual leasing costs of the said vehicles;

UPON PROPOSAL DULY MOVED BY ALEXANDRE NICOLAS LEBLANC
COUNCILLORS UNANIMOUSLY RESOLVE

THAT the Director General/Secretary-Treasurer be authorized to undertake the request for proposals for the purpose of acquiring both vehicles;

THAT both vehicles be acquired on a leasing-contract basis.

PASSED

2018-03-05.15

BY-LAW 2018-607 GOVERNING REQUESTS FOR MINOR DEROGATION – NOTICE OF MOTION AND PRESENTATION

I, CLAUDE VILLENEUVE, hereby give notice that at a future regular Council meeting, By-law 2018-607 will be presented for adoption.

The object of the by-law will be to adopt rules aimed at allowing Council to authorize the completion of proposed projects or corrections to ongoing or completed work projects, that do not meet all of the requirements under the zoning or subdivision by-law.

The by-law governs the method of presentation and procedure for analysis of a request for minor derogation, the provisions of the Zoning and Subdivision By-laws that may be the object of a request for minor derogation as well as overseeing the requirements and decision aspects of such a request.

Reading exemption of the said by-law is requested in order to simplify the adoption process. A copy of the said draft by-law is given to Council members in accordance with the Law.

2018-03-05.16

AUTHORIZATION TO HOLD AN EVENT – MOTHER'S DAY HALF-MARATHON – MAY 12, 2018

WHEREAS a request was put forward for support by the Courir en Estrie organization to hold the Mother's Day Half-Marathon scheduled to take place May 12, 2018;

WHEREAS Courir en Estrie requires the designation of a resource person from within the Municipality to serve as a link between the Municipality and the organization;

WHEREAS the event promotes a healthy lifestyle, a goal embraced by the Municipality

UPON PROPOSAL DULY MOVED BY MICHAEL PAGE
THE COUNCILLORS UNANIMOUSLY RESOLVE

THAT the Municipality of the Village of North Hatley support the project of the Courir en Estrie organization, represented by its president and director-general, Patrick Mahony;

THAT the Municipality of the Village of North Hatley designate Natacha Prince as resource person for the Municipality.

PASSED

**MINUTES
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OTHER BUSINESS

2018-03-05.17

QUESTION PERIOD ON ISSUES OF LOCAL PUBLIC INTEREST

CITIZENS

M. Freminet
M. Watt
M. St-Pierre
Mme Molinar
M. Paul Parker
M. St-Pierre
M. St-Pierre
M. Rochette
M. Freminet
M. Watt
M. Rochette

ISSUES

Info on bridge timeline
Town Hall and Community Centre building
Demolition by-law
Clean-up of route 108 and other areas of North Hatley
Marina launch ramp
Boathouse on chemin du Lac
N.H.R.S.
Sales for taxes
Palliative-care home for children
Budget info on new bridge, flood zone

2018-03-05.18

MEETING ADJOURNED

At 8:02 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.