

**MINUTES
VILLAGE OF NORTH HATLEY
OCTOBER 5, 2020**

AT A REGULAR (CLOSED) MEETING of Municipal Council held at the Community Centre at 7:10 p.m.

PRESENT are the following Councillors:

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

ABSENT: Aaron Patella and Pauline Farrugia

QUORUM is present with Mayor Michael Page presiding.

ALSO PRESENT are Benoit Tremblay, Director-General and Secretary-Treasurer, and Bruno Bélisle, Assistant Secretary-Treasurer.

AGENDA – OCTOBER 5, 2020

1. Adoption of the Agenda
2. Adoption of the Minutes of the Meeting held September 14, 2020
3. Information from Council members
4. Question Period on Items listed on the Agenda

ADMINISTRATION, TOWN CLERK AND LEGAL AFFAIRS

HUMAN RESOURCES AND WORK RELATIONS

5. Assistant Director-General – Nomination
6. Accounting Assistant – Nomination

FINANCE AND TREASURY

7. Approval of Accounts Payable
8. Reports on Net Salaries – 2020-09

ENGINEERING AND PUBLIC WORKS

9. Service Offer – Geodetic Network

URBANISM, HERITAGE AND THE ENVIRONMENT

10. Minor derogation – 2075, chemin du Lac
11. Balcony construction – 4260, chemin Magog
12. Garage construction – 4060, chemin Magog
13. Building expansion project – 575, chemin Hovey
14. Building expansion project – 1105, rue Massawippi
15. Underground power line servitude
16. Acquisition of lot 4 028 821

CULTURE, RECREATION AND COMMUNITY LIFE

PUBLIC SECURITY

17. Civil Protection Plan Measures
18. Municipal Civil Protection Management

OTHER BUSINESS

19. Question Period on Issues of local public interest
20. Meeting Adjourned

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2020-10-05.01

ADOPTION OF THE AGENDA

I, ALEXANDRE-NICOLAS LEBLANC, MOVE

THAT the Agenda be adopted as presented.

PASSED

2020-10-05.02

ADOPTION OF THE MINUTES OF THE MEETING HELD SEPTEMBER 14, 2020

I, MARCELLA DAVIS-GERRISH, MOVE

THAT the Minutes of the Meeting held September 14, 2020 be adopted.

PASSED

2020-10-05.03

INFORMATION FROM COUNCIL MEMBERS

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

- Update on the bridge
- Halloween
- Farmers Market closing in two weeks

2020-10-05.04

QUESTION PERIOD ON ISSUES LISTED ON THE AGENDA

CITIZENS

ISSUES

2020-10-05.05

ASSISTANT DIRECTOR-GENERAL – NOMINATION

WHEREAS Council wishes to set clear goals for sound financial and organizational management;

WHEREAS municipal administration plans to put into place a management process to ensure that objectives are attained;

WHEREAS it is of utmost importance to adapt to the reality of current operations management;

WHEREAS an additional management resource will make it possible to free up a portion of the workload undertaken by the current receptionist;

WHEREAS the freed-up portion of the workload will be transferred to the treasury department;

WHEREAS assistance in the treasury department will allow the current Assistant Secretary-Treasurer to provide support to municipal administration;

I, GUY VEILLETTE, propose that a pilot project on the reorganization of management positions be in effect for a period of 2 years;

THAT the reorganization of management positions produce effectiveness and efficiency results for all employment positions at the Municipality;

THAT the results of the management reorganization be retained as indicators of job performance and submitted to Council for follow-up on a semi-annual basis;

THAT the current Assistant Secretary-Treasurer, M. Bruno Bélisle, be named Assistant Director-General;

THAT Mr. Bélisle be entrusted with treasury duties and management tasks;

THAT the additional role include an hourly wage increase of \$1.60/hr.

PASSED

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2020-10-05.06

ACCOUNTING ASSISTANT – NOMINATION

WHEREAS Council wishes to set clear goals for sound financial and organizational management;

WHEREAS municipal administration plans to put into place a management process to ensure that said objectives are attained;

WHEREAS it is of utmost importance to adapt to the reality of current operations management;

WHEREAS an additional management resource will make it possible to free up a portion of the workload undertaken by the current receptionist;

WHEREAS the freed-up portion of the workload will be transferred to the treasury department;

I, ALEXANDRE-NICOLAS LEBLANC, propose that a pilot project on the reorganization of management positions be in effect for a period of 2 years;

THAT the reorganization of management positions produce effectiveness and efficiency results for all employment positions at the Municipality;

THAT the results of the management reorganization be retained as indicators of job performance and submitted to Council for follow-up on a semi-annual basis;

THAT the current Administrative Assistant, Marie-Pier Roy, be named Accounting Assistant;

THAT Ms Roy be entrusted with treasury support tasks;

THAT the additional responsibilities include an hourly wage increase of .50/hr.

PASSED

2020-10-05.07

APPROVAL OF ACCOUNTS PAYABLE

I, GUY VEILLETTE, MOVE

THAT Accounts Payable listed on the statement presented October 5, 2020 by the Treasury Department, in the amount of \$177,503.88, including expenses in excess of \$5,000, be included as in the following list:

Municipalité du
VILLAGE DE NORTH HATLEY

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

**RÉUNION DU : lundi 5 octobre 2020
MEETING OF : October 5, 2020**

Déposé : 2020-10-05
Submit : 05-10-2020

FOURNISSEURS/SUPPLIERS	DATE	FACTURE/INVOICE	MONTANT/AMOUNT
RIEM			
QUOTE PART 4/4			87 071.25 \$
		TOTAL	87 071.25 \$
J.P.CADRIN & ASS. INC.			
ÉQUILIBRATION DU RÔLE 2 DE 2			7 526.26 \$
		TOTAL	7 526.26 \$
			Taxes incluses
RAYMOND CHABOT GRANT THORNTON			
AUDIT 2019			3 736.70 \$
AUDIT 2019-2			9 175.01 \$
MANDAT "COLLECTES SÉLECTIVES"			776.08 \$
		TOTAL	13 687.79 \$
			Taxes incluses
INDUSTRIELLE ALLIANCE			
REER COLLECTIF AOÛT			3 533.12 \$
REER COLLECTIF SEPTEMBRE			3 059.50 \$
		TOTAL	6 592.62 \$
			Taxes incluses
SANI-ESTRIE INC.			
COLLECTES SEPT 2020			6 584.99 \$
		TOTAL	6 584.99 \$
			Taxes incluses
REVENU QUÉBEC			
DÉDUCTIONS À LA SOURCE			17 843.79 \$
		TOTAL	17 843.79 \$
REVENU CANADA			
DÉDUCTIONS À LA SOURCE			7 894.78 \$
		TOTAL	7 894.78 \$
			Taxes incluses
		GRAND TOTAL	147 201.48 \$
			Taxes incluses

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PASSED

2020-10-05.08

REPORTS ON NET SALARIES – 2020-09

ELECTED	\$5,577.41
PERMANENT	\$22,313.22
SEASONAL	\$11,293.06
TOTAL	\$39,183.69

2020-10-05.09

SERVICE OFFER – GEODETIC NETWORK

WHEREAS geodetic survey marks serve many purposes, notably for land surveyors, town planners, in assessment and civil engineering in order to locate, measure and reference a set of municipal components;

WHEREAS geodetic marks must be updated and maintained on a regular basis;

WHEREAS Consultant Génie Municipal (Léo Beaudoin T.Sc.) has maintained our geodetic network for more than 27 years and knows our territory well;

I, ALEXANDRE-NICOLAS LEBLANC, MOVE

THAT the Municipality grant the geodetic network update contract for the Municipality of North Hatley to Consultant Génie Municipal (Léo Beaudoin T.Sc.) for 2021 and 2022, at a cost of \$1,954.58 (taxes included) or \$977.29 per year.

PASSED

2020-10-05.10

MINOR DEROGATION – 2075, CHEMIN DU LAC

WHEREAS a request for minor derogation has been submitted to authorize the construction of a residence on a lot that does not meet the required minimum dimensions under the subdivision by-law for the construction of a detached single-family home;

The lot has a surface area of 1,238.8m² whereas the by-law requires that a lot have a surface area of at least 1,500m², and has a depth of 39.25 mètres whereas the by-law requires a minimum depth of 45 meters;

WHEREAS following a review of the criteria that assess the feasibility of a request for minor derogation, CCUP members have recommended that Council not approve the request for minor derogation;

I, GUY VEILLETTE, MOVE

THAT Council not approve the request for minor derogation for the said project.

PASSED

2020-10-05.11

BALCONY CONSTRUCTION – 4260, CHEMIN MAGOG

WHEREAS was submitted a construction project for a balcony measuring 12 ft x 29 ft on the right side of the building;

WHEREAS CCUP members have indicated their approval of the project to Council insofar as

- The railing is in keeping with building regulations

I, ELIZABETH FEE, MOVE

THAT Council approve the project with the above mentioned stipulation.

PASSED

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2020-10-05.12

GARAGE CONSTRUCTION – 4060, CHEMIN MAGOG

WHEREAS was submitted a construction project for a garage measuring 26 ft X 26 ft to the front of the house with a driveway and retaining wall;

WHEREAS CCUP members have indicated their approval of the project to Council and added that particular attention must be focused on land drainage;

I, GUY VEILLETTE, MOVE

THAT Council approve the project and indicate to the property owners that particular attention must be focused on land drainage during construction.

PASSED

2020-10-05.13

BUILDING EXPANSION PROJECT – 575, CHEMIN HOVEY

WHEREAS was submitted a construction project for the expansion of a section at the back of the building and measuring 12 ft X 18 ft;

WHEREAS the expansion will reflect the architectural characteristics of the original/main building;

WHEREAS CCUP members have indicated their approval of the project to Council with the condition that plans drawn to scale are submitted.

I, ELIZABETH FEE, MOVE

THAT Council approve the project with the above-mentioned condition.

PASSED

2020-10-05.14

BUILDING EXPANSION PROJECT – 1105, RUE MASSAWIPPI

WHEREAS was submitted a construction project for a 12 ft X 20 ft expansion to the left side of the building for storage purposes;

WHEREAS the exterior finish will be wood in keeping with the main building;

WHEREAS the expansion at the rear of the building is not subject to the PIIA;

WHEREAS CCUP members have indicated their approval of the project to Council with the condition that a window be installed at the center of the front facing wall of the proposed expansion;

I, ELIZABETH FEE, MOVE

THAT Council approve the project with the above-mentioned condition.

PASSED

2020-10-05.15

UNDERGROUND POWERLINE SERVITUDE

WHEREAS the decision to be made by Council regarding this file is of major importance;

WHEREAS Council wishes to obtain more detailed information on this file;

I, ALEXANDRE-NICOLAS LEBLANC, MOVE

THAT the decision to be made by Council be deferred to a special/extraordinary meeting to be held October 14, 2020.

THAT requesters be duly notified.

PASSED

2020-10-05.16

ACQUISITION OF LOT 4 028 821

WHEREAS the decision to be made by Council regarding this file is of major importance;

WHEREAS Council wishes to obtain more detailed information on this file;

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I, GUY VEILLETTE, MOVE

THAT the decision to be made by Council be deferred to a special/extraordinary meeting to be held October 14, 2020.

THAT requesters be duly notified.

PASSED

2020-10-05.17

CIVIL PROTECTION PLAN MEASURES

WHEREAS all regional municipalities by virtue of the *Civil Protection Act* (LRQ, c. S-2.3) are responsible for civil protection on their entire territory;

WHEREAS the Municipality is at risk for various natural or human intervention disasters capable of causing serious harm;

WHEREAS Council for the Municipality of the Village of North Hatley is conscious of the fact that the Municipality is at risk for a disaster at all times;

WHEREAS municipal Council knows of the importance to be prepared for all potential disasters that may arise on its territory;

WHEREAS preparedness must be assured at all times and reassessed on a regular basis by municipal Council;

WHEREAS measures put in place by the Municipality and included in the civil protection plan must be in compliance with the measures under the *Regulation respecting warning and mobilization procedures and minimum rescue services required for the protection of persons and property in the event of a disaster*;

I, MICHAEL PAGE, MOVE

THAT the civil protection plan put together for the Municipality by PRUDENT GROUPE CONSEIL be adopted;

THAT BENOIT TREMBLAY be designated in charge of the update and reassessment of the civil protection plan;

THAT this resolution rescind any previously adopted civil protection plan at the Municipality as well as any previously designated person in charge of the update and reassessment of the plan.

PASSED

2020-10-05.18

MUNICIPAL CIVIL PROTECTION MANAGEMENT

WHEREAS regional municipalities by virtue of the *Civil Protection Act* are responsible for civil protection on their entire territory;

WHEREAS the Municipality is at risk for various natural or human intervention disasters capable of causing serious harm;

WHEREAS Council for the Municipality of the Village of North Hatley is conscious of the fact that the Municipality is at risk for a disaster at all times;

I, MICHAEL PAGE, MOVE

THAT municipal civil protection procedures be put in place to mobilize the resources and measures to be implemented both during and following a disaster and to ensure the coordination of designated persons in the event of a disaster;

THAT the following persons be designated members of the municipal civil protection management and assume the following roles:

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FONCTION	NOM
Municipal Civil Protection Coordinator	BENOIT TREMBLAY _i
Substitute Municipal Civil Protection Coordinator	BRUNO BÉLISLE _i
Responsible for <i>Administration</i>	BRUNO BÉLISLE _i
Substitute responsible for <i>Administration</i>	MARIE-PIER ROY _i
Responsible for <i>Communications</i>	BRUNO BÉLISLE _i
Substitute responsible for <i>Communications</i>	MARIE-PIER ROY _i
Responsible for <i>Rescue services for persons and protection of property</i>	RÉGIE INTERMUNICIPALE DE PRÉVENTION ET DE PROTECTION DES INCENDIES MEMPHRÉMAGOG EST ET SQ _i
Substitute responsible for <i>Rescue services for persons and protection of property</i>	RÉGIE INTERMUNICIPALE DE PRÉVENTION ET DE PROTECTION DES INCENDIES MEMPHRÉMAGOG EST ET SQ _i
Responsible for <i>Services for disaster victims</i>	MARIE-PIER ROY _i
Substitute responsible for <i>Services for disaster victims</i>	BRUNO BÉLISLE _i
Responsible for <i>Technical Services</i>	DANY McKELVEY _i
Substitute responsible for <i>Technical Services</i>	PUBLIC WORKS EMPLOYEES _i
Responsible for <i>Transportation</i>	DANY McKELVEY _i
Substitute responsible for <i>Transportation</i>	PUBLIC WORKS EMPLOYEES _{ii}
Responsible for <i>All other</i>	BENOIT TREMBLAY _i
Substitute responsible for <i>All other</i>	BRUNO BÉLISLE.

THAT this resolution abrogate all previous nominations relative to municipal civil protection management at the Municipality.

PASSED

2020-10-05.19

QUESTION PERIOD ON ISSUES OF LOCAL PUBLIC INTEREST

SOME QUESTIONS WERE SUBMITTED BY E-MAIL PRIOR TO THE MEETING. SOME REPLIES MAY BE DIFFERENT FROM THE AUDIO FILE AS THEY WERE ANSWERED FOLLOWING THE MEETING.

CITIZENS		ISSUES	
QUESTIONS ADRESSÉES PAR COURRIEL			
DOMINIQUE CYR	Q	Is it possible to obtain the minutes of the meetings at least one week before?	
	R	<i>The minutes of the meetings are made available as fast as possible and include time for translation.</i>	
	R	<i>Issues are added the week prior to the Council meeting. It is difficult to have the Agenda available before the weekend preceding the Council meeting.</i>	
	Q	When will meetings be public ?	
MARIE MOLINER	R	<i>Although the Estrie region is in an orange zone, Council made the decision to hold closed meetings as per the recommendations issued by the public health authorities of limiting social contact for the next 28 days. Such is the case for neighbouring Magog.</i>	
		<i>We are awaiting further recommendations by the public health authorities.</i>	
PAUL ST-PIERRE	Q	Will the minutes of the meetings of the town council be made available in the future, in French and in English, within two weeks of the date of the meeting?	
	R	<i>The minutes of the meetings are made available as fast as possible and include time for translation.</i>	

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PAUL ST-PIERRE	Q	Why has there not been a new resolution for payment to Espaces stratégiques, since the amount voted on in September 2019 has since been doubled?
	R	<i>Management will make the necessary verifications and address the issue at a future meeting.</i>
PAUL ST-PIERRE	Q	1. Why are there summaries of only two of the five workshops related to strategic planning for North Hatley up on the website? And only in French? What concrete steps have been taken to ensure the participation of English-speaking residents (summer residents and long-term residents) in the planning process? 2. English-speaking summer residents expressed an inability to follow the discussion during workshop #3 and said they would wait for a transcript.
	R	<i>1. The documents will soon be available on the website. 2. All citizens whatever their status, were invited to participate. One citizen posted the information on the FANHCA site.</i>
PAUL ST-PIERRE		1. Have plans been developed for the Marina outside the current strategic planning process?
	Q	2. Do the mayor and Council endorse the project announced in the 25 September 2020 issue of The Sherbrooke Record? 3. Have any official commitments been made agreeing to such a project?
	R	<i>1. No 2. Nn 3. No</i>
DOMINIQUE FREMINET	Q	Where is signage at for the intersection at routes 108 and 143 in Waterville?
	R	<i>The Municipality has forwarded the file to the MTQ and the contractor in charge of signage. Action by them has been taken.</i>
DOMINIQUE FREMINET	Q	Do you have plans for the promotion of tourism in North Hatley ? Maybe the Municipality should become a member of Tourism eastern Townships and other.
	R	<i>Talks have taken place with the merchants and the Municipality will always be pleased to support and promote initiatives taken by our merchants. We are awaiting the final strategic planning report.</i>
DOMINIQUE FREMINET	Q	Has the strategic plan taken into account the diminished lodging availability in North Hatley in recent years?
	R	<i>I am referring to B&Bs in particular. A number of issues are addressed in the strategic planning and will inform the discussion on action to be taken.</i>
MICHEL DESROSIERS	Q	I don't understand why the meetings are closed. Nothing in the government measures support the decision.
	R	<i>Although the Estrie region is in an orange zone, Council made the decision to hold closed meetings as per the recommendations issued by the public health authorities of limiting social contact for the next 28 days. Such is the case for neighbouring Magog.</i>

2020-10-05.20 MEETING ADJOURNED

At 8:45 p.m., all issues on the Agenda having been addressed;

I, MARCELLA DAVIS-GERRISH, MOVE

That the meeting be concluded and adjourned.

PASSED

Michael Page
Mayor

Benoit Tremblay
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.