

**MINUTES
VILLAGE OF NORTH HATLEY
DECEMBER 5 2022**

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

PRESENT are the following Councillors:

- | | |
|----------------------|------------------------|
| 1. Michel DESROSIERS | 4. Elizabeth FEE |
| 2. | 5. David WILSON |
| 3. | 6. Andrew J. PELLETIER |

ABSENT :

QUORUM is present with Mayor Marcella DAVIS-GERRISH presiding.

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

1. Adoption of the Agenda
2. Adoption of the Minutes of the Meetings held on November 7 and 17, 2022
3. Information from Council members
4. Question Period on Items listed on the Agenda

GENERAL ADMINISTRATION AND OTHER LEGAL AFFAIRS

5. Tabling of Municipal Committee Reports
Tabling of the annual reports on the work done by the committees for the year 2022.
6. Declaration of Updated Pecuniary Interests of Council Members
Resolution confirming that the members of the council have filed an updated declaration of pecuniary interests
7. Declaration with respect to the disclosure of information relating to related parties
Resolution Confirming Receipt of the 2022 Related Party Disclosure Statements
8. Notice of By-Election for Position #3
Appointment of Mr. Bruno Bélisle as returning officer
9. *Resolution requesting the Quebec Municipal Commission to allow Mr. Bélisle to act as returning officer for the by-election for position #3*
10. By-law 2022-659 determining the terms and conditions for the publication of public notices—Notice of Motion
By-law 2022-659 to provide for the publication of public notices—Introduction
Sections 433.01 to 433.04 of the Municipal Code of Quebec provide for the terms and conditions of publication of public notices. Section 126 of the UFA also provides that public notices must be posted in a paper medium, which incurs significant costs for the Municipality. The present by-law aims at establishing a posting policy that provides for posting in 2 defined physical locations (Town Hall and Post Office) and on the Municipality's website only, thus saving costs.
- 11.

HUMAN RESOURCES AND LABOUR RELATIONS

12. Hiring of a Public Works Director
Modification to the group insurance contract
13. *Resolution to remove the short-term sickness insurance clause in the group insurance plan. The short-term portion was at the full expense of the employees.*

FINANCE AND TREASURY

14. Approval of Accounts payable
Resolution to adopt the accounts payable for the month of November 2022
15. Reports on Net Salaries—2022-11

ENGINEERING AND PUBLIC WORKS

16. Local Roads Assistance Program—Specific Improvement Projects by Electoral District
Resolution requested by the LAP-LAP EC to formalize the work performed

URBANISM, HERITAGE AND ENVIRONMENT

17. By-law 2022-653 amending Zoning By-law 2001-432—Adoption of 2nd draft
Resolution to adopt the 2nd draft concerning the management of short-term rentals.
18. By-law 2022-654 amending Zoning By-law 2001-432—Adoption of 1st draft
Resolution concerning the management of tree cutting on the territory of the Municipality.
19. By-law 2022-655 amending the Permit and Certificate By-law 2001-435—Presentation
20. By-law 2022-656 amending By-law 2001-435—Adoption
21. By-law 2022-657 amending Zoning By-law 2001-432—Adoption of 2nd draft
Resolution to amend the zoning by-law to allow 24 housing units
22. Intermediate PIIA—lot # 4 822 833 ch. Capelton (new two-family construction)
23. Appointment of an alternate to the Demolition Committee
Resolution to appoint an alternate to the Demolition Committee to ensure quorum when necessary.

RECREATION, CULTURE AND COMMUNITY LIFE

**MINUTES
VILLAGE OF NORTH HATLEY
DECEMBER 5 2022**

Policy for the recognition of organizations

24. *Resolution for the adoption of a policy for the recognition of organizations allowing a better support and supervision by the Municipality of the organizations*

PUBLIC SECURITY

Amendment to the Fire Safety Cover Plan

25. *Resolution to adopt a new Fire Safety Cover Plan (FSP).*

VARIA

26. Question Period on Issues of local public interest
27. Meeting Adjourned

PROJET À ADOPTER

**MINUTES
VILLAGE OF NORTH HATLEY
DECEMBER 5 2022**

2022-12-05.01 ADOPTION OF THE AGENDA

I, ELIZABETH FEE MOVE

THAT the agenda be adopted as presented with the removal of item 5 (Tabling of Municipal Committee Reports) and item 25 (Recognition of Organizations Policy), the reversal of items 8 and 9 (By-elections for Position #3 and Appointment of Mr. Bruno Bélisle as Returning Officer) and the addition of item 24 (Withdrawal of Expropriation Application).

2022-12-05.02 ADOPTION OF THE MINUTES OF THE MEETINGS HELD ON NOVEMBER 7 AND 17 2022

I, ANDREW J PELLETIER MOVE

THAT the minutes of the regular meeting held on November 7, 2022 and the minutes of the special meeting held on November 17, 2022 be adopted after verifications.

2022-12-05.03 INFORMATION FROM COUNCIL MEMBERS

The Mayor and Councillors informed citizens on their various files and on upcoming events

- Parc Dreamland – Christmas lights
- Christmas Market (9 et 10 décembre)
- Congratulations - Mme Haller
- Thanks to M. Samson for his implication
- Paid parking – project to be presented in March 2023
- Marina Committee
- Environment committee – presentation mid-february
-
-
-
-
-

2022-12-05.04 QUESTION PERIOD ON ITEMS LISTED ON THE AGENDA

| RESIDENTS | ISSUES |
|-----------|----------|
| | Q. R. |

2022-12-05.05 TABLING OF MUNICIPAL COMMITTEE REPORTS

ITEM REMOVED.

2022-12-05.06 DECLARATION OF UPDATED PECUNIARY INTERESTS OF COUNCIL MEMBERS

Resolution confirming that council members have filed an updated declaration of pecuniary interests

WHEREAS under the Municipal Elections and Referendums Act, each year, within 60 days of the anniversary of the proclamation of their election, members of council must file with council an updated declaration of pecuniary interests;

WHEREAS the Clerk-Treasurer shall, on or before February 15, 2023, transmit to the Ministry of Municipal Affairs and Housing (MMAH) a statement identifying those members of Council of the Municipality who have, since the last transmission of such statement, filed with Council a declaration and those who have not;

The Director General and Clerk-Treasurer confirms that the members of council have filed an updated declaration of pecuniary interests within the timeframe provided for by law and that the MAMH will be informed within the prescribed timeframe;

2022-12-05.07 DECLARATION WITH RESPECT TO THE DISCLOSURE OF INFORMATION RELATING TO RELATED PARTIES

Resolution confirming receipt of related party disclosure statements for the year 2022.

WHEREAS as part of the annual financial audit, council members are required to make a written declaration to the Clerk-Treasurer with respect to the disclosure of information concerning related parties;

The Director General and Clerk-Treasurer confirms having received the declarations with respect to the disclosure of information relating to related parties for the year 2022.

**MINUTES
VILLAGE OF NORTH HATLEY
DECEMBER 5 2022**

2022-12-05.08

APPOINTMENT OF MR. BRUNO BÉLISLE AS RETURNING OFFICER

Resolution requesting from the Quebec Municipal Commission the possibility for Mr. Bélisle to act as returning officer for the by-election of position #3

Resolution requesting from the Quebec Municipal Commission the possibility for Mr. Bélisle to act as returning officer for the by-election of position #3

WHEREAS Ms. BRASIOLA has resigned as Councillor #3;

WHEREAS a by-election will be held to fill the vacant position;

WHEREAS the Director General and Clerk-Treasurer is ex-officio the President of the election for the Municipality

WHEREAS in the 2021 election as well as in the 2022 by-election, Mr. Bruno BÉLISLE performed this task for the Municipality

WHEREAS Mr. Benoit TREMBLAY wishes to delegate this task to the Assistant Director General, Mr. Bruno Bélisle

I, ANDREW J PELLETIER, MOVE

To appoint Mr. Bruno BÉLISLE as the Election Chairman for the Municipality for the 2023 by-election.

VOTE POUR : VOTE CONTRE : ABSTENTION :
ADOPTION :

2022-12-05.09

BY-ELECTIONS FOR POSITION #3

The Returning Officer announces that a by-election will be held on March 5, 2023 to fill the vacant position of Councillor #3. Notice of the election will be published in January 2023.

2022-12-05.10

BY-LAW 2022-659 DETERMINING THE TERMS AND CONDITIONS FOR THE PUBLICATION NOTICES – NOTICE OF MOTION

Sections 433.01 to 433.04 of the Municipal Code of Quebec provide for the publication of public notices. Article 126 of the LAU also provides that public notices must be posted in a paper medium, which incurs significant costs for the Municipality. The purpose of this by-law is to establish a posting policy that provides for posting in 2 defined physical locations (Town Hall and Post Office) and on the Municipality's website only, thereby saving costs.

I, ELIZABETH FEE give notice of motion that at a future council meeting by-law 2022-659 will be presented for adoption.

The purpose of this by-law will be to determine the terms and conditions of publication concerning the public notices of the Municipality of the Village of North Hatley.

2022-12-05.11

BY-LAW 2022-659 TO PROVIDE FOR THE PUBLICATION OF PUBLIC NOTICES - TABLING

I, ELIZABETH FEE, table draft by-law 2022-659.

The purpose of this project is to determine the terms and conditions of publication concerning the public of the Municipality of the Village of North Hatley.

The by-law is available for consultation at the Municipal Town Hall.

2022-12-05.12

HIRING OF A PUBLIC WORKS DIRECTOR

WHEREAS the retirement of the Director of Public Works;

WHEREAS the Municipality needs to fill the position of Director of Public Works;

WHEREAS the Director General and Clerk-Treasurer has proposed to Council the candidacy of Mr. Wade MORSE for this position;

WHEREAS Mr. MORSE has read the job description and requirements of the position;

I, Michel DESROSIERS move that the Municipality proceed with the hiring of Mr. Wade MORSE as Director of Public Works as of December 5, 2022, the whole in accordance with the conditions discussed and accepted by the parties, which will be listed in a contract setting out the conditions of employment;

**MINUTES
VILLAGE OF NORTH HATLEY
DECEMBER 5 2022**

THAT Mayor Marcella DAVIS-GERRISH and the Director General and Clerk-Treasurer, Mr. Benoit TREMBLAY, be authorized to sign the said contract for and in the name of the Municipality ;

THAT the funds required for the payment of Mr. MORSE's salary be taken from the available funds in the budget items related to public works.

VOTE FOR : VOTE AGAINST : ABSTENTION :
ADOPTION : UNANIMOUS

2022-12-05.13

MODIFICATION TO THE GROUP INSURANCE POLICY

Resolution to remove the short-term sickness insurance clause in the group insurance plan. The short term portion was fully paid by the employees.

WHEREAS the Municipality offers to its permanent employees, social benefits allowing it to retain its personnel;

WHEREAS the Municipality shares the cost of group insurance equally with its employees;

WHEREAS these benefits include salary insurance for both short and long term employees and that these benefits are fully paid for by the employees;

WHEREAS, many municipalities do not offer short-term salary insurance as it can be replaced by Employment Insurance;

WHEREAS, Employment Insurance benefits compensate an employee at 55% of salary and these benefits are taxable while Group Insurance benefits are not;

WHEREAS, the employees have requested that the Municipality replace the short term salary insurance with Employment Insurance;

I, ANDREW J PELLETIER, move that the permanent employees of the Municipality be covered for short term salary insurance by Employment Insurance. That the Municipality compensate the employee an additional 20% of the Employment Insurance amount so that the after-tax benefit is equivalent to the group insurance coverage.

VOTE FOR : VOTE AGAINST : ABSTENTION :
ADOPTION : UNANIMOUS

PROJET ANDREW PELLETIER

**MINUTES
VILLAGE OF NORTH HATLEY
DECEMBER 5 2022**

2022-12-05.14

APPROVAL OF ACCOUNT PAYABLE

I, ANDREW J PELLETIER, MOVE

THAT Accounts Payable listed on the statement presented December 5 2022 by the Treasury Department, in the amount of 127 872,43 \$ 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 : 5 décembre 2022
MEETING OF : December 5, 2022**

Déposé : 2022-12-05
Submit : 05-12-2022

| FOURNISSEURS/SUPPLIERS | DATE | FACTURE/INVOICE | MONTANT/AMOUNT |
|--|------|--------------------|---------------------|
| INDUSTRIELLE ALLIANCE | | | |
| REMISES DE L'EMPLOYEUR | | | 5 659,16 \$ |
| | | TOTAL | 5 659,16 \$ |
| REVENU QUÉBEC | | | |
| REMISES DE L'EMPLOYEUR OCTOBRE 2022 | | | 12 781,72 \$ |
| | | TOTAL | 12 781,72 \$ |
| REVENU CANADA | | | |
| REMISE DE L'EMPLOYEUR OCTOBRE 2022 | | | 5 640,92 \$ |
| | | TOTAL | 5 640,92 \$ |
| RAYMOND CHABOT GRANT THORNTON | | | |
| HONORAIRE (HORS MANDAT) | | 2630405 | 459,90 \$ |
| HONORAIRE (AUDIT) | | 2630455 | 4 599,00 \$ |
| HONORAIRE (AUDIT) | | 2630436 | 2 184,53 \$ |
| | | TOTAL | 7 243,43 \$ |
| | | | Taxes incluses |
| PAVAGE DES CANTONS | | | |
| PAVAGE DE RUES | | 1059 | 25 395,11 \$ |
| | | TOTAL | 25 395,11 \$ |
| | | | Taxes incluses |
| ROCK SIMARD INC. | | | |
| RÉP. DES TROTTOIRS ET RÉSERVOIR DIESEL | | 4769 | 5 007,16 \$ |
| | | TOTAL | 5 007,16 \$ |
| | | | Taxes incluses |
| POMPES R. FONTAINE (LES) | | | |
| RETRAIT DES QUAIS | | 24272 | 1 434,38 \$ |
| RÉP. POSTE ÉGOUT HOVEY | | 24271 | 3 917,90 \$ |
| RÉP. POSTE ÉGOUT HOVEY | | 24295 | 897,91 \$ |
| RÉP. PRÉVENTIVES POSTES ÉGOUT | | 24302 | 1 863,56 \$ |
| | | TOTAL | 8 113,75 \$ |
| | | | Taxes incluses |
| MÉCANIQUE TDR | | | |
| ENT. VÉHICULE VOIRIE | | 11164 | 519,85 \$ |
| RÉP. VÉHICULE VOIRIE | | 11195 | 71,86 \$ |
| REP. VEHICULE VOIRIE | | 11194 | 229,95 \$ |
| REP. VEHICULE VOIRIE | | 11203 | 4 158,09 \$ |
| RÉP. VÉHICULE VOIRIE | | 11204 | 7 759,66 \$ |
| | | TOTAL | 12 739,41 \$ |
| | | | Taxes incluses |
| | | GRAND TOTAL | 82 580,66 \$ |

VOTE FOR :
ADOPTION :

VOTE AGAINST :
UNANIMOUS

ABSTENTION :

2022-12-05.15

REPORTS ON NET SALARIES – 2022-11

| | |
|--------------|---------------------|
| ELECTED | 4 918,73 \$ |
| PERMANENT | 36 145,12 \$ |
| SEASONAL | 273,31 \$ |
| TOTAL | 41 337,16 \$ |

2022-12-05.16

LOCAL ROADS ASSISTANCE PROGRAM – SPECIFIC IMPROVEMENT PROJECTS BY ELECTORAL DISTRICT

Resolution requested by the LAP-LAP EC to formalize the work performed

WHEREAS the Municipality of the Village of North Hatley has taken cognizance of the terms and conditions for the application of the Specific Improvement Projects (PPA) component of the Local Road Assistance Program (PAVL) and undertakes to respect them;

WHEREAS the road network for which an application for financial assistance has been granted is under municipal jurisdiction and is eligible for the PAVL;

WHEREAS the work was carried out in the calendar year in which the Minister authorized it

WHEREAS the work carried out or the inherent costs are eligible for the PAVL;

WHEREAS the accountability form V-0321 has been duly completed

**MINUTES
VILLAGE OF NORTH HATLEY
DECEMBER 5 2022**

2022-12-05.24

WITHDRAWAL - APPLICATION FOR EXPROPRIATION

WHEREAS on July 7, 2014, Council adopted resolution 2014-07-07.15 by which it mandated its attorneys to undertake the procedures for the expropriation of part of lot 4 028 643 of the cadastre of Quebec, registration division of Stanstead;

WHEREAS on July 29, 2014, the Municipality published a notice of expropriation against part of lot 4 028 643 under registration number 20 949 903;

WHEREAS on September 27, 2018, Council adopted Resolution 2018-09-27.03 by which it mandated its solicitors to undertake the procedures to modify the right-of-way to be expropriated;

WHEREAS on July 29, 2018, the Municipality published a notice of expropriation against lot 4 028 643 amended under number 24 189 029

WHEREAS the situation and circumstances surrounding the Municipality's desire to proceed with the expropriation of part of Lot 4 028 643 of the cadastre of Quebec, registration division of Stanstead have evolved;

I, ELIZABETH FEE, PROPOSE THAT the Municipality withdraw the notices of expropriation and amended expropriation published against part of lot 4 028 643 of the cadastre of Quebec, registration division of Stanstead, under registration numbers 20 949 903 and 24 189 029;

TO authorize Cain Lamarre SENC to file a certified copy of this resolution with the Tribunal administratif du Québec.

VOTE POUR : VOTE CONTRE : ABSTENTION :
ADOPTION : UNANIMOUS

2022-12-05.25

POLICY FOR THE RECOGNITION OF ORGANIZATIONS

Item withdrawn.

2022-12-05.26

AMENDMENT TO THE FIRE SAFETY COVER PLAN

Considering that the Schéma de couverture de risques en matière de sécurité incendie of the MRC de Memphrémagog was modified on May 29, 2013 ;

Considering that, as defined in article number 16 of the Fire Safety Act (R.S.Q., c. S -3.4), despite the creation of the Régie intermunicipale de sécurité incendie de Memphrémagog-Est, the eight (8) member municipalities are still responsible for the Implementation Plan (PMO) of the Fire Safety Cover Plan (SCRI) of the MRC of Memphrémagog;

Considering that, as defined in article number 16 of the Fire Safety Act (L.R.Q., Considering that, as defined in article 16 of the Fire Safety Act (R.S.Q., c.S -3.4), each municipality concerned and, if applicable, the regional authority, then determine the specific actions that they must take as well as the conditions of their implementation by specifying, in particular, the jurisdiction of the authority or intermunicipal board that will be responsible for them, the resources allocated to the measures that are planned, the necessary intermunicipal agreements, the actions that are immediately applicable and, for the other actions, the stages of realization and their timetable. These actions and their implementation conditions are translated into a plan adopted by each authority that will be in charge of them or, in the case of an intermunicipal board, into a joint plan adopted by the municipalities concerned;

Considering that, since the beginning of the operations of the Régie de Memphrémagog-Est, the eight (8) member municipalities of the MRC de Memphrémagog rely on the latter to accomplish the various actions provided for in the PMO of the risk coverage plan of the MRC de Memphrémagog as well as for the tasks and responsibilities emanating from it;

Considering that, as defined in article 28 of the Fire Safety Act (R.S.Q., c.S -3.4), the regional authority may request a modification to its fire safety cover plan

Considering that the creation of the Régie intermunicipale de Memphrémagog-Est has had the effect of improving fire protection on their territory;

**MINUTES
VILLAGE OF NORTH HATLEY
DECEMBER 5 2022**

I, ANDREW J PELLETIER, MOVE

To adopt the new Implementation Plan (PMO) of the Fire Safety Cover Plan confirming the Régie Memphrémagog-Est responsible for the actions provided for in the SCRI in force, without however releasing the municipalities concerned from any responsibility;

To ask the Ministry of Public Security to modify the Fire Safety Cover Plan of the Regional Municipality of Memphremagog as stipulated in Article 28 of the Fire Safety Act (R.S.Q., c.S -3.4).

VOTE POUR : VOTE CONTRE : ABSTENTION :
ADOPTION : UNANIMOUS

2022-12-05.27

QUESTION PERIOD ON ISSUES OF LOCAL PUBLIC INTEREST

IT IS POSSIBLE TO ASK QUESTIONS IN PERSON, STATING YOUR NAME AND ADDRESS.

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.

| RESIDENTS | | ISSUES |
|----------------|----|---|
| JANE MEAGHER | Q. | Les réunions de travail du conseil seront ouvert au public à partir de quelle date svp ? |
| | R. | Starting with the January working meeting, for the February council meeting, it will be open to the public. The agenda will be sent out the week before and people will be welcome to assist for the first hour, to voice their concerns on these items. |
| DOMINIQUE CYR | Q. | J'ai su que louer une table au marché de Noël de la gare à Sherbrooke est de 50\$. Pourquoi est-ce qu'au village c'est 100\$? Est-ce possible d'avoir un prix réduit (comme 25\$) pour les résidents et les résidentes du village ? En tant qu'artiste, je ne pourrai jamais y aller avec des coûts exorbitants. |
| | R. | Ce n'est pas 100\$, mais un \$75 pour deux jours. Considérant le fait que les 14 places ont été remplies, nous trouvons que ce tarif est raisonnable. Je prends quand même en considération votre commentaire, et je l'apporterai au comité. We will discuss different options on how to offer cheaper spots to allow for a larger amount of people to come. |
| GUY ROY | Q. | Audio incomprehensible. |
| | R. | Audio incomprehensible. |
| DAVID CAMPBELL | Q. | (Explains the frustrating procedure he had to go through to receive a fire permit – given now by the Régie and not the Town.) Is there a solution? |
| | R. | Many people have commented on the fact that it is not easy to contact them directly, and it might take a couple days to receive a fire permit. They have been asked to have their own dedicated phone number for their office instead of sharing with the Hatley Town hall. I will bring this up again with them, and discuss other options for an easier procedure for next summer. |

**MINUTES
VILLAGE OF NORTH HATLEY
DECEMBER 5 2022**

2022-12-05.28

MEETING ADJOURNED

At 8:18 p.m all issues on the Agenda having been addressed;

I, ELIZABETH FEE, MOVE

THAT the meeting be concluded and adjourned.

MARCELLA DAVIS-GERRISH
Mayor

BENOIT TREMBLAY
Director General

I, MARCELLA DAVIS-GERRISH, 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.

PROJET À ADOPTER