

SEPTEMBER 16, 2025

MINUTES of a regular sitting of the council of the Municipality of Grosse Ile hereby declared in session by the Mayor, Mr. Gordon Burke, this 16th day of September 2025 at 6:30 p.m. in the municipal conference room situated at 1-006, chemin Jerry, Grosse Ile, Quebec, at which time a quorum is present.

The following persons are present:

Mayor:	Gordon Burke
Councillors:	Marlene Boudreault Kathy Burke Nancy Clark Miranda Matthews
Director general:	Linda Romano

**OPENING OF THE SITTING AND
WELCOME WORD BY THE CHAIR**

N2025-119	The Mayor, Gordon Burke, opens the sitting and welcomes the attendees.
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ADOPTION OF THE AGENDA

R2025-120	It is proposed by Miranda Matthews Seconded by Nancy Clark And unanimously approved by the Councillors present
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THAT the agenda be adopted as presented:

- 1. Opening of the sitting
 - 1.1 Welcome word by the chair
 - 1.2 Adoption of the agenda
 - 1.3 Adoption of the July 14, 2025, meeting minutes
 - 1.4 Adoption of the July 31, 2025, meeting minutes
 - 1.5 Adoption of the August 19, 2025, meeting minutes
 - 1.6 Correspondence
- 2. Administrative acts of council
 - 2.1 Accounts Paid July and August 2025
 - 2.2 Communauté Maritime update
 - 2.3 Postponement of collective agreement negotiations
 - 2.4 Reclassification of Receptionist Position
 - 2.5 Assistant Clerk-Treasurer and Returning Officer Appointment
 - 2.6 Short-term loan resolution – Chemin Wide
- 3. Legislative acts of council

- 3.1 Notice of motion bylaw 2025-010 - Amending zoning By-Law 2012-002
- 3.2 First draft bylaw 2025-010 - Amending zoning By-Law 2012-002
- 4. Varia
 - 4.1 Limited mandate of the Director General
 - 4.2 Request for Zoning review from Waldron Burke
- 5. Question period
- 6. Adjournment

ADOPTION OF THE MINUTES

The members of council received a copy of, and declare having read, the minutes of the regular sitting of council held on July 14th, 2025.

R2025-121

It is proposed by Marlene Boudreault
Seconded by Nancy Clark
And unanimously approved by the Councillors present.

TO adopt the minutes of the regular sitting of council held on July 14th, 2025.

ADOPTION OF THE MINUTES

The members of council received a copy of, and declare having read, the minutes of the special sitting of council held on July 31st, 2025.

R2025-122

It is proposed by Kathy Burke
Seconded by Miranda Matthews
And unanimously approved by the Councillors present.

TO adopt the minutes of the special sitting of council held on July 31st, 2025.

ADOPTION OF THE MINUTES

The members of council received a copy of, and declare having read, the minutes of the regular sitting of council held on August 19th, 2025.

R2025-123

It is proposed by Nancy Clark
Seconded by Kathy Burke
And unanimously approved by the Councillors present.

TO adopt the minutes of the regular sitting of council held on August 19th, 2025.

CORRESPONDENCE

The members of council received a copy of the list of correspondence received at the office since the last public sitting,

prior to the meeting for review. The mayor reviews the correspondence, and the list is deposited in the Correspondence Register of the Municipality.

BUSINESS ARISING FROM THE CORRESPONDENCE

Letter dated August 5, 2025, inviting the council to appoint a representative for a two-year commitment to the Mines Seleine Monitoring Committee.

Mayor Gordon Burke was selected to represent the municipality at the upcoming September meeting. After the municipal election, the municipal council will select a representative for the full term.

ADMINISTRATIVE ACTS OF THE COUNCIL

ACCOUNTS PAID JULY AND AUGUST 2025

R2025-124

It is proposed by Nancy Clark
Seconded by Kathy Burke
And unanimously approved by the Councillors present

TO approve the accounts paid for the month of July 2025 and August 2025 in the respective amounts of \$54,405.25 and \$86,194.22; the lists are deposited in the register of accounts paid.

COMMUNAUTÉ MARITIME UPDATE

The Mayor, Gordon Burke, reviews the items on the agenda for the sitting of council of the Communauté Maritime, which was held on Tuesday, September 2nd, 2025, and presents his update to the Councillors accordingly.

POSTPONEMENT OF COLLECTIVE AGREEMENT NEGOTIATIONS

- WHEREAS** the collective agreement of the Municipality of Grosse-Île expired on December 31, 2024;
- WHEREAS** the municipal election period from September 19 to November 2, 2025, imposes strict neutrality rules on elected officials;
- WHEREAS** the Municipality is recruiting a new Director General, who is expected to participate in collective bargaining;
- WHEREAS** it is in the public interest to postpone negotiations to ensure transparency and impartiality;

R2025-125

- THEREFORE** It is moved by Miranda Matthews
Seconded by Marlene Boudreault,
And unanimously resolved by the Councillors present:
- THAT** the Municipality postpone the start of collective agreement negotiations until the new Chief Administrative Officer takes office and the election period has ended;
- THAT** the negotiation committee not be convened during said period;
- THAT** the administration notify the union in writing of this decision;
- THAT** the present resolution be adopted under the general powers conferred on municipal councils by the *Municipal Code of Québec* (chapter C-27.1).

RECLASSIFICATION OF RECEPTIONIST POSITION

- WHEREAS** the Labour Relations Committee has reviewed the Receptionist position and found that its tasks and responsibilities are equivalent to those of the Administrative Assistant;
- WHEREAS** it is recommended to reclassify the position accordingly, with the application of the corresponding salary scale and retroactive pay;

R2025-126

- THEREFORE** It is proposed by Miranda Matthews
Seconded by Marlene Boudreault
And unanimously resolved by the Councillors present:
- THAT** the Receptionist position be reclassified as Adjointe Administrative;
- THAT** the corresponding salary scale be applied retroactively as recommended.

ADMINISTRATIVE CONTINUITY PACKAGE

**APPOINTMENT OF ASSISTANT CLERK-TREASURER
AND RETURNING OFFICER**

- WHEREAS** the position of Director General of the Municipality of Grosse Île will become vacant as of September 26, 2025;
- WHEREAS** under article 210 of the Municipal Code of Québec (CMQ), every municipality must have a Clerk-Treasurer or may appoint an Assistant Clerk-Treasurer to ensure proper administration;

WHEREAS under article 71 of the Act respecting elections and referendums in municipalities (AERM), the Clerk-Treasurer is ex officio Returning Officer for municipal elections, and Council must appoint a qualified person if the office is vacant;

WHEREAS it is necessary to ensure administrative continuity, compliance with all legal requirements regarding municipal elections, and proper support to the Municipal Council during the transition period;

WHEREAS the Municipal Council has deemed it appropriate to appoint an Assistant Clerk-Treasurer, set the related compensation, and establish a limited mandate for the Director General to manage municipal affairs during the election period;

R2025-127 **THEREFORE** It is proposed by Miranda Matthews
Seconded by Nancy Clark
And unanimously resolved by the Councillors present:

THAT Karina Cyr is appointed Assistant Clerk-Treasurer of the Municipality of Grosse Ile, effective September 16, 2025, in accordance with article 210 CMQ.

THAT Pursuant to article 71 AERM, Ms. Cyr shall also serve as Returning Officer for the 2025 municipal election.

THAT her mandate shall be limited to election-related duties and support to council, excluding responsibilities relating to financial administration and permanent record-keeping.

THAT This appointment shall automatically terminate upon the earlier of (i) the first public meeting of the new municipal council or (ii) the appointment of a new Director General.

**COMPENSATION OF ASSISTANT CLERK-TREASURER
AND RETURNING OFFICER**

R2025-128 **THEREFORE** It is proposed by Miranda Matthews
Seconded by Nancy Clark
And unanimously resolved by the Councillors present:

THAT Ms. Karina Cyr shall receive a fixed stipend of \$2,000 for her statutory duties as Returning Officer for the 2025 municipal election, separate from her regular salary and benefits.

THAT Ms. Cyr shall also be compensated for her duties as Assistant Clerk-Treasurer in support of council activities at the rate of \$35 per hour, based on an estimated four (4) hours per week, with additional hours subject to approval by the Director General.

THAT this compensation shall apply for the period ending upon the earlier of (i) the first public meeting of the new municipal council or (ii) the appointment of a new Director General.

LIMITED MANDATE OF THE DIRECTOR GENERAL

R2025-129

THEREFORE It is proposed by Miranda Matthews
Seconded by Kathy Burke
And unanimously resolved by the Councillors present:

THAT he limited mandate of Ms. Linda Romano as Director General shall take effect on September 26, 2025, on a part-time contractual basis.

THAT her primary responsibilities under this limited mandate shall include fiscal oversight, signatory authority, approval of municipal commitments, oversight of employees, monitoring of ongoing projects, and management of the recruitment process for the new Director General, including, if no Municipal Council is in office, the appointment of the new Director General.

THAT for the duration of this mandate, Ms. Romano shall have the authority to authorize expenditures deemed necessary for current administration, within the constraints of the approved annual operating budget, and in cases of emergency, beyond those limits if required.

THAT this mandate shall remain in effect until a new Director General is hired or a new Municipal Council is sworn in, whichever occurs first.

LOAN RESOLUTION – BY-LAW 2025-002

WHEREAS the municipal council of Grosse-Île has adopted loan by-law 2025-002 decreeing an expenditure and a loan of \$1,173,384 for the paving of Wide Road;

WHEREAS this by-law complies with the provisions of the Act respecting municipal debts and loans (CQLR, c. D-7) and the directives of the Ministry of Municipal Affairs and Housing;

WHEREAS the required documents, including the detailed cost estimate, the plans and specifications, as well as the by-law’s schedules, have been filed in accordance with the requirements of the Government of Quebec;

- THEREFORE

It is proposed by Kathy Burke
Seconded by Nancy Clark
And unanimously resolved by the Councillors present:
- THAT

the Municipality of Grosse-Île be authorized to contract a loan of \$1,173,384 in accordance with by-law 2025-002;
- THAT

this loan be contracted with the Caisse Desjardins des Îles-de-la-Madeleine, under the terms determined by council;
- THAT

the borrowed funds be used exclusively for the purposes set out in the by-law, namely the repair work on Wide Road;
- THAT

the authorized signatories for this loan be any two of the three officers listed below:

• Gordon Burke, Mayor

• Nancy Clark, Pro-Mayor

• Linda Romano, Director General and Clerk-Treasurer

These individuals are authorized to sign all documents necessary for the execution of the loan, including the required contracts, obligations, and certificates.

LEGISLATIVE ACTS OF COUNCIL

NOTICE OF MOTION BYLAW 2025-010

Notice of motion is hereby given by Councillor Miranda Matthews that, at a subsequent meeting of the Council of the Municipality of Grosse-Île, a bylaw will be presented for adoption entitled:

Bylaw No. 2025-010 amending Zoning Bylaw No. 2012-002 in order to create the new Zone Ic4 from part of Zone Rc2
A request is made to dispense with the reading of the bylaw, the members of Council having received a copy of the draft bylaw at least seventy-two (72) hours prior to this meeting.

FIRST DRAFT BYLAW

**BYLAW NO. 2025-010
AMENDING ZONING BYLAW NO. 2012-002 TO CREATE
THE NEW ZONE IC4 FROM PART OF ZONE RC2**

PREAMBLE

- WHEREAS

under the *Act respecting land use planning and development* (CQLR, c. A-19.1), a municipality
- 1732

may amend its zoning bylaw;

WHEREAS the sector concerned already accommodates activities related to the fishing industry and it is appropriate to authorize product processing in order to complete the value chain and reduce transportation;

WHEREAS the creation of Zone Ic4, from part of Zone Rc2, provides a clear regulatory framework adapted to these specialized industrial uses, limiting land use conflicts and improving predictability for businesses;

WHEREAS the proposed amendment will contribute to the economic diversification and vitality of the municipality, notably through job retention and creation as well as increased local spinoffs from the fishing industry;

WHEREAS the intended uses are compatible with the receiving environment and will remain subject to the applicable zoning standards and laws and regulations regarding the environment, public health, and public safety;

WHEREAS a copy of this bylaw was provided to all members of Council at least seventy-two (72) hours before the present meeting;

WHEREAS the members of Council present declare that they have read it;

WHEREAS during the sitting, the Assistant Clerk-Treasurer mentioned the content of the bylaw and its scope;

RESOLUTION TO ADOPT THE FIRST DRAFT

R2025-130

THEREFORE it is proposed by Miranda Matthews
seconded by Kathy Burke
and unanimously resolved by the
Councillors present:

TO adopt the first draft bylaw numbered 2025-010 entitled: *“Bylaw amending Zoning Bylaw No. 2012-002 in order to create the new Zone Ic4 from part of Zone Rc2.”*

TO hold a public consultation meeting in accordance with section 123 of the *Act respecting land use planning and development* (CQLR, c. A-19.1), after the municipal election period, on a date to be set by the new municipal council, in order to allow any interested person to ask questions and make comments on the draft bylaw;

TO transmit the first draft bylaw numbered 2025-010 to the Communauté maritime des Îles-de-la-Madeleine for conformity review.

TEXT OF THE BYLAW

CHAPTER 1

DECLARATORY AND INTERPRETIVE PROVISIONS

ARTICLE 1.1

The preamble forms an integral part of this bylaw.

ARTICLE 1.2

This bylaw is titled: **“Bylaw No. 2025-010 amending Zoning Bylaw No. 2012-002 in order to create the new Zone Ic4 from part of Zone Rc2.”**

CHAPTER 2

AMENDMENT TO THE ZONING BYLAW

ARTICLE 2.1

The zoning map appended to Zoning Bylaw No. 2012-002 is amended to create Industrial Zone Ic4, as shown on the plan attached hereto as an appendix.

CHAPTER 3

FINAL PROVISIONS

ARTICLE 3.1

This bylaw shall come into force in accordance with the *Act respecting land use planning and development* (CQLR, c. A-19.1).

VARIA

ADDITION TO CORRESPONDENCE

A citizen submitted a letter to the Council regarding a building project on their property. The Council acknowledged receipt of the correspondence and discussed potential options with municipal staff. Further follow-up will be conducted in accordance with applicable municipal procedures.

QUESTION PERIOD

No questions were asked by members of the public regarding the agenda.

ADJOURNMENT

N2025-131

The session is closed on a motion from Marlene Boudreault at 7:15 p.m.

Gordon Burke
Mayor

Linda Romano
Director General and
Clerk-Treasurer