

May 13, 2019

MINUTES of the regular sitting of the council of the Municipality of Grosse Ile hereby declared in session by the Mayor, Mrs. Rose Elmonde Clarke, this thirteenth day of May 2019 at 6:30 p.m. at the Municipal Office situated at 006 chemin Jerry, Grosse Ile, Qc, at which time there is quorum.

The following persons are present:

Mayor: Rose Elmonde Clarke

Councillors: Felicia Clarke
Nancy Clark
Miles Clarke
Jessica Goodwin

Director-General: Janice Turnbull

Absent with regrets
Councillors: Marlene Boudreau
Steve Clarke

ADOPTION OF THE AGENDA

R2019-056

It is moved by Felicia Clarke
Seconded by Jessica Goodwin
And unanimously approved by the Councillors present

That the following agenda be hereby adopted with additions:

1. Opening of the sitting
 - 1.1 Welcome word by the chair
 - 1.2 Adoption of the agenda
 - 1.3 Adoption of the minutes
 - 1.4 Correspondence
 - 1.4.1 Business arising from the correspondence
 - 1.4.1.1 Grand Défi Pierre Lavoie – Fundraising activity
 - 1.4.1.2 Marie-Ève Giroux – Attention Frag'Îles – Request for a support letter for the project entitled «Protection of essential habitats and recovery of species at risk on the Magdalen Islands»
 - 1.4.1.3 Marc Périard – Voluntary offer of services – Visual heritage Project
2. Administrative acts of council
 - 2.1 Administrative updates
 - 2.1.1 Accounts paid
 - 2.1.2 Maritime Community Regional Files - Updates
3. Legislative acts of council
 - 3.1 Adoption of Policy on social media protocol
 - 3.2 Replacement of fire alarm system

- 3.3 Notice of Motion – Bylaw 2019-003 – Bylaw establishing a Community Development and Planning Advisory Committee and the Internal Management Regulations
- 3.4 Notice of Motion – Bylaw 2019-004 – Bylaw Decreeing the Methods of Budget Control and Monitoring
- 3.5 Notice of Motion – Bylaw 2019-005 – Procedures Pertaining to Sittings of Council of the Municipality of Grosse Ile
- 3.6 Notice of Motion – Bylaw 2019-006 – Bylaw Regarding the Delegation of Power to form a Selection Committee
- 3.7 Fitness Center Schedule
- 3.8 Municipal Inspector
- 3.9 Semaine de la Municipalité
- 3.10 Purchase of satellite telephone
- 3.11 Offer of employment – Leisure Coordinator and Animator – Replacement list
- 3.12 Offer of employment – Public Works Technician – Seasonal position
- 3.13 Procedure for handling and processing complaints – Public call for tenders
- 4. Varia
 - 4.1 Transfer of accumulated surplus – coolers
 - 4.2 Avocats Trivium – Transfer of files from Deveau Avocats
 - 4.3 FQM annual convention
- 5. Question period
- 6. Close

ADOPTION OF THE MINUTES

The members of the council received a copy of, and declare having read, the minutes of the regular sitting of council held April 8, 2019.

R2019-057 It is moved by Felicia Clarke
 Seconded by Miles Clarke
 And unanimously approved by the Councillors present

To adopt the minutes of the regular sitting of council held April 8, 2019.

CORRESPONDENCE

N2019-058 The members of council received a copy of the list of correspondence received at the office since the last sitting, prior to the meeting for review. The Mayor addresses the correspondence and the list is deposited in the Correspondence Register of the Municipality.

BUSINESS ARISING FROM THE CORRESPONDENCE

GRAND DÉFI PIERRE LAVOIE FUNDRAISING ACTIVITY

WHEREAS six (6) people from the Magdalen Islands will be participating in the «*Grand Défi Pierre Lavoie*» in June;

WHEREAS the goal of this challenge is to collect donations which will be equally distributed to all elementary

schools on the Islands, including Grosse Ile School, as a means of helping to improve and promote healthy lifestyles among youth;

WHEREAS the Municipality of Grosse Ile has a no donation policy in effect;

THEREFORE

R2019-059

It is moved by Nancy Clark
Seconded by Miles Clarke
And unanimously approved by the Councillors present

THAT the Municipality of Grosse Ile shall organize a fundraising activity and all money collected will be given to the *Grand Défi Pierre Lavoie*.

THAT the Leisure Coordinator – Animator, Miranda Matthews, be hereby delegated to organize and carry out this activity.

**MARIE-ÈVE GIROUX – ATTENTION FRAG’ÎLES
REQUEST FOR A SUPPORT LETTER
PROTECTION OF ESSENTIAL HABITATS AND
RECOVERY OF SPECIES AT RISK ON THE
MAGDALEN ISLANDS**

R2019-060

It is moved by Miles Clarke
Seconded by Felicia Clarke
And unanimously approved by the Councillors present

THAT the request for a support letter from Attention Frag’Îles for their project entitled «*Protection of essential habitats and recovery of species at risk on the Magdalen Islands*» be hereby approved. Therefore, a letter to this effect will be forwarded to Attention Frag’Îles.

**MARC PÉRIARD
OFFER OF SERVICES – VISUAL HERITAGE PROJECT**

WHEREAS the Municipality has received an e-mail from Mr. Marc Périard, a retired cameraman/photographer, offering his services in areas as such in order to produce a visual heritage project;

WHEREAS the Municipality would be interested in these services, particularly to highlight the *Semaine de la Municipalité*;

THEREFORE

R2019-061

It is moved by Miles Clarke
Seconded by Jessica Goodwin
And unanimously approved by the Councillors present

THAT the Director General, Janice Turnbull, be hereby mandated to conclude an agreement with Mr. Marc Périard in order to acquire his

services for this proposed project and to compensate any costs related to lodging.

THAT the Director General, Janice Turnbull, be hereby delegated to seek out community partners interested in partnering with the Municipality for this initiative.

ADMINISTRATIVE UPDATES

ACCOUNTS PAID

R2019-062

It is moved by Nancy Clark
Seconded by Miles Clarke
And unanimously approved by the Councillors present

To approve the accounts paid for the month ending April 30, 2019, for an amount of \$46, 807.25, this list is deposited in the register of accounts paid.

I hereby certify that the funds are available for the above-mentioned expenses and will be paid from the general fund of the Municipality of Grosse Ile.

Janice Turnbull – Director General

MARITIME COMMUNITY REGIONAL FILES UPDATES

Seniors – Tax credits

WHEREAS the Municipalité des Îles-de-la-Madeleine is offering a reimbursement of services taxes to its seniors for garbage and septic sludge;

WHEREAS the Maritime Community refused to provide the same initiative to all citizens of the Islands;

WHEREAS the Municipality of Grosse Ile is not able to reimburse service fees as such as it is not part of its jurisdiction;

WHEREAS the Municipality of Grosse Ile did not budget for any financial assistance programs;

THEREFORE

R2019-063

It is unanimously approved by the Councillors present

THAT, in light of this information, a notice shall be forwarded to the citizens of the Municipality of Grosse Ile explaining this situation.

LEGISLATIVE ACTS OF COUNCIL

ADOPTION OF POLICY SOCIAL MEDIA PROTOCOL

WHEREAS the Municipality is now using social media as a means to communicate and diversify access to public information;

WHEREAS the municipal council deems it necessary to have a written protocol to outline the guidelines for the use of this means of communication and publication;

THEREFORE

R2019-064

It is moved by Miles Clarke
Seconded by Felicia Clarke
And unanimously approved by the Councillors present

THAT the Policy on social media protocol be hereby approved and adopted as presented by the Director General, Janice Turnbull.

REPLACEMENT OF FIRE ALARM SYSTEM

WHEREAS la Mutuelle des Municipalités recommended, during their fire inspection visit in November 2018, that the fire alarm system, one (1) panel in the gym and one (1) in the main entrance of the municipal office, be replaced with one (1) new panel and one (1) annunciator that will be able to communicate together and be connected to the 9-1-1 emergency services telephone line in order to better manage risks associated with not having a system as such in place;

WHEREAS the agent from PPE also recommended this type of alarm system during their annual fire inspection of the municipal building;

THEREFORE

R2019-065

It is moved by Nancy Clark
Seconded by Jessica Goodwin
And unanimously approved by the Councillors present

THAT the Municipality of Grosse Ile shall engage the services of PPE in order to replace the fire alarm system at the municipal office and the gymnasium by installing one single panel for both places with one annunciator that will be connected directly to the 9-1-1 emergency services telephone line in the event of a fire.

THAT the cost of the above-mentioned expense will be included in the 5 year fire inspection service that PPE provides to the Municipality on an annual basis.

I hereby certify that the funds are available for the above-mentioned expense and will be paid from the general fund of the Municipality of Grosse Ile.

Janice Turnbull – Director General

NOTICE OF MOTION
BYLAW 2019-003 – BYLAW ESTABLISHING A
COMMUNITY DEVELOPMENT AND PLANNING
ADVISORY COMMITTEE AND THE INTERNAL
MANAGEMENT REGULATIONS

N2019-066 Councillor Felicia Clarke gives notice of motion that she, at a subsequent sitting, will be presenting for adoption Bylaw 2019-003 – Bylaw establishing a Community Development and Planning Advisory Committee and the Internal Management Regulations.

A draft bylaw is hereby presented to the members of council in accordance to Article 445 of the Quebec Municipal Code.

NOTICE OF MOTION
BYLAW 2019-004 – BYLAW DECREERING THE
METHODS OF BUDGET CONTROL AND MONITORING

N2019-067 Councillor Jessica Goodwin gives notice of motion that she, at a subsequent sitting, will be presenting for adoption Bylaw 2019-004 – Bylaw Decreeing the Methods of Budget Control and Monitoring.

A draft bylaw is hereby presented to the members of council in accordance to Article 445 of the Quebec Municipal Code.

NOTICE OF MOTION
BYLAW 2019-005 – PROCEDURES PERTAINING
TO SITTINGS OF THE COUNCIL OF THE
MUNICIPALITY OF GROSSE ILE

N2019-068 Councillor Miles Clarke gives notice of motion that he, at a subsequent sitting, will be presenting for adoption Bylaw 2019-005 – Procedures Pertaining to Sittings of the Council of the Municipality of Grosse Ile.

A draft bylaw is hereby presented to the members of council in accordance to Article 445 of the Quebec Municipal Code.

NOTICE OF MOTION
BYLAW 2019-006 – BYLAW REGARDING THE
DELEGATION OF POWER TO FORM
A SELECTION COMMITTEE

N2019-069 Councillor Nancy Clark gives notice of motion that she, at a subsequent sitting, will be presenting for adoption Bylaw 2019-006 – Bylaw Regarding the Delegation of Power to Form a Selection Committee.

A draft bylaw is hereby presented to the members of council in accordance to Article 445 of the Quebec Municipal Code.

FITNESS CENTER SCHEDULE

WHEREAS the members of council unanimously approved, at the regular sitting of council held on February 11, 2019, to open the fitness center on weekends until the end of April 2019, **on a trial basis**;

WHEREAS the weekend opening hours were Saturday and Sunday afternoons from 1:00 pm – 4:00 pm;

WHEREAS there were not as many people attending the fitness center on weekends as anticipated;

THEREFORE

R2019-070

It is moved by Jessica Goodwin
Seconded by Felicia Clarke
And unanimously approved by the Councillors present

THAT, due to a lack of participation, the fitness center will not remain open on weekends however, it will remain open until the end of May on Monday, Wednesday and Friday mornings from 8:00 am – 11:00 am as well as evenings Monday – Thursday from 5:00 pm – 8:00 pm.

THAT an evaluation for the fall and winter schedule will be carried out in September 2019.

MUNICIPAL INSPECTOR

WHEREAS four (4) applications were received following the job posting for a municipal inspector;

WHEREAS one (1) of the applicants withdrew their candidacy;

WHEREAS the applicants did not meet the requirements outlined in the offer of employment;

THEREFORE

R2019-071

It is moved by Felicia Clarke
Seconded by Jessica Goodwin
And unanimously approved by the Councillors present

THAT the Director General, Janice Turnbull, is willing to continue to analyze the permit and certificate requests, as required, until a municipal inspector is engaged.

SEMAINE DE LA MUNICIPALITÉ

N2019-072

TABLED

PURCHASE OF SATELLITE TELEPHONE

WHEREAS the *Regulation Regarding alert and mobilization procedures and the minimum means of emergency measures to protect the safety of citizens and property in the event of a disaster* will come into effect on November 9, 2019;

WHEREAS all municipalities must update their civil security plan to comply with this new regulation;

WHEREAS the Municipality attests that it has completed the self-assessment tool provided by the Ministry of Public Security and deems it necessary to improve its state of preparedness in the event of a disaster;

WHEREAS funding was received from the Quebec 9-1-1 Municipal Agency in order to assist the Municipality to improve its state of preparedness in the event of a disaster;

THEREFORE

R2019-073

It is moved by Miles Clarke
Seconded by Jessica Goodwin
And unanimously approved by the Councillors present

THAT a satellite telephone (Iridium 9575 Extreme) and a case be purchased from GAD Électronique Inc. for an amount of two thousand seven hundred and forty-two dollars and nine cents (\$2,742.09), taxes included.

I hereby certify that the funds are available for the above-mentioned expense and will be paid from the general fund of the Municipality of Grosse Ile.

Janice Turnbull – Director General

OFFER OF EMPLOYMENT LEISURE COORDINATOR AND ANIMATOR REPLACEMENT LIST

WHEREAS the leisure department must often engage the services of more than one employee for certain activities and events;

WHEREAS people may not always be available at certain times due to other work related responsibilities;

WHEREAS the Municipality wishes to increase the number of persons on the recall list who are available to work in this department;

THEREFORE

R2019-074

It is moved by Felicia Clarke
Seconded by Miles Clarke
And unanimously approved by the Councillors present

THAT the Director General, Janice Turnbull, be hereby authorized to proceed with an internal/external offer of employment in order to engage the services of two persons as Leisure Coordinator and Animator, with an occasional status – replacement list.

**OFFER OF EMPLOYMENT
PUBLIC WORKS TECHNICIAN**

WHEREAS the Municipality was unable to find a qualified municipal inspector;

WHEREAS the services of a Public Works Technician is required to assist the Director General within this department;

THEREFORE

R2019-075

It is moved by Jessica Goodwin
Seconded by Felicia Clarke
And unanimously approved by the Councillors present

THAT the Director General, Janice Turnbull, be hereby authorized to proceed with an internal/external offer of employment in order to engage the services of a Public Works Technician. This will be a seasonal position for a minimum of sixteen (16) weeks per year.

**PROCEDURE FOR HANDLING AND PROCESSING
COMPLAINTS – PUBLIC CALL FOR TENDERS**

N2019-076

TABLED

**TRANSFER OF ACCUMULATED SURPLUS
COOLERS**

R2019-077

It is moved by Felicia Clarke
Seconded by Miles Clarke
And unanimously approved by the Councillors present

THAT an amount of three thousand five hundred and fifty-eight dollars and thirty-three cents (\$3, 558.33) be hereby transferred from the accumulated surplus of the Municipality of Grosse Ile in order to cover the costs of purchasing two (2) coolers.

I hereby certify that the funds are available for the above-mentioned expense and will be paid from the general fund of the Municipality of Grosse Ile.

Janice Turnbull – Director General

**TRIVIUM AVOCATS
TRANSFER OF FILES FROM DEVEAU AVOCATS**

WHEREAS the municipality has entrusted certain mandates for professional services to Deveau Avocats;

WHEREAS several lawyers working in municipal law and labour law have left Deveau Avocats to join Trivium Avocats as of March 1, 2019;

WHEREAS the firm Trivium Avocats offers multidisciplinary professional services in many areas of law beneficial to the municipality including municipal law, urban planning law and labour law;

WHEREAS the municipality wishes to continue to be represented by the lawyers responsible for its current files who have joined Trivium Avocats and also to retain the services of this firm;

THEREFORE

R2019-078 It is moved by Jessica Goodwin
Seconded by Miles Clarke
And unanimously approved by the Councillors present

THAT the municipality terminate all current mandates with the firm Deveau Avocats to entrust them to the firm Trivium Avocats under the same conditions.

THAT the municipality notifies and asks Deveau Avocats to transfer all its files, all the paper documents, computer documents or any other relevant information required to the law firm Trivium Avocats as soon as possible.

FQM ANNUAL CONVENTION

R2019-079 It is moved by Felicia Clarke
Seconded by Miles Clarke
And unanimously approved by the Councillors present

THAT the Mayor, Rose Elmonde Clarke, and two (2) other people be hereby authorised to attend the annual FQM convention in Quebec City on September 26, 27 and 28, 2019.

QUESTION PERIOD

N2019-080 No questions are asked as no members of the public are present.

CLOSE

R2019-081 The session is closed on a motion from Miles Clarke at 8:55 pm.

Rose Elmonde Clarke
Mayor

Janice Turnbull
Director-General