

## NOVEMBER 26, 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 26<sup>th</sup> day of November 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:	Michelle Chevarie David Burke Paul Clarke
Assistant Clerk-Treasurer:	Karina Cyr
Absent with regrets:	Dale Clarke

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

N2025-136  
The Mayor, Gordon Burke, opens the sitting and welcomes the attendees.

### ADOPTION OF THE AGENDA

R2025-137  
It is proposed by Michelle Chevarie  
Seconded by David Burke  
And unanimously approved by the Councillors present

**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 October 2<sup>nd</sup>, 2025, meeting minutes
  - 1.4 Correspondence
2. Administrative acts of council
  - 2.1 Accounts Paid in October 2025
  - 2.2 Communauté maritime update
  - 2.3 Appointment of the pro mayor
  - 2.4 Appointment of the official responsible for Bylaw 2014-004
  - 2.5 2026 Council meeting calendar
  - 2.6 Appointment of an Interim Director General and related administrative delegations, including financial and system access authorities
  - 2.7 Appointment to municipal committees
3. Legislative acts of council
  - 3.1 Acceptance of call for tenders – Lot 3 777 305

- 3.2 Notice of motion – Bylaw 2025-009 modifying bylaw 2006-002 regarding the renumeration of elected municipal officers
- 3.3 First Draft – Bylaw 2025-009 modifying bylaw 2006-002 regarding the renumeration of elected municipal officers
4. Varia
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 October 2<sup>nd</sup>, 2025.

R2025-138

It is proposed by Michelle Chevarie  
Seconded by David Burke  
And unanimously approved by the Councillors present.

**TO** adopt the minutes of the regular sitting of council held on October 2<sup>nd</sup>, 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.

### **ADMINISTRATIVE ACTS OF THE COUNCIL**

#### **ACCOUNTS PAID OCTOBER 2025**

R2025-139

It is proposed by David Burke  
Seconded by Paul Clarke  
And unanimously approved by the Councillors present

**TO** approve the accounts paid for the month of October 2025 totaling \$1,199,980.33, this list is 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, November 25<sup>th</sup>, 2025, and presents his update to the Councillors accordingly.

## APPOINTMENT OF THE PRO-MAYOR

**WHEREAS** sections 56 and 56.1 of the *Code municipal du Québec*, which require the Municipal Council to appoint a Pro-Mayor to exercise the functions of the Mayor in cases of absence, inability to act, incapacity, or vacancy in the office of Mayor;

**WHEREAS** the importance of ensuring continuity and stability in municipal governance and representation;

**WHEREAS** the desirability of confirming the appointment for a defined term;

### THEREFORE

R2025-140

It is moved by David Burke

Seconded by Paul Clarke

And unanimously resolved by the Councillors present

**THAT** councillor **Michelle Chevarie** is hereby appointed **Pro-Mayor** for the Municipality of Grosse Ile, with the mandate extending until the next municipal election

**THAT** the Pro-Mayor shall exercise all powers and duties of the Mayor when required, in accordance with the *Code municipal du Québec*.

**THAT** this resolution shall take effect immediately.

## APPOINTMENT OF THE OFFICIAL RESPONSIBLE FOR BYLAW 2014-004

**WHEREAS** the municipal inspector is not available on a year-round basis to perform inspections required under Bylaw No. 2014-004 concerning nuisances;

**WHEREAS** the Municipality must ensure that inspections, site visits, and permit-related activities required under Bylaw No. 2014-004 are carried out in a timely and authorized manner;

### THEREFORE

R2025-141

It is proposed by David Burke

Seconded by Michelle Chevarie

And unanimously resolved by the Councillors present

**THAT** Kelly Aitkens be appointed as the Official Responsible for the application and enforcement of Bylaw No. 2014-004 concerning nuisances, including conducting inspections, processing permits, and issuing or administering notices and follow-ups related to the bylaw

**THAT** this appointment grants to the designated person all powers and responsibilities attributed to the municipal inspector under Bylaw No. 2014-004 for the purposes of enforcement.

**THAT** when acting in this capacity and conducting on-site inspections, the designated person shall receive compensation of \$15 per inspection, in addition to their regular salary, as authorized by the Director General.

### **ADOPTION OF THE 2026 COUNCIL MEETING CALENDAR**

**WHEREAS** the Municipal Council must annually establish the schedule of its regular and working meetings;

**WHEREAS** the proposed 2026 meeting calendar was presented to Council;

#### **THEREFORE**

R2025-142

It is moved by Michelle Chevarie  
Seconded by Paul Clarke  
And unanimously resolved by the Councillors present

**THAT** the Municipal Council adopt the 2026 meeting calendar as presented.

### **APPOINTMENT OF AN INTERIM DIRECTOR GENERAL AND RELATED ADMINISTRATIVE DELEGATIONS, INCLUDING FINANCIAL AND SYSTEM ACCESS AUTHORITIES**

**WHEREAS** the position of Director General-Clerk Treasurer has been vacant following the departure of the full-time Director General, Ms. Linda Romano, at the end of September 2025;

**WHEREAS** the Municipality must ensure the continuity of administrative, financial, and statutory functions in accordance with the *Code municipal du Québec*;

**WHEREAS** Ms. Karina Cyr, Assistant Clerk-Treasurer, has demonstrated professionalism, dedication, and leadership since the vacancy occurred, including assuming additional responsibilities and successfully coordinating the recent municipal election;

**WHEREAS** Ms. Cyr does not meet all formal qualifications required for permanent appointment and is unavailable from May to July annually due to commercial fishing activities, making a temporary appointment appropriate;

**WHEREAS** Council intends to continue the recruitment process for a permanent Director General and Clerk-Treasurer;

**WHEREAS** former Director General and Clerk-Treasurer Ms. Romano is willing to provide transitional training, guidance, and advisory support to assist the Interim

Director General and Clerk-Treasurer, without exercising the statutory authority of the position;

### **THEREFORE**

R2025-143

It is proposed by David Burke  
Seconded by Paul Clarke  
And unanimously resolved by the Councillors present

**THAT** Ms. Karina Cyr is appointed Interim Director General and Clerk-Treasurer of the Municipality of Grosse-Île, effective November 27, 2025, with all powers and responsibilities attached to the position under the *Code municipal du Québec*.

**THAT** Ms. Romano may be retained to provide transitional support, training, and advisory assistance to the Interim Director General and Clerk-Treasurer, under terms and for a duration determined by Council, without exercising any authority associated with the office.

**THAT** Ms. Linda Romano shall receive, for these services, the same rate of remuneration as previously approved in her updated contract with the Municipality.

**THAT** This interim appointment shall remain in effect until a permanent Director General and Clerk-Treasurer is appointed or until Council decides otherwise.

### **PRIMARY ADMINISTRATOR – ACCES D**

R2025-144

It is proposed by Paul Clarke  
Seconded by David Burke  
And unanimously approved by the Councillors present

**TO** appoint Ms. Karina Cyr, Director General, of the Municipality of Grosse-Île as Primary Administrator for the Acces D platform related to the account held with Desjardins (Folio 15869).

**TO** remove Linda Romano as primary administrator for the Acces D platform linked to the account held with Desjardins (Folio 15869).

### **SIGNING AUTHORITY- ACCESS D**

R2025-145

It is proposed by Paul Clarke  
Seconded by David Burke  
And unanimously approved by the Councillors present

**TO** appoint as signatories for bank accounts held at Desjardins (Folio 15869): Ms. Karina Cyr, Director General, Mr. Gordon Burke, Mayor, Ms. Michelle Chevarie, Pro-Mayor of the Municipality of Grosse-Île and authorize them to sign cheques and electronic transactions.

**TO** remove Ms. Linda Romano as signatory as of the date of this resolution.

### **SIGNING AUTHORITY CLICSEQUR**

**WHEREAS** The Municipality of Grosse-Ile has undergone a change in administrative and managerial employees;

**WHEREAS** In order to represent the Municipality, and perform transactions on its behalf, these employees must be appointed representatives for the Municipality's electronic services, as well as with any ministries and organizations working with the Municipality;

### **THEREFORE**

R2025-146

It is proposed by Paul Clarke

Seconded by David Burke

And unanimously approved by the Councillors present

**THAT** Ms. Karina Cyr, Director General of the Municipality of Grosse-Île be appointed as authorized representatives for the Municipality's electronic services with clicSÉQUR as well as with all ministries and organizations for transactions relating to the Municipality and, as such, to authorize Ms. Cyr to (in particular, but not limited to):

- Act as authorized representatives and managers of the Municipality's electronic services for the clicSÉQUR account;
- Communicate and receive confidential information, including secure emails from Revenu Québec, concerning communications intended for the Municipality ;
- Manage the Municipality's clicSÉQUR account and access all services and files concerning the Municipality;
- Register the Municipality for services offered by ministries and organizations and have access to these services;
- Create user profiles and provide user codes and passwords linked to the Municipality;
- Grant users access to clicSÉQUR and to services offered by departments and agencies;
- Authorize clicSÉQUR or departments and agencies to disclose confidential information to users;
- Manage access to the services, including the determination, suspension, reactivation, modification, or revocation of user access;
- Sign any relevant or necessary documentation to give full effect to these resolutions.

### **CREDIT CARD – DIRECTOR GENERAL**

R2025-147

It is proposed by David Burke

Seconded by Paul Clarke

And unanimously approved by the Councillors present

**THAT** the VISA Desjardins credit card of the former Director General, Linda Romano, be cancelled and that a new VISA Desjardins credit card be requested for the current Director General, Karina Cyr.

**THAT** the Director General/Clerk-Treasurer, Karina Cyr, be authorized to apply for this new VISA Desjardins credit card and to sign all relevant documents.

#### **RIGHTS AND ACCESS TO THE DIRECTOR GENERAL**

R2025-148

It is proposed by Paul Clarke

Seconded by David Burke

And unanimously approved by the Councillors present

**THAT** following the hiring of Ms. Karina Cyr as Director General of the Municipality of Grosse-Île on November 26, 2025, she be duly authorized to officially represent the Municipality with various administrative and governmental authorities, as well as with its employees, partners, citizens, suppliers and subcontractors.

#### **APPOINTING PAYROLL MANAGER**

R2025-149

It is proposed by David Burke

Seconded by Paul Clarke

And unanimously approved by the Councillors present

**TO** appoint Ms. Karina Cyr, Director General of the Municipality of Grosse-Île, as the person responsible for payroll management.

#### **APPOINTMENT OF COUNCIL REPRESENTATIVES FOR THE COMITÉ DES RELATIONS DE TRAVAIL**

**WHEREAS** the Municipality of Grosse Ile maintains a *Comité des relations de travail (CRT)* with the union representing municipal employees;

**WHEREAS** it is necessary to designate the Municipality's representatives to sit on the Employer side of the CRT;

**WHEREAS** the committee meets periodically and may be called upon to support upcoming collective bargaining negotiations;

#### **THEREFORE**

R2025-150

It is proposed Paul Clarke

Seconded by Gordon Burke

And unanimously resolved by the Councillors present

**THAT** the Municipal Council appoint:

1. Councillor Michelle Chevarie
2. Councillor David Burke

to represent the Municipality on the Comité des relations de travil (CRT) for the current mandate.

**THAT** the Director General (or Interim Director General) act as the third Employer representative on the CRT.

#### **APPOINTMENT OF COUNCIL REPRESENTATIVE TO THE COMITÉ CONSULTATIF D'URBANISME (CCU)**

**WHEREAS** the Municipality of Grosse-Île has established a *Comité consultatif d'urbanisme (CCU)* pursuant to By-law 2019-003;

**WHEREAS** the CCU must be composed of one member of Council and four citizens;

**WHEREAS** the CCU is currently inactive and must be reconstituted;

#### **THEREFORE**

R2025-151

It is proposed by Michelle Chevarie  
Seconded by David Burke  
And unanimously resolved by the Councillors present

**THAT** Councillor Paul Clarke be appointed as the Municipal Council's representative on the Comité consultatif d'urbanisme (CCU) for the current mandate.

#### **APPOINTMENT TO THE FONDS RÉGIONS ET RURALITÉ REGIONAL SELECTION COMMITTEE**

**WHEREAS** the Ministère des Affaires municipales et de l'Habitation (MAMH) administers the Fonds régions et ruralité (FRR), Component 1 – Soutien au rayonnement des régions, to support development projects aligned with regional priorities;

**WHEREAS** the Ministry determines the composition of the Board of Directors for the Magdalen Islands region, consisting of two elected officials from the Communauté maritime—one from each municipality—and a representative of the Minister responsible for the region;

**WHEREAS** the Board of Directors is mandated to establish the region's development priorities

**WHEREAS** the Board of Directors is mandated to determine the composition of the regional project-selection committee;

**WHEREAS** new municipal officials were elected following the November 2025 municipal election;

#### **THEREFORE**

R2025-152

It is proposed by Michelle Chevarie  
Seconded by David Burke  
And unanimously resolved by the Councillors present

**THAT** Mr. Gordon Burke, Mayor of the Municipality of Grosse-Île, be designated to sit on the Îles-de-la-Madeleine Regional Selection Committee under the Fonds régions et ruralité.

#### **LEGISLATIVE ACTS OF COUNCIL**

##### **ACCEPTANCE OF CALLING OF OFFERS-LOT 3 777 305**

**WHEREAS** the Municipality published a Call for Offers for the sale of Lot 3 777 305;

**WHEREAS** Council has reviewed the offer received and the recommendation of Administration;

##### **THEREFORE**

R2025-153

It is proposed by David Burke  
Seconded by Michelle Chevarie  
And unanimously resolved by the Councillors present

**THAT** The Municipality of Grosse-Île awards the sale of Lot 3 777 305 to Mr. Brett Williams for the amount of \$15,000

**THAT** The lot is sold as-is, where-is, without any representations or warranties.

**THAT** The Mayor and the Director General / Clerk-Treasurer are authorized to sign all documents required to finalize the sale.

#### **NOTICE OF MOTION**

Councillor Michelle Chevarie gives Notice of Motion that a by-law entitled:

*“Bylaw 2025-009 Modifying Bylaw 2006-002 Regarding the Remuneration of Elected Municipal Officers”*

will be presented for adoption at a subsequent sitting of Council. A draft of the by-law is tabled at the present sitting.

Council members acknowledge having received a copy at least seventy-two (72) hours prior to the sitting, declare having read it, and renounce its reading.

**DRAFT BYLAW 2025-009 -  
BYLAW 2025-009 BYLAW MODIFYING BYLAW 2006-002  
REGARDING THE REMUNERATION OF ELECTED  
MUNICIPAL OFFICERS**

**PREAMBLE**

**WHEREAS** the Municipality may, by bylaw, set the remuneration and expense allowance for the council members; and

**WHEREAS** the Act Respecting the Remuneration of Elected Municipal Officers (L.R.Q., c. T-11.001) determines the parameters that must be respected in regard to this matter; and

**WHEREAS** Bylaw 2006-002 currently sets the basic annual remuneration and expense allowance for the Mayor and Councillors of the Municipality of Grosse-Île; and

**WHEREAS** the remuneration presently being paid to the Mayor and Councillors, as budgeted and paid in good faith, no longer corresponds to the amounts set out in Bylaw 2006-002 when applying only the consumer price index; and

**WHEREAS** it is necessary to modify Bylaw 2006-002 in order to update and regularize the remuneration of elected municipal officers as of January 1st, 2026; and

**WHEREAS** a notice of motion was given at the regular sitting of council held November 26th, 2025 and the draft bylaw was also presented at this same sitting; and

**WHEREAS** a copy of the present bylaw was given to all members of council at least seventy-two (72) hours prior to the present sitting; and

**WHEREAS** the members of council declare having read the said bylaw and renounce its reading; and

**WHEREAS** during the sitting, the Director General briefs the council on the content of the said bylaw; and

**WHEREAS** copies of the bylaw have been made available to the public at the beginning of the sitting;

**THEREFORE**

R2025-154

It is proposed by Paul Clarke  
Seconded by David Burke  
And unanimously resolved by the Councillors present

**THAT** the following bylaw modifying Bylaw 2006-002 regarding the remuneration of elected municipal officers and bearing the number 2025-009 be hereby adopted.

## **TEXT OF THE BYLAW**

### **Article 1: Title**

The present bylaw shall bear the title “**Modifying Bylaw 2006-002 Regarding the Remuneration of Elected Municipal Officers.**”

### **Article 2: Purpose**

The present bylaw shall set the remuneration and expense allowance for the Mayor and members of the council of the Municipality.

### **Article 3: Terminology**

#### **Basic remuneration**

Signifies the remuneration paid to the mayor and councillors of the municipality for services rendered.

#### **Additional Remuneration**

Signifies an additional remuneration offered to the deputy mayor when he/she is required to replace the mayor for a period exceeding 30 consecutive days.

#### **Compensation Allowance**

Signifies an allocation offered to the deputy mayor as a means of compensation while carrying out the duties of the Mayor.

#### **Expense Allowance**

This amount corresponds to an amount equal to one half of the amount of the basic remuneration.

### **Article 4: Basic Remuneration**

The basic annual remuneration for the mayor shall be \$5,518.32 and \$1,839.00 for the Councillors.

### **Article 5: Annual Consumer Price Index of the Basic Remuneration**

The basic remuneration shall be the object of an annual increase, as the case may be, in accordance to the consumer price index established by Statistics Canada.

### **Article 6: Expense Allowance**

In addition to the basic remuneration, the Mayor and Councillors shall receive an annual expense allowance equal to one half of the basic remuneration.

Accordingly, as of January 1, 2026:

- The Mayor’s annual expense allowance is \$2,759.16.
- Each Councillor’s annual expense allowance is \$919.68.

### **Article 7: Payment**

The remuneration mentioned in Articles 4 and 6 shall be paid to each of the members of council at the end of each month.

## **Article 8: Additional Remuneration for the Deputy Mayor**

The deputy mayor shall be paid an additional remuneration when he/she is required to carry out the duties of the Mayor. This remuneration is paid only when the deputy mayor is required to replace the Mayor for more than 30 consecutive days beginning on the thirty-first day and continues until such time as the Mayor is able to carry out his/her duties.

During the replacement period, the deputy mayor shall receive remuneration equal to that of the mayor.

## **Article 9**

This present bylaw repeals all former bylaws in regard to remuneration of elected municipal officers.

## **Article 10 - Effective Date**

This by-law comes into force in accordance with the law and shall apply as of January 1, 2026.

## **Article 11: Scope of Amendment**

This by-law modifies Articles 4 and 6 of By-law 2006-002 and all other provisions of By-law 2006-002 remain in force.

## **VARIA**

## **QUESTION PERIOD**

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

## **ADJOURNMENT**

N2025-155

The session is closed on a motion from Michelle Chevarie at 7:15 p.m.

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Gordon Burke  
Mayor

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Karina Cyr  
Interim Director General/  
Clerk-Treasurer