

MAY 26th, 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 26th day of May 2025 at 6:30 p.m. in the municipal conference room situated at 1-006, chemin Jerry, Grosse Ile, Quebec, at which time there is quorum.

The following persons are present:

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

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

N2025-081	The Mayor, Gordon Burke, opens the sitting and welcomes the people in attendance.
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ADOPTION OF THE AGENDA

R2025-082	It is proposed by Nancy Clark Seconded by Kathy Burke And unanimously approved by the Councillors present
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THAT the following agenda be hereby 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 April 14, 2025 meeting minutes
 - 1.4 Correspondence
 - 1.4.1 Canadian Heritage – Canada Day Celebration 2025
 - 1.4.2 Letter from MAMH available funding
 - 1.4.3 PRABAM
 - 1.4.4 Letter from MAMH audit 2023
- 2. Administrative acts of council
 - 2.1 Bills paid April 2025
 - 2.2 Communauté Maritime update
 - 2.3 HR 203
 - 2.4 Resolution - Authorization to participate in training – Director General
 - 2.5 Resolution - Authorization to the Director General/Clerk-Treasurer to bid at the sale of properties for non-payment of taxes
 - 2.6 Resolution - Access to GALA archive system
 - 2.7 Resolution – Reporting requirements for the gas tax and Québec contribution program (TECQ)

- 3. Legislative acts of council
 - 3.1 Notice of Motion - Loan bylaw 2025-002
 - 3.2 First Draft - Loan bylaw 2025-002

- 4. Varia

- 5. Question period

- 6. Close

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 April 14th, 2025.

R2025-083

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

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

CORRESPONDENCE

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.

**CANADIAN HERITAGE – CANADA DAY CELEBRATION
2025**

The Municipality received a letter from Canadian Heritage stating that the application for funding has been approved.

CORRESPONDENCE FROM MAMH

The Director General presents the letter to the Council

PRABAM

The Director General presents the letter to the Council

MAMH AUDIT 2023

The Director General presents the letter to the Council

ADMINISTRATIVE ACTS OF THE COUNCIL

ACCOUNTS PAID APRIL 2025

R2025-084

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

TO approve the accounts paid for the month ending April 2025 for an amount of \$ 78 053.27; this list is deposited in the register of accounts paid.

MARITME COMMUNITY REGIONAL FILES - 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, May 13th, 2025, and presented his update to the Councillors accordingly.

HR 203 - UPDATES

Linda Romano updates the council and mayor on HR file 203

R2025-085

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

RESOLUITON - AUTHORIZATION TO PARTICIPATE IN TRAINING – DIRECTOR GENERAL

WHEREAS the *ABC/DG Introduction* training is designed to equip newly appointed municipal Directors General/Clerk-Treasurers with the essential knowledge and skills for effective municipal administration;

WHEREAS the *Presiding Over an Election* training, offered by Élections Québec, ensures proper preparation for organizing the 2025 municipal election;

WHEREAS the Municipality of Grosse-Île recognizes the importance of ensuring that its senior administrative staff are properly trained and informed about best practices, legal responsibilities, and procedural standards;

WHEREAS the newly appointed Director General/Clerk-Treasurer is required to complete these trainings to effectively fulfill her duties in compliance with municipal and provincial regulations;

WHEREAS registration for both the *ABC/DG Introduction* and *Presiding Over an Election* trainings is offered at no cost;

WHEREAS for the *ABC/DG Introduction* training, the registration, meals, and accommodation are covered through membership with the Association des directeurs municipaux du Québec;

WHEREAS for the *Presiding Over an Election* training, offered by Élections Québec, only the registration is covered;

WHEREAS the Municipality is responsible for the cost of meals, accommodation for the Élections Québec training, and transportation to Québec City for both trainings, at an estimated total cost of \$1,800;

THEREFORE

R2025-086

It is proposed by Marlene Boudeault
Seconded by Miranda Matthews
And unanimously approved by the Councillors present

THAT the Council of the Municipality of Grosse Ile hereby authorizes the participation of Linda Romano, the Director General/Clerk-Treasurer, in the *ABC/DG Introduction* and *Presiding Over an Election* trainings;

THAT the Council approves the expenditure of up to \$1,800 for associated travel expenses, to be drawn from the appropriate budget line;

THAT the Director General is authorized to proceed with the necessary arrangements for registration and travel.

RESOLUTION - AUTHORIZATION FOR THE DIRECTOR GENERAL / CLERK-TREASURER TO BID AT THE SALE OF PROPERTIES FOR NON-PAYMENT OF TAXES

WHEREAS the Municipality of Grosse-Île will proceed, in June or July 2025, with the sale of properties for non-payment of taxes in accordance with the Cities and Towns Act;

THEREFORE

R2025-087

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

THAT the Director General / Clerk-Treasurer, Linda Romano, be mandated to act on behalf of the Municipality of Grosse-Île at the sale of properties for non-payment of taxes and, for this purpose, be authorized to bid, if necessary, on any property being sold, in accordance

with the provisions of Section 536 of the Cities and Towns Act.

RESOLUTION - ACCESS TO GALA ARCHIVE SYSTEM

WHEREAS under section 7 of the *Archives Act* (R.S.Q., c. A-21.1), every public body must establish and keep up to date a retention schedule for its documents;

WHEREAS under the third paragraph of section 8 of the same Act, every public body referred to in paragraphs 4 to 7 of the schedule must, in accordance with the regulations, submit its retention schedule and any modification related to the addition of new documents or to documents intended to be permanently preserved to *Bibliothèque et Archives nationales du Québec* (BAnQ) for approval;

WHEREAS the Municipality of Grosse Ile is a public body referred to in paragraph #4 of the schedule to this Act;

WHEREAS the Municipality of Grosse Ile wishes to use the system *Gestion de l'application de la Loi sur les archives* (GALA) for the development and submission of its records retention rules;

WHEREAS the Municipality of Grosse Ile does not have a bylaw delegating powers or signing authority, or its bylaw does not cover the subject matter of this resolution;

THEREFORE

R2025-088

It is moved by Marlene Boudreault

Seconded by Rachelle Clark

And unanimously approved by the Councillors present

TO authorize Linda Romano, Director General/Clerk-Treasurer, to sign the retention schedule and any modifications related to the addition of new documents or to documents intended to be permanently preserved, and to submit this schedule or any such modification for approval to *Bibliothèque et Archives nationales du Québec*.

**RESOLUTION – REPORTING REQUIREMENTS FOR
THE GAS TAX AND QUÉBEC CONTRIBUTION
PROGRAM (TECQ)**

WHEREAS the Municipality has reviewed the Guide on the Terms and Conditions for the Payment of Government Contributions under the Gas Tax and Quebec Contribution Program (TECQ) for the years 2019 to 2024;

WHEREAS the Municipality must comply with the applicable terms and conditions outlined in this guide to receive the government contribution confirmed in a letter from the Minister of Municipal Affairs and Housing (MMAH);

THEREFORE

R2025-089

It is moved by Miranda Matthews
Seconded by Nancy Clark
And unanimously approved by the Councillors present

THAT the Municipality agrees to comply with the applicable terms and conditions outlined in the guide;

THAT the Municipality agrees to assume full responsibility and to release the Government of Canada and the Government of Quebec, as well as their ministers, senior officials, employees, and agents, from all liability related to claims, demands, losses, damages, and costs of any kind arising from injuries to individuals, death, damage to or loss of property resulting from any deliberate or negligent act directly or indirectly related to investments made using financial assistance received under the 2019–2024 TECQ program;

THAT the Municipality approves the contents of the attached work schedule and authorizes its submission, along with all other required documents, to the Ministry of Municipal Affairs and Housing in order to receive the government contribution confirmed in the Minister’s letter;

THAT the Municipality commits to meeting the minimum capital investment threshold required over the five years of the program;

THAT the Municipality agrees to notify the Ministry of Municipal Affairs and Housing of any changes made to the work schedule approved by this resolution;

THAT the Municipality hereby attests through this resolution that the attached work schedule includes actual, verified costs.

LEGISLATIVE ACTS OF COUNCIL

NOTICE OF MOTION - BYLAW NO. 2025-002

R2025-090

In accordance with article 445 of the Quebec Municipal Code (RLRQ, chapter C-27.1), Kathy Burke gives notice of motion of the presentation at a future council meeting, for adoption, of Bylaw No. 2025-002 - decreeing an expenditure of one million, one hundred seventy-three thousand, three hundred eighty-four dollars (\$1,173,384) and a loan of one million, one hundred seventy-three thousand, three hundred eighty-four dollars (\$1,173,384) for the preparation of plans and specifications and the execution of work to extend chemin wide (second phase).

FIRST DRAFT

LOAN BYLAW 2025-002 DECREERING AN EXPENDITURE OF ONE MILLION, ONE HUNDRED SEVENTY-THREE THOUSAND, THREE HUNDRED EIGHTY-FOUR DOLLARS (\$1,173,384) AND A LOAN OF ONE MILLION, ONE HUNDRED SEVENTY-THREE THOUSAND, THREE HUNDRED EIGHTY-FOUR DOLLARS (\$1,173,384) FOR THE PREPARATION OF PLANS AND SPECIFICATIONS AND THE EXECUTION OF WORK TO EXTEND CHEMIN WIDE (SECOND PHASE).

WHEREAS this by-law is adopted in accordance with the second paragraph of section 1061.1 of the Quebec Municipal Code or the second paragraph of the third point of section 567 of the Cities and Towns Act;

WHEREAS the confirmation of the grant from the Ministère des Affaires municipales et de l'habitation, dated July 18, 2024, to enable the rehabilitation of chemin Wide;

WHEREAS the grant is paid over a period of twenty (20) years;

WHEREAS it is necessary to obtain a loan in the amount of \$1,173,384.00;

WHEREAS notice of motion was duly given at the council meeting held on May 26, 2025, and the draft by-law was presented at the same meeting;

THEREFORE

The members of council of the Municipality of Grosse Ile hereby acknowledge the presentation of Draft Bylaw 2025-002, which will be adopted at a subsequent sitting and entitled « **Loan bylaw 2025-002 decreeing an expenditure of one million, one hundred seventy-three thousand, three hundred eighty-four dollars (\$1,173,384) and a loan of one million, one hundred seventy-three thousand, three hundred eighty-four dollars (\$1,173,384) for the preparation of plans and specifications and the execution of work to extend chemin Wide** ».

It is proposed by Miranda Matthews
Seconded by Marlene Boudreault
And unanimously approved by the councillor's present

THAT the following first draft bylaw 2025-002 is hereby
ordered and decreed by the following:

Article 1 :

The preamble is an integral part of this bylaw.

Article 2 :

The Council of the Municipality of Grosse Ile is authorized to proceed with the preparation of plans and specifications as well as the execution of work to extend chemin Wide, which are more fully described in the preliminary estimate dated March 31, 2025 from the Fédération québécoise des municipalités, a copy of which is attached to this by-law as Exhibit "A" to form an integral part hereof, totalling the sum of one million, one hundred seventy-three thousand, three hundred eighty-four dollars (\$1,173,384) including net taxes and incidental expenses.

Article 3 :

Council is authorized to spend a sum of one million, one hundred seventy-three thousand, three hundred eighty-four dollars (\$1,173,384) for the purposes of the present by-law.

Article 4 :

In order to pay the expenses stipulated in the present by-law, Council is authorized to borrow a sum of one million, one hundred seventy-three thousand, three hundred eighty-four dollars (\$1,173,384) over a period of twenty (20) years.

Article 5 :

To provide for the balance of the expenses incurred with respect to the interest and the reimbursement in capital of the annual loan repayments, a special tax is imposed by the present by-law and will be levied, annually, during the term of the loan, on all taxable immovables located on the Municipality's territory, at a sufficient rate based on their value as it appears on the assessment roll in effect each year.

Article 6 :

If the amount of an appropriation authorized by the present by-law is greater than the amount actually spent in relation to this appropriation, Council is authorized to use this surplus to pay any other expenditure decreed by the present by-law and for which the appropriation would prove insufficient.

Article 7 :

The Council allocates to the reduction of the loan decreed by the present by-law any contribution or subsidy, in particular that related to the TECQ, that may be paid to it for the payment of all or part of the expense decreed by the present by-law.

The Council also allocates, to the payment of all or part of the debt servicing, any subsidy payable over several years, in particular that related to the TECQ. The loan repayment term corresponding to the amount of the subsidy will be automatically adjusted to the period set for payment of the subsidy.

Article 8 :

The present bylaw comes into force in accordance to the law.

VARIA

QUESTION PERIOD

No questions are asked on the agenda from the public that are present.

CLOSE

N2025-092

The session is closed on a motion from Marlene Boudreault at 7:25p.m.

Gordon Burke
Mayor

Linda Romano
Director General/ Clerk
Treasurer