

SEPTEMBER 20, 2021

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 twentieth day of September 2021 at 6:30 p.m. at the Grosse Ile municipal office situated at 1-006, chemin Jerry, Grosse Ile, Quebec, at which time there is quorum.

The following persons are present:

Mayor:	Rose Elmonde Clarke
Councillors:	Marlene Boudreau Felicia Clarke Nancy Clark Miles Clarke Steve Clarke Jessica Goodwin
Director General:	Janice Turnbull

ADOPTION OF THE AGENDA

R2021-117 It is moved by Miles Clarke
Seconded by Felicia Clarke
And unanimously approved by the Councillors present

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 minutes
 - 1.4 Correspondence
 - 1.4.1 Business arising from the correspondence
2. Administrative acts of council
 - 2.1 Administrative updates
 - 2.1.1 Accounts paid
 - 2.1.2 Revenue and Expenses - Comparative Statements
 - 2.1.3 Additional human resources – Administrative Assistant
 - 2.1.4 Maritime Community Regional Files – Updates
3. Legislative acts of council
 - 3.1 Acceptance of tender – Snow and Ice Removal Contract
 - 3.2 Remuneration – 2021 Municipal Election Personnel
 - 3.3 XEROX – Photocopier contract
 - 3.4 PRABAM – Call for tenders
 - 3.5 Programme d’aide à la voirie locale – Sous -Volet Projets particuliers d’amélioration par circonscription électorale – Roadworks 2021
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 resumption of the adjourned sitting of council of August 9, 2021 and held on August 30, 2021.

R2021-118

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

To adopt the minutes of the resumption of the adjourned sitting of council of August 9, 2021 and held on August 30, 2021.

CORRESPONDENCE

N2021-119

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.

ADMINISTRATIVE UPDATES

ACCOUNTS PAID

R2021-120

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

To approve the accounts paid for the month ending August 31, 2021, for an amount of \$44, 399.02, this list is deposited in the register of accounts paid.

REVENUE AND EXPENSES COMPARATIVE STATEMENTS

R2021-121

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

THAT the members of council acknowledge the deposit of the two (2) comparative statements of the Municipality of Grosse Ile as required by Article 176.4 of the Quebec Municipal Code; these statements are presented in their entirety by the Director General, Janice Turnbull.

ADDITIONAL HUMAN RESOURCES ADMINISTRATIVE ASSISTANT

WHEREAS the Director-General is requesting additional aid within the office to help with the work overload, particularly in public works and public security; and

WHEREAS the current municipal election is placing additional burden on the regular office staff, which is already carrying a heavy load;

THEREFORE

R2021-122 It is moved by Nancy Clark
Seconded by Steve Clarke
And unanimously approved by the Councillors present

THAT the Director General, Janice Turnbull, be hereby authorized to engage the services of an Administrative Assistant for a maximum period of six months, to be reevaluated after this time, and at the discretion of the Director General pending the workload.

**MARITIME COMMUNITY REGIONAL FILES
UPDATES**

N2021-123 The Mayor, Rose Elmonde Clarke, reviewed the items on the agenda for the sitting of the council of the Maritime Community which was held on Tuesday, September 14, 2021 and updated the members of council accordingly.

LEGISLATIVE ACTS OF COUNCIL

**ACCEPTANCE OF TENDER
SNOW AND ICE REMOVAL CONTRACT**

WHEREAS one (1) tender was received, following a public call for tenders (C2021-08-12) issued on August 12, 2021 through the electronic tendering system (SEAO) internet site, for a five year snow and ice removal contract for municipal roads and parking lots located within the territory of the Municipality of Grosse Ile;

WHEREAS the tender received from Les Entreprises Clarke (Douglas Clark) is conform to the call for tender documents;

THEREFORE

R2021-124 It is moved by Felicia Clarke
Seconded by Marlene Boudreau
And unanimously approved by the Councillors present

THAT the tender received from Les Entreprises Clarke (Douglas Clark) for an amount of \$517, 387.50, taxes included, for a five (5) year snow and ice removal contract for municipal roads and parking lots located within the territory of the Municipality of Grosse Ile be hereby accepted.

**REMUNERATION
2021 MUNICIPAL ELECTION PERSONNEL**

R2021-125 It is moved by Steve Clarke

Seconded by Miles Clarke
And unanimously approved by the Councillors present

THAT the remuneration of the 2021 municipal election personnel will correspond to that set forth by the Ministry of Municipal Affairs and Housing, with a three (\$3) dollar per hour increase to each position.

THAT this resolution shall repeal all other resolutions adopted by the Municipality of Grosse Ile to this effect.

XEROX PHOTOCOPIER CONTRACT

WHEREAS the rental contract for the current photocopier at the municipal office will expire on October 31, 2021;

WHEREAS a proposal was received from Georges Tardif, authorized XEROX agent, to lease a new photocopier;

THEREFORE

R2021-126

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

THAT a new XEROX Alta-Link C8130 photocopier be leased through Georges Tardif, authorized XEROX agent, for an amount of \$119.85 per month. The fee for copies is .0085¢ for black and white and .085¢ for colour.

THAT the Director General, Janice Turnbull, be hereby authorized to sign all pertinent documentation regarding the lease contract.

PRABAM CALL FOR TENDERS

WHEREAS in March 2021, the Government of Quebec presented an action plan within the construction industry in order to help the economy recover from the effects of the COVID-19 pandemic;

WHEREAS within this action plan, the PRABAM program was put in place to grant financial assistance to municipalities of less than 5 000 inhabitants in order to carry out work to municipal buildings;

WHEREAS the Municipality of Grosse Ile will receive \$75, 000 within this program and wishes to upgrade the ventilation/heating system at the municipal offices;

THEREFORE

R2021-127

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

THAT the Director General, Janice Turnbull, be hereby authorised to proceed with a public call for tenders in order to upgrade the ventilation/heating system at the municipal offices.

**PROGRAMME D’AIDE À LA VOIRIE LOCALE – SOUS-
VOLET PROJETS PARTICULIERS D’AMÉLIORATION
PAR CIRCONSCRIPTION ÉLECTORALE – ROADWORKS
2021**

WHEREAS the Municipality of Grosse Ile has familiarized itself with the implementation terms regarding the *Projets particuliers d’amélioration (PPA)* of the *Programme d’aide à la voirie locale (PAVL)* and commits to respect them;

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

WHEREAS the work was carried out within the calendar year for which the Minister authorised the said work;

WHEREAS the work that was carried out or the related costs are eligible under the PAVL;

WHEREAS the form V-0321 has been duly completed;

WHEREAS the final project accounts were forwarded after the work was completed or no later than December 31, 2021 of the calendar year for which the Minister authorised the said work;

WHEREAS payment is conditional upon acceptance, by the Minister, of the final project accounts relating to the project;

WHEREAS if the project accounts are deemed compliant, the Minister makes a payment to the municipalities according to the list of work that was authorised without, however, exceeding the maximum amount of financial assistance as it appears in the confirmation letter;

WHEREAS other sources of funding for the work have been declared, if any;

THEREFORE

R2021-128

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

THAT the members of council of the Municipality of Grosse Ile approve the expenses for an amount of \$21, 994.88 regarding the improvement roadworks which were carried out and the related costs stated on the V-0321 form are eligible, in accordance with the requirements of Transport Quebec and acknowledges that in the event of non-compliance, the financial assistance will be terminated.

QUESTION PERIOD

N2021-129 No questions are asked as no members of the public are present.

CLOSE

R2021-130 The session is closed on a motion from Miles Clarke at 8:15 p.m.

Rose Elmonde Clarke
Mayor

Janice Turnbull
Director General