

June 10, 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 tenth day of June 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:	Nancy Clark Steve Clarke Jessica Goodwin
Director-General:	Janice Turnbull
Absent with regrets Councillors:	Marlene Boudreau Felicia Clarke Miles Clarke

ADOPTION OF THE AGENDA

R2019-082

It is moved by Steve Clarke
Seconded by Nancy Clark
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 Maritime Community Regional Files – Updates
 - 2.1.3 Hiring of Leisure Coordinator and Animator (2) – Occasional status – Replacement list
 - 2.1.4 Hiring of Public Works Technician
 - 2.1.5 Delegation of members - Community Development and Planning Advisory Committee
3. Legislative acts of council
 - 3.1 Adoption of Policy regarding drugs and alcohol
 - 3.2 Adoption of Procedure to receive and process complaints – Public call for tenders or contracts
 - 3.3 Adoption of Bylaw 2019-003 – Bylaw establishing a Community Development and Planning Advisory Committee and the Internal Management Regulations
 - 3.4 Adoption of Bylaw 2019-004 – Bylaw Decreeing the Methods of Budget Control and Monitoring as well as to delegate the Director General and Secretary-Treasurer the Authorisation of Expenditures and to Conclude Contracts

- 3.5 Adoption of Bylaw 2019-005 – Procedures Pertaining to Sittings of Council of the Municipality of Grosse Ile
- 3.6 Adoption of Bylaw 2019-006 – Bylaw Regarding the Delegation of Power to form a Selection Committee
- 3.7 Fitness Center – Installation of a sliding window
- 3.8 Roadside clean-up
- 3.9 Semaine de la Municipalité
- 3.10 Notice of Motion – Bylaw 2019-007 – Regarding the control of vehicle circulation on beaches and dunes
- 3.11 Notice of Motion – Bylaw 2019-008 – Regarding the use of cannabis within the territory of the Municipality of Grosse Ile
- 3.12 F.A.I.R. – Request for funding 2019-2020
- 3.13 Community Park
- 3.14 Foyer du lien Building
- 4. Varia
- 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 May 13, 2019.

R2019-083 It is moved by Jessica Goodwin
 Seconded by Nancy Clark
 And unanimously approved by the Councillors present

To adopt the minutes of the regular sitting of council held May 13, 2019.

CORRESPONDENCE

N2019-084 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

ADMINISTRATIVE UPDATES

ACCOUNTS PAID

R2019-085 It is moved by Steve Clarke
 Seconded by Nancy Clark
 And unanimously approved by the Councillors present

To approve the accounts paid for the month ending May 31, 2019, for an amount of \$60, 856.58, this list is deposited in the register of accounts paid.

MARITIME COMMUNITY REGIONAL FILES UPDATES

N2019-086

The Mayor, Rose Elmonde Clarke, reviewed the items on the agenda for the next sitting of the council of the Maritime Community to be held on June 11, 2019.

**HIRING OF LEISURE COORDINATOR AND ANIMATOR
(2) – OCCASIONAL STATUS – REPLACEMENT LIST**

WHEREAS only one (1) application was received following the internal/external offer of employment for two (2) Leisure Coordinators and Animators – Occasional status – Replacement list;

THEREFORE

R2019-087

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

THAT Kristen Clarke be hereby engaged as a Leisure Coordinator and Animator with an occasional status – replacement list and with the salary and conditions outlined in the collective agreement currently in effect at the Municipality of Grosse Ile.

THAT the Director General, Janice Turnbull, be hereby delegated to inform the Syndicat des employés municipaux – CSN concerning the hiring of this new employee.

HIRING OF PUBLIC WORKS TECHNICIAN

WHEREAS only one (1) application was received following the internal/external offer of employment for a Public Works Technician – permanent seasonal status;

THEREFORE

R2019-088

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

THAT Michael Burke be hereby engaged as a Public Works Technician with a permanent seasonal status and with the salary and conditions outlined in the collective agreement currently in effect at the Municipality of Grosse Ile.

THAT the Director General, Janice Turnbull, be hereby delegated to inform the Syndicat des employés municipaux – CSN concerning the hiring of this new employee.

**DELEGATION OF MEMBERS – COMMUNITY
DEVELOPMENT AND PLANNING
ADVISORY COMMITTEE**

WHEREAS articles 4 and 5 of Bylaw 2019-003 state that the members of the Community Development and

Planning Advisory Committee are designated by resolution of council every two (2) years;

WHEREAS the municipal council wishes to increase the number of required members in order to ensure fair representation of the citizens' needs and orientations;

WHEREAS a public call for interest was published within the community seeking interested persons;

THEREFORE

R2019-089

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

THAT the following persons be hereby delegated as members of the Community Development and Planning Advisory Committee:

- Katrina Keating – community member
- Mark Clark – community member
- Rodney Scott – community member
- Steve Clarke – municipal council member
- Crissy Goodwin – community member

Janice Turnbull is also a person of reference who sits on this committee.

LEGISLATIVE ACTS OF COUNCIL

**ADOPTION OF POLICY
REGARDING DRUGS AND ALCOHOL**

WHEREAS the employer has the duty to protect the health, security and physical integrity of his employees and to ensure the safety of everyone in the workplace;

WHEREAS every employee must take the necessary measures to protect his health, safety and physical integrity and to make sure not to endanger the health, safety and physical integrity of other employees or that of third parties who are in the workplace;

WHEREAS the employer commits to take reasonable means to provide and maintain a workplace free of drugs, alcohol and all other similar substances;

WHEREAS the consumption of drugs, alcohol, prescription drugs and other similar substances can affect the performance, judgement or capacity of an employee and have serious consequences on colleagues, citizens of the municipality and the general public, including the image and reputation of the municipality;

WHEREAS the *Cannabis Act* stipulates that an employer can, in virtue of its management right, control the use of cannabis, or even completely ban it.

WHEREAS the employer wishes to actively accompany any employee experiencing problems with the consumption of drugs, alcohol, prescription drugs and other similar substances;

THEREFORE

R2019-090

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

THAT the Policy regarding drugs and alcohol, prescription drugs and other similar substances be hereby approved and adopted as presented by the Director General, Janice Turnbull.

**ADOPTION OF PROCEDURE TO RECEIVE AND PROCESS
COMPLAINTS – PUBLIC CALL FOR TENDERS OR
CONTRACTS**

WHEREAS under Article 938.1.2.1 of the Quebec Municipal Code, a Municipality must have a procedure for receiving and processing complaints arising from the awarding of a contract following a public call for tenders or the conclusion of a contract;

WHEREAS the Municipality must equitably study and process the complaints which are filed by concerned persons;

WHEREAS nothing in the procedure shall modify or limit the obligations foreseen in the Quebec Municipal Code on how to handle complaints;

THEREFORE

R2019-091

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

THAT the Procedure to Receive and Process Complaints in regards to a public call for tenders or contracts be hereby approved and adopted as presented by the Director General, Janice Turnbull.

**ADOPTION BYLAW 2019-003 – BYLAW
ESTABLISHING A COMMUNITY DEVELOPMENT
AND PLANNING ADVISORY COMMITTEE AND
THE INTERNAL MANAGEMENT REGULATIONS**

WHEREAS it is in the best interest of the citizens of the Municipality of Grosse Ile for the municipal council to establish a committee in order to aid in meeting its responsibilities

pertaining to community development, planning and territorial improvements;

WHEREAS the municipal council may establish a planning advisory committee in virtue of Articles 146, 147 and 148 of *An Act Respecting Land Use planning (L.R.Q., c A-19.1)*;

WHEREAS it is necessary for the municipality to establish a committee as such in order to grant minor exemptions from the provisions of the zoning and subdivision bylaws in accordance to Articles 145.1 and 145.7 as well as to grant or refuse an application for authorisation of a conditional use in accordance to Articles 145.31 and 145.34 of *An Act Respecting Land Use Planning (L.R.Q., c. A-19.1)*;

WHEREAS it is necessary for the municipality to establish a committee as such in order to subordinate the issuing of a building or subdivision permit or certificate of authorisation or occupancy to the approval of plans relating to site and architecture of the constructions or the development of land and related work (Articles 145.15 and 145.19);

WHEREAS notice of motion was given at the sitting of council held May 13, 2019 and the draft bylaw was also presented at this same sitting;

WHEREAS a copy of this bylaw was given to each member of council at least seventy-two (72) hours prior to the present sitting;

WHEREAS the members of council present declare having read this bylaw;

WHEREAS during the course of the sitting, the Director General mentions the content and scope of the bylaw;

THEREFORE

R2019-092

It is moved by Nancy Clark
Seconded by Steve Clarke
And unanimously approved by

THAT Bylaw 2019-003 – Bylaw Establishing a Community Development and Planning Advisory Committee and the Internal Management Regulations be hereby adopted as presented.

THAT Bylaw 2019-003 shall be transcribed in its entirety into the book designated for this purpose at the municipal office.

**ADOPTION OF BYLAW 2019-004 – BYLAW DECREERING
THE METHODS OF BUDGET CONTROL AND
MONITORING AS WELL AS TO DELEGATE THE
DIRECTOR GENERAL AND SECRETARY-TREASURER**

**THE AUTHORISATION OF EXPENDITURES AND TO
CONCLUDE CONTRACTS**

- WHEREAS** in virtue of the second paragraph of Article 960.1 of the Quebec Municipal Code, the council must adopt a bylaw regarding control and monitoring of the municipal budget;
- WHEREAS** in virtue of Article 961.1 of the Quebec Municipal Code, the council may adopt a bylaw to delegate to any officer or employee of the Municipality the power to authorise spending and make contracts in the name of the Municipality;
- WHEREAS** a delegation as such allows the administrators to ensure sound management of the affairs of the municipality and reduce delays in payment of bills and obligations, therefore, improving services;
- WHEREAS** a notice of motion was given at the sitting of council held May 13, 2019 and the draft bylaw was also presented at this same sitting;
- WHEREAS** a copy of this bylaw was given to each member of council at least seventy-two (72) hours prior to the present sitting;
- WHEREAS** the members of council declare having read the present bylaw;
- WHEREAS** during the course of the sitting, the Director General mentions the content and scope of the bylaw;

THEREFORE

R2019-093

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

THAT Bylaw 2019-004 – Bylaw Decreeing the Methods of Budget Control and Monitoring as well as to delegate the Director General and Secretary-Treasurer the Authorisation of Expenditures and to conclude Contracts be hereby adopted as presented.

THAT Bylaw 2019-004 shall be transcribed in its entirety into the book designated for this purpose at the municipal office.

**ADOPTION OF BYLAW 2019-005 – PROCEDURES
PERTAINING TO SITTINGS OF THE COUNCIL OF THE
MUNICIPALITY OF GROSSE ILE**

- WHEREAS** Article 145 of the Municipal Code permits councils to adopt a bylaw pertaining to the conduct of debates and the maintenance of order at the sittings of council;

WHEREAS the council deems it necessary to adopt a bylaw to maintain order and decorum during its sittings;

WHEREAS a notice of motion was given at the regular sitting of council held May 13, 2019 and the draft bylaw was also presented at this same sitting;

WHEREAS a copy of this bylaw was given to each member of council at least seventy-two (72) hours prior to the present sitting;

WHEREAS the members of council declare having read the bylaw;

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

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

THEREFORE

R2019-094 It is moved by Steve Clarke
Seconded by Jessica Goodwin
And unanimously approved by the Councillors present

THAT Bylaw 2019-005 – Procedures Pertaining to Sittings of the Council of the Municipality of Grosse Ile be hereby adopted as presented.

THAT Bylaw 2019-005 shall be transcribed in its entirety into the book designated for this purpose at the municipal office.

**ADOPTION OF BYLAW 2019-006 – BYLAW REGARDING
THE DELEGATION OF POWER TO FORM
A SELECTION COMMITTEE**

WHEREAS article 936.0.13 of the Municipal Code obliges the council to delegate, by means of a municipal bylaw, an official or employee the power to form a selection committee;

WHEREAS a notice of motion was given at the regular sitting of council held on May 13, 2019 and the draft bylaw was also presented at this same sitting;

WHEREAS a copy of this bylaw was given to each member of council at least seventy-two (72) hours prior to the present sitting;

WHEREAS the members of council declare having read this bylaw;

WHEREAS during the course of the sitting, the Director General mentions the content and scope of the bylaw;

THEREFORE

R2019-095

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

THAT Bylaw 2019-006 – Bylaw Regarding the Delegation of Power to Form a Selection Committee be hereby adopted as presented.

THAT Bylaw 2019-006 shall be transcribed in its entirety into the book designated for this purpose at the municipal office.

**FITNESS CENTER
INSTALLATION OF A SLIDING WINDOW**

WHEREAS two (2) estimates were requested in order to install a sliding window in the fitness center;

WHEREAS Les Constructions des Îles submitted the lowest estimate;

THEREFORE

R2019-096

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

THAT the estimate submitted by Les Constructions des Îles for an amount of one thousand two hundred and twenty five dollars (\$1,225.00) plus applicable taxes be hereby accepted to install a sliding window in the fitness center.

ROADSIDE CLEAN-UP

N2019-097

TABLED

SEMAINE DE LA MUNICIPALITÉ

WHEREAS the Municipality is interested in the voluntary services being offered by Mr. Marc Périard as a cameraman/photographer in order to carry out a visual heritage project as well as produce video capsules that will be used to highlight the *Semaine de la Municipalité* which takes place from September 8 – 14, 2019;

WHEREAS Mr. Périard will be on the Islands from June 21 – July 19, 2019;

THEREFORE

R2019-098

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

THAT the services offered by Mr. Marc Périard in order to carry out a visual heritage project and to produce video capsules to highlight the Municipality of Grosse Ile be hereby accepted.

THAT Mr. Périard will be staying at the Holy Trinity Church rectory during his visit at a cost of \$400.00 which will be paid by the Municipality of Grosse Ile and an agreement letter to this effect shall be forwarded to Holy Trinity Church.

**NOTICE OF MOTION
BYLAW 2019-007 – REGARDING THE CONTROL
OF VEHICLE CIRCULATION ON BEACHES AND
DUNES**

N2019-099

Councillor Jessica Goodwin gives notice of motion that she, at a subsequent sitting, will be presenting for adoption Bylaw 2019-007 Regarding the Control of Vehicle Circulation on Beaches and Dunes.

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 2019-008 – REGARDING THE USE OF CANNABIS
WITHIN THE TERRITORY OF THE MUNICIPALITY OF
GROSSE ILE**

N2019-100

Councillor Nancy Clark gives notice of motion that she, at a subsequent sitting, will be presenting for adoption Bylaw 2019-008 – Regarding the Use of Cannabis within the territory 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.

**F.A.I.R. PROGRAM
REQUEST FOR FUNDING 2019-2020**

R2019-101

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

THAT the Director General, Janice Turnbull, be hereby authorized to apply for funding within the framework of the F.A.I.R. program in order to engage the services of a labourer to work at the Recreational Site for a period of 14 weeks during the winter of 2019-2020.

THAT the Mayor, Rose Elmonde Clarke, be hereby delegated to sign, on behalf of the Municipality of Grosse Ile, the funding agreement with the Ministry of Economy and Innovation within the said program.

COMMUNITY PARK

N2019-102 TABLED

FOYER DU LIEN BUILDING

WHEREAS the Foyer du Lien building has been vacant for a number of years;

WHEREAS the community lacks adequate space for small scale events and activities, particularly for seniors;

THEREFORE

R2019-103 It is unanimously approved by the Councillors present

THAT the Director General, Janice Turnbull, be hereby delegated to contact the manager(s) of the Foyer du Lien in order to verify if there is any sustainable project being considered for this building and if not, the Municipality may be interested in acquiring it.

QUESTION PERIOD

N2019-104 No questions are asked as no members of the public are present.

CLOSE

R2019-105 The session is closed on a motion from Steve Clarke at 8:10 pm.

Rose Elmonde Clarke
Mayor

Janice Turnbull
Director-General