

**MINUTES
VILLAGE OF NORTH HATLEY
JUNE 3, 2024**

REGULAR MEETING of Municipal Council held at the Église Sainte-Élisabeth de North Hatley community hall at 7:00 p.m.

PRESENT are the following Councillors:

- | | |
|----------------------|---------------------|
| 1. Michel DESROSIERS | 4. Elizabeth FEE |
| 2. Carrol HALLER | 5. David WILSON |
| 3. | 6. Andrew PELLETIER |

Absent: Danielle DUPRÉ

QUORUM is present with Mayor Marcella DAVIS-GERRISH presiding.

ALSO PRESENT: Benoit TREMBLAY, Director-General and Secretary-Treasurer, and Bruno BÉLISLE, Assistant Director-General.

AGENDA

1. Adoption of the Agenda
 2. Adoption of the Minutes of the meetings held May 6 and 15, 2024
 3. Information from Council members
 4. Question Period on Items listed on the Agenda
- GENERAL ADMINISTRATION, TOWN CLERK AND LEGAL AFFAIRS**
5. Resignations of members on municipal committees
- HUMAN RESOURCES AND WORK RELATIONS**
6. Hiring of Mrs Marie-Chantal Giguère — End of probation period
 7. Hiring of staff at Pleasant View Beach
- FINANCE AND TREASURY**
8. Approval of Accounts Payable
 9. Reports on Net Salaries — 2024-05
 10. Tabling of Financial Statements - 2023
- ENGINEERING AND PUBLIC WORKS**
11. Gas Tax Fund (GTF) and Québec contribution 2019-2023 (TECQ)
 12. Purchase of a generator — 3125 - 3127, chemin Capelton
 13. Heating and Air Conditioning, 3123-3127 chemin Capelton — Award of Contract
- URBANISM, HERITAGE AND ENVIRONMENT**
14. Village entrance signs — Award of Contract
 15. PIIA supérieur – 105 rue Main (Sign replacement)
 16. PIIA supérieur – 91-99 rue Main (Commercial Terrace)
 17. PIIA insertion – 105-113 rue McKay (Building Transformation - Color)
 18. PIIA insertion – 3045 ch Capelton (Expansion) 2nd presentation
 19. By-law 2024-757 amending Zoning By-law 2001-432 — Notice of Motion
 20. By-law 2024-761 amending Zoning By-law 2001-432 — Notice of Motion
- RECREATION, CULTURE AND COMMUNITY LIFE**
21. Request for authorization – Relais du Lac Memphrémagog
 22. Adoption of the fee schedule — Pleasant View Beach
 23. Day-camp reimbursement policy
 24. Authorization for use of public domain — Fête nationale du Québec
 25. North Hatley Marina — Purchase of small watercraft
- PUBLIC SECURITY**
- VARIA**
26. Question Period on Issues of local public interest
 27. Meeting Adjourned

**MINUTES
VILLAGE OF NORTH HATLEY
JUNE 3, 2024**

2024-06-03-01 ADOPTION OF THE AGENDA

I, ANDREW J PELLETIER, MOVE

THAT the Agenda be approved as presented with the addition of Item 13 (Heating and Air Conditioning – Award of Contract).

2024-06-03-02 ADOPTION OF THE MINUTES OF MEETINGS HELD MAY 6 AND 15, 2024

I, ELIZABETH FEE, MOVE

THAT the Minutes of the Meetings held May 6 and 15, 2024 be adopted.

2024-06-03-03 INFORMATION FROM COUNCIL MEMBERS

The Mayor and Councillors inform citizens on their various files and on upcoming events.

- Used generator for sale 600 volts
- Fête nationale
- Summer market opening
- Antique car Exhibit
- Wash Station
- Beach and tennis courts opening
- Canada Day
- Environment Committee
- Family Committee Survey
- Trees at parc de la Rivière

2024-06-03-04 QUESTION PERIOD ON ITEMS LISTED ON THE AGENDA

CITIZENS	ISSUES
EMAIL QUESTIONS AND ANSWERS	
JACQUES CAMPBELL	<p>Q MARINA: How many watercrafts are being purchased from the Marina?</p> <p> Could a sign be posted indicating the speed limit on the lake?</p> <p> Where is my request for a sign on the Agenda?</p>
R	

2024-06-03-05 RESIGNATIONS OF MEMBERS ON MUNICIPAL COMMITTEES

WHEREAS Council forms committees for input on certain topics;

WHEREAS citizens are appointed to committees following their applications and based on their competencies and interests;

WHEREAS committee members can resign from a committee for various reasons;

I, DAVID WILSON, MOVE to accept letters of resignation at the Environmental Advisory Committee from Michael GRAYSON and Marie-Christine RICHARD;

To accept the letter of resignation at the Town Planning Committee (CCU) from Michael GRAYSON;

To thank them all on behalf of Council for their contributions to the North Hatley community.

VOTE FOR:		VOTE AGAINST:		ABSTENTION:	
ADOPTION:	ADOPTÉD				

2024-06-03-06 HIRING OF MRS MARIE-CHANTAL GIGUÈRE — END OF PROBATION PERIOD

WHEREAS Mrs Marie-Chantal GIGUÈRE has been employed at the Municipality since November 2023, notably as administrative assistant assuming various administrative duties on a full-time basis;

WHEREAS Mrs GIGUÈRE fully meets the requirements of her employment position;

WHEREAS Mrs GIGUÈRE is to be hired on a permanent basis;

**MINUTES
VILLAGE OF NORTH HATLEY
JUNE 3, 2024**

WHEREAS she has been favorably recommended by the Director-General, Secretary-Treasurer;

I, CARROL HALLER, MOVE

THAT Mrs Marie-Chantal GIGUÈRE's title as Administrative-Assistant be confirmed.

VOTE FOR:	VOTE AGAINST:	ABSTENTION:
ADOPTION:	ADOPTÉD	

2024-06-03-07

HIRING OF PERSONNEL AT PLEASANT VIEW BEACH

WHEREAS a hiring process was put in place to fill positions for activities scheduled to take place at Pleasant View Beach during the upcoming summer season;

WHEREAS expenses related to the 2024 summer operations at Pleasant View Beach are shared between the Municipality and Canton de Hatley;

I, ANDREW J PELLETIER, MOVE

THAT the Municipality proceed with the hiring of the following personnel:

- Alexandra PATELLA, beach manager;
- Nora BRISETTE, Bréa MEUNIER, Idris Lyed BOUAKKAZ, Jean-Simon ROULEAU, Christophe PATELLA, Joshua Jones BEAN, Emma Monica ANDREWS, Olivia ANDERSON and Noah JACQUES, lifeguards and assistant-lifeguards or agents at beach-tennis reception.

THAT the personnel be hired for the period of June 15 to September 2 (inclusively), according to schedules, salaries and tasks outlined in individual employment contracts, based on work title, qualifications and experience;

THAT the conditions of employment set out in the Personnel Management Guide for contractual employees be applied;

THAT the expense be charged to budget item 02-701-50-141.

VOTE FOR:	VOTE AGAINST:	ABSTENTION:
ADOPTION:	ADOPTÉD	

2024-06-03-08

APPROVAL OF ACCOUNTS PAYABLE

WHEREAS municipal Accounts Payable were reviewed by Council;

I, DAVID WILSON, MOVE

To approve payment of supplier accounts listed on the statement presented June 3, 2024 by the Treasury Department, in the amount of \$253,455.61.

VOTE FOR:	VOTE AGAINST:	ABSTENTION:
ADOPTION:	ADOPTÉD	

2024-06-03-09

REPORTS ON NET SALARIES — 2024-05

ELECTED	\$8,148.95
PERMANENT	\$46,223.69
SEASONAL	\$1,216.36
TOTAL	\$55,599.00

2024-06-03-10

TABLING OF FINANCIAL STATEMENTS - 2023

The Director General/Secretary-Treasurer presents the financial report for the year 2023 as well as the external auditor's report posting a surplus of \$40,505.

**MINUTES
VILLAGE OF NORTH HATLEY
JUNE 3, 2024**

2024-06-03-11

GAS TAX FUND AND QUÉBEC CONTRIBUTION 2019-2023 (TECQ)

WHEREAS the Municipality has taken note of the terms and conditions of the Guide relative to payment of the government contribution under the Gas Tax Fund and Quebec Contribution Program (TECQ) for the years 2019 to 2023;

WHEREAS the Municipality must respect the terms and conditions of the guide in order to receive the government contribution that was confirmed in a letter from the Ministre des Affaires municipales et de l'Habitation;

I, MICHEL DESROSIERS, MOVE

THAT the Municipality respect the said terms and conditions of the guide;

THAT the Municipality assume sole responsibility and release the Government of Canada and the Government of Quebec as well as their ministers, senior officials, employees and agents of any liability for claims, demands, losses of property resulting from a deliberate or negligent act arising directly or indirectly from investments made with financial aid assistance obtained under the TECQ 2019-2023 program;

THAT the Municipality approve the content and authorize forwarding the attached work program version 4 and all other required documents required by the Ministry and authorize submission to the Ministère des Affaires municipales et de l'Habitation in order to receive the government contribution as confirmed by letter from the Ministre des Affaires municipales et de l'habitation;

THAT the Municipality undertake to reach the minimum capital expenditure threshold imposed for the entire five-year program;

THAT the Municipality undertake to notify the Ministère des Affaires municipales et de l'Habitation of any changes that will be made to the work program approved by this resolution;

THAT the Municipality hereby certify that the attached program 4 includes real costs incurred and reflects assessed costs for admissible work.

VOTE FOR:		VOTE AGAINST:		ABSTENTION:	
ADOPTION:	PTÉD				

2024-06-03-12

PURCHASE OF A GENERATOR — 3125 - 3127, CHEMIN CAPELTON

WHEREAS the building where is located the Community Centre is the *emergency shelter* for emergency purposes;

WHEREAS the Town Hall is the *coordination centre* for measures to be taken in the event of emergency situations;

WHEREAS the building is currently equipped with a generator that does not function efficiently, notably due to CO2 emissions, in addition to not being sufficient for the entire building in the event of an outage;

WHEREAS there has been an increase in power outages lasting more than 6 hours;

WHEREAS the Municipality has received a donation of \$20,000 from the North Hatley Community Centre organization for the purchase of a generator to ensure hydro power is maintained in the building;

WHEREAS the PRABAM program provides for an amount of \$75,000 to be put towards maintaining hydro power standards in the event of a power outage;

WHEREAS Administration has put out a call for tenders for the purchase of a generator in accordance with the contract management policy and the following tenders were submitted:

Bidders	Amount before taxes	Notes
JPL Entrepreneur Électricien	69 985,24\$	Compliant tender

**MINUTES
VILLAGE OF NORTH HATLEY
JUNE 3, 2024**

Inc		
Le Groupe GE	68 985,00\$	Compliant tender
SIB Génératrices	69 985,24\$	Non-compliant tender
Armatures Coaticook	65 745,36\$	Non-compliant tender

I, ANDREW J PELLETIER, MOVE

THAT the Municipality award the contract for the purchase of an 80 kWh Cummins low-emission diesel generator to Le Groupe GE in the amount of \$68,985.00;

THAT the Director-General/Secretary-Treasurer be mandated and authorized to sign the service contract for and on behalf of the Municipality;

THAT the \$20,000.00 donation from the Community Centre organization and the PRABAM \$75,000.00 allocated amount be put towards the installation of the generator.

VOTE FOR:		VOTE AGAINST:		ABSTENTION:	
ADOPTION:	ADOPTÉD				

2024-06-03-13

HEATING AND AIR-CONDITIONING, 3123-3127 CHEMIN CAPELTON — AWARD OF CONTRACT

WHEREAS the heating system at the Community Centre and Town Hall is a forced-air oil heating system;

WHEREAS the Municipality will have to replace its heating system to comply with energy-saving requirements;

WHEREAS the Municipality is to provide heating and air-conditioning throughout the building;

WHEREAS the *OSE d'Hydro Québec* program covers a portion of heating and air-conditioning installation costs;

WHEREAS the Municipality has put out a call for tenders in accordance with the contract management policy:

Bidders	Amount before taxes	Notes
Climatisation Duplessis Inc	41 981,00\$	Compliant tender
Leprohon Inc	37 600,00\$	Compliant tender
Felteau Climatisation Réfri géra tion	34 650,00\$	Compliant tender

I, DAVID WILSON, MOVE

THAT the Municipality award the contract for the purchase of a heating and air-conditioning system to Felteau Réfrigération Climatisation;

THAT the Director-General/Secretary-Treasurer be mandated and authorized to sign the service contract for and on behalf of the Municipality;

THAT funds be taken from the rental of the Community Centre.

VOTE FOR:		VOTE AGAINST:		ABSTENTION:	
ADOPTION:	ADOPTÉD				

2024-06-03-14

VILLAGE ENTRANCE SIGNAGE — AWARD OF CONTRACT

MARCELLA DAVIS GERRISH LEAVES THE MEETING DURING THIS ITEM OF THE AGENDA AND WAS NOT PART OF COUNCIL DISCUSSION.

ANDREW J PELLETIER WILL BE ACTING MAYOR FOR THIS ITEM ON THE AGENDA.

WHEREAS five (5) signs at the entrances to the Village are to be refurbished;

WHEREAS Council wishes to preserve the original and traditional image of the Municipality;

**MINUTES
VILLAGE OF NORTH HATLEY
JUNE 3, 2024**

WHEREAS Management has requested an offer from the sign maker for the refurbishing contract;

I, CARROL HALLER, MOVE

THAT the refurbishing contract for five (5) signs at the entrances to the Village, in the amount of \$12,600.00, be given to ALLAN GERRISH.

VOTE FOR:		VOTE AGAINST:		ABSTENTION:	
ADOPTION:	ADOPTÉD				

MARCELLA DAVIS GERRISH RÉURNS TO THE MEETING AND THANKS ANDREW J PELLETIER AS ACTING MAYOR.

MRS GERRISH STATES HER DISSENSION TO THE AWARD OF A CONTRACT TO A FAMILY MEMBER.

2024-06-03-15 PIIA SUPÉRIEUR – 105 RUE MAIN (SIGN REPLACEMENT)

WHEREAS a request was submitted for the replacement of a commercial sign at 105 rue Main, at the May 14, 2024 CCUP meeting;

WHEREAS CCUP members voted in favor and unanimously for the project presented;

I, MICHEL DESROSIERS, MOVE

THAT Council approve the project.

VOTE FOR:		VOTE AGAINST:		ABSTENTION:	
ADOPTION:	ADOPTÉD				

2024-06-03-16 PIIA SUPÉRIEUR – 91-99 RUE MAIN (COMMERCIAL TERRACE)

WHEREAS a request was submitted for the construction of a new commercial terrace at 91-99 rue Main, at the May 14, 20024 CCUP meeting;

WHEREAS the terrace surface material proposed is slate-color recycled plastic tiles;

WHEREAS CCUP members are of the opinion that the quality of the material proposed does not fit in with the architecture of adjoining buildings;

I, MICHEL DESROSIERS, MOVE

THAT Council does not approve the use of recycled plastic tiles for the terrace surface and request a new proposal for a different commercial terrace surface material.

VOTE FOR:		VOTE AGAINST:		ABSTENTION:	
ADOPTION:	ADOPTÉD				

2024-06-03-17 PIIA INSERTION – 105-113 RUE MCKAY (BUILDING TRANSFORMATION - COLOR)

WHEREAS a request was submitted for a change of color to a main building located at 105-113 rue McKay, at the May 14, 2024 CCUP meeting;

WHEREAS the proposed color is a pastel turquoise;

WHEREAS CCUP members are of the opinion that pastel shades are not typical of the surrounding area and would risk creating a contrast with the built environment;

WHEREAS the sector in question consists of structures of various colors;

WHEREAS following further analysis, Council acknowledged that some structures in the sector are pastel in color;

I, MICHEL DESROSIERS, MOVE

**MINUTES
VILLAGE OF NORTH HATLEY
JUNE 3, 2024**

THAT Council approve the proposed change of color as it was presented.

VOTE FOR:	VOTE AGAINST:	ABSTENTION:
ADOPTION:	ADOPTÉD	

2024-06-03-18

PIIA INSERTION – 3045 CH. CAPELTON (EXPANSION) - 2ND REQUEST

- WHEREAS a first request submitted for the expansion of a property located at 3045, chemin Capelton was not approved by Resolution #2023-12-04.17;
- WHEREAS Council members had required that the request include plans for a double slope or gable roof for comparison;
- WHEREAS a second request was submitted for the expansion plan at the May 14, 2024 CCUP meeting;
- WHEREAS CCUP members unanimously recommended to Council to not approve the first expansion request, for a single slope roof;
- WHEREAS CCUP members unanimously recommended to Council to approve the second version, a double slope or gable roof;

I, MICHEL DESROSIERS, MOVE

THAT Council approve the double slope or gable roof proposed project.

VOTE FOR:	VOTE AGAINST:	ABSTENTION:
ADOPTION:	ADOPTÉD	

2024-06-03-19

ZONING BY-LAW 2024-757 AMENDING ZONING BY-LAW 2001-432 — NOTICE OF MOTION

I, ELIZABETH FEE, hereby give notice that a by-law will be presented for adoption at a future Council meeting.

The object of the by-law will be to amend Zoning By-law 2001-432 in order to :

- Add provisions relative to integrated residential projects;
- Add specific provisions regarding construction, transformation and reconstruction on the enclosed territory of the Municipality.

2024-06-03-20

ZONING BY-LAW 2024-761 AMENDING ZONING BYLAW 2001-432 — NOTICE OF MOTION

I, CARROL HALLER, hereby give notice that a by-law will be presented for adoption at a future Council meeting.

The object of the by-law will be to amend Zoning By-law 2001-432 and more specifically usage and provisions applicable to a main building located in zone C-4 in order to, among others:

1. Modify usage; and
2. Modify property setbacks

2024-06-03-21

REQUEST FOR AUTHORIZATION — RELAIS DU LAC MEMPHRÉMAGOG

- WHEREAS the 18th edition of the Relais du lac Memphrémagog will take place September 14, 2024;
- WHEREAS the Relais du lac Memphrémagog is the main source of funding at the Fondation Christian Vachon;
- WHEREAS the goal of the foundation is to promote perseverance and success by providing equal opportunity to all youth to achieve success, whatever their situation;

**MINUTES
VILLAGE OF NORTH HATLEY
JUNE 3, 2024**

WHEREAS the proposed trajectory by the organizers of the Relais would be rues Massawippi, Main, Capelton, Magog and Hovey;

I, DAVID WILSON, MOVE

To allow passage by runners during the event of September 14, 2024.

VOTE FOR:		VOTE AGAINST:		ABSTENTION:	
ADOPTION:	ADOPTÉD				

2024-06-03-22

ADOPTION OF THE FEE SCHEDULE — PLEASANT VIEW BEACH

WHEREAS a summer schedule of activities is planned for Pleasant View Beach;

WHEREAS the activity program and fee schedule are subject to approval by Council;

I, ELIZABETH FEE, MOVE

THAT Council at the Municipality of the Village of North Hatley approve the submitted program of activities and fee schedule.

VOTE FOR:		VOTE AGAINST:		ABSTENTION:	
ADOPTION:	ADOPTÉD				

2024-06-03-23

DAY-CAMP REIMBURSEMENT POLICY

WHEREAS Resolution 2024-05-06-26 Day-camp Reimbursement Policy grants authorization for reimbursement to North Hatley residents, of \$30 per week, and up to an overall maximum amount of \$100 upon presentation of an official day-camp receipt;

WHEREAS the Resolution is renamed Authorization for reimbursement of day-camps for archival filing purposes;

I, CARROL HALLER, MOVE

TO rename the resolution for filing purposes.

VOTE FOR:		VOTE AGAINST:		ABSTENTION:	
ADOPTION:	ADOPTÉD				

2024-06-03-24

AUTHORIZATION FOR USE OF PUBLIC DOMAIN — FÊTE NATIONALE DU QUÉBEC

WHEREAS the Municipality was contacted by the Association du comité organisateur de la Fête nationale des Québécois de North Hatley to obtain a permit for use of public domain;

WHEREAS the organization will focus its main activities at Parc de la Rivière;

WHEREAS the Municipality strongly supports cultural events on its territory;

I, ANDREW J PELLETIER, MOVE

THAT Council approve the permit for use of public domain requested by the Association du comité organisateur de la Fête nationale des Québécois de North Hatley at Parc de la Rivière.

VOTE FOR:		VOTE AGAINST:		ABSTENTION:	
ADOPTION:	ADOPTÉD				

2024-06-03-25

NORTH HATLEY MARINA — PURCHASE OF SMALL WATERCRAFT

WHEREAS the North Hatley Marina has non-motorized watercraft available for rental;

**MINUTES
VILLAGE OF NORTH HATLEY
JUNE 3, 2024**

WHEREAS the North Hatley Marina wishes to divest itself of the watercraft;

I, ANDREW J PELLETIER, propose that Council purchase the watercraft for the sum of \$20,000.00.

VOTE FOR:	VOTE AGAINST:	ABSTENTION:
ADOPTION:	ADOPTÉD	

2024-06-03-26

QUESTION PERIOD ON ISSUES OF LOCAL PUBLIC INTEREST

QUESTIONS MAY BE ASKED VERBALLY AND BY STATING ONE'S NAME, ADDRESS AND CITY/TOWN.

SOME QUESTIONS WERE SUBMITTED BY E-MAIL PRIOR TO THE MEETING. SOME REPLIES MAY BE DIFFERENT FROM THE AUDIO FILE AS THEY WERE ANSWERED FOLLOWING THE MEETING.

CITIZENS	ISSUES
QUESTIONS ADRESSÉES PAR COURRIEL	
DONALD WATT	Q What is the cost of a wharf at the Marina?
	R 2 100 \$ + taxes for residents 2 900 \$ + taxes for non-residents 175 \$ + taxes for small watercraft (canoe, kayak)
CLAUDE GENDRON	Q What is the date for the water meter by-law? There is an unrepaired water leakage on a property.
	R The by-law is being is being written and will be presented to Council at the next working meeting. We will do what is required for the water leak.
MICHAEL GRAYSON	Q. 1) Is it possible to use another eco-centre than the one in Coaticook as do other municipalities around the lake? 2) Is there a development plan for Dreamland Park and in particular for the stone wall?
	R. 1) We will be looking at all possible solutions. 2)
SUSAN GWYNN	Q. Beach: Will it be possible to purchase a booklet of tickets to use the beach for guests?
	R. It will be done for the 2024 season.
JACQUES CAMPBELL	Q. Where is the request for the demolition of the Old Mill at?
	R. The request has been made. Before demolition, the developer has to submit a plan for future construction to the CCUP for approval.
CLAUDE GENDRON	Q. When will the speed limit signs be put up in the Village? The NO PARKING are not respected.
	R. New signage is ongoing. There is no longer police presence on the territory - the SQ must be notified to report an issue.
MICHAEL GRAYSON	Q. What do the earlier zoning changes refer to?
	R. They are to better oversee future construction projects as those enclosed on municipal territory.

**MINUTES
VILLAGE OF NORTH HATLEY
JUNE 3, 2024**

		The other zoning change is to oversee submitted project requests.
SHAN DENORA	Q	Thank you for the crosswalk, will there be more?
	R	

2024-06-03-27

MEETING ADJOURNED

At 8:32 p.m., all issues on the Agenda having been addressed;

I, ELIZABETH FEE, MOVE

That the meeting be concluded and adjourned.

MARCELLA DAVIS-GERRISH
Mayor

BENOIT TREMBLAY
Director-General

I, MARCELLA DAVIS-GERRISH, confirm that the signing of these Minutes is equivalent to the signing by me of all the resolutions contained herewith in accordance with Article 142 (2) of the Municipal Code.

This is not an official document. It has been translated from the
French for information purposes only. In the event of a
discrepancy between the French and the English documents, the
French will prevail.
E.&O.E.