

**MINUTES
VILLAGE OF NORTH HATLEY
JULY 8, 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. |
| 3. Danielle DUPRÉ | 6. Andrew PELLETIER |

Absent: David WILSON

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 meeting held June 3, 2024
3. Information from Council members
4. Question Period on Items listed on the Agenda

ADMINISTRATION, TOWN CLERK AND LEGAL AFFAIRS

5. Adoption of the municipal organizational chart
6. Appointment of members to the Town Planning Committee (CCUP)
7. Authorization to use the management system applicable under the Archives Act (GALA) to establish and keep up to date a document retention schedule

HUMAN RESOURCES AND WORK RELATIONS

8. Hiring of a seasonal worker at Public Works
9. Hiring of a lifeguard/monitor – Pleasant View Beach

FINANCE AND TREASURY

10. Approval of Accounts Payable
11. Reports on Net Salaries – 2024-06
12. *By-law 2024-762* — By-law to finance the refinancing costs of loan by-laws 2007-515 - Notice of Motion and tabling of the draft

Notice of Motion and tabling of the by-law for the payment of refinancing costs of loan 45050-13 coming due September 9, 2024. Refinancing costs are estimated to be a maximum of 2% of the amount to refinance.

ENGINEERING AND PUBLIC WORKS

13. Award of Contract - Services for preliminary planning of the project at Pleasant View Beach

URBANISM, HERITAGE AND ENVIRONMENT

14. PIIA insertion - 1035 rue Massawippi (transformation, additional windows)
15. *By-law 2005-483* - By-law on water meters and pressure regulators - Notice of Motion

RECREATION, CULTURE AND COMMUNITY LIFE

16. Rental of small watercraft – Agreement with the rental firm Des Quatre Lacs

PUBLIC SECURITY

VARIA

17. Question Period on Issues of local public interest
18. Meeting Adjourned

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2024-07-08.01 ADOPTION OF THE AGENDA

I, DANIELLE DUPRÉ, MOVE

THAT the Agenda be adopted with the addition of 2 items (13 and 15) and modification of Items listed on the Agenda.

2024-07-08.02 ADOPTION OF THE MINUTES OF THE MEETING HELD JUNE 3, 2024

I, CARROL HALLER, MOVE

THAT the Minutes of the June 3, 2024 meeting be adopted.

2024-07-08.03 INFORMATION FROM COUNCIL MEMBERS

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

- Bulk waste collection
- Alert system testing
- NHRS garage sale
- Wash station schedule
- Beach admission tickets
- Citizen watch - contact the SQ
- Dreamland Park concerts
- Special Meeting
- Request to reduce water consumption
- « Shakespeare in the park »

2024-07-08.04 QUESTION PERIOD ON ITEMS LISTED ON THE AGENDA

CITIZENS	ISSUES				
EMAILED QUESTIONS					
JEAN-FRANÇOIS LOISELLE (CH CAPELTON)	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%; text-align: center;">Q</td> <td>Can books of tickets for the beach be sold on site?</td> </tr> <tr> <td style="text-align: center;">R</td> <td>That is the plan. Someone will pick them up at the Town Hall, then all will be done at the beach.</td> </tr> </table>	Q	Can books of tickets for the beach be sold on site?	R	That is the plan. Someone will pick them up at the Town Hall, then all will be done at the beach.
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RAYMONDE BEAUDOIN (CH CAPELTON)	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%; text-align: center;">Q</td> <td>1. It's difficult to reserve a tennis court. Voicemail is full. 2. The gate at the tennis courts is hard to unlock.</td> </tr> <tr> <td style="text-align: center;">R</td> <td>We'll check and do what's needed.</td> </tr> </table>	Q	1. It's difficult to reserve a tennis court. Voicemail is full. 2. The gate at the tennis courts is hard to unlock.	R	We'll check and do what's needed.
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R	We'll check and do what's needed.				

2024-07-08.05 ADOPTION OF THE MUNICIPAL ORGANIZATIONAL CHART

WHEREAS Management is revising the personnel organizational chart to reflect current and future needs in human resources;

WHEREAS Management presented the organizational chart to Council members on June 13 and some components of the chart come into force immediately and others will come into force in January 2025;

WHEREAS Management is proposing a new chart that takes into consideration the retirement of one employee and the creation of a new position for recreation and community life;

I, MICHEL DEROSIERS, MOVE

THAT the organizational chart be adopted and applied;

THAT Management update Council on the new chart at an opportune moment;

THAT changes to the chart in 2024 have no impact on the current budget.

VOTE FOR:	VOTE AGAINST:	ABSTENTION:
ADOPTION:	ADOPTÉD	

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2024-07-08.06

APPOINTMENT OF MEMBERS TO THE TOWN PLANNING AND HERITAGE COMMITTEE (CCUP)

WHEREAS under By-law 2024-752 - « *Règlement constituant le comité consultatif d'urbanisme et de patrimoine* » 6 citizens are to be appointed members of the committee

WHEREAS a call for applications was sent out to the population;

WHEREAS the Municipality received applications from Marie FOUQUETTE and Claude AUBRY;

I, MICHEL DESROSIERS, MOVE

TO RETAIN the applications of Marie FOUQUETTE and Claude AUBRY and appoint them members of the CCUP for a period of three (3) years as of July 8, 2024.

VOTE FOR:		VOTE AGAINST:		ABSTENTION:	
ADOPTION:	ADOPTÉD				

2024-07-08.07

AUTHORIZATION TO USE THE MANAGEMENT SYSTEM APPLICABLE UNDER THE ARCHIVES ACT (GALA) TO ESTABLISH AND KEEP UP TO DATE A DOCUMENT RETENTION SCHEDULE

WHEREAS by virtue of Article 7 of the Archives Act (L.Q.R.), chapt. A-21.1), every public body shall establish and keep up to date a retention schedule determining the periods of use and medium of retention of its active and semi-active documents;

WHEREAS by virtue of the third paragraph of Article 8 of the Act, every public body referred to in paragraphs 4 to 7 of the schedule shall, in accordance with the regulations, submit to Bibliothèque et Archives nationales, for approval, its retention schedule and any modification respecting the addition of new documents or documents scheduled for permanent preservation;

WHEREAS the Municipality of the Village of North Hatley is a public body under paragraph 4 of the annex of the Act;

WHEREAS the Municipality of the Village of North Hatley is to use the GALA system (système de Gestion de l'application de la Loi sur les archives) to establish and keep up to date its document management rules;

WHEREAS the Municipality of the Village of North Hatley has no power of delegation or to sign by-law or its by-law does not include the content of the present resolution;

I, CARROL HALLER, MOVE

TO authorize Marie-Chantal Giguère to sign the retention schedule and all modifications relative to the addition of new documents or relative to documents scheduled for permanent preservation, and to submit the schedule or said modification.

VOTE FOR:		VOTE AGAINST:		ABSTENTION:	
ADOPTION:	ADOPTÉD				

2024-07-08.08

HIRING OF A SEASONAL WORK AT PUBLIC WORKS

MARCELLA DAVIS GERRISH EXITS THE MEETING.

WHEREAS it is necessary to hire a seasonal employee to assume certain tasks during the summer season;

WHEREAS we received the application of George DAVIS;

I, DANIELLE DUPRÉ, MOVE

THAT George DAVIS be hired as a seasonal worker at public works for the period of July 2, 2024 to (or close to) September 3, 2024 at the pay rate of \$19/hour as stipulated in the current salary scale.

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

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MARCELLA DAVIS GERRISH REJOINS THE MEETING.

VOTE FOR:		VOTE AGAINST:		ABSTENTION:	
ADOPTION:	ADOPTÉD				

2024-07-08.09

HIRING OF A LIFEGUARD/MONITOR – 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, DANIELLE DUPRÉ, MOVE

THAT the Municipality proceed with the hiring of Tessa ANDERSON as lifeguard/monitor;

THAT Tessa ANDERSON 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				

2024-07-08.10

APPROVAL OF ACCOUNTS PAYABLE

WHEREAS municipal Accounts Payable were reviewed by Council;

I, ANDREW J PELLETIER, MOVE

To approve payment of supplier accounts listed on the statement presented July 8, 2024 by the Treasury Department, in the amount of \$421,030.49.

VOTE FOR:		VOTE AGAINST:		ABSTENTION:	
ADOPTION:	ADOPTÉD				

2024-07-08.11

REPORTS ON NET SALARIES – 2024-06

ELECTED	8 061,53 \$
PERMANENT	37 062,28 \$
SEASONAL	1 438,48 \$
TOTAL	\$46,562.29

2024-07-08.12

BY-LAW 2024-762 – BY-LAW TO FINANCE THE REFINANCING COSTS OF LOAN BY-LAW 2007-515 - NOTICE OF MOTION AND TABLING OF THE DRAFT BY-LAW

I, ANDREW J PELLETIER, hereby

- give Notice of Motion that at a future Council meeting, by-law number 2024-762 will be adopted, the purpose of which is to provide for the refinancing costs of loan by-law 2007-515;
- table draft by-law number 2024-762 entitled by-law to finance the costs of refinancing loan by-law 2007-515.

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2024-07-08.13

AWARD OF CONTRACT - SERVICES FOR PRELIMINARY PLANNING OF THE PROJECT AT PLEASANT VIEW BEACH

WHEREAS there is a refurbishing project for the Pleasant View building as presented to PRACIM;

WHEREAS the next phase of the project is the preliminary architectural planning;

WHEREAS the project manager has put out a call for tenders to architectural firms and the following tenders were submitted:

FIRME	AMOUNT	COMPLIANCE
1628 INC	21 200,00\$ + TX	YES
DAVID LESLIE ARCHITECTE	8 500,00\$ + TX	YES

I, MICHEL DESROSIERS, MOVE

THAT the contract be awarded to David Leslie, architect, in the amount of \$8,500.00 plus taxes.

VOTE FOR:		VOTE AGAINST:		ABSTENTION:	
ADOPTION:	ADOPTÉD				

2024-07-08.14

BYLAW 2024-759 – BY-LAW ON WATER METERS AND PRESSURE REGULATORS - NOTICE IF MOTION

I, ANDREW J PELLETTIER, hereby

- Give notice that at a future Council meeting By-law 2024-759 will be adopted for the purpose of revising By-law 2005-483.

2024-07-08.15

PIIA INSERTION - 1035 RUE MASSAWIPPI (TRANSFORMATION - ADDITIONAL WINDOWS)

WHEREAS a request was submitted for the addition of two windows to the front side of the building, at the CCUP meeting of June 11, 2024;

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				

2024-07-08.16

RENTAL OF SMALL WATERCRAFT – AGREEMENT WITH THE RENTAL FIRM - LOCATION DES QUATRE LACS

WHEREAS the Municipality manages wharf rental at the Marina;

WHEREAS the Municipality has small watercraft that it wishes to make available for rental at the Marina;

WHEREAS the firm “ Location des Quatre Lacs inc “ submitted a proposal for this purpose;

I, MICHEL DESROSIERS, MOVE

THAT Council accept the offer exclusively from « Location des Quatre Lacs inc » for a period of one year, in the amount of \$10,000 plus taxes as per the conditions set out between both parties.

THAT the Mayor, MARCELLA DAVIS GERRISH, and the Director-General/Secretary-Treasurer, BENOIT TREMBLAY be authorized to sign the service agreement.

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VOTE FOR:	VOTE AGAINST:	ABSTENTION:
ADOPTION:	ADOPTÉD	

2024-07-08.17

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.

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CLAUDE GENDRON (RUE SÉGUIN)	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; text-align: center;">Q.</td> <td> 1. Why don't the lights under 30 km panels on Capelton work? 2. Could we have a by-law with financial repercussions for bulk waste? </td> </tr> <tr> <td style="text-align: center;">R.</td> <td> 1. It is a pilot project. There is a problem with the lights that falls under the MTQ. 2. A nuisance by-law could be applied, we will look into </td> </tr> </table>	Q.	1. Why don't the lights under 30 km panels on Capelton work? 2. Could we have a by-law with financial repercussions for bulk waste?	R.	1. It is a pilot project. There is a problem with the lights that falls under the MTQ. 2. A nuisance by-law could be applied, we will look into
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JEAN-FRANÇOIS LOISELLE (CH CAPELTON)	Q.	<ol style="list-style-type: none"> 1. What is the resurfacing of route 108 to the 143? 2. Road closure/detour on chemin Magog? 3. Mr. Piercy gave 15 extra rental minutes for people who rented an Airbnb in the Municipality.
	R.	<ol style="list-style-type: none"> 1. The MTQ is responsible for this route. 2. There is no by-law for road closure/detour. It was for worker safety. 3. You will have to contact the rental manager to see if this is still possible.
CLAUDE AUBRY (RUE MASSAWIPPI)	Q.	There is an extension/expansion project submitted for 977 rue Massawippi?
	R.	Yes for the 977 address but not for the extension/expansion.
CLAUDE GENDRON (rue Sherbrooke)	Q.	Speed signs on rue Sherbrooke - 30 km going up, 40 km going down.
	R.	We will look into it and do what is necessary.
MARIE PARENT (RUE MASSAWIPPI)	Q.	<ol style="list-style-type: none"> 1. Street light forgotten on Massawippi. It goes on and off. 2. Road closure/detour on chemin Magog - the firm is not respecting CNESST norms. 3. Putting out bulk waste ahead of time.
	R.	<ol style="list-style-type: none"> 1. We will look into it and do what is necessary. 2. A traffic sign plan was submitted to us by an engineer. We will look at our by-laws. 3. Nothing in our by-laws is specific regarding when to place bulk items by the side of the road. We will look at our by-laws.
JEAN FRANCOIS LOISELLE	Q	<ol style="list-style-type: none"> 1. A dock plank/board at the Marina needs repair - on the left side. 2. Agreement between N.H. and the Canton and the Association de la fête nationale.
		<ol style="list-style-type: none"> 1. We will check the plank/board. 2. It seems all sums allocated under the agreement were made available.
CLAUDE AUBRY (RUE MASSAWIPPI)	Q	Street lights are quite bright.
	R	We will see if anything can be done.

2024-07-08.18

MEETING ADJOURNED

At 7:58 p.m., all issues on the Agenda having been addressed;

I, ELIZABETH FEE, MOVE

That the meeting be concluded and adjourned.

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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.

PROJET À ADOPTER