

September 07th, 2023

MINUTES OF THE REGULAR MEETING OF THE COUNCIL OF THE MUNICIPALITY OF MULGRAVE-ET-DERRY, HELD ON SEPTEMBER 07TH, 2023, AT 8:00 P.M. IN GATINEAU UNDER THE PRESIDENCY OF MAYOR MR. MARCEL BEAUBIEN.

WERE PRESENT: His worship Mayor Marcel Beaubien, Councillors Lorraine Rochon, John Abraham and Gerald Teske.

MOTIVATED ABSENCES: Roland Barnabé, Charles Meunier et Chantal Soucy.

2023-09-106 OPENING OF THE SESSION

IT IS,

MOVED by Councillor John Abraham,

SECONDED by Councillor Gerald Teske;

THAT, these forming a quorum and sitting under the Presidency of His Worship Mayor Marcel Beaubien, and in attendance, the Director General and Clerk-Treasurer Marie-Agnès Lacoste, the meeting is declared open.

ADOPTED UNANIMOUSLY

AGENDA

1. OPENING OF THE SESSION
2. APPROVAL OF THE AGENDA
3. APPROVAL OF THE MINUTES OF AUGUST 3RD, 2023
4. QUESTION PERIOD
5. APPROVAL OF ACCOUNTS
6. CORRESPONDENCE AND REPORTS
7. FILING OF DOCUMENTS
8. ADOPTION OF SECOND DRAFT BY-LAW 2023-11 AMENDING ZONING BY-LAW 2017-012
9. ADOPTION OF BY-LAW 2023-10 ESTABLISHING BENEFITS FOR MUNICIPAL EMPLOYEES
10. NOTICE OF MOTION FOR BY-LAW 2023-12 CONSTITUTING THE CODE OF ETHICS OF AND PROFESSIONAL CONDUCT FOR MUNICIPAL EMPLOYEES
11. FILING AND PRESENTATION OF BY-LAW 2023-12
12. PAYMENT AUTHORIZATION FOR WORK ON MILLER AND PAPKE\315 ROADS – TECQ 2019-2024
13. AUTHORIZATION TO PAY TRICENTRIS

14. AUTHORIZATION FOR THE PURCHASE OF AN ACCOUNTING MODULE
15. AUTHORIZATION TO CHANGE BANKING INSTITUTION
16. HIRING OF AN EMPLOYEE IN URBAN PLANNING SERVICE
17. ADOPTION OF TENDERS FOR SNOW REMOVAL – WINTER 2023-2024
18. APPROVAL OF THE BID FOR CURATIVE GRANULAR SURFACING PLANS
- ACCELERATION/ROAD MAINTENANCE
19. SUBMISSION OF A GRANT APPLICATION TO THE PAVL SUPPORT
PROGRAM (VOLET SOUTIEN)
20. SUBMISSION OF A GRANT APPLICATION PAVL – VOLET ACCÉLÉRATION
21. ROAD EXPENDITURE AUTHORIZATION PPA-CE 2023
22. APPROVAL OF THE SUBMISSION FOR GROUP INSURANCE
FOR EMPLOYEES OF THE MUNICIPALITY
23. APPROVAL OF THE SUBMISSION FOR THE SEPTIC PROGRAM FOR
2023-2027
24. MANDATE FOR AN AUTHORIZATION REQUEST FOR CROWN LAND
25. COMMITTEE REPORTS
 - 25.1 Public work
 - 25.2 Public Safety
 - 25.3 Environment
 - 25.4 Leisure, culture and communication
26. QUESTION PERIOD
27. VARIA
28. CLOSING OF THE MEETING

2023-09-107- APPROVAL OF THE AGENDA

IT IS MOVED by Councillor Lorraine Rochon,
SECONDED by Councillor Gerald Teske,

AND resolved to adopt the agenda as deposited and remains open for any modifications.

ADOPTED UNANIMOUSLY

2023-09-108 - APPROVAL OF THE MINUTES OF AUGUST 3RD, 2023

WHEREAS the members of the council have reviewed the minutes of August 3rd, 2023;

WHEREAS the members waive the reading of the minutes;

IT IS MOVED by Councillor Gerald Teske,
SECONDED by Councillor John Abraham;

THAT the Council adopt the minutes of the regular meeting held on August 3rd, 2023;

ADOPTED UNANIMOUSLY

QUESTION PERIOD

Citizens M. Kane, S. Karen, M.F. Garreau, J.M. Duchamp, S. Achtell, D. Bergeron and L. Bastrash asked questions on the development of the municipality, power outages, armories of the municipality, collection and disposal of residual materials and projects undertaken since 2018.

2023-09-109 - APPROVAL OF ACCOUNTS

WHEREAS the Council takes note of the list of accounts payable pursuant to the delegation of authority to Director general and Clerk-treasurer and of the expenses authorized during the Council meeting held the 3rd of August and all previous meetings;

WHEREAS the Council considers the list of accounts payable;

IT IS MOVED by the councillor Lorraine Rochon,
SECONDED by the councillor Gerald Teske;

THAT the Council approve the list of accounts payable for the months of August in the total amount of \$103,981.44 in cheques (cheque numbers 7422 to 7451 and cheque 7094), and \$23,269.95 in salaries.

ADOPTED UNANIMOUSLY

CORRESPONDENCE AND REPORTS

FILING OF DOCUMENTS

2023-09-110 - ADOPTION OF SECOND DRAFT BY-LAW 2023-11 AMENDING ZONING BY-LAW 2017-012

WHEREAS this Council deems it necessary and in the public interest to regulate the presence of animals within its territory;

WHEREAS a notice of motion was given at a regular meeting of this municipal council on June 8th, 2023, stating that this by-law would be submitted for approval;

WHEREAS this by-law was tabled and at the Council meeting on June 8th, 2023;

WHEREAS a public consultation meeting was held on August 31st, 2023;

IT IS MOVED by the Councillor John Abraham
SECONDED by the Councillor Gerald Teske;

THAT the Council adopts the second draft By-law 2023-11.

ADOPTED UNANIMOUSLY

2023-09-111 - ADOPTION OF BY-LAW 2023-10 ESTABLISHING BENEFITS FOR MUNICIPAL EMPLOYEES

WHEREAS the municipality desires to establish a benefits program including a group registered retirement savings plan (RRSP) and a group insurance plan for the employees of the municipality of Mulgrave-et-Derry;

WHEREAS a notice of motion and the filing and presentation of the present by-law was given at the council meeting of June 8th, 2023;

IT IS MOVED by the Councillor Lorraine Rochon,
SECONDED by the Councillor John Abraham;

THAT the Council adopts by-law 2023-10.

ADOPTED UNANIMOUSLY

A NOTICE OF MOTION is hereby given by the councillor Lorraine Rochon at this session of council held on September 07th 2023, of the presentation of By-Law no. 2023-12 constituting the code of ethics and professional conduct for municipal employees of Mulgrave-et-Derry.

This code is founded on the municipality's values and includes rules of conduct to be followed by municipal employees. It also includes mechanisms of prevention as well as breaches and applicable sanctions.

In accordance with article 445 of the Municipal Code, an exemption from reading the by-law project is requested and council is informed that copies of these documents had been previously given to the members of council with this notice and that copies are available for consultation at the municipal office during regular business hours as well as on the municipality's website.

FILING AND PRESENTATION of by-law 2023-12 constituting the code of ethics and professional conduct the municipal employees of Mulgrave-et-Derry.

This by-law is founded on the municipality's values and enumerates the general and specific obligations of municipal employees in regard to situations of conflict of interest or benefits extended to employees, as well as the rules of discretion, confidentiality, use of municipal resources, respect, loyalty, sobriety, and political financial activities. It also foresees prevention mechanisms as well as breaches and applicable sanctions.

The law adopted November 5th, 2021 modifying *la Loi sur les élections et les référendums dans les municipalités, la Loi sur l'éthique et la déontologie en*

matière municipale et diverses dispositions législatives adds obligations when a gift, donation or benefit is received by an employee.

2023-09-112 PAYMENT AUTHORIZATION FOR WORK ON MILLER AND PAPKE/RTE 315 ROADS - TECQ 2019-2024

WHEREAS work on Papke and Miller Road is complete;

WHEREAS multiple additions were completed, constituting an extra \$34,299.05 + taxes for Papke Road and \$36,367.97 for Miller Road;

WHEREAS Pavage Lafleur has submitted the following requests for payment:

- Papke Road: Final request of \$116,829.73 + taxes
- Miller Road: Second request of \$44,281.10 + taxes

WHEREAS these amounts do not include the 10% retainer for the work guarantee;

WHEREAS Council maintains a reserve for the installation of a culvert on Miller Road, and that it is agreed that a follow-up will be done throughout the year to ensure proper functioning.

WHEREAS the recommendation from the engineering firm handling this file;

IT IS MOVED by the Councillor Gerald Teske

SECONDED by the Councillor John Abraham;

THAT Council approves payment of Pavage Lafleur invoices for the work on both Papke and Miller Roads;

THAT the amount which exceeds the TECQ program on these current invoices equivalent to the amount of \$97,450.23 will be financed by the Carrières et Sablières(Quarry and Sandpit) reserve fund.

THAT Council maintains the reserve for the culvert on Miller Road until the final inspection in 2024, et confirm at that point if the work is satisfactory or if the installation of the culvert must be redone by the contractor.

ADOPTED UNANIMOUSLY

2023-09-113 -AUTHORIZATION TO PAY TRICENTRIS

WHEREAS Tricentris has shared difficulties with their treasury, and their resolution 05-08-23EX for invoicing an additional contribution from the members;

WHEREAS Mulgrave-et-Derry's invoice for \$7,903.92 + taxes;

IT IS MOVED by the Councillor Lorraine Rochon

SECONDED by the Councillor Gerald Teske;

THAT Council approves the payment to Tricentris;

THAT the invoice be integrated in the grant for recycling;

ADOPTED UNANIMOUSLY

2023-09-114 - AUTHORIZATION FOR THE PURCHASE OF AN ACCOUNTING MODULE

WHEREAS the municipality wishes to implement payments of accounts via the internet rather than using payments by cheques;

WHEREAS Sygem's quote for \$950 + taxes for a module;

IT IS MOVED by the Councillor Lorraine Rochon,
SECONDED by the Councillor John Abraham;

THAT Council approves the purchase of the module required for internet transfers;

THAT the expense will be allocated to account 02-130-00-414 Contrat informatique.

ADOPTED UNANIMOUSLY

2023-09-115 - AUTHORIZATION TO CHANGE BANKING INSTITUTION

WHEREAS the municipality does not benefit from specific services for municipalities from Scotiabank;

WHEREAS the analysis conducted on the Caisse Populaire Desjardins and Banque Nationale du Canada (BNC);

WHEREAS BNC offers the service agreement with the greatest benefits;

IT IS MOVED by the Councillor Gerald Teske,
SECONDED by the Councillor Lorraine Rochon;

THAT Council approves the transfer of its accounts and assets to the BNC;

THAT the Scotiabank accounts be closed;

THAT the Director General has the mandate to complete all transfers and sign all documents for this transaction, open all operating and savings accounts as necessary for the efficient management of the municipalities assets;

THAT Council declares the Director General, Marie-Agnès Lacoste as the principal administrator of the BNC accounts.

THAT in the absence of the Director General, Ms. Anne Pilon, Deputy Director General has signing authority at BNC;

THAT the mayor has signing authority for payments and all operations requiring two signatures;

THAT in the absence of the mayor, Ms. Chantal Soucy, acting mayor, has signing authority as the second signatory for payments.

ADOPTED UNANIMOUSLY

2023-09-116 - HIRING OF AN EMPLOYEE IN URBAN PLANNING SERVICE

WHEREAS the employee INGAG-19 is in the administration clerk role within a summer student position;

WHEREAS the needs of the municipality to ensure the follow-up of administrative files in the urban planning service;

WHEREAS the employee has given satisfaction throughout her employment;

IT IS MOVED by the Councillor Lorraine Rochon,
SECONDED by the Councillor Gerald Teske;

THAT Council approve continued employment of employee INGAG-19 on a part-time basis;

THAT her employment is retroactive to August 28, 2023, as indicated in the human resources records;

ADOPTED UNANIMOUSLY

2023-09-117 - ADOPTION OF TENDERS FOR SNOW REMOVAL - WINTER 2023-2024 (MULGRAVE SECTOR)

WHEREAS there are two call for tenders for sectors I and II of Mulgrave ;

WHEREAS tender submission envelopes were opened the 8th of August 2023 at 10:00 am and at 11:00 am by the Director General, in the presence of Ms. Anne Pilon and the Mayor;

WHEREAS the tenders provided were:

- Mulgrave sector I: French Excavation \$222,856 + taxes for the first year
- Mulgrave sector II: Clayton Berndt Excavation \$267,223 + taxes;

IT IS MOVED by the Councillor John Abraham,
SECONDED by the Councillor Gerald Teske;

THAT Council approves the tenders from French Excavation and Clayton Berndt Excavation for the year 2023-2024;

THAT the second-year option be the subject of a future decision.

ADOPTED UNANIMOUSLY

2023-09-118 - APPROVAL OF THE BID FOR CURATIVE GRANULAR SURFACING PLANS - ROAD NETWORK ACCELERATION

WHEREAS the need for curative granular surfacing on Cole, Derry, Inlet and 315 Roads;

WHEREAS the Acceleration component of the “Programme d’aide à la voirie locale (PAVL)” can cover 50% of costs;

WHEREAS the firm Laurence has submitted plans and reports for the grant application at a cost of \$5,000 + taxes;

IT IS MOVED by the Councillor Gerald Teske,
SECONDED by the Councillor Lorraine Rochon;

THAT Council approve the firm Laurence's bid;

THAT Ms. Nirisoa Rahérinaina, engineer, be appointed to the file by the firm Laurence.

ADOPTED UNANIMOUSLY

2023-09-119 – SUBMISSION OF A GRANT APPLICATION TO THE PAVL-VOLET SUPPORT (SUPPORT PROGRAM)

WHEREAS the “Programme d’aide à la voirie locale (PAVL)” aims to assist municipalities in their planning, improvement and maintenance of the infrastructure of the local and municipal road system of which it is responsible;

WHEREAS members of Council have reviewed the application process for the PAVL 2021-2025: Programme d’aide aux infrastructures de transport actif (Véloce III) ministère des Transports et de la Mobilité durable – Direction des aides aux municipalités;

WHEREAS the municipality of Mulgrave-et-Derry must respect the laws and rules and obtain the required authorization before implementation of the project;

WHEREAS the municipality of Mulgrave-et-Derry, chooses to use the following method to calculate the financial support option: detailed estimate of the cost of the work;

WHEREAS the municipality of Mulgrave-et-Derry authorizes the submission of the financial assistance grant request, confirms its’ own financial contribution to the project and authorizes one of its representatives to sign the request;

IT IS MOVED by the Councillor Lorraine Rochon,
SECONDED by the Councillor John Abraham;

THAT the Council of Mulgrave-et-Derry authorizes the submission of a financial grant request, confirms its engagement to respect the modalities of the application process in place, recognizes that in the event of the ‘non-respect’ of these, the financial support will be withdrawn, and certifies that Ms. Marie-Agnès Lacoste, Director General, is authorized to sign all documents or agreements to this effect with the ministère des Transports et de la Mobilité durable.

ADOPTED UNANIMOUSLY

2023-09-120 - SUBMISSION OF A GRANT APPLICATION TO THE PAVL – VOLET ACCÉLÉRATION (ACCELERATION PROGRAM)

WHEREAS the “Programme d’aide à la voirie locale (PAVL)” aims to assist municipalities in their planning, improvement and maintenance of the infrastructure of the local and municipal road system of which it is responsible;

WHEREAS members of Council have reviewed the application process for the PAVL 2021-2025: Programme d'aide aux infrastructures de transport actif (Véloce III) ministère des Transports et de la Mobilité durable – Direction des aides aux municipalités;

WHEREAS the municipality of Mulgrave-et-Derry must respect the laws and rules and obtain the required authorization before implementation of the project;

WHEREAS the municipality of Mulgrave-et-Derry, chooses to use the following method to calculate the financial support option: detailed estimate of the cost of the work;

WHEREAS the municipality of Mulgrave-et-Derry authorizes the submission of the financial assistance grant request, confirms its' own financial contribution to the project and authorizes one of its representatives to sign the request;

IT IS MOVED by the Councillor Lorraine Rochon,
SECONDED by the Councillor Gerald Teske;

THAT the Council of Mulgrave-et-Derry authorizes the submission of a financial grant request, confirms its engagement to respect the modalities of the application process in place, recognizes that in the event of the 'non-respect' of these, the financial support will be withdrawn, and certifies that Ms. Marie-Agnès Lacoste, Director General, is authorized to sign all documents or agreements to this effect with the ministre des Transports et de la Mobilité durable.

ADOPTED UNANIMOUSLY

2023-09-121 - ROAD EXPENDITURE AUTHORIZATION PPA-CE 2023

WHEREAS grant approval from the "Projets particuliers d'amélioration (PPA-CE)" in the amount of \$10,000.00 by letter dated June 22nd 2023;

WHEREAS THAT by resolution 2023-06-072 Council assigned this grant to changing two culverts on Road 315;

WHEREAS THE submissions from GML building products Inc. (\$14,547.60 + taxes) and Home Hardware (\$13,512.00 + taxes);

IT IS MOVED by the Councillor Gerald Teske,
SECONDED by the Councillor John Abraham;

THAT Council approves Home Hardware's submission;

THAT the excess funds in regard to the grant shall be financed by the operating budget of 2023.

ADOPTED UNANIMOUSLY

2023-09-122- APPROVAL OF THE BID FOR GROUP INSURANCE FOR EMPLOYEES OF THE MUNICIPALITY

WHEREAS the bids received from the brokerage firm ASQ and the FQM;

WHEREAS the Desjardins' bid proposed by ASQ is the most advantageous;

IT IS MOVED by the Councillor Lorraine Rochon,
SECONDED by the Councillor Gerald Teske;

THAT Council approves Desjardins' quote from broker ASQ, effective October 1st, 2023.

ADOPTED UNANIMOUSLY

2023-09-123 – APPROVAL OF THE BID FOR THE SEPTIC PROGRAM FOR 2024-2027

WHEREAS THE call for tenders for the septic tank emptying program for the years 2024 to 2027;

WHEREAS THE opening of the envelopes on September 5th, 2023 at 10:00 am;

WHEREAS THE municipality has received a bid from Sanivac;

WHEREAS THE bid conforms to the specifications;

IT IS MOVED by the Councillor John Abraham,
SECONDED by the Councillor Lorraine Rochon;

THAT Council approves Sanivac's bid.

ADOPTED UNANIMOUSLY

2023-09-124 – MANDATE FOR AN AUTHORIZATION REQUEST FOR CROWN LAND

WHEREAS it is necessary to place recycling bins along public roads;

WHEREAS the residents of Marshall Road, a private road, must relocate their bins along chemin Faucon, a public road;

WHEREAS the land in question belongs to the Crown;

WHEREAS it is necessary for the Municipality so submit a request for authorization to the "ministère des Ressources naturelles et des Forêts (MRNF)" in order to place the bins on Crown land bordering chemin du Lac-Faucon;

IT IS MOVED by the Councillor Gerald Teske,
SECONDED by the Councillor Lorraine Rochon;

THAT Council mandate the Director general to submit to the MRNF a request for authorization to dispose of the recycling bins of properties located on chemin Marshall, private road, on a portion of Crown land along chemin du Lac-Faucon.

ADOPTED UNANIMOUSLY

COMMITTEE REPORTS

- 25.1 Public Work
- 25.2 Public Safety
- 25.3 Environment
- 52.4 Recreation, Culture, and Communications

QUESTION PERIOD

Citizens M. Kane, S. Kane, M.F. Garreau, J.M. Duchamp, S. Achtell, D. Bergeron and L. Bastrash asked questions on the Rallye Défi, road signs, Chemin Derry roadside, PAVL grant, approval of accounts, correspondence, snow removal, collection of residual and recycling materials, emergency center, generator located at the library and ambulatory services.

VARIA

It is proposed by Mrs. Lorraine Rochon that the subject of the municipal coat of arms be discussed at the next meeting.

2023-09-122 - CLOSING OF THE ASSEMBLY

The agenda being covered;

IT IS MOVED by the Councillor Lorraine Rochon,
SECONDED by the Councillor Gerald Teske;

THAT the meeting be adjourned at 9:25 p.m.

ADOPTED UNANIMOUSLY

Marcel Beaubien
Mayor

Marie-Agnès Lacoste
Director General and
Clerk-Treasurer

SIGNING OF RESOLUTIONS BY THE MAYOR

I, Marcel Beaubien, Mayor of Mulgrave-et-Derry, certify that the signing of these minutes is equivalent to the signing by me of all the resolutions contained therein within the meaning of Section 142(2) of the Municipal Code of Quebec.