Province of Québec

Municipality of L’Isle-aux-Allumettes

Regular meeting of the Municipal Council of L’Isle-aux-Allumettes held November 7th, 2023 at 7:00 P.M. at the Municipal Office.

The meeting is open to the public and present are his Worship Mayor Corey Spence and Councillors Mariette Sallafranque, Patrick Fleming, Ivan Schryer, Brian Adam, Nancy McGuire and Robert Chafe.

Alicia Jones, Director General, is in attendance.

* + 1. **Opening of meeting**

Mayor Spence welcomes everyone and declares the meeting to be open at 7:00 pm.

1. **Roll call**

All present.

1. **Recording of the sitting**

The current meeting is being audio recorded for administrative purposes.

**4. Adoption of agenda**

161-23/11 Moved by Councillor Adam, seconded by Councillor Sallafranque, to adopt the agenda as presented.

 Adopted

**5. Adoption of minutes**

162-23/11 Moved by Councillor Chafe, seconded by Councillor Fleming, to approve the minutes from the last regular Council meeting of October 3rd, 2023 as presented.

Adopted

**6. Declaration of Conflict of Interest**

Councillor Patrick Fleming declares a conflict for the sales of municipal property by sealed bid.

**7. Statement of the Mayor**

The Mayor makes his Statement.

**8. Questions from the public**

None.

**9. Correspondence**

* *Letter from Chapeau Young at Heart requesting funding for their annual Christmas luncheon*

163-23/11 *Donation – Young at Heart*

Moved by Councillor McGuire, seconded by Councillor Adam, to approve the donation of $1,000 to the Chapeau Young at Heart for their winter luncheon, as discussed.

Adopted

* *Sealed bids are opened for the Municipal lots for Sale. NB: the sale of Lot # 4 786 690 was cancelled since Municipality no longer withheld title to the property. Other Results are as follows:*

164-23/11 *Property for Sale – Lot # 4 786 701*

The following sealed bids were received for the sale of property bearing lot #4786701:

 *Bidder: Price:*

 Shaun Handley $ 3,858

 Shannon Cardiff $ 5,102

 Clayton O’Neill $ 5,201

 Alex Allard $ 2,555

Moved by Councillor Adam, seconded by Councillor Chafe, to approve the sale of lot # 4786701 to the highest bidder, Clayton O’Neill, for an amount of $ 5,201; the buyer has 6 months to close the sale is responsible for all required taxes and fees at the time of the transfer, and the Director General is authorized to sign all documentation required to finalize the sale on behalf of the Municipality.

Adopted

165-23/11 *Property for Sale – Lot # 4 786 702*

The following sealed bids were received for the sale of property bearing lot #4786702:

 *Bidder: Price:*

 Shaun Handley $ 3,858

 Shannon Cardiff $ 5,102

 John O’Neill $ 5,101

 Alex Allard $ 2,555

Moved by Councillor McGuire, seconded by Councillor Sallafranque, to approve the sale of lot # 4786702 to the highest bidder, Shannon Cardiff, for an amount of $ 5,102; the buyer has 6 months to close the sale is responsible for all required taxes and fees at the time of the transfer, and the Director General is authorized to sign all documentation required to finalize the sale on behalf of the Municipality.

Adopted

166-23/11 *Property for Sale – Lot # 4 786 708*

The following sealed bids were received for the sale of property bearing lot #4786708:

 *Bidder: Price:*

 Danielle Renee Guay $ 11,108

Shaun Handley $ 20,578

 Shannon Cardiff $ 20,102

 John O’Neill $ 10,501

 Alex Allard $ 11,111

Moved by Councillor McGuire, seconded by Councillor Schryer, to approve the sale of lot # 4786708 to the highest bidder, Shaun Handley, for an amount of $ 20,578; the buyer has 6 months to close the sale is responsible for all required taxes and fees at the time of the transfer, and the Director General is authorized to sign all documentation required to finalize the sale on behalf of the Municipality.

Adopted

167-23/11 *Property for Sale – Lot # 4 786 217 (with 4 786 774)*

The following sealed bids were received for the sale of property bearing lots #4786217 and 4786774:

 *Bidder: Price:*

 Calvin Fleury $ 24,000

Lawrence Lariviere $ 32,500

Steve Handley $ 41,517.88

Moved by Councillor McGuire, seconded by Councillor Sallafranque, to approve the sale of lots # 4786217 and 4786774 to the highest bidder, Steve Handley, for an amount of $ 41,517.88 ; the buyer has 6 months to close the sale is responsible for all required taxes and fees at the time of the transfer, and the Director General is authorized to sign all documentation required to finalize the sale on behalf of the Municipality.

Adopted

168-23/11 *Property for Sale – Lots # 4 786 194 & 4 786 334*

The following sealed bids were received for the sale of property bearing lots #4786194 and 4786334:

 *Bidder: Price:*

 Bruce & Bryan Fleury $ 11,126

Patrick Fleming $ 10,000

Kole Venasse, Ryan Venasse,

Therran MacLellan $ 19,000

Patrick Larochelle nonconforming

Moved by Councillor McGuire, seconded by Councillor Adam, to approve the sale of lots # 4786194 and 4786334 to the highest bidder, Kole Venasse, Ryan Venasse, Therran MacLellan, for an amount of $ 19,000; the buyer has 6 months to close the sale is responsible for all required taxes and fees at the time of the transfer, and the Director General is authorized to sign all documentation required to finalize the sale on behalf of the Municipality.

Adopted

**10. Committee Reports**

 **Land-use, Urbanism & By-Laws**

Councillor Mcguire, Chair of Land-use, Urbanism and By-Laws committee, gives a verbal report.

169-23/11 *Minor Variance*

Moved by Councillor McGuire, seconded by Councillor Fleming, to approve the request for a minor variance, for the required minimum lot size, for lot # 4 786 077, as discussed.

 Adopted

 **Public Works**

Councillor Schryer, Chair of the Public Works committee, gives a verbal report.

A Draft ByLaw regarding heavy vehicle traffic in the village is referred back to Committee for further discussion.

170-23/11 *End of work Culbute & River roads – PAVL grant file #LPR78679*

WHEREAS the Municipality of L’Isle-aux-Allumettes has taken note of and undertakes to respect the terms and conditions of the Recovery component of the Local Road Assistance Program (PAVL);

WHEREAS only work carried out after the date indicated on the announcement letter is eligible for financial assistance;

WHEREAS the work was carried out from April 1st, 2023 to October 30th, 2023;

WHEREAS the Municipality sends the following supporting documents to the Ministry:

- The detailed summaries and accountability forms;

- Invoices, progressive accounts and any other document attesting to the sums spent;

- This municipal resolution attesting to the end of the work;

- A notice of compliance, a certificate of provisional or final acceptance of the work issued by an engineer;

FOR THESE REASONS, it is proposed by Councillor Schryer, seconded by Councillor Sallafranque, and unanimously resolved and adopted that the Council of the Municipality of L’Isle-aux-Allumettes authorize the presentation of accounts for eligible work according to the terms of application in force and recognizes that in the event failure to comply with these, financial assistance will be terminated.

Adopted

171-23/11 *Guardrails*

Moved by Councillor Schryer, seconded by Councillor Adam, to approve the quote for the installation of guardrails at sites on Desjardinsville, River and Culbute roads, for a total amount of $78,500 submitted by JWK Construction.

Adopted

 **Community, Culture & Recreation**

Councillor Chafe, Chair of the Community, Culture & Recreation committee, gives a verbal report.

**Revitalization**

Councillor Sallafranque, Chair of the Revitalization committee, gives a verbal report.

172-23/11 *Tenders – Centennial Park playstructures*

The following prices were received for the recommended playstructures at Centennial Park:

 Jambette $42,824

 1000 Pattes $41,990

Moved by Councillor Sallafranque, seconded by Councillor Chafe, to approve the purchase of playstructures from 1000 Pattes, as discussed.

Adopted

 **Public Security**

Councillor Fleming, Chair of the Public Security committee, gives a verbal report.

173-23/11 *Fire Department Organizational Structure*

Moved by Councillor Fleming, seconded by Councillor Adam, to adopt the new Pontiac Ouest Fire Department structure, which includes a Deputy Chief, Captains and Lieutenants, as presented.

Adopted

174-23/11 *FF Promotion Policy*

Moved by Councillor Fleming, seconded by Councillor Mcguire, to adopt the Firefighters Promotion Internal Policy, effective 2024, as presented.

Adopted

175-23/11 *Pay structure firefighters 2024*

Moved by Councillor Fleming, seconded by Councillor Sallafranque, to adopt the newly proposed firefighter pay structure, effective 2024, as presented.

Adopted

176-23/11 *Training 2024*

Moved by Councillor Fleming, seconded by Councillor Schryer, to approve the planned training for 2024 for 4 Officers, 8 water rescue, 8 jaws of life (extrication) all coordinated with the MRC Pontiac, as discussed.

Adopted

177-23/11 *2024 Fire Department Budget*

Moved by Councillor Fleming, seconded by Councillor Adam, to approve the 2024 Fire Department budget as presented, the total budget is $275,000, amount unchanged from last year; of which L’Isle-aux-Allumettes’ portion represents an amount of $137,500.

Adopted

178-23/11 *Traffic Control*

Moved by Councillor Fleming, seconded by Councillor Sallafranque, that the Municipality’s roads employees be called for traffic control for all fire call-outs located within the urban perimeters, as discussed.

Adopted

179-23/11 *Appreciation dinner*

Moved by Councillor Fleming, seconded by Councillor Adam to approve the annual appreciation dinner for Firefighters, Council members and Staff; jointly with the Municipalities of Sheenboro and L’Isle-aux-Allumettes, for December 1st, 2023.

Adopted

 **Administration**

Councillor Adam, Chair of the Administration committee, gives a verbal report.

A summary meeting of the Intermunicipal Cooperation Committee is presented. Councillor McGuire stated concerns regarding the sharing of staff. This topic is referred to the next Committee for further discussion.

Councillor Adam expressed concern about lack of formality during public meetings of Council. The Mayor agrees and supports more formal conduct.

**11. Review of monthly payables**

The list of accounts payables for the month of October is presented.

**12. Questions from the public**

None.

**13. Varia**

180-23/11 *Library Late fees*

WHEREAS more than 500 public libraries in Quebec have joined the Fine Free Library movement since 2019;

WHEREAS library late fees are an economic barrier that impedes access to library resources and services for the financially disadvantaged, including minors;

WHEREAS the elimination of late fees will allow the public library to ensure accessibility to reading and culture for all, without restriction, to maximize its use and its impact within the community and to establish more harmonious relations with citizens in addition to ensuring quality customer service.

It was moved by Councillor Schryer, seconded by Councillor Adam, that late checkout fees for library materials, which are currently not charged, continue to be for as long as possible. The lack of late fees does not, however, leave the allow library users who do not respect the time limits for consulting their documents and that the measures of sending overdue notices must be maintained.

Adopted

181-23/11 *Purchase of Sander*

Moved by Councillor Schryer, seconded by Councillor Adam, to approve the purchase of a sander for the pick-up truck for an approximate amount of $11,500, as discussed.

Adopted

182-23/11 *TECQ 2019-2023 - project work - version #4*

WHEREAS the Municipality is aware of the Guide to the terms and conditions for the payment of the government contribution under the Gas Tax and Quebec Contribution Program (TECQ) for the years 2019 to 2023

WHEREAS the Municipality must respect the terms and conditions of this guide that apply to it in order to receive the government contribution that was confirmed in a letter from the Minister of Municipal Affairs and Housing.

It is proposed by Councillor Schryer, seconded by Councillor Fleming, and resolved that :

* The Municipality undertakes to respect the terms of the guide that apply to it;
* The Municipality agrees to be solely responsible and to release the Government of Canada and the Government of Quebec as well as their ministers, senior officials, employees and agents from any liability for claims, demands, losses, damages and costs of any kind based on injury to a person, death of a person, damage to property or loss of property attributable to a deliberate or negligent act arising directly or indirectly from investments made with financial assistance obtained under the TECQ 2019-2023 program;
* The Municipality approves the content and authorizes the sending to the Ministry of Municipal Affairs and Housing of the attached Work Program #4 and all other documents required by the Ministry in order to receive the government contribution confirmed to it in a letter from the Minister of Municipal Affairs and Housing;
* The Municipality agrees to meet the minimum capital investment threshold for the entire five-year program;
* The Municipality undertakes to inform the Ministère des Affaires municipales et de l'Habitation of any changes that will be made to the work program approved by this resolution.
* The Municipality hereby certifies that the attached work program version #4 contains true costs realized and reflects the cost estimates of the eligible work.

Adopted unanimously

183-23/11 *Final Report - Local Road Assistance – Members grant*

WHEREAS the Municipality of L’Isle-aux-Allumettes has reviewed the terms and conditions of the Specific Improvement Projects (SIP) component of the Local Roads Assistance Program (LRAP-PAVL) and is committed to comply with them;

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

WHEREAS the work was carried out in the calendar year in which the Minister authorized it;

WHEREAS the work carried out or the inherent costs are eligible for the PAVL;

WHEREAS the accountability form V-0321 has been duly completed;

WHEREAS the transmission of the accountability of the projects was made at the end of the realization of the work or at the latest on December 31, 2023 of the calendar year in which the Minister authorized them;

WHEREAS payment is conditional upon the Minister's acceptance of the Project's accounting;

WHEREAS if the report is deemed to be in compliance, the Minister will make a payment to the municipalities based on the list of work he has approved, but not exceeding the maximum amount of assistance as set out in the letter of announcement;

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

FOR THESE REASONS, on the motion of Councillor Schryer, seconded by Councillor Fleming, it is unanimously resolved and carried that the Muicipal Council of L’Isle-aux-Allumettes approves the expenses in the amount **of $ 2,054,448** relating to the improvement work carried out and the inherent eligible costs mentioned in form V-0321, in accordance with the requirements of the Ministère des Transports du Québec, and recognizes that in the event of non-compliance with these requirements, the financial assistance will be terminated.

Adopted unanimously

*Other items discussed and deferred to committee:*

* *Canada Day grant opportunities*
* *Meeting with MRC and potential developer*
* *ByLaws for the Non-profit Boards, notably the UPSC*
* *Membership of municipalities on local NFP Boards*

**14. In camera session**

184-23/11 Moved by Councillor Schryer, seconded by Councillor Adam, to proceed with the discussions in-camera, at 9:00pm

Adopted

185-23/11 Moved by Councillor Adam, seconded by Councillor Sallafranque, to return to the meeting in-progress, at 9:10pm

Adopted

 *Formal legal opinion received and read – deferred to committee.*

186-23/11 *Sale of property*

 Moved by Councillor Adam, seconded by Councillor Sallafranque, to approve the transfer of property bearing lot # 4 786 346 to Tammy and Anne Gaudette, as discussed; and to authorize the Director General to sign all required documentation.

Adopted

 **15. Date of next meeting**

The next regular meeting will be held on Tuesday, December 5th, 2023 at 7:00p.m. at the Municipal office.

The Special Meeting for the Adoption of the 2024 Budget will be held on Tuesday, December 12th, 2023 at 7:00p.m. at the Municipal office.

**16. Closing of meeting**

187-23/11 Moved by Councillor Chafe and seconded by Councillor Sallafranque that the meeting be adjourned at 9:15pm.

Adopted

 Director General / Clerk-treasurer Mayor

I, *Corey Spence, Mayor*, certify that the signing of these minutes is equivalent to the signature by me of all the resolutions it contains, according to section 142 (2) of the Municipal Code.

*La version française est la version officielle - The French version is the official version*