

MUNICIPALITÉ DE RAPIDES-DES-JOACHIMS

AGENDA

Ordinary session of December 7, 2023

1. OPENING OF THE SESSION

2. ADOPTION OF THE AGENDA

Resolution 2.1 Adoption of the agenda of December 7, 2023

3. DECLARATION OF CONFLICT (if applicable)

4. ADOPTION OF THE MINUTES

Resolution 4.1 Adoption of the minutes of the regular meeting held on November 2, 2023

5. MAYOR’S AND COUNCILLOR’S REPORT

- 5.1 Mayors report
- 5.2 Councillors report
- 5.3 Youth Councillors report

6. CORRESPONDANCE (10 minutes)

7. TABLING OF DOCUMENTS

Resolution 7.1 SCHEDULE OF REGULAR COUNCIL SITTINGS

WHEREAS section 148 of the Municipal Code of Québec provides that the council must establish, before the beginning of each calendar year, the schedule of its regular sittings for the next year, by setting the date and time for each one;

IT IS THEREFORE

Moved by:
Seconded by:

THAT the following schedule of regular council sittings for 2024 be adopted. These sittings will be held on the second Thursday of each month and will begin at 7:00PM:

January 11 th	July 11 th
February 8 th	August 8 th
March 14 th	September 12 th
April 11 th	October 10 th
May 9 th	November 14 th
June 13 th	December 12 th

THAT public notice of the contents of this schedule be published in accordance with the law governing the municipality.

7.2 DECLARATION OF PECUNIARY INTERESTS

Following the by-election, Mayor Lucie Rivet Paquette has submitted her pecuniary interest form during this regular sitting of council

Resolution 7.3 GAS TAX PROJECT

WHEREAS the municipality has taken note of the guide relating to the terms and conditions of payment of the government contribution under the Gas Tax and Quebec Contribution Program (TECQ) for the years 2019 to 2023;

WHEREAS the municipality must comply with the terms and conditions of this guide which apply to it to receive the government contribution

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which was confirmed to it in a letter from the Minister of Municipal Affairs and Housing.

Moved by:

Seconded by:

AND RESOLVED that the municipality undertakes to respect the terms of the guide that apply to it;

AND RESOLVED that 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 all liability for claims, demands, losses, damages and costs of all of any kind based on injury to or death of a person, damage to property or loss of property due to a willful or negligent act resulting directly or indirectly from the investments made by means of the financial assistance obtained as part of the TECQ 2019-2023 program;

AND RESOLVED that the municipality approves the content and authorizes the sending to the Ministry of Municipal Affairs and Housing of the work program version N°03 attached and of all the other documents required by the Ministry in order to receive the government contribution confirmed to him in a letter from the Minister of Business and Housing;

AND RESOLVED that the municipality undertakes to reach the minimum fixed asset threshold imposed on it for the entire five years of the program;

AND RESOLVED that the municipality agrees to inform the Ministry of Municipal Affairs and Housing of any changes that will be made to the work program approved by this resolution;

AND RESOLVED that the municipality certifies by this resolution that the work program version N°03 attached includes true costs and reflects the cost forecasts for eligible work.

8. FOLLOW-UP

- 8.1 Landscaping complete for splash pad project
- 8.2 Rink lights are on, timer set to go off at 8:30PM
- 8.3 Both wells in ZEC have been removed
- 8.4 Smoke alarm – home inspections have been completed. Final report not yet received. It was mentioned that the smoke alarm exchange program received good feedback, however most residents have brand new alarms, set to expire in 2030-2033.
- 8.5 the Current Recreation grant through Loisirs Sports Outaouais does not cover outdoor recreation facilities, so the rink project is inadmissible.
- 8.6 2 new shovels were purchased for the community skating rink
- 8.7 The access road to McConnell beach and boat launch has been reconstructed by Pat Stewart, paid for by the 2023 PPA Road grant.
- 8.8 Council Remuneration – Discussion

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- 8.9 **Canada Post – Maintenance and upkeep of mailbox building**
Building is municipally owned and on municipal property, so maintenance and upkeep is the municipality's responsibility.

9. ROADS

Resolution

9.1 PAVL GRANT FOR LOCAL ROADS (PPA-CE)

WHEREAS the council of the municipality of Rapides-des-Joachims has taken note of the terms and conditions for the application of the Specific Improvement Projects (PPA) component of the Local Roads Assistance Program (PAVL) and undertakes to respect them;

WHEREAS the road network for which a request for financial assistance was granted is under municipal jurisdiction and is eligible for the PAVL;

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

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

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

WHEREAS the transmission of the rendering of accounts for the projects was carried out at the end of the work or no later than December 31, 2023 of the calendar year during which the Minister authorized them;

WHEREAS the payment is conditional on the acceptance, by the Minister, of the rendering of accounts relating to the project;

WHEREAS, if the rendering of accounts is judged to be in conformity, the Minister makes a payment to the municipalities according to the list of work that he has approved, without however exceeding the maximum amount of assistance as it appears in the letter announcement;

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

Moved by:

Seconded by:

FOR THESE REASONS, it is unanimously resolved and adopted that the council of the municipality of Rapides-des-Joachims approves the expenses of an amount of \$13,125 relating to the work of improvement and the eligible inherent costs mentioned in form V-0321, in accordance with the requirements of the Ministère des Transports du Québec, and acknowledges that in the event of non-compliance with these requirements, the financial assistance will be terminated.

10. DUMP & GARBAGE

10.1 STUMP DUMP

Letter from Debbie Foley regarding the dumping of unauthorized materials. Nothing was caught on the camera at the stump dump. Public works properly disposed of unauthorised materials and Pat Stewart cleaned up the stump dump.

10.2 DUMP HOURS FOR 2024

WHEREAS following the public consultation held on Tuesday, November 21st there was considerable interest in having the dump open more frequently during the winter months;

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CONSIDERING the dump is only open 10:00am to 12:00pm the 1st Saturday of each month from October to April;

11. TOWN HALL

Resolution

11.1 COMMITTEE LIFE DOWNTOWN – SENIORS DINNER

WHEREAS The Committee Life Downtown has submitted a request through the donations and sponsorships policy to waive the rental fee of the hall so they can host a senior’s dinner on Saturday, January 6th 2024;

WHEREAS The Committee has also requested a donation in the form of two (2) gifts to be handed out at their seniors dinner;

Resolution

11.2 COMMITTEE LIFE DOWNTOWN – BINGO

WHEREAS The Committee Life Downtown has submitted a request through the donations and sponsorships policy to waive the rental fee of the hall so they can host a Valentines Bingo on Saturday, February 10th 2024;

Resolution?

11.3 Walkway from the road into Town Hall – Discussion

12. MUNICIPAL PROPERTY

12.1 FQM INSURANCE INSPECTION

An inspector from the FQM was sent by the Municipalities insurance company to inspect the electrical at Town Hall as well as the Municipal Garage. No major concerns were noted; however, a couple recommendations were made. These include: grounding the electrical panel in the Furnace room (electrical/boiler), as well as closing off any unused breaker panels.

13. CIVIL PROTECTION

13.1 SÛRETÉ DU QUÉBEC (QPP) – DISCUSSION

14. ACTION PLAN

14.1 Set a date for a workshop to go over action plan

15. URBANISM & ZONING

16. RECREATION & CULTURE

Resolution

16.1 HOCKEY NET FOR COMMUNITY SKATING RINK

CONSIDERING council budgeted for a new hockey net for the community rink under budget line 55110;

WHEREAS Canadian Tire has quality hockey nets in stock for \$199.99 plus applicable taxes;

Resolution

16.2 RINK MAINTENANCE – REPAIRS

Resolution

16.3 RINK MAINTENANCE – VOLUNTEERS NEEDED

16.4 SANTA CLAUS PARADE – DISCUSSION

To set a date and time to decorate the hall

17. CAMPGROUND & PICNIC AREA

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18. STREET LIGHTS & ENVIRONMENT

18.1 STREET LIGHT REPAIR REQUEST

The owner of the Pointes aux Pins Lodge on Rue Principale would like to ask council to reconsider putting off the street light repair across from his property.

19. BUILDING INSPECTOR

19.1 11 Permits closed and sent to the MRC

Resolution

19.2 CONTRACT RENEWAL – 2024

WHEREAS council reviewed the building inspectors’ contract in closed session on November 2, 2023;

WHEREAS it is appropriate to revise the building inspector’s salary;

20. MISCELLANEOUS

Resolution

20.1 AUTHORIZED SIGNATORIES FOR SCOTIABANK

CONSIDERING there was a municipal by-election in Rapides-des-Joachims for the Mayors’ seat;

CONSIDERING Lucie Rivet Paquette was elected Mayor on November 3rd, 2023 without any opposition;

CONSIDERING that corrections must be made to Scotiabank to specify these changes of authorized signatures;

Moved by:
Seconded by:
And unanimously resolved

THAT Mrs. Lucie Rivet Paquette; Mayor, Stephany Rauche; Deputy Mayor and Ms. Alana Bowes; Director General and Secretary-Treasurer, be authorized to jointly sign all checks, drafts, promissory notes and other items for the Municipality of Rapides-des-Joachims, for accounts held at Scotiabank;

THAT the persons authorized under the preceding paragraph, and each of them separately, be authorized to receive from Scotiabank statements of accounts, paid checks and other items charged to the Municipality's account;

THAT the mayor, deputy mayor and the director general and secretary-treasurer, be appointed as representatives of the Municipality of Rapides-des-Joachims with regard to the loans that the latter may contract;

THAT these persons may also, for and on behalf of the Municipality of Rapides-des-Joachims, sign all the documents necessary to give full effect to the loan regulations and guarantees of the Municipality of Rapides-des-Joachims, for all accounts held at Scotiabank;

Resolution

20.2 AUTHORIZED SIGNATORIES FOR THE CAISSE DESJARDINS

CONSIDERING there was a municipal by-election in Rapides-des-Joachims for the Mayors’ seat;

CONSIDERING Lucie Rivet Paquette was elected Mayor on November 3rd, 2023 without any opposition;

CONSIDERING that corrections must be made to the Caisse Desjardins to specify these changes of authorized signatures;

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Moved by:
Seconded by:
And unanimously resolved

THAT Mrs. Lucie Rivet Paquette; Mayor, Stephany Rauche; Deputy Mayor and Ms. Alana Bowes; Director General and Secretary-Treasurer, be authorized to jointly sign all checks, drafts, promissory notes and other items for the Municipality of Rapides-des-Joachims, for accounts held at the Caisse Desjardins;

THAT the persons authorized under the preceding paragraph, and each of them separately, be authorized to receive from the Caisse Desjardins statements of accounts, paid checks and other items charged to the Municipality's account;

THAT the mayor, deputy mayor and the director general and secretary-treasurer, be appointed as representatives of the Municipality of Rapides-des-Joachims with regard to the loans that the latter may contract;

THAT these persons may also, for and on behalf of the Municipality of Rapides-des-Joachims, sign all the documents necessary to give full effect to the loan regulations and guarantees of the Municipality of Rapides-des-Joachims, for all accounts held at the Caisse Desjardins;

Resolution

20.3 ATtribution OF A MANDATE FOR LEGAL SERVICES TO DEVEAU AVOCATS

WHEREAS in anticipation of its next budget year, the Municipality of Rapides-des-Joachims has accepted the offer of legal services from the firm Deveau Avocats – Outaouais in order to meet its needs in this matter;

WHEREAS the offer of services of November 16, 2023 prepared for this purpose by Deveau Avocats - Outaouais;

CONSEQUENTLY :

It is moved by:
Seconded by:

AND RESOLVED THAT this council retains the offer of legal services submitted by Deveau Avocats - Outaouais, which is described as follows:

- Service offered: Telephone consultation, unlimited number of hours;
- Persons authorized to consult: The mayor, the general director, the building and environmental inspector;
- Duration of the contract: 1 year, from the date of adoption of the resolution;
- Fixed cost: \$900 per year, plus taxes;
- For all other requested mandates: Hourly rate of \$275 per hour;
- Fees for tax collection files: 15% of the amount recovered (minimum of \$250), taxes and disbursements extra, but not including execution procedures.

Resolution

20.4 ADMQ & FQM ANNUAL MEMBERSHIPS FOR 2024

Moved by:
Seconded by:

AND RESOLVED to approve the expenses for the annual membership fees with the ADMQ and the FQM

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Resolution 20.5 **RESIDENCE MEILLEUR**

Moved by:
Seconded by:

AND RESOLVED to approve the annual contribution of \$500 to Residence Meilleur, representing the 7th year out of 10, ending in 2027

Resolution 20.6 **INSURANCE RENEWAL FOR 2024**

Moved by:
Seconded by:

AND RESOLVED to approve the expenses for the Municipality’s insurance renewal with the MMQ

Resolution 20.7 **2024 CONTRACT WITH WILLIAM FENTON**

WHEREAS William Fenton is a computer support technician offering his services at \$150 per month, which includes:

- addressing any technical issues remotely within a 24-hour turnaround time
- providing technical assistance remotely when needed
- monthly maintenance, monthly inspection of backup mechanisms for daily data backups and weekly image backups
- keeping the main office PC up to date and functioning optimally

Resolution 20.8 **MANDATORY ETHICS AND GOOD CONDUCT COURSE**

CONSIDERING It is mandatory for a newly elected official to complete the training course on the code of ethics and good conduct within 6 months of their taking office;

WHEREAS The *Union des Municipalités du Québec* (UMQ) is offering this course virtually on February 1st 2024;

Resolution 20.9 **CANADA SUMMER JOBS PROGRAM**

WHEREAS the deadline for applications to the Canada Summer Jobs Program is January 10, 2024;

WHEREAS council authorizes director general, Alana Bowes, to apply for two (2) *summer students* for 2024 on behalf of the municipality of Rapides-des-Joachims;

20.10 **ADMINISTRATIVE ASSISTANT – Discussion**

Resolution? 20.11 **BUSINESS GARBAGE TAX**

Resolution? 20.12 **2023 MRC SHARES: ENGINEERING FEES - Discussion**

21. QUESTION PERIOD (15 minutes)

22. ADMINISTRATION

Resolution 22.1 Approval of expenses list between November 2, 2023 and December 4, 2023

Moved by:
Seconded by:

AND RESOLVED THAT Council approve and authorize the payment of expenses for the period between November 2, 2023 and December 4, 2023 for the amount of \$108,812.18

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CERTIFICATE OF AVAILABILITY OF CREDIT

I, Alana Bowes, the undersigned Clerk-Treasurer, in accordance with Article 961 of the Quebec Municipal Code, certify line of credit with the Municipality has sufficient funds for these expenditures

Clerk-Treasurer

Resolution

22.2 VACATION REQUEST – DG

WHEREAS Director General, Alana Bowes, has 2 weeks of vacation left to use for 2023;

WHEREAS A vacation request is being put in to council for the last 2 weeks of December, being December 18th to December 29th, 2023;

CONSIDERING payroll is every second Tuesday, landing on December 26th 2023 which is a STAT holiday;

CONSIDERING Monday, January 1st 2024 is a STAT holiday;

22.3 Municipal Cell Phones – Breakdown

23. IN CAMERA

23.1 DG Contract/Salary - Revision

23.2 Salary & Wage scale – Revision

23.3 Rent Increase Procedure

24. CLOSING OF THE MEETING

Resolution

24.1 Close the meeting of December 7, 2023