

MUNICIPALITÉ DE RAPIDES-DES-JOACHIMS

AGENDA

Ordinary session of February 8th 2024

1. OPENING OF THE SESSION

2. ADOPTION OF THE AGENDA

Resolution

- 2.1 Adoption of the agenda of February 8, 2024

3. DECLARATION OF CONFLICT (if applicable)

4. ADOPTION OF THE MINUTES

Resolution

- 4.1 Adoption of the minutes of the regular meeting held on January 11, 2024

5. MAYOR'S AND COUNCILLOR'S REPORT

- 5.1 Mayors report

- 5.2 Councillors report

- 5.3 **DG Report**

Following the DG meeting held at the MRC on January 31st

- Training completed for employee management
- Selective collection modernization coming in 2025 (SOLINOV and ÉEQ) The MRC will be signing an agreement with ÉEQ (Éco Entreprise Québec) and will be in charge of all recycling transportation.
- Engineering services available through the FQM at a reduced price for members
- Inventory on heritage buildings is underway
- The Land use plan is being updated by the MRC
- 2 new evaluation inspectors have been hired at the MRC
- Compost: not enough interest to follow through, the MRC is offering to help municipalities with individual compost projects

6. CORRESPONDANCE (10 minutes)

- 6.1 Folk music entertainer Marc Audet – History & heritage of the Ottawa Valley

Discussion

- 6.2 Letter from Wallace Schaber – Search and rescue project for the Dumoine Valley

7. TABLING OF DOCUMENTS

Resolution

- 7.1 **2024 TAX RATE – BY-LAW 2024-111**

BY-LAW RESPECTING THE IMPOSITION OF THE RATES OF PROPERTY TAX AND SERVICES FOR THE FISCAL YEAR 2024 AND THE CONDITIONS OF COLLECTION

WHEREAS under section 244 of the Act respecting municipal taxation (L.R.Q., c, F-2.1), the municipality may fix several rates of the general property tax according to the categories to which belong evaluation units;

WHEREAS the content of article 252 of the Act respecting municipal taxation (L.R.Q., c, F-2.1), the Municipality can fix the number of installments;

WHEREAS at the opening of this sitting, copies of the by-law were made available to the public;

WHEREAS it is necessary to impose and levy, by way of direct taxation on the taxable property within the municipal territory and within the limits established by law, any sums of money necessary to cover operating and investing expenses or for any special purpose whatsoever within the limits of its powers;

WHEREAS a notice of motion was given by Kelsey Daly at the regular council sitting held on January 11, 2024 to the effect that the present By-Law be presented for adoption;

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WHEREAS the only change that has been made to By-Law 2024-111 since the adoption of its draft is the administration fee under article 3.2 which went from \$25 to \$30 to comply with the Municipality’s Administration fee By-Law 2023-714;

THEREFORE, it is

Moved by:
Seconded by:

AND RESOLVED by absolute majority that the following by-law be adopted:

SECTION 1 INTERPRETATION
ARTICLE 1.1

Unless otherwise stated, the following terms and expressions have the meaning and application in this by-law ascribed to them in this section:

- a) “Residential immovables” means any dwelling, house, apartment, private residence, cottage, summer home, or other location ordinarily occupied or intended for occupancy as a place of residence by one or more persons, whether or not the location is actually occupied;
- b) “Commercial immovables” means any location in which an economic or administrative activity in matters of finance, trade, or services; a calling; an art; a profession; or any other activity constituting a means of profit, gain or livelihood, except an employment or charge, is carried out;

SECTION 2 GENERAL TAX RATE 2024
ARTICLE 2.1

That the general mill rate of \$1.17 per \$100 value stated in the evaluation role, be implemented for the 2024 fiscal year on all taxable immovables situated in the municipality of Rapides-des-Joachims.

SECTION 3 COMPENSATION – GARBAGE FEES
ARTICLE 3.1

In order to provide for the expenses related to the collection, transportation, and disposal of domestic and similar waste in the municipality of Rapides-des-Joachims, a compensation is imposed and levied for the 2024 fiscal year on all of the following units within the municipality:

- a) Residential units: \$0
- b) Commercial units: \$250

SECTION 4 INTEREST AND FEES
ARTICLE 4.1

From the time that the taxes are in arrears (*30 days*), the unpaid balances will incur interest at the annual rate of 12%

ARTICLE 4.2

A \$30 administrative fee shall be charged to the payer of a cheque or other form of payment to the municipality of Rapides-des-Joachims if that form of payment is denied by the financial institution.

SECTION 5 PAYMENT DATES 2024
ARTICLE 5.1

Debtors owing municipal taxes for 2024 have the right to pay in 3 equal installments:

- a) The first of which represents 34% of the total and is due thirty (30) days after the tax bill is mailed

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- b) The second of which represents 33% of the total and is due ninety (90) days after the first installment
- c) The third of which represents 33% of the total and is due sixty (60) days after the second installment

ARTICLE 5.2

To qualify for payment in installments, the debtor must receive a tax bill equal to or greater than \$300 for each unit of assessment.

ARTICLE 5.3

If a payment is not made within the time limit, then only the amount of the overdue payment is immediately due and payable and bears interest.

The dates of the payments will be respectively:

- April 1st 2024
- July 1st 2024
- September 1st 2024

SECTION 6 COMING IN TO EFFECT

This by-law will come into force in conformity with the law

Resolution

7.2 TRAVEL EXPENSES – BY-LAW 2024-1112

TO ESTABLISH A RATE FOR TRAVEL EXPENSES FOR MEMBERS OF COUNCIL AND EMPLOYEES OF THE MUNICIPALITY OF RAPIDES-DES-JOACHIMS

WHEREAS the Council deems it advisable to set a rate for travel expenses for members of council and employees of the Municipality of Rapides-des-Joachims;

WHEREAS a notice of motion was given by Ann Gagnon at the sitting of council on January 11, 2024;

WHEREAS the only changes that have been made to the By-Law 2024-1112 since the adoption of its draft are Article 3.2: Carpooling, Section 4: Meals and Section 5: Hotel accommodations;

WHEREAS at the opening of this sitting, copies of the by-law were made available to the public;

THEREFORE, it is
Moved by:
Seconded by:

AND UNANIMOUSLY RESOLVED THAT the following By-Law be adopted and come into force in accordance with the law.

SECTION 1 OBJECTIVE

ARTICLE 1.1

Control with fairness and equity the expenditures of the public funds which the Municipality of Rapides-des-Joachims manages;

ARTICLE 1.2

Provide the Municipality of Rapides-des-Joachims with a policy based on transparency and equitable management;

ARTICLE 1.3

Establish rules, standards and procedures for the reimbursement of travel expenses for council members and employees of the Municipality of Rapides-des-Joachims in connection with the exercise of their respective functions.

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SECTION 2 APPLICATION

ARTICLE 2.1

This By-Law applies to any person who is entitled to claim travel expenses from the Municipality of Rapides-des-Joachims such as its employees or elected officials;

ARTICLE 2.2

The Municipality of Rapides-des-Joachims recognizes that a person who is required to travel, due to responsibilities arising from their duties, has the right to be reimbursed for the expenses incurred for such purposes;

ARTICLE 2.3

The cost of travel expenses will be reimbursed in accordance with the rules of this by-law. It must be reasonable, necessary and have actually been incurred.

Therefore, any request for reimbursement of meals or accommodations must be justified with a receipt;

SECTION 3 TRAVELLING

ARTICLE 3.1 - Personal vehicle:

3.1.1 An allowance at the rate of 0.60\$ per kilometre is paid for the use of the personal vehicle;

ARTICLE 3.2 - Carpooling:

3.2.1 In the event that two (2) or more persons must attend the same event they must carpool, the person supplying the vehicle will receive a reimbursement of 0.60\$ per kilometre.

ARTICLE 3.3 - Parking:

3.3.1 The parking fees will be reimbursed upon presentation of the receipts;

3.3.2 Any charges related to a breach of the regulations of the road safety code of a parking offence will not be reimbursed.

SECTION 4 MEALS

ARTICLE 4.1

When travelling, the Municipality of Rapides-des-Joachims will reimburse the cost of meals on presentation of the detailed travel expense claim as per the following conditions:

- Meals will only be reimbursed when travelling includes overnight stay
- A daily total of \$75 maximum will be allocated by the Municipality of Rapides-des-Joachims
- There will be no reimbursement on alcoholic beverages

SECTION 5 HOTEL ACCOMODATIONS

ARTICLE 5.1

When travelling, the Municipality of Rapides-des-Joachims will reimburse the cost of hotel accommodations on presentation of the travel expense claim as per the following conditions:

- You must receive pre approval from the Municipal office before booking your rooms
- The hotel fees will be reimbursed upon presentation of the receipts

ARTICLE 5.2

Hotel accommodations may also be granted under the following circumstances:

- Bad weather, preventing the employee from travelling safely
- Exceeding working hours (10 hours including travel time)

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SECTION 6 FINAL PROVISIONS

ARTICLE 6.1

By-Law number 2024-1112 shall come into force according to law and shall apply for future years until it is amended or repealed.

8. FOLLOW-UP

- 8.1 Land development
No progress yet due to the lack of urbanism personnel at the MRC, however the MRC would like to partner with the municipality and the Ministry to establish a transparent protocol to lease land with the option to buy once a building is constructed.
- 8.2 Inspection of buildings located at 471 rue Principale:
Scheduled for Friday, February 16th
- 8.3 The 'inclusive playground equipment' project has been approved through the FRR grant for \$19,608.00 and the agreement has been signed

9. ROADS

10. DUMP & GARBAGE

11. TOWN HALL

- 11.1 2024 DOG & CAT TAGS - SPCA
Now available at Town Hall

12. MUNICIPAL PROPERTY

- 12.1 Bulletin board – Discussion

13. CIVIL PROTECTION

- 13.1 EXTENDING FIRE SERVICES AGREEMENT UNTIL 2029

Resolution

CONSIDERING the existing agreement between the Municipality of Rapides-des-Joachims and the Corporation of the Town of Laurentian Hills is ending in March of 2024;

WHEREAS the Municipality wishes to extend the fire services agreement for an additional 5 years;

Moved by:
Seconded by:

AND RESOLVED THAT council authorizes director general Alana Bowes to sign an agreement with the Corporation of the Town of Laurentian Hills on behalf of the Municipality of Rapides-des-Joachims.

14. ACTION PLAN

- 14.1 WORKSHOP
To set a date to update and revise the action plan

15. URBANISM & ZONING

16. RECREATION & CULTURE

- 16.1 The Committee Life Downtown will be hosting a Valentines Day Bingo at Town Hall on Saturday February 10th at 2pm

17. CAMPGROUND & PICNIC AREA

- 17.1 2024 CAMPGROUND REGULATIONS

Resolution

CONSIDERING Camping McConnell is set to open in May;

Moved by:
Seconded by:

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AND RESOLVED THAT council approves the 2024 campground regulations and the opening/closing dates indicated;

AND RESOLVED THAT council authorizes director general, Alana Bowes, to send out the approved regulations to all seasonal campers.

18. STREET LIGHTS & ENVIRONMENT

- 18.1 Street light out next to 255 rue Principale
- 18.2 Street light out next to 363 rue Principale
- 18.3 Street light out across from 297 chemin McConnell
- 18.4 Street light out across from 235 chemin McConnell
- 18.5 Street light out near cemetery on rue de l’Église

Resolution

18.6 REPLACING STREET LIGHT BULBS

CONSIDERING a total of seven (7) streetlights need to be replaced;

Moved by:
Seconded by:

AND RESOLVED THAT council authorizes to have the blown street light bulbs replaced with LED bulbs

19. BUILDING INSPECTOR

- 19.1 1 permit closed and sent to the MRC
- 19.2 **Upcoming information session at the MRC – end of March**
Application process for authorization to conduct activities that may alter a wildlife habitat under section 128.7 of the Act respecting the conservation and development of wildlife (RLRQ, chapter C-61.1).

Resolution

20. MISCELLANEOUS

20.1 CREDIT CARD – CAISSE DESJARDINS

CONSIDERING the Municipality needs a credit card to conduct business related expenses;

WHEREAS the Caisse Desjardins offers a Visa Business credit card at 8.5% with a \$60 annual fee;

Moved by:
Seconded by:

AND RESOLVED THAT council authorizes director general Alana Bowes to apply for and obtain a credit card on behalf of the Municipality of Rapides-des-Joachims;

AND RESOLVED THAT the director general, Alana Bowes, be the sole employee of the Municipality able to use the above-mentioned credit card;

AND RESOLVED THAT the credit card only be used for pre-approved business-related expenses.

21. QUESTION PERIOD (15 minutes)

22. ADMINISTRATION

Resolution

- 22.1 Approval of expenses list between January 9, 2024 and February 5, 2024

Moved by:
Seconded by:

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AND RESOLVED THAT Council approve and authorize the payment of expenses for the period between January 9, 2024 and February 5, 2024 for the amount of \$59,338.31

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

23. IN CAMERA

- 23.1 DG Performance Evaluation
- 23.2 Indian Alliance Housing – Discussion
- 23.3 Rental inspection

24. CLOSING OF THE MEETING

- 24.1 Close the meeting of February 8, 2024 at:

Resolution