MUNICIPALITÉ DE RAPIDES-DES-JOACHIMS

AGENDA

Ordinary session of November 13, 2025

1. OPENING OF THE SESSION

2. ADOPTION OF THE AGENDA

Resolution 2.1 Adoption of the agenda of November 13, 2025

Moved by:
Seconded by:

AND RESOLVED adopted the agenda of November 13, 2025

3. DECLARATION OF CONFLICT *(if applicable)*

4. ADOPTION OF THE MINUTES

Resolution 4.1 Adoption of the minutes of the regular meeting held on October 2, 2025

Moved by:
Seconded by:

AND RESOLVED THAT council adopts the minutes of the ordinary session held on October 2, 2025

5. MAYOR'S AND COUNCILLOR'S REPORT

5.1 Mayors introduction

6. CORRESPONDANCE *(10 minutes)*

6.1 Donation Request – La Maison des Collines
6.2 Request for Temporary Use of Public Access Areas – Des Joachims GS & McConnell Boom Project

7. TABLING OF DOCUMENTS

7.1 Pecuniary interests of council members

8. FOLLOW-UP

8.1 Land Development

9. ROADS

10. DUMP & GARBAGE

11. TOWN HALL

12. MUNICIPAL PROPERTY

12.1 Lease renewal CLSC

13. CIVIL PROTECTION

14. ACTION PLAN

15. URBANISM & ZONING

Resolution 7.3 **DEMOLITION APPLICATIONS COMMITTEE**

WHEREAS following the adoption of draft By-Law 2023-124, it is necessary to create and maintain a demolition applications committee;

WHEREAS in accordance with Article 148.0.3 of the Act respecting land use planning and development (chapter A 19.1), The council must

establish a committee to authorize applications for demolition and to exercise any other powers conferred on it by this chapter;

WHEREAS this committee shall be composed of three council members designated by the council for one year. Their term is renewable.

WHEREAS the following councillors are currently on the demolition applications committee;

1. Kelsey Daly
2. Stephany Rauche
3. ~~Ann Gagnon~~

THEREFORE, it is

Moved by:
Seconded by:

AND RESOLVED THAT the council of Rapides-des-Joachims designates the following councillors for the Demolition Application Committee:

1.
2.
3.

AND RESOLVED THAT council will review the committee at the regular sitting of council in November of 2026.

16. RECREATION & CULTURE

Discussion 16.1 Santa Claus Parade

Discussion 16.2 **Celebrate Canada Program Funding 2026**

The Celebrate Canada application period is now open. Applications are accepted now until 4:00 p.m. on November 21, 2025.

Draft Resolution ***WHEREAS*** *the Celebrate Canada funding program provides funding to community-based activities celebrating and promoting National Indigenous Peoples Day on June 21, Saint-Jean Baptiste Day on June 24, Canadian Multiculturalism Day on June 27 and Canada Day on July 1;*

WHEREAS *these celebrations enable Canadians to appreciate Canada's cultural, ethnic, linguistic and geographic diversity;*

WHEREAS *the expected results of Celebrate Canada' funding program's support of community-based activities include:*

- *Providing access to celebrations across Canada, to enable all Canadians to appreciate Canada's cultural, ethnic, linguistic and geographic diversity*
- *Creating opportunities for Canadians to participate in celebrations that create a sense of pride and belonging to Canada*

CONSIDERING *the application deadline is Friday, November 21st 2025;*

Moved by:
Seconded by:

AND RESOLVED THAT *council authorizes the director general, Alana Bowes, to apply for the Celebrate Canada Funding on behalf of the Municipality of Rapides-des-Joachims;*

AND RESOLVED THAT *the application submitted be for the event project named CMD2026–RDJ which will be held on Saturday, June 27th, 2026;*

AND RESOLVED THAT *the Municipality of Rapides-des-Joachims request project funding in the amount of $3,500 for the event.*

17. CAMPGROUND & PICNIC AREA
17.1 Request from seasonal camper site #2

18. STREET LIGHTS & ENVIRONMENT
18.1 Streetlight out at the end of Rue Sainte-Anne

19. BUILDING INSPECTOR
19.1 1 septic permit issued

20. MISCELLANEOUS

Resolution 20.1 **APPOINT DEPUTY MAYOR**

WHEREAS under article 116 of the Municipal Code of Quebec, the council must appoint a deputy mayor in order to compensate for the potential absence of the mayor;

WHEREAS Council appoints _____ as Deputy Mayor to serve and represent the Municipality of Rapides des Joachims when the Mayor, Roger Peter Lafond is absent or otherwise unable;

Moved by:
Seconded by:

AND RESOLVED to adopt _____ as Deputy Mayor

Resolution 20.2 **AUTHORIZED SIGNATORIES FOR SCOTIABANK**

CONSIDERING there was a general municipal election in Rapides-des-Joachims on November 2, 2025;

CONSIDERING Roger Peter Lafond was sworn in as Mayor on October 23rd, 2025 elected unopposed;

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

Moved by:
Seconded by:
And unanimously resolved

THAT Mr. Roger Peter Lafond; Mayor, _____; 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

20.3 **AUTHORIZED SIGNATORIES FOR THE CAISSE DESJARDINS**

CONSIDERING there was a general municipal election in Rapides-des-Joachims on November 2, 2025;

CONSIDERING Roger Peter Lafond was sworn in as Mayor on October 23rd, 2025 elected unopposed;

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

Moved by:
Seconded by:
And unanimously resolved

THAT Mr. Roger Peter Lafond; Mayor, _____; Deputy Mayor, Gerard Labelle; Accountant 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, accountant 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.

Discussion

20.4 **JOB POSTING – PUBLIC WORKS EMPLOYEE**

Draft Resolution

WHEREAS *the Municipality of Rapides-des-Joachims must ensure the proper maintenance, operation, and safety of municipal infrastructure, roads, and public spaces;*

WHEREAS *the Public Works Department requires additional staffing to meet current and upcoming operational needs;*

WHEREAS *Council wishes to authorize the posting of a position for a Public Works Employee, with flexibility to fill the role as permanent, seasonal, and on-call, depending on the ongoing needs of the municipality;*

WHEREAS *the hiring process shall be carried out in accordance with municipal human resources policies and budgetary provisions;*

Moved by:
Seconded by:

AND RESOLVED THAT *The position of Public Works Employee be posted immediately, specifying that the position may be filled as permanent, seasonal, and on-call, based on the municipality's operational requirements;*

AND RESOLVED THAT *The duties of the position shall include, without limitation, general maintenance and operation of municipal roads, equipment, buildings, and infrastructure, as well as snow removal and other public works tasks as assigned;*

AND RESOLVED THAT *The Director General is authorized to prepare and publish the job posting, review applications, conduct interviews and recommend a suitable candidate to Council for appointment.*

Discussion

20.5 **JOB POSTING – MUNICIPAL BUILDING INSPECTOR**

Draft Resolution

WHEREAS *the Municipality of [Municipality Name] is responsible for ensuring compliance with applicable building, renovation, and land-use planning by-laws and regulations;*

WHEREAS *the current Building Inspector has advised Council of their forthcoming retirement;*

WHEREAS *it is essential to ensure a smooth transition and the continuity of municipal services by recruiting and training a successor prior to the retirement of the current Building Inspector;*

WHEREAS *Council recognizes the importance of maintaining efficient and lawful administration of permits, inspections, and enforcement related to construction and zoning;*

WHEREAS *the hiring process shall be conducted in accordance with the Municipality's human resources policies and within the limits of the approved budget;*

Moved by:
Seconded by:

AND RESOLVED THAT *The position of Building Inspector be posted immediately, with the objective of hiring a qualified candidate who can receive appropriate training and mentorship from the current Building Inspector prior to their retirement;*

AND RESOLVED THAT *The position may be offered as permanent, part-time, or on-call, depending on the Municipality's operational needs and the qualifications of applicants;*

AND RESOLVED THAT *The duties of the position shall include, without limitation:*

- *Reviewing and issuing building and renovation permits;*
- *Conducting site inspections to verify compliance with municipal by-laws, the Building Code, and the Planning and Development Act (Loi sur l'aménagement et l'urbanisme);*
- *Preparing inspection reports, correspondence, and notices of non-compliance; and*
- *Advising residents, contractors, and developers on applicable municipal regulations.*

AND RESOLVED THAT *The Director General, Ms. Alana Bowes, is authorized to prepare and publish the job posting, receive and review applications, and make recommendations to Council for the appointment of a suitable candidate;*

AND RESOLVED THAT *The terms of employment, remuneration, and start date shall be determined by Council at the time of appointment, in accordance with municipal policy and budgetary provisions;*

AND RESOLVED THAT *The new Building Inspector shall work in collaboration with the retiring inspector for a training and transition period, to ensure effective knowledge transfer and uninterrupted service delivery.*

Discussion

20.6 **JOB POSTING – DG / CLERK-TREASURER ASSISTANT**

Draft Resolution

WHEREAS *the Municipality of Rapides-des-Joachims requires administrative support to assist in the daily operations of the municipal office;*

WHEREAS *the Director General / Clerk-Treasurer has advised Council of an upcoming maternity leave, during which continuity of administrative and financial services must be ensured;*

WHEREAS *it is necessary to recruit an Administrative Assistant to begin employment as soon as possible, to receive adequate training and orientation before temporarily assuming the duties of DG / Clerk-Treasurer during the maternity leave period;*

WHEREAS *Council wishes to authorize the posting of the position and the hiring process in accordance with municipal policies and budgetary provisions;*

Moved by:
Seconded by:

AND RESOLVED THAT *The position of Administrative Assistant be posted immediately, with the objective of hiring a qualified candidate to begin employment as soon as possible;*

AND RESOLVED THAT *The selected candidate shall initially serve as Administrative Assistant, supporting the daily operations of the municipal office and receiving necessary training;*

AND RESOLVED THAT *Upon the commencement of the maternity leave of the DG / Clerk-Treasurer, and subject to Council approval, the incumbent shall temporarily assume the responsibilities of the DG / Clerk-Treasurer for the duration of the leave;*

AND RESOLVED THAT *The Director General / Clerk-Treasurer is hereby authorized to prepare and publish the job posting, review applications, and make recommendations to Council for the appointment of the successful candidate;*

AND RESOLVED THAT *The wages, terms of employment, and duration of the temporary replacement shall be established by Council in accordance with applicable policies and budgetary parameters.*

Discussion

20.7 **<u>Canada Summer Jobs Funding 2026</u>**

The annual Canada Summer Jobs (CSJ) program Call for Applications launched on November 4, 2025, and will close on December 11, 2025 at 11:59 p.m.

Draft Resolution

CONSIDERING *the Canada Summer Jobs (CSJ) program Call for Applications will close on December 11, 2025 at 11:59 p.m. this year;*

***WHEREAS** council authorizes director general, Alana Bowes, to apply for (insert number) summer student(s) for 2026 on behalf of the municipality of Rapides-des-Joachims;*

Moved by:
Seconded by:

***AND RESOLVED** to apply for an office assistant summer student;*

***AND RESOLVED** to apply for a public works/campground student;*

***AND RESOLVED THAT** the position(s) will be paid minimum wage at 30 hours/week for an eight-week period.*

Discussion 20.8 Council Meeting Management – Order and decorum

21. QUESTION PERIOD *(15 minutes)*

22. ADMINISTRATION

Resolution 22.1 Approval of expenses list between October 1, 2025 and November 10, 2025

Moved by:
Seconded by:

AND RESOLVED THAT Council approve and authorize the payment of expenses for the period between October 1, 2025 and November 10, 2025 for the amount of $72,828.44

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

Alana Bowes
Clerk-Treasurer

23. IN CAMERA
23.1 Disclosure Letter to Council
23.2 Draft Salary Grid
23.3 Court Injunction
23.4 Preliminary Budget Discussion

24. CLOSING OF THE MEETING

Resolution 24.1 Close the meeting of November 13, 2025