

MUNICIPALITÉ DE RAPIDES-DES-JOACHIMS

AGENDA

Ordinary session of December 18, 2025

This meeting is being audio recorded for the purpose of assisting in the preparation of the minutes.

1. OPENING OF THE SESSION

2. ADOPTION OF THE AGENDA

Resolution

2.1 Adoption of the agenda of December 18, 2025

Moved by:

Seconded by:

AND RESOLVED adopted the agenda of December 18, 2025

3. DECLARATION OF CONFLICT *(if applicable)*

3.1 Conflict of Interest Declarations — Public Works Supervisor Position

Resolution

3.2 PROCEDURE FOLLOWING DG DECLARATION OF CONFLICT

CONSIDERING the declaration made by the Director General regarding a conflict of interest related to the hiring process for the Public Works Supervisor position;

IT IS RESOLVED THAT the Director General shall abstain from all discussions, deliberations, evaluations, interviews, and decisions relating to this hiring process, and shall withdraw from the meeting room for all agenda items concerning this matter;

IT IS FURTHER RESOLVED THAT, for all agenda items relating to the hiring process for the Public Works Supervisor position during which the Director General is recused, Council designates Councillor _____ to record the minutes for those items.

4. ADOPTION OF THE MINUTES

Resolution

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

Resolution

4.2 Adoption of the minutes of the regular meeting held on November 13, 2025

5. MAYOR'S AND COUNCILLOR'S REPORT

5.1 Mayors report

6. CORRESPONDANCE *(10 minutes)*

7. TABLING OF DOCUMENTS

Resolution

7.1 Hiring Decision — Public Works Supervisor Position (Non-Conflicted Members Only)

IT IS RESOLVED THAT Council appoint the selected candidate to the position of Public Works Supervisor, in accordance with the terms and conditions set out in the job posting and applicable municipal policies;

IT IS FURTHER RESOLVED THAT the appointment take effect on a date to be determined by the non-conflicted members of Council;

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***IT IS FURTHER RESOLVED THAT** the Mayor be authorized to sign the employment agreement on behalf of the Municipality.*

Resolution

7.2 CONFLICT OF INTEREST MANAGEMENT PLAN

WHEREAS the Director General disclosed a family relationship with the Mayor, to council during the in-camera session of the November 13th regular sitting of council;

CONSIDERING the DG presented council with a draft conflict of interest management plan following the disclosure;

WHEREAS the objective of this plan is to prevent any real, potential, or perceived conflict of interest and to maintain public confidence in the integrity of the Municipality’s administration and Council’s decision-making;

Moved by:
Seconded by:

AND RESOLVED THAT council adopts the Conflict of Interest Management Plan.

Resolution

7.3 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:

AND RESOLVED THAT the following schedule of regular council sittings for 2026 be adopted. These sittings will be held on the second Thursday of each month and will begin at 7:00PM;

January 15 th	July 9 th
February 12 th	August 13 th
March 12 th	September 10 th
April 9 th	October 8 th
May 14 th	November 12 th
June 11 th	December 10 th

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

Resolution

7.4 MUNICIPAL EMPLOYEE SALARY GRID AND POLICY

WHEREAS the municipal council of Rapides-des-Joachims deems it necessary to have a municipal employee salary grid policy in place;

WHEREAS the purpose of the policy is to establish a clear, structured salary progression model for municipal employees;

CONSIDERING the policy reflects professional growth, rewards high performance, and aligns with the Municipality’s financial planning;

Moved by:
Seconded by:

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AND RESOLVED THAT council adopts the Municipal Employee Salary Grid Policy 2025-01;

AND RESOLVED THAT the adoption of the policy only reflects 2025 wages as this time.

8. FOLLOW-UP

8.1 Workshop Meeting

Council held a workshop meeting on November 25th at 11am to go over the draft municipal employee wage grid, various job postings, OPG project request to use public access areas, the Santa Claus parade and set dates for budget workshops and public meeting.

Resolution

8.2 INTERIM DG/CLERK-TREASURER JOB OFFER

WHEREAS the Director General / Clerk-Treasurer has informed council of an upcoming maternity leave;

WHEREAS the Municipality must ensure continuity of administration, financial management, and legislative functions during the Director General's temporary absence;

WHEREAS the Municipality requires the hiring of an Interim Director General / Clerk-Treasurer for a period of up to eighteen (18) months, or a shorter duration should the Director General return to work earlier;

WHEREAS a training and job-shadowing period with the current Director General will be provided in advance of the maternity leave to ensure a smooth transition and effective assumption of duties;

WHEREAS it is necessary to formally authorize the posting and advertisement of the temporary position;

Moved by:
Seconded by:

AND RESOLVED THAT The Municipality of Rapides-des-Joachims hereby authorizes the posting and advertisement of the position titled Interim Director General / Clerk-Treasurer (Maternity Leave Replacement);

AND RESOLVED THAT The position was posted following the workshop meeting held on November 25th 2025 with the terms and responsibilities as presented to council, including the duration of up to eighteen (18) months or less if the incumbent returns earlier;

AND RESOLVED THAT The job posting specified that a training and job-shadowing period with the current Director General will be provided prior to the maternity leave;

AND RESOLVED THAT The Director General / Clerk-Treasurer is hereby authorized to review applications, conduct interviews with the mayor and available council members 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.

8.3 Re-posting of job offers

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No applications were received for the Interim DG/Clerk-treasurer or the building inspector positions. Council authorizes both positions be re-posted and shared regionally.

8.4 **Request for Temporary Use of Public Access Areas
– Des Joachims GS & McConnell Boom Project**

Following the Workshop held on November 25th, council has granted pre-liminary approval for temporary use of public access areas located at the upper waters as well as at McConnell Lake.

8.5 Isolated Community

8.6 Asset Management Plan

8.7 **Santa Claus Parade**

Following the parade held on Saturday December 13th 2025

The Municipality received \$600 in monetary donations towards the parade as well gift baskets and gift cards to be given as prizes for the best floats.

Monetary Donation Breakdown:

Candy bags for all the children:	\$160.00
Snacks and beverages for the public:	\$238.02
Contributions towards prize baskets:	\$175.94
Total:	\$573.96

Resolution

CONSIDERING staff and council spent money out of pocket towards certain parade related expenses;

WHEREAS detailed receipts have been provided to justify expenses;

Moved by:
Seconded by:

AND RESOLVED THAT council authorizes the reimbursement of \$160.00 to councillor Butler for the purchase of the candy bags for the children;

AND RESOLVED THAT council authorizes the reimbursement of \$232.53 to DG Alana Bowes for the purchase of snacks and beverages from Tim Hortons;

AND BE IT FURTHER RESOLVED THAT the remaining donation balance of \$26.04 be carried over and allocated towards the 2026 Santa Claus parade.

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;

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WHEREAS the accountability form V-AF13 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, 2025 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 \$19,313.36 relating to the work of improvement and the eligible inherent costs mentioned in form V-AF13, 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.

Resolution

9.2 2025 ROAD GRANT - PAVL

WHEREAS the Ministry of Transportation has paid compensation of \$5,828.00 for the maintenance of local roads for the calendar year 2025;

WHEREAS the compensation distributed to the municipality is aimed at the routine and preventative maintenance of local roads 1 and 2 as well as the components of the bridges, located on these roads, for which the municipality is responsible;

CONSIDERING the 2021-2025 terms of application of the Maintenance component include a new requirement, namely to allocate 2/3 of the financial support for summer maintenance work or purchases of machinery and of related equipment;

Moved by:

Seconded by:

AND RESOLVED THAT the Municipality of Rapides-des-Joachims informs the ministry of Transportation of the use of compensation for the routine and preventative maintenance of local roads 1 and 2 as well as the components of the bridges, located on these roads, for which the municipality is responsible, in accordance with the objectives of the component Maintenance of local roads.

10. DUMP & GARBAGE

10.1 2025 Waste Management Report

Dump schedule – End of year review

Following the municipal dump's schedule change that took effect for the year 2024, the DG presents council with the end of year stats regarding attendance & usage versus employee salary as requested.

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11. TOWN HALL

12. MUNICIPAL PROPERTY

13. CIVIL PROTECTION

14. ACTION PLAN

15. URBANISM & ZONING

16. RECREATION & CULTURE

17. CAMPGROUND & PICNIC AREA

Resolution

17.1 SEASONAL SITE DEPOSIT REFUND REQUEST

WHEREAS a \$500 deposit was given for seasonal site #26 at Camping McConnell for the 2026 season;

WHEREAS sub-article 4.1 of By-Law 2024-0502-01 states that all site deposits are non-refundable;

CONSIDERING the seasonal occupant advised management they would not be returning in 2026 and removed their trailer from the site before the closure of the campground;

Moved by:

Seconded by:

***AND RESOLVED** to grant site #26 an exception and issue the \$500 deposit refund by cheque.*

18. STREET LIGHTS & ENVIRONMENT

19. BUILDING INSPECTOR

19.1 10 permits closed and sent to MRC

19.2 **Annual Report**

There were 9 permits issued in 2025 versus 32 issued in 2024 and 40 in 2023.

The permits issued in 2025 earned a revenue of \$12,950.00 (permit fees) with a reported proposed work value of \$ 1,383,200.00 at completion.

There were also 10 of the 32 (2024) permits and 1 (2025) permit that were also closed this year with a reported realized total work value of \$895,700.00

In summary for the year 2025: Total permit revenue was \$12,950.00 and proposed and completed value for both issued and closed permits in 2025 total \$2,278,900.00

20. MISCELLANEOUS

Resolution

20.1 ATTRIBUTION OF A MANDATE FOR PROFESSIONNAL JUDICIAL SERVICES TO DEVEAU DUFOUR MOTTET AVOCATS s.e.n.c.r.l. – OUTAOUAIS – JANUARY 1, 2026 TO DECEMBER 31, 2026

WHEREAS in preparation of its budget for the upcoming year, the Municipality of Rapides-des-Joachims as accepted the offer of judicial services from Deveau Dufour Mottet Avocats s.e.n.c.r.l. – Outaouais in order to be able to have professional support to that effect;

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WHEREAS the offer of judicial services dated September 30, 2025, prepared to that effect by Deveau Dufour Mottet Avocats s.e.n.c.r.l. – Outaouais;

CONSEQUENTLY :

It is moved by:

Seconded by:

AND RESOLVED THAT this council retains the offer of legal services submitted by Deveau Dufour Mottet Avocats s.e.n.c.r.l - 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 January 1st 2026 to December 31st 2026
- Fixed cost: \$1,000 per year, plus taxes;
- For all other requested mandates: Hourly rate of \$290 per hour;
- Fees for tax collection files: 15% of the amount recovered (minimum of \$200), taxes and disbursements extra, but not including execution procedures.
- All invoices not paid after 60 days will bear interests at a rate of 10% per annum.

Resolution

20.2 ADMQ & FQM ANNUAL MEMBERSHIPS FOR 2026

Moved by:

Seconded by:

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

Resolution

20.3 RESIDENCE MEILLEUR

Moved by:

Seconded by:

AND RESOLVED to approve the annual contribution of \$500 to Residence Meilleur, representing the 9th year out of 10, ending in 2027

Resolution

20.4 INSURANCE RENEWAL FOR 2026

Moved by:

Seconded by:

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

21. QUESTION PERIOD (15 minutes)

22. ADMINISTRATION

Resolution

22.1 Approval of expenses list between November 11, 2025 and December 15, 2025

Moved by:

Seconded by:

AND RESOLVED THAT Council approve and authorize the payment of expenses for the period between November 11, 2025 and December 15, 2025 for the amount of \$252,826.60

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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

Alana Bowes

Clerk-Treasurer

23. IN CAMERA

23.1 2026 Salary Grid

24. CLOSING OF THE MEETING

24.1 Close the meeting of December 18, 2025

Resolution