

September 16th, 2024

MINUTES of a regular sitting of the council of the Municipality of Grosse Ile hereby declared in session by the Mayor, Mrs. Diana-Joy Davies, this 16th day of September 2024 at 6:30 p.m. in the municipal conference room situated at 1-006, chemin Jerry, Grosse Ile, Quebec, at which time there is quorum.

The following persons are present:

Mayor:	Diana-Joy Davies
Councillors:	Marlene Boudreault Johanne Clark Nancy Clark Miranda Matthews Kathy Burke
Is also present:	
Director general	Carole Lemieux

OPENING OF THE SITTING AND WELCOME WORD BY THE CHAIR

N2024-126

The Mayor, Diana-Joy Davies, opens the sitting and welcomes the people in attendance.

ADOPTION OF THE AGENDA

R2024-127

It is proposed by Marlene Boudreau
Seconded by Miranda Matthews
And unanimously approved by the Councillors present

THAT the following agenda be hereby adopted as presented:

1. Opening of the sitting
 - 1.1 Welcome word by the chair
 - 1.2 Adoption of the agenda
 - 1.3 Adoption of the July and August minutes
 - 1.4 Correspondance
 - 1.4.1 Request to change the zoning
 - 1.4.2 PPA-CE3
 - 1.4.3 PAMVTP
 - 1.4.4 TECQ
 - 1.4.5 Pêcher les savoirs, nourrir les traditions
 - 1.4.6 Commission Municipale du Québec
2. Administrative acts of council
 - 2.1 Administrative updates
 - 2.1.1 Bills paid – June & July 2024
 - 2.1.2 Budget reel/provisional – Budgetary Transfer
 - 2.1.3 Maritime Community Regional Files

- 2.1.4 Hiring – Project manager
 - 2.1.5 Hiring – Receptionist
 - 2.1.6 Hiring – Janitor/Maintenance
 - 2.1.7 Hiring – Accounting assistant (replacement list)
 - 2.1.8 Vacancy Notice
 - 2.1.9 Partial Election 2024 – Revocation of postal voting
- 3. Legislative acts of council
 - 3.1 Policies
 - 3.1.1 Social media policy
 - 3.1.2 Harassment policy
 - 3.2 Amend Resolution R2024-113 - Delegation of Members – Community Development and Planning Advisory Committee
 - 4. Varia
 - 5. Question period
 - 6. Close

ADOPTION OF THE MINUTES

The members of council received a copy of, and declare having read, the minutes of the regular sittings of council held on July 15th, 2024.

R2024-128

It is proposed by Miranda Matthews
 Seconded by Johanne Clark
 And unanimously approved by the Councilors present

TO adopt the minutes of the regular sitting of council held on July 15th, 2024.

The members of council received a copy of, and declare having read, the minutes of the special sittings of council held on August 29th, 2024. With the following correction:

R2024-129

It is proposed by Marlene Boudreau
 Seconded by Nancy Clark
 And unanimously approved by the Councilors present

TO adopt the minutes of the regular sitting of council held on August 29th, 2024.

CORRESPONDENCE

N2024-130

The members of council received a copy of the list of correspondence received at the office since the last sitting, prior to the meeting for review. The Mayor addresses the correspondence, and the list is deposited in the Correspondence Register of the Municipality.

BUSINESS ARISING FROM THE CORRESPONDENCE

REQUEST TO CHANGE THE ZONING

The zoning change application was presented to the council. It will await the Community Development & Planning Advisory Committee's recommendations before making a decision.

PPA-CCE3

The Director General presents the letter to the Council

PAMVTP

The Director General presents the letter to the Council

TECQ

The Director General presents the letter to the Council

PÊCHER LES SAVOIRS, NOURRIR LES TRADITIONS

The Director General presents the letter to the Council

COMMISSION MUNICIPALE DU QUEBEC

The Director General presents the letter to the Council

ADMINISTRATIVE UPDATES

ACCOUNTS PAID

R2024-131

It is proposed by Nancy Clark
Seconded by Miranda Matthews
And unanimously approved by the Councilors present

TO approve the accounts paid for the month ending June 30 and July 31, 2024 for an amount of \$156 973; this list is deposited in the register of accounts paid.

BUDGET REEL/PROVISIONAL – BUDGETARY TRANSFER

WHEREAS Savings were made by unpredictable revenues or vacancy of some positions;

WHEREAS Some unpredictable expenses had to be made;

WHEREAS The reorganization of the task force related to leasure brought savings and new projects;

WHEREAS These events have an impact on the 2024 budget and it’s mandatory for the Council to approve any budgetary transfer.

THEREFORE

R2024-132

It is proposed by Nancy Clark
 Seconded by Marlene Boudreau
 And unanimously approved by the Councilors present

TO Adopt the following budgetary transfer:

Groupement à renflouer			Groupement in surplus	
GL #	Description	Amount	GL #	Description
02-230	PUBLIC SECURITY	\$ 5,000	02-110-	COUNCIL
02-330	SNOW REMOVAL	\$ 12,000	02-130	FINANCE & ADMINISTRATION
02-610	URBAN PLANNING	\$ 5,000	02-130	FINANCE & ADMINISTRATION
02-701	RECREATIVES ACTIVITIES	\$ 15,000	02-130	FINANCE & ADMINISTRATION
02-702-20	COMMUNITY CENTER	\$ 1,000	02-130	FINANCE & ADMINISTRATION

MARITME COMMUNITY REGIONAL FILES - UPDATE

N2024-133

The Mayor, Diana-Joy Davies, reviews the items on the agenda for the sitting of council of the Magdalen Islands Maritime Community, which was held on Tuesday, September 10th, 2024, and presented her update to the Councillors accordingly.

HIRING – PROJECT MANAGER

WHEREAS the Municipality of Grosse Ile opened a Project Manager position;

WHEREAS one applicant showed interest in the position;

WHEREAS the applicant is a municipal employee;

THEREFORE

R2023-134

It is proposed by Johanne Clark
 Seconded by Miranda Matthews
 And approved by the majority of the Councillors present

THAT Marianne Paradis is hereby hired as Project Manager.

HIRING OF RECEPTIONIST

WHEREAS the Municipality of Grosse Ile opened a Receptionist position;

WHEREAS one applicant showed interest in the position;

WHEREAS the applicant is a municipal employee;

THEREFORE

R2023-135

It is proposed by Nancy Clark
Seconded by Marlene Boudreau
And approved by the majority of the Councillors present

THAT Kelly Aitkens is hereby hired as Receptionist.

HIRING OF JANITOR/MAINTENANCE

WHEREAS the position on Maintenance/Janitor is open;

WHEREAS one applicant showed interest in the position;

WHEREAS the applicant is a municipal employee;

THEREFORE

R2023-136

It is proposed by Miranda Matthews
Seconded by Johanne Clark
And approved by the majority of the Councillors present

THAT Michael Burke is hereby hired as Janitor/Maintenance.

HIRING OF ACCOUNTING ASSISTANT (REPLACEMENT LIST)

WHEREAS the Municipality of Grosse Ile have been in search of a Accounting assistant (replacement list);

WHEREAS one applicant showed interest in the position;

WHEREAS the applicant has sufficient experience and recommendations

THEREFORE

R2023-137

It is proposed by Johanne Clark
Seconded by Nancy Clark
And approved by the majority of the Councillors present

THAT Karina Cyr is hereby hired as Accounting Assistant on the replacement list.

VACANCY NOTICE

The returning officer, in accordance with article 316 of the *Loi sur les élections et les référendums dans les municipalités*, submits the letter of resignation of Mrs. Katrina Keating, as councillor – seat 4 dated August 22nd, 2024. Mrs. Keating's resignation will be effective September 1st, 2024.

In addition, she informs the municipal council of the vacancy of the seat 4, in accordance with article 333 of the *Loi sur les élections et les référendums dans les municipalités*,

Finally, as per article 339 of the *Loi sur les élections et les référendums dans les municipalités*, she sets polling day at November 17, 2024 for the election to the election of seat 4.

PARTIAL ELECTION 2024 – REVOCATION OF POSTAL VOTING

WHEREAS that pursuant to the provisions of section 582.1 of the Act respecting elections and referendums in municipalities, the Municipality of Grosse-Ile resolved in 2021 to establish the terms and conditions under which the right to vote may be exercised, by correspondence, by a person who is registered as an elector or a qualified voter on the list of electors or referendum list in a capacity other than that of domiciled person;

WHEREAS the resources required to offer this postal voting option for a small administrative team and a municipality of less than 500 inhabitants;

WHEREAS that the sanitary measures in force at the time of the 2021 general elections have since been lifted.

THEREFORE

R2024-138

It is proposed by Miranda Matthews
Seconded by Nancy Clark
And approved by the majority of the Councilors present

THAT revoke the postal voting option (VPC) for any person registered on the electoral or referendum list as an elector or

person entitled to vote in a capacity other than that of domiciled person at any poll.

LEGISLATIVE ACTS OF COUNCIL

SOCIAL MEDIA POLICY

WHEREAS the use of social media has evolved considerably over the last few years;

WHEREAS it is the municipality's responsibility to protect its elected officials and employees;

WHEREAS the current social media policy does not cover certain key elements of social media management;

R2024-139

It is proposed by Marlene Boudreau
Seconded by Kathy Burke
And unanimously approved by the Councillors present

THAT the social media policies is hereby adopted.

HARASSMENT POLICY

WHEREAS every person has the right to progress in a working environment that protects their health, safety and dignity;

WHEREAS the Law on labour standards provides for the obligation of every employer to adopt and offer a harassment prevention policy, including a section on sexual conduct;

WHEREAS the municipality commits to adopt proactive and preventive conducts in relation to any situation regarding harassment, incivility or violence at work, in addition to empowering the entire organization in this way;

WHEREAS the municipality intends to implement measures to prevent any harassment, incivility or violence situations within the workplace;

WHEREAS the municipality does not tolerate or admit to any form of harassment, incivility or violence within the workplace;

WHEREAS it is the responsibility of each member of the municipal organization to promote a working environment without harassment, incivility and violence;

R2024-140

It is proposed by Johanne Clark
Seconded by Marlene Boudreau
And unanimously approved by the Councillors present

THAT the municipality adopts this policy regarding the prevention of harassment, incivility and violence within the workplace.

**DELEGATION OF MEMBERS – COMMUNITY
DEVELOPMENT AND PLANNING
ADVISORY COMMITTEE**

WHEREAS articles 4 and 5 of Bylaw 2019-003 state that the members of the Community Development and Planning Advisory Committee are designated by resolution of council every two (2) years;

WHEREAS we have received Mrs. Keating resignation on September 1st, 2024 ;

WHEREAS a councilors need to seat on Development and Planning Advisory Committee;

THEREFORE

R2024-141

It is moved by Johanne Clark
Seconded by Marlene Boudreau
And unanimously approved by the Councillors present

THAT the following persons be hereby delegated as members of the Community Development and Planning Advisory Committee:

- Nancy Clark – municipal council member
- Steve Clarke – community member
- Crissy Goodwin – community member
- Matthew Pealey – community member
- Rachelle Clark – community member

Carole Lemieux is also a person of reference who sits on this committee.

QUESTION PERIOD

N2024-142

No questions are asked as no members of the public are present.

CLOSE

R2024-143

The session is closed on a motion from Marlene Boudreault at 7:03 p.m.

Diana-Joy Davies
Mayor

Carole Lemieux
Director General/Clerk-Treasurer