

December 11th , 2023

MINUTES of the regular sitting of the council of the Municipality of Grosse Ile hereby declared in session by the Mayor, Mrs. Diana-Joy Davies, this 11th day of December 2023 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: Johanne Clark
Kathy Burke
Katrina Keating
Miranda Matthews
Nancy Clark

Assistant Clerk-Treasurer: Jessica Goodwin

Absent with regrets
Councillors: Marlene Boudreau

OPENING OF THE SITTING AND WELCOME WORD BY THE CHAIR

N2023-223

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

ADOPTION OF THE AGENDA

R2023-224

It is proposed by Johanne Clark
Seconded by Kathy Burke
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 minutes
 - 1.4 Correspondence
 - 1.4.1 Complaint letter
 - 1.4.2 Approbation of the Loan Bylaw 2023-002 by the MAMH
 - 1.4.3 CSN- Request to modify an article of the union
 - 1.4.4 Suzie Cram- Request to sign the 2024 Beach house lease
 - 1.4.5 Suzie Cram- Request to open La Trappe on Decembre 16
2. Administrative acts of council
 - 2.1 Administrative updates
 - 2.1.1 Accounts paid – November 2023

- 2.1.2 Attention Fragile – Quote access structure to Old Harry beach
- 2.1.3 Carole Lemieux’s timecards
- 2.1.4 Expense reports
- 2.1.5 Carole Lemieux - Request for training
- 2.1.6 Marianne Paradis – Request for training
- 2.1.7 Carole Lemieux’s contract
- 2.1.8 Maritime Community Regional Files – Update
- 3. Legislative acts of council
 - 3.1 Resolution- Signing authority Acces D
 - 3.2 Resolution- Signing authority ClicSeQur
 - 3.3 Resolution- Rights and access to the Director General
- 4. Speaking points
 - 4.1 Cost of audit
 - 4.2 Expense/ approval process
- 5. Varia
- 6. Question period
- 7. Close

ADOPTION OF THE MINUTES

The members of council received a copy of, and declare having read, the minutes of the regular sitting of council held on October 16 , the special sitting of council held on October 18, and the special sitting of council held on October 22, 2023.

R2023-225

It is proposed by Miranda Matthews
 Seconded by Kathy Burke
 And unanimously approved by the Councillors present

To adopt the minutes of the regular sitting of council held on October 16, 2023.

R2023-226

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

To adopt the minutes of the special sitting of council held on October 18, 2023.

R2023-227

It is proposed by Katrina Keating
 Seconded by Johanne Clark
 And unanimously approved by the Councillors present

To adopt the minutes of the special sitting of council held on October 22, 2023.

CORRESPONDENCE

N2023-228

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

COMPLAINT LETTER- ISSUANCE OF PERMITS

N2023-229

The Assistant Clerk-Secretary Treasurer, Jessica Goodwin, presents the members of council with a written notice from a citizen, with regards to the delay time in obtaining a permit for an urgent matter. The members of council have acknowledged the concern.

APPROBATION OF THE LOAN BYLAW 2023-002 BY THE MAMH

N2023-230

The Assistant Clerk- Secretary Treasurer, Jessica Goodwin, informs the members of council that Bylaw 2023-002 has been approved by the Ministere des Affaires municipales et de l'Habitation, in accordance to law.

SUZIE CRAM- REQUEST TO SIGN THE 2024 BEACH HOUSE LEASE

WHEREAS Suzanne Cram, the owner of La Trappe, has requested to renew the lease agreement for her shop on Old Harry Beach, for the 2024 summer season;

WHEREAS The Municipality of Grosse-Ile promotes and supports local entrepreneurs and the development of the community;

THEREFORE

R2023-231

It is proposed by Johanne Clark
Seconded by Katrina Keating
And unanimously approved by the Councillors present

THAT The Municipality authorize Grosse-Ile School to proceed to the renewal of the lease agreement, for a period of four (4) years, until summer 2027;

THAT The cost of the lease will be \$525 per summer season, and be increased by five (5) percent per year, beginning in 2025.

SUZIE CRAM- REQUEST TO OPEN LA TRAPPE ON DECEMBER 16

WHEREAS Suzanne Cram, owner of La Trappe, has requested the use of the Old Harry Beach Boutique, on December 16, 2024, for holiday shopping;

WHEREAS Suzanne Cram will take care of making the boutique safe and accessible;

THEREFORE

R2023-232

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

THAT The Municipality authorizes the use of the Old Harry Beach Boutique for Suzanne Cram on the day of December 16, 2024.

ADMINISTRATIVE UPDATES

ACCOUNTS PAID

R2023-233

It is proposed by Katrina Keating
Seconded by Johanne Clark
And unanimously approved by the Councillors present

To approve the accounts paid for the month ending November 30, 2023 for an amount of \$ 125, 078.01; this list is deposited in the register of accounts paid.

**ATTENTION FRAGILE- QUOTE ACCESS STRUCTURE
TO OLD HARRY BEACH**

N2023-234

TABLED

CAROLE LEMIEUX- TIME CARDS

WHEREAS The Municipality of Grosse-Ile has contracted the services of Carole Lemieux as Interim Director General and Secretary-Treasurer;

WHEREAS Mrs. Lemieux is available on a part-time basis until January 15th, 2024, at which time her contract will be up for renewal;

THEREFORE

R2023-235

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

THAT Carole Lemieux be remunerated on an hours worked equals hours paid basis, presented in the form of an invoice, until the end of her contract on January 15th, 2024.

EXPENSE REPORTS

N2023-236

The Assistant Clerk-Secretary Treasurer, Jessica Goodwin, presents the members of council with the Administrative Assistant Expense Report for the month ending November 30, 2023, in the amount of \$340.80, as well as the Interim Director General Expense Report, in the amount of \$871.35.

CAROLE LEMIEUX- REQUEST FOR TRAINING

WHEREAS The Municipality of Grosse-Ile has contracted the services of Carole Lemieux as Interim Director General and Secretary-Treasurer;

WHEREAS Carole Lemieux has requested a training offered by the ADMQ (Association des directeurs municipaux du Québec);

WHEREAS This training, entitled « Directeur général et greffier-trésorier: environnement légal, politique et public », will have a beneficial impact for the Municipality;

THEREFORE

R2023-237

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

THAT The Municipality approve the training requested by Carole Lemieux, and assume the cost associated of \$632.36.

MARIANNE PARADIS- REQUEST FOR TRAINING

WHEREAS Marianne Paradis, Administrative Assistant, has requested that the Municipality finance the cost of a Financial Administration course she is taking as part of her bachelor's degree;

WHEREAS The administrative assistant is involved in various projects with important financial implications, a better understanding of basic financial concepts and components is beneficial;

THEREFORE

R2023-238

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

THAT The Municipality approve the training requested by Marianne Paradis, and assume the cost associated of \$428.99.

CAROLE LEMIEUX- CONTRACT

WHEREAS The Municipality of Grosse-Ile has been actively seeking the services of an Interim Director General and Secretary-Treasurer for an extended period of time;

WHEREAS The Municipality of Grosse-Ile received an offer of employment from Carole Lemieux, hereafter designated Mrs. Lemieux, to perform the duties and responsibilities of the position of Director General by the *Quebec Municipal Code*, as well as all other applicable laws and regulations;

THEREFORE

R2023-239

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

THAT the Contract for services received from Mrs. Lemieux , to perform the duties of Interim Director General and Secretary-Treasurer, from November 18, 2023- January 15, 2024, in the amount of \$60 per billable hour, be hereby accepted.

THAT the Mayor, Diana-Joy Davies, be hereby authorized to sign, on behalf of the Municipality of Grosse-Ile, the Contract for Services for Mrs.Lemieux.

MARITIME COMMUNITY REGIONAL FILES-UPDATE

N2023-240

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, December 5, 2023, and presented her update to the Councillors accordingly.

LEGISLATIVE ACTS OF COUNCIL

RESOLUTION- SIGNING AUTHORITY ACCES D

WHEREAS The Municipality of Grosse-Ile has contracted the services of an Interim Director General and Secretary-Treasurer;

WHEREAS The Interim Director General, as part of duties, must have access to Accès D, the online banking platform;

THEREFORE

R2023-241

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

THAT Mrs. Carole Lemieux, Interim Director General and Secretary- Treasurer of the Municipality of Grosse-Ile, be added as signatory and be authorized to have online access to the account held at Desjardins (Folio 40026-15869).

RESOLUTION- SIGNING AUTHORITY CLICSEQUR

WHEREAS The Municipality of Grosse-Ile has undergone a change in administrative and managerial employees;

WHEREAS In order to represent the Municipality, and perform transactions on it's behalf, these employees must be appointed as responsible for the Municipality's electronic services, as well as with any ministries and organizations relating to the file of the Municipality;

THEREFORE

R2023-242

It is proposed by Kathy Burke
Seconded by Miranda Matthews
And unanimously approved by the Councillors present

THAT Mrs. Carole Lemieux, Interim Director General of the Municipality of Grosse-Île, and Mrs. Marianne Paradis, Administrative Assistant, be appointed as responsible for the Municipality's electronic services with clicSÉQUR as well as with all ministries and organizations for any transaction relating to the file of the Municipality and, as such, to authorize Mesdames Lemieux and Paradis, to (in particular, but not limited to):

- Act as authorized representatives and managers of the Municipality's electronic services for the clicSÉQUR account;
- Communicate and receive confidential information, including receiving secure emails from Revenu Québec, concerning communications intended for the Municipality ;
- Manage the Municipality's clicSÉQUR account and access all services and files concerning the Municipality;
- Register the Municipality for services offered by ministries and organizations and have access to these services;
- Create user files and provide them with a user code and password linked to the Municipality;
- Grant users access rights to clicSÉQUR and to services offered by departments and agencies;
- Authorize clicSÉQUR or departments and agencies to disclose confidential information to users;

- Manage access to the services, including the determination, suspension, reactivation, modification, or revocation of user access rights;
- Sign any useful or necessary document to give full effect to these resolutions.

**RESOLUTION- RIGHTS AND ACCESS OF THE
DIRECTOR GENERAL**

WHEREAS The Municipality of Grosse-Ile has contracted the services of Mrs. Carole Lemieux as Interim Director General and Secretary-Treasurer;

WHEREAS In order to officially represent the Municipality of Grosse-Ile on all levels, Mrs. Lemieux must receive authorisation from council;

THEREFORE

R2023-243

It is proposed by Kathy Burke
Seconded by Miranda Matthews
And unanimously approved by the Councillors present

THAT following the hiring of Mrs. Carole Lemieux as Interim Director General of the Municipality of Grosse-Île, on November 13, 2023, she is duly authorized to officially represent the municipality before the various administrative and governmental authorities as well as for the employees, partners, citizens, suppliers and subcontractors.

QUESTION PERIOD

N2023-244

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

CLOSE

R2023-245

The session is closed on a motion from Kathy Burke at 8:01 p.m.

Diana-Joy Davies
Mayor

Jessica Goodwin
Assistant Clerk Treasurer