



MINUTES

Council meeting - Municipality of Sheenboro

Location: 59, Sheen road, Sheenboro

Date: January 11th, 2021 Time: 7:30 PM

Attendance P R/A Attendance P R/A

Doris Ranger, Mayor	X		Ashlee Poirier, Director General	X	
Karen Shea	X		Lawrence Gleason	X	
John Brennan	X		Lorna Brennan Agnesi	X	
Richard Bradshaw	X		Dick Edwards	X	

1. Quorum verification and call meeting to order

Mayor notes that there is quorum and calls meeting to order at 7:00 PM.

2. Approval of Agenda

All members have received and read the Agenda. Councillor, Mrs. Karen Shea has requested the addition of 12 A. Snowmobilers Club

Motion # 1-2021

Approval of Agenda

It is

Moved by: Mrs. Lorna Brennan Agnesi

AND RESOLVED to approve the Agenda as modified.

Adopted unanimously

3. Declaration of conflict of interests

15B – Declaration of conflict of interest for Mrs. Karen Shea and Mr. Lawrence Gleason

4. Approval of the Minutes: December 2nd, 2020

Motion # 2-2021

Approval of the Minutes: December 2nd 2020

It is

Moved by: Mr. Rick Bradshaw

AND RESOLVED to approve the minutes of December 2nd 2020 as presented.

Adopted unanimously

5. Foreman report

Foreman, Scott Waddington report to council as follows:

The snowplowing is going very well. The sander is running and has been used to sand at the transfer site and at the municipal building with no problems. The paint/oil has been picked up at

the transfer site. He mentions the composter is getting full at the transfer site.

6. Questions from the public and visitors

A. Second request from ratepayer to waive interest fees

Council's decision to not waive the interest fees has not changed since the first request. According to the Municipal Code of Québec section 981, "Neither the council nor any municipal officer can remit such interest"

B. Fire Chief, Glynn Fleury

The fire chief presents his fire report for the month of December 2020. He requests council to consider plowing the wharf and clearing the ramp to allow the firefighters ease of access to the river in the event they need a large amount of water to fight a fire.

7. Administration

A. Payment of the bills

Motion # 3-2021

Payment of the bills

It is

Moved by: Mr. Lawrence Gleason

AND RESOLVED to pay the bills of the month as listed with the exception of Biblio Contribution for 2021 due to a discrepancy.

Adopted unanimously

B. Remuneration and Salary Increase for 2021

Motion # 4-2021

Remuneration and Salary Increase for 2021

It is

Moved by: Mr. Richard Bradshaw

AND RESOLVED to proceed with an increase of the Council members remuneration and of the employee wages as stated in the 2021 budget.

Adopted unanimously

C. Renewal of membership – FQM for 2021

Motion # 5-2021

Renewal of membership – FQM

It is

Moved by: Mr. Dick Edwards

AND RESOLVED to mandate the Director General to renew the membership to the FQM for the year 2021 at a cost of \$1142.72.

Adopted unanimously

D. Membership to ADMQ

Motion # 6-2021

Membership to ADMQ

It is

Moved by: Mr. John Brennan

AND RESOLVED to mandate the Director General to join the ADMQ for the year 2021 at a cost of \$1079.62.

Adopted unanimously

E. Renewal of Accounting Contract for 2021

Motion # 7-2021

Renewal of accounting contract for 2021

It is

Moved by: Mr. Lawrence Gleason

AND RESOLVED to renew Gerard Labelle's accounting contract for 2021 at a cost of \$ 12 598.50.

Adopted unanimously

F. Authorization to pay current accounts for 2021

Motion # 8-2021

Authorization to pay current accounts for 2021

It is

Moved by: Mr. Dick Edwards

AND RESOLVED to authorize the Director General to pay upon reception the following current year 2021 bills and issue payment pertaining to payroll and contracts.

Bell, Hydro Québec, Ministre du Revenu, Revenu Canada, Municipal Employees, Stinson

Adopted unanimously

G. Mailing List

Council discussed the roll out of an e-mailing list for ratepayers to subscribe to voluntarily for free in order to receive communication from the municipality on various subjects.

H. Update service providers and government affiliates

Motion # 9-2021

Authorization to update service providers and government affiliates

It is

Moved by: Mr. John Brennan

AND RESOLVED to grant the Director General permission to change all service providers and government affiliates into her name with signing authority.

Adopted unanimously

I. Signing authority for the Caisse Populaires Desjardins

Motion # 10-2021
Signing authority with The Caisse Populaires Desjardins

It is
Moved by: Mr. Dick Edwards
AND RESOLVED to grant the Director General the management of municipal finances and all accounts related to the Desjardins account #30216-815-1013788.

Adopted unanimously

J. Advertising Budget for 2021

Council was presented a proposed advertising budget for the year 2021 from The Pontiac Journal. They have decided unanimously against the proposal and prefer to approve the advertising on a monthly basis.

K. Student Grant Application

Motion # 11-2021
Summer job grant

It is
Moved by: Mrs. Dick Edwards
AND RESOLVED to mandate the Director General to complete a grant application for a position during the summer 2021 for 35 hours per week for a total of 8 weeks, and, to designate her to sign all the documents.

Adopted unanimously

H. Council Committees

Motion # 12-2021
Council Committees

It is
Moved by: Mrs. Karen Shea
AND RESOLVED to accept the committees as discussed.

Adopted unanimously

8. Economic / Development

9. Environment

A. Transfer Site Schedule for 2021

Motion # 13-2021
Transfer Site Schedule 2021

It is
Moved by: Mr. Richard Bradshaw
AND RESOLVED that the transfer site hours for 2021 be as follows:

Winter (November 2020-March 2021)	Summer (April 2021-October 2021)
Saturday 12:00 PM – 4:00 PM	Saturday 12:00 PM – 4:00 PM
	Sunday 12:00 PM – 4:00 PM

Adopted unanimously

B. Transfer Site Bin Monitoring

Council had a discussion about the best way to monitor the transfer site correctly in order to reduce the cost of waste. The transfer Site committee will work on a detailed list of acceptable and unacceptable materials at the transfer site to help facilitate and implement stricter monitoring.

10. Roads / Publics Works

A. Selling ATV tracks

Council had a discussion regarding selling the ATV tracks and it has been tabled until the next council meeting.

B. Snow Plowing

Motion # 14-2021
Snowplowing D’Arcy Line and Butler Road

It is
Moved by: Mr. Richard Bradshaw
AND RESOLVED to advise the contractor to stop plowing D’Arcy Line and Butler Road.

Adopted unanimously

C. Sanding Municipal Roads

Motion # 15-2021
Sanding Municipal Roads

It is
Moved by: Mr. Lawrence Gleason
AND RESOLVED to have a legal letter drafter and sent to the trucking companies to inform them that they must cease all sanding on municipal roads.

Adopted unanimously

D. Plowing/sanding backup

<p>Motion # 16-2021 Contact for backup It is Moved by: Mr. Lawrence Gleason AND RESOLVED to authorize the Director General to call Roy Perrault for plowing and sanding backup and Brian Crook for backup at the transfer station.</p> <p style="text-align: right;">Adopted unanimously</p>
<p>11. Public security / Emergency Plan</p> <p>The Director General informed council that the transfer switch for the generator malfunctioned and an electrician needed to be contacted. The electrician stated that the transfer switch panel needs to be replaced. He by-passed the switch to allow electricity to the building but there is no working generator at this point. The panel is being ordered.</p>
<p>12. Sport & Recreation & Tourism</p> <p>A. Snowmobilers Club</p> <p>Councillor, Mrs. Karen Shea informed council of the numerous snowmobilers around the municipality on private trails claiming that there is no signage indicating where the snowmobile trails are. A request for more signage should be recommended to the snowmobilers Club.</p>
<p>13. Correspondence</p> <p>No item on the agenda</p>
<p>14. Varia</p> <p>No Item on the agenda.</p>
<p>15. In-Camera</p> <p>Motion # 17-2021 In-Camera Moved by Councillor John Brennan AND RESOLVED THAT the discussions continue in-camera, at 9:04 PM.</p> <p style="text-align: right;">Adopted unanimously</p> <p>Motion # 18-2021 Return from in-camera Moved by Councillor John Brennan AND RESOLVED THAT the regular meeting continue, at 10:28 PM.</p> <p style="text-align: right;">Adopted unanimously</p> <p>A. <u>Director General Contract</u></p> <p>Motion # 19-2021 Director General Contract</p>

Moved by Councillor Dick Edwards
AND RESOLVED TO pay the Director Generals salary as discussed, retroactive from January 1st, 2021 and to review the Director Generals contract at the next meeting with the changes made as discussed.

Adopted unanimously

B. Administrations committee's recommendation for Office Administrator

Motion # 20-2021

Office Administrator Contract

Moved by Councillor Dick Edwards

AND RESOLVED TO hire Simon Tessier for the position of office administrator, according to the terms outlined in the contract.

Adopted unanimously

C. Foreman Wages

Motion # 21-2021

Foreman Wages

Moved by Councillor Dick Edwards

AND RESOLVED TO increase Scott Waddington's wage as discussed, retroactive to January 1st, 2021

Adopted unanimously

D. Employee Handbook

The Director General presented an Employee Handbook to council for their review. The changes discussed will be made and revised again before adopting it.

E. Job Descriptions

The Director General presented the job descriptions for the municipal positions. Changes discussed will be made.

F. Applicants for Road Attendant Position

The item is tabled until the next council meeting.

G. Renewal of legal advisor mandate

Motion # 22-2021

Renewal of Legal advisor mandate

It is

Moved by: Mrs. Karen Shea Gleason

AND RESOLVED to renew the mandate of Me Nério de Candido from Beaudry Bertrand Barristers firm for the year 2021 and to pay a total invoice of 2 000 \$ plus taxes.

Adopted unanimously

16. Next meeting: February 1st 2021

The next council meeting will be held on February 1st 2021 at the municipal hall at 7:30 PM.

17. Closing of meeting

All Items on the agenda were discussed. The closing of the meeting is requested.

Motion # 23-2021
Closing of meeting

It is
Moved by: Mr. Richard Bradshaw
AND RESOLVED to close the meeting at 10:29 PM.

Adopted unanimously

I, Doris Ranger, mayor, attest that the signature of this minutes is equivalent to the signature by me of all the motions it contains within the meaning of Article 142 (2) of the Municipal Code.

Mayor – Mrs. Doris Ranger:

Director General – Mrs. Ashlee Poirier: