



Regular meeting of Council

Monday, February 25, 2019

7:00 p.m.

MINUTES

PRESENT:

Council

Paula Assaly, Mayor

Councillors: Lawrence Bogue, Raymond Campbell, André Chamailard, Robert Lefebvre and Antonios Tsourounakis

Motivated Absence

Yves Paquette, Councillor

Resource persons

Daniel Gatien, Chief Administrative Officer

Christine Groulx, Clerk

Philippe Timbers, Treasurer

Nicole Trudeau, Director of Recreation and Tourism

Dominique Dussault, Human Resources Director

Manon Belle-Isle, Planner

Jean-Claude Miner, Chief Building Official

Gérald Dicaire, Superintendent of Municipal Buildings

Martin Perron, Environmental Service Superintendent

1. Reflection and opening of the regular meeting

Councillor Antonios Tsourounakis recites the opening reflection and the Mayor the territorial Acknowledgement.

Mayor calls the meeting to order at 7:00 p.m.

2. Adoption of the agenda

R-40-19

Moved by Robert Lefebvre

Seconded by André Chamaillard

Be it resolved that the agenda be adopted as presented.

Carried.

3. Disclosures of conflicts of interest

None.

4. Adoption of the minutes

**4.1 Regular meeting,
January 21, 2019
R-42-19**

Moved by Raymond Campbell
Seconded by Lawrence Bogue

Be it resolved that the minutes be adopted as presented.

Carried.

5. Reports of the Mayor and Councillors

Verbal reports are made.

6. Presentation

None.

7. Delegations

None.

8. Question period

None.

9. Matters requiring action

**9.1 Purchase of a software, Re: Construction Department
R-42-19**

Moved by Robert Lefebvre
Seconded by André Chamaillard

Be it resolved to deviate from the Purchasing Policy and proceed with the purchase of a new specialized software for the construction department, as recommended in document 2019-REC-11.

Carried.

**9.2 Code of conduct for Municipal Council and local boards
R-43-19**

Moved by Robert Lefebvre
Seconded by Antonios Tsourounakis

Whereas section 223.2 (1) of the *Municipal Act, 2001* (the Act) requires municipality to establish codes of conduct for members of the council of the municipality and of its local boards, and;

Whereas section 223.3 (1) of the Act requires the appointment of an Integrity Commissioner for the application of the code of conduct, of any procedures, rules and policies of the municipality and local boards, sections 5, 5.1 and 5.2 of the *Municipal Conflict of Interest Act*, and finally to provide advice to members of council and of local boards, and;

Whereas the United Counties of Prescott and Russell (UCPR) has undergone a rigorous hiring process for an Integrity Commissioner and that person will be confirmed on the February 20 meeting, and;

Whereas section 270 (1) 2.1 of the Act also requires that municipalities adopt and maintain a policy with respect to the relationship between members of council and the officers and employees of the municipality.

Be it resolved to adopt a By-law to establish a code of conduct for the members of council and of local boards that will also include the mandate of the Integrity Commissioner and a section on the relationship between members of council and the officers and employees of the Town, and;

Be it also resolved to allow staff to negotiate an agreement with the person that will be hired by the United Counties of Prescott and Russell as Integrity Commissioner and that a report be submitted at a subsequent meeting, as recommended in document 2019-REC-13.

Carried.

**9.3 Contract awarding for the replacement of water flow meter at the water
filtration plant
R-44-19**

Moved by Raymond Campbell
Seconded by André Chamaillard

Whereas the Town must replace the flow meter used to record the amount of treated water at the Water Treatment Plant, and;

Whereas the Administration proceeded with a request for tenders in accordance with section 8.4 (Tender Process \$ 100,000 and over) of the Procurement Policy, and;

Whereas the four tenders received have been reviewed by the consulting firm J.L. Richards retained by the Town and recommends to award the contract to the contractor Rose Mechanical / 2311812 Ont. Inc., and;

Whereas minor irregularities were found in Rose Mechanical / 2311812 Ont. Inc. tender documents, and;

Whereas the provisions of section 2.8 (g) of the tender allows the Town to waive any minor irregularities. The bid is therefore considered compliant and meets the terms of the Policy.

Be it resolved to award the contract for the Flow Meter Replacement and Modifications to the discharge piping, contract N° E08-52-1801, to the lowest bidder, Rose Mechanical / 2311812 Ont. Inc., at a cost of \$ 185,452.24 plus taxes, and that a by-law be adopted to that effect provided that the contractor provides the required documents as presented in the tender documents. Furthermore, a \$25,000.00 contingency is to be added, as recommended in document 2019-REC-14.

Carried.

9.4 Appointment of a Coordinator of Recreational, Community and Cultural Activities

R-45-19

Moved by André Chamaillard
Seconded by Robert Lefebvre

Whereas Ms. Zoé Fortin has occupied the position of Coordinator of Recreational, Community and Cultural Activities since February 5, 2019 for a maternity leave replacement, and;

Whereas Ms. Fortin meets the requirements of the position, and;

Whereas Ms. Fortin's performance evaluation by the Director of Recreation and Tourism demonstrates that she masters her job functions.

Be it resolved to appoint Ms. Zoé Fortin as Coordinator of Recreational, Community and Cultural Activities on a permanent basis as of March 1, 2019, as recommended in document 2019-REC-12.

Carried.

**9.5 Management of the Tourism desk
R-46-19**

Moved by André Chamaillard
Seconded by Lawrence Bogue

Whereas the number of visitors at Confederation Park and Le Chenail have increased, and;

Whereas the planning and follow-up required by Town administration to manage the activities at Confederation Park and Le Chenail have increased accordingly, and;

Whereas the Centre culturel Le Chenail is interested in managing the Tourism Information Desk, the sale of boat launch parking passes and the rental of watersport equipment on a yearly basis, and;

Whereas the Town of Hawkesbury will continue to set and collect all fees charged to users, and;

Whereas the Centre culturel Le Chenail has accepted the offer of \$25,000 per year to offer said service.

Be it resolved to authorize the signing of a renewable one-year service contract to allow le Centre culturel Le Chenail to manage the Tourism desk, sale of boat launch parking passes and the rental of watersport equipment, and;

Be it also resolved to authorize the Recreation and Tourism Director to finalize and sign the Service Contract with le centre culturel Le Chenail, as recommended in document 2019-REC-15.

Carried.

10. By-laws

10.1 N° 13-2019 to adopt a code of conduct for Municipal Council and local boards.

1st reading - carried

2nd reading - carried

3rd reading - carried

Carried.

10.2 N° 14-2019 to authorize the signature of an agreement for the replacement of the water flow meter at the water filtration plant.

1st reading - carried
2nd reading - carried
3rd reading - carried

Carried.

10.3 N° 15-2019 to grant an easement to Cogeco Connexion Inc.

1st reading - carried
2nd reading – carried
3rd reading - carried

Carried.

11. Notices of motion

None.

12. Services reports and requests for support

12.1 List of cheques and electronic payments issued between January 1st and 31st, 2019

R-47-19

Moved by André Chamaillard
Seconded by Lawrence Bogue

Be it resolved to receive the list of cheques and electronic payments issued between January 1st and 31st, 2019 in the amount of \$1,707,634.68.

Carried.

12.2 Monthly reports (January 2019)

R-48-19

Moved by Robert Lefebvre
Seconded by Antonios Tsourounakis

Be it resolved to receive the monthly reports from the following departments:

- Clerk and By-law Enforcement
- Finance
- Human Resources
- Capital Projects
- Public Works
- Planning
- Buildings
- Construction

- Environmental services
- Recreation and Tourism

Carried.

12.3 Calendar of Council meetings for March 2019

To receive.

13. Question period from the Municipal Council

None.

Council temporarily adjourns at 8:00 p.m. and the meeting resumes at 8:10 p.m.

All directors leave except Daniel Gatien and Christine Groulx.

14. Closed meeting

R-49-19

Moved by Lawrence Bogue

Seconded by Antonios Tsourounakis

Be it resolved that a closed meeting be held at 8:10 p.m. to discuss item 14.1 as per Section 11(1) (j) of the Procedural By-law considering the confidential information supplied to the Town, which, if disclosed, could interfere significantly with the contractual negotiations.

Carried.

Reopening of the regular meeting

R-50-19

Moved by André Chamaillard

Seconded by Robert Lefebvre

Be it resolved that the regular meeting be reopened at 9:15 p.m.

Carried.

14.1 Proposed development of the Christ-Roi land

For discussion.

- 14.2 Adoption of minutes of in-camera meeting held on December 17, 2019**
14.3 Adoption of minutes of in camera meetings held on February 11, 2019 at 6:00 and 7:00 p.m.

Minutes are approved.

15. Confirmation by-law

15.1 N° 16-2019 to confirm the proceeding of Council.

1st reading - carried
2nd reading - carried
3rd reading - carried

Carried.

16. Adjournment

R-51-19

Moved by Raymond Campbell

Seconded by André Chamillard

Be it resolved that the meeting be adjourned at 9:15 p.m.

Carried.

ADOPTED THIS 25th DAY OF MARCH 2019.

Paula Assaly, Mayor

Christine Groulx, Clerk