



Regular meeting of Council
MINUTES

Monday, June 27, 2022
7:00 p.m.

Council: Paula Assaly, Mayor
Lawrence Bogue, Councillor
Raymond Campbell, Councillor
André Chamaillard, Councillor
Robert Lefebvre, Councillor
Yves Paquette, Councillor
Antonios Tsourounakis, Councillor

Staff present: Samuel Cardarelli, Interim Chief Administrative Officer and
Director of Recreation and Tourism
Myriam Longtin, Clerk
Philippe Timbers, Treasurer
Jonathan Wilson, Director of Public Works and Engineering
Normand Beauchamp, Fire Chief
Martin, Perron, Environmental Services Superintendent
Carlos Gnacadja, Municipal Facilities Manager
Yvan Ruel, Communication Coordinator

1. Vision and opening of the meeting

Councillor Yves Paquette recites the Town's vision and the Mayor, the territorial acknowledgment.

The meeting is called to order at 7:00 p.m.

Meeting held remotely but available live through Microsoft Teams.

R-184-22

Moved by André Chamaillard

Seconded by Antonios Tsourounakis

Be it resolved to open the meeting at 7:00 p.m.

Carried

2. Adoption of the agenda

R-185-22

Moved by Raymond Campbell

Seconded by Lawrence Bogue

Be it resolved that the agenda be adopted as presented.

Carried

3. Disclosures of conflicts of interest

3.1 Robert Lefebvre - Joint Recycling Committee

Councillor Robert Lefebvre declares a conflict of interest with the accounts payable in the report as he is the Coordinator of the Committee.

4. Adoption of the minutes

R-186-22

Moved by Yves Paquette

Seconded by André Chamaillard

Be it resolved that the minutes of May 17, 2022, be adopted as presented.

Carried

R-187-22

Moved by Raymond Campbell

Seconded by Lawrence Bogue

Be it resolved that the minutes of May 20, 2022, be adopted as presented.

Carried

5. Reports of the Mayor and Councillors

None.

6. Presentations

None.

7. Delegations

None.

8. Question period

None.

9. Matters requiring action

9.1 Budget approval for the raw water intake shoreline restoration plan

R-188-22

Moved by Yves Paquette

Seconded by Antonios Tsourounakis

Whereas the amount wasn't presented and approved in the 2022 capital project budget as the restoration plan of the water intake shoreline was yet to be finalized by Lascelles Engineering & Associates Limited (Lascelles), and;

Whereas the estimated restoration plan cost is available in the water treatment reserve funds, and;

Whereas it is essential to proceed with the restoration plan in order to protect the raw water building infrastructure from erosion damages and to assure drinking water supply.

Be it resolved to approve the usage of the estimate amount of \$90,000 from the water treatment reserve funds in order to begin the tender process and perform the shoreline water intake restoration plan as soon as possible, as recommended in the document 2022_REC_45.

Carried

9.2 Reallocation of reserves and reserve funds

R-189-22

Moved by Antonios Tsourounakis

Seconded by Lawrence Bogue

Whereas the Town has reserves and reserve funds which were created several years ago, and;

Whereas some of these reserves and reserve funds have fulfilled their mandate are no longer relevant to the Town or their mandate is simply unknown or untraceable, and;

Whereas it would be financially responsible for reallocating these reserves and reserve funds for purposes more relevant to the Town.

Be it resolved that Council accept the reallocation of reserves and reserve funds and recommended in the document 2022_REC_50.

Carried

9.3 Management of Surplus Policy

R-190-22

Moved by Lawrence Bogue

Seconded by Robert Lefebvre

Whereas a surplus arises in the Operating Budget when there is an excess of revenues over expenditures, and;

Whereas the *Municipal Act, 2001* requires municipalities to bring the prior year's surplus forward into the next year as a revenue source for the Operating Budget, and;

Whereas this might be deemed as a positive action since the surplus partially offsets any need for an increase in the tax rate in the subsequent year, and;

Whereas the downside of this requirement is that once a surplus has been carried forward in this way, it must be maintained because the reduction or elimination of it will create a pressure in the following year's Operating Budget.

Be it resolved to adopt a Management of Surplus Policy, as recommended in the document 2022_REC_49.

Carried

Samuel Cardarelli left the meeting due to technical issues at 7:14 p.m. and returned at 7:15 p.m.

9.4 Civil marriage solemnization service

R-191-22

Moved by Raymond Campbell

Seconded by Yves Paquette

Whereas Ontario Regulation 285/04 provides for the authorization of the Clerk of a local municipality to solemnize marriages with the authority of a licence.

Be it resolved that a by-law is adopted to authorize the Clerk and the Deputy Clerks to perform civil marriages in accordance with Regulation 285/04 made under the *Marriage Act*, as recommended in the document 2022_REC_46.

Carried

9.5 Creation of a new position of Deputy Clerk

R-192-22

Moved by Robert Lefebvre

Seconded by André Chamaillard

Whereas the Town wishes to ensure business continuity when the employees retire, and;

Whereas the Clerk's Department would benefit from a second permanent full-time position of Deputy Clerk.

Be it resolved to create a second full-time permanent position of Deputy Clerk, and that a by-law be adopted to this effect, as recommended in document 2022_REC_03.

Carried

9.6 2022-2026 UCPR Joint Compliance Audit Committee

R-193-22

Moved by Yves Paquette

Seconded by Antonios Tsourounakis

Whereas under section 88.37 of the Municipal Elections Act, 1996, a Compliance Audit Committee shall be appointed by Council before October 1 of an election year, and;

Whereas Council deems it desirable to establish a Joint Compliance Audit Committee with the other municipalities of the United Counties of Prescott and Russell, and;

Whereas the participating municipalities within the United Counties of Prescott and Russell have collaborated on the recruitment of a roster of individuals, from which the Clerk of the local municipalities will appoint Compliance Audit Committees as deemed necessary.

Be it resolved that By-law N° 40-2022, being a by-law establishing the Terms of Reference for the 2022-2026 Joint Compliance Audit Committee for Municipal Elections, as well as appointing its members, be adopted, as recommended in the document 2022_REC_44.

Carried

9.7 Intermunicipal agreement for technical rescue at high angle and confined spaces rescue

R-194-22

Moved by Antonios Tsourounakis

Seconded by André Chamaillard

Whereas the Town of Hawkesbury offers its population various fire protection and rescue services, and;

Whereas the number of interventions involving technical rescues at high angles and in confined spaces rescue is low, and;

Whereas the costs in equipment, training and skills maintenance are exorbitant, and;

Whereas the Ville de Lachute offers technical rescue services at high angles and in confined spaces rescue and wishes to offer these same services to us, and;

Whereas it is in the interest of the Town of Hawkesbury to have access to this service, if necessary.

Be it resolved to authorize the Mayor and the Clerk to sign a Service Agreement for technical rescues at high angles and confined spaces rescue with the Ville de Lachute and that a by-law be adopted accordingly, as recommended in the document 2022_REC_52.

Carried

9.8 Sale of obsolete equipment

R-195-22

Moved by Lawrence Bogue

Seconded by Yves Paquette

Whereas the Town's obsolete equipment sales Policy (SF-P-2018-3) allows Council to authorize the sale of equipment that is no longer necessary or no longer meets the needs of the Town, and;

Whereas the Town wishes to begin the process of selling the items mentioned below as long as the value of the equipment respects the value listed on the attached table.

Be it resolved to sell obsolete equipment according to the list included, as recommended in the document 2022_REC_47.

Carried

9.9 Creation of a new civil engineering technologist position

R-196-22

Moved by Lawrence Bogue

Seconded by Robert Lefebvre

Whereas the Department of Public Works and Engineering must take care of all capital projects of the Town as well as its daily tasks, and;

Whereas the COVID-19 pandemic and other related situations have created a lack of support for the department and a considerable delay in daily tasks as well as in annual projects, and;

Whereas several serious short- and long-term projects require immediate attention as well as the maintenance and updating of public works and engineering assets.

Be it resolved to approve the creation of a new civil engineering technologist position to help with the excess work, as recommended in the document 2022_REC_48.

Carried

9.10 Full Producer's Transition - blue Box

R-197-22

Moved by Lawrence Bogue

Seconded by Raymond Campbell

Whereas the municipalities of the Hawkesbury Recycling Program had all agreed to request transitioning on January 1, 2023, but it was finally established to occur on July 1, 2023, and;

Whereas Circular Material will be offering to contract with municipalities to continue the existing residence and facility collection services from the municipality's transition date to December 31, 2025, and;

Whereas if neither the municipality nor the contractor(s) wish to contract with Circular Material (CM) to continue the existing services from the transition date to December 31, 2025, CM would issue an RFP to award a new contract.

Be it resolved that Hawkesbury Recycling Program wishes not to continue the existing collection services and wishes Circular Material to issue an RFP for the services has recommended in the document 2022_REC_53.

Carried

9.11 Asset management plan

R-198-22

Moved by Lawrence Bogue

Seconded by Robert Lefebvre

Whereas the province has, via O.Reg 588/17, mandated that municipalities develop an Asset Management Plan for its core assets (i.e. roads, bridges, water, wastewater, stormwater) by no later than July, 2022.

Whereas the intent of the report is to obtain Council's approval for the newly updated Asset Management Plan for the Town's core assets.

Be it resolved that the Core Asset Management Plan dated June 2022, as presented in the supporting documents of report 2022_REC_54, be adopted.

Carried

10. By-laws

10.1 N° 37-2022 to delegate powers and duties to the Interim Chief Administrative Officer

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

R-199-22
Moved by Yves Paquette
Seconded by Lawrence Bogue

Be it resolved that By-law N° 37-2022 being a by-law to delegate powers and duties to the Interim Chief Administrative Officer, be adopted after three readings.

Carried

10.2 N° 38-2022 amending agreement to the waste collection and disposal agreement with Mayer Sanitation

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

R-200-22
Moved by Robert Lefebvre
Seconded by Lawrence Bogue

Be it resolved that By-law N° 38-2022 being a by-law to amend the agreement to the waste collection and disposal agreement with Mayer Sanitation, be adopted after three readings.

Carried

10.3 N° 39-2022 to establish, maintain and abolish reserve funds

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

R-201-22
Moved by Antonios Tsourounakis
Seconded by Lawrence Bogue

Be it resolved that By-law N° 39-2022 being a by-law to establish, maintain and abolish reserve funds, be adopted after three readings.

Carried

10.4 N° 40-2022 to adopt the 2022-2026 UCPR Joint Compliance Audit committee Terms of Reference and to appoint its members

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

R-202-22

Moved by Raymond Campbell
Seconded by André Chamaillard

Be it resolved that By-law N° 40-2022 being a by-law to adopt the 2022-2026 UCPR Joint Compliance Audit committee Terms of Reference and to appoint its members, be adopted after three readings.

Carried

10.5 N° 41-2022 to appoint Lora Gut as Deputy Clerk

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

R-203-22

Moved by Antonios Tsourounakis
Seconded by Lawrence Bogue

Be it resolved that By-law N° 41-2022 being a by-law to appoint Lora Gut as Deputy Clerk, be adopted after three readings.

Carried

10.6 N° 42-2022 to authorize the Civil Marriage Solemnization Service

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

R-204-22

Moved by Robert Lefebvre
Seconded by Raymond Campbell

Be it resolved that By-law N° 42-2022 being a by-law to authorize the Civil Marriage Solemnization Service, be adopted after three readings.

Carried

10.7 N° 43-2022 for an intermunicipal agreement for technical rescue at high angle and confined spaces rescue with the Ville de Lachute

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

R-205-22

Moved by Lawrence Bogue

Seconded by Antonios Tsourounakis

Be it resolved that By-law N° 43-2022 being a by-law for an intermunicipal agreement for technical rescue at high angle and confined spaces rescue with the Ville de Lachute, be adopted after three readings.

Carried

10.8 N° 44-2022 N° 69-2021 to amend By-law to stop up and close up part of a municipal road known as Industriel Boulevard, South of Spence Avenue

1st reading - carried

2nd reading - carried

3rd reading - carried

R-206-22

Moved by Lawrence Bogue

Seconded by Robert Lefebvre

Be it resolved that By-law N° 44-2022 being a by-law to amend By-law to stop up and close up part of a municipal road known as Industriel Boulevard, South of Spence Avenue, be adopted after three readings.

Carried

11. Notices of motion

None.

12. Services reports and requests for support

12.1 Monthly reports

R-207-22

Moved by Antonios Tsourounakis

Seconded by Yves Paquette

Be it resolved to receive the May 20, 2022, to June 17, 2022, monthly report.

Carried

12.2 Accounts payable

R-208-22

Moved by Yves Paquette

Seconded by Robert Lefebvre

Be it resolved to receive the May 1st, 2022, to May 31th, 2022, accounts payable.

Carried

12.3 Joint Recycling Committee

Robert Lefebvre declared a conflict on this item.

R-209-22

Moved by André Chamaillard

Seconded by Yves Paquette

Be it resolved to receive the report of June 20, 2022, except for the accounts payable.

Carried

Councillor Robert Lefebvre does not participate in the discussion nor the vote.

R-210-22

Moved by Raymond Campbell

Seconded by André Chamaillard

Be it resolved that the accounts payable in the June 20, 2022, report be received.

Carried

12.4 Calendar of meetings 2022

R-210-22

Moved by Lawrence Bogue

Seconded by Yves Paquette

Be it resolved to adopt the calendar of meetings from August 1, 2022, to October 31, 2022, as presented.

Carried

13. Question period from Council members and comments by the Interim Chief Administrative Officer

None.

13.1 Follow up from the Interim Chief Administrative Officer

Mr. Samuel Cardarelli thanks the entire team of Town of Hawkesbury employees for the work done.

14. Closed meeting

R-211-22

Moved by Robert Lefebvre

Seconded by Lawrence Bogue

Be it resolved that a closed meeting be held at 8:13 p.m. to discuss item 14.1 as per section 239 (2) k) of the *Municipal Act, 2001* as the discussions concern instructions to be applied to a negotiation to be carried on by the municipality and to discuss item 14.2 as per section 239 (2) d) of the *Municipal Act, 2001*, as the discussions concern information regarding labour relations.

Carried

Messrs. Timbers, Wilson, Perron and Gnacadja leave the meeting at 8:13 p.m.

R-212-22

Moved by Antonios Tsourounakis

Seconded by Robert Lefebvre

Be it resolved that Council reconvene into open session at 8:43 p.m.

Carried

14.1 Negotiation of the contract for the provision of fire dispatch services for the UCPR

For discussion.

14.2 Mandate to negotiate and authorization to sign, ref.: collective agreement for volunteer firefighters

R-213-22

Moved by Robert Lefebvre

Seconded by Lawrence Bogue

Be it resolved to give the mandate to the chief of the fire department to conclude an agreement with the union of volunteer firefighters.

Carried

14.3 Adoption of in-camera minutes

The minutes of the in-camera meetings of May 9 (regular meeting), May 17 (special meeting), May 20 (special meeting), and May 30, 2022 (regular meeting), are adopted.

The minutes of the in-camera meetings of April 25 (regular meeting), May 4 (special meeting), May 17 (Committee of the Whole), and June 13, 2022 (regular meeting) will be presented at the next regular meeting of the council for adoption.

15. Confirming by-law

15.1 N° 45-2022 to confirm the proceedings of Council

1st reading - carried

2nd reading - carried

3rd reading - carried

R-214-22

Moved by Yves Paquette

Seconded by Robert Lefebvre

Be it resolved that By-law N° 45-2022 being a by-law to confirm the proceedings of Council, be adopted after three readings.

Carried

16. Adjournment

R-215-22

Moved by Raymond Campbell

Seconded by Yves Paquette

Be it resolved that the meeting be adjourned at 8:47 p.m.

Carried

Paula Assaly, Mayor

Myriam Longtin, Clerk