

Corporation of the Town of Hawkesbury

Recommendation to Council

N° : 2022_REC_58

File N°:

Date of meeting: September 12, 2022

Subject: Change to the administrative agreement regarding the communication of information with the SAAQ

Recommendation

Whereas pursuing an offender regarding an infraction delivered on the territory of the Town of Hawkesbury necessitates that the Société de l'assurance automobile du Québec (hereby referred to as "Société") communicates information to the Town of Hawkesbury, and;

Whereas under certain provisions of the Highway Safety Code, specifically articles 112, 586, 587 and 587.1, and certain provisions of the Criminal Procedure Code, specifically articles 364 and 365, it is mandatory that the Town of Hawkesbury communicates the information to the Société, and;

Whereas for that purpose the Town of Hawkesbury has signed an administrative agreement regarding the communication of information with the Société on March 11, 2005, and;

Whereas the Clerk, Myriam Longtin, is currently the coordinator of this agreement and responsible for the designated employees, and;

Whereas the administration, in order to improve efficiency and streamline the process, would like to designate the Chief of the Fire Department, Normand Beauchamp as the agreement coordinator and responsible for the designated employees in regards to the application of said agreement.

Be it resolved that the Town of Hawkesbury designate for the application of the agreement:

- Normand Beauchamp as responsible for the dissemination of the information ;
- Normand Beauchamp as responsible for the technical protocol ;
- Normand Beauchamp as coordinator of the agreement ;
- Normand Beauchamp as responsible for the designated employees in regards to accessing information communicated by the Société.

Be it further resolved that Normand Beauchamp, as responsible for the designated employees, can assign one or more persons that he is in charge of identifying to help him shoulder this task or as a replacement due to a temporary leave.

Be it further resolved that Normand Beauchamp, as responsible for the designated employees who access the information communicated by the Société, be himself authorized to access this information, and as such, authorized to sign all necessary forms to grant himself access to this information as recommended in the document 2021_REC_04.

Explanation, history, context

The Town of Hawkesbury entered into an agreement with the Société de l'assurance automobile du Québec (SAAQ) in 2005 so that the town's by-law officers can carry out the necessary searches concerning statements of offence for vehicles with a licence from Quebec.

Since 2021, the clerk, Myriam Longtin, has been the coordinator of the agreement and responsible for the designated employees of the by-law department. Following organizational changes, the by-law department is now under the responsibility of the fire chief, Normand Beauchamp. In order to ensure an appropriate follow-up with the SAAQ, the coordinator of the agreement must be the supervisor of the by-law department. Thus, the town wishes to designate the Chief of the Fire Department, Normand Beauchamp, as coordinator of the agreement and responsible for the employees designated for the application of the said agreement.

This recommendation must be approved by the Council in order to provide a certified resolution to the SAAQ to modify the administrative agreement concerning the communication of information.

Options/alternatives

N/A

Impact on budget

None.

Relevant studies

None

Supporting document

None.

Communication plan

N/A

Department(s) involved

Fire, By-law and Clerk departments

Submitted and recommended by

Myriam Longtin, Clerk, August 18 2022

Comments of the Chief Administrative Officer

Samuel Cardarelli, Interim Chief Administrative Officer

Report Approval Details

Document Title:	2022_REC_58 Modification relative à l'entente administrative concernant la communication de renseignements avec la SAAQ_ang.docx
Attachments:	
Final Approval Date:	Sep 7, 2022

This report and all of its attachments were approved and signed as outlined below:

A handwritten signature in black ink, appearing to read 'Cardarelli', with a large, stylized initial 'C'.

Samuel Cardarelli - Sep 7, 2022 - 11:02 AM