

March 6th, 2024

MINUTES of a special sitting of the council of the Municipality of Grosse Ile hereby declared in session by the Mayor, Mrs. Diana-Joy Davies, this 6th day of March 2024 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: Kathy Burke
Miranda Matthews (*via Zoom*)
Nancy Clark (*via Zoom*)

Is also present:
Director general (interim) Carole Lemieux

Absent with regrets:
Councillors: Marlene Boudreault
Katrina Keating
Johanne Clark

OPENING OF THE SITTING AND WELCOME WORD BY THE CHAIR

N2024-029

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

ADOPTION OF THE AGENDA

R2024-030

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

THAT the following agenda be hereby adopted as presented:

1. Opening of the sitting
2. Adoption of the agenda
3. Adoption of the December 18th and January 15th minutes
4. Correspondance
5. Hiring of Director General / Clerk-Treasurer
6. Director General's update
7. Programme d'aide à la voirie locale – Sous volet – Projet particuliers d'amélioration par circonscription électorale (PPA-CE)
8. Resolution – Signing authority
9. Resolution - Principal administrator – Accès D
10. Resolution - Payroll manager
11. Resolution - Credit card Director General
12. Question period
13. Close

ADOPTION OF THE MINUTES

The members of council received a copy of, and declare having read, the minutes of the regular sittings of council held on December 18th, 2023.

R2024-031

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

TO adopt the minutes of the regular sitting of council held on January 15th, 2024.

The members of council received a copy of, and declare having read, the minutes of the regular sittings of council held on January 15th, 2024.

R2024-032

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

TO adopt the minutes of the regular sitting of council held on January 15th, 2024.

CORRESPONDENCE

N2024-033

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.

ADMINISTRATIVE UPDATES

HIRING OF DIRECTOR GENERAL/CLERK-TREASURER

WHEREAS The Council received on January 18th a communication from Mrs. Janice Turnbull stating that she won't be able to resume her duties as Director General/Clerk-Treasurer for the Grosse Ile Municipality;

WHEREAS The permanent position of Director General/Clerk-Treasurer was posted and having received no resume;

WHEREAS The Council is satisfied by the work done by the actual Interim Director General;

THEREFORE

R2024-034

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

THAT Mrs. Carole Lemieux, CPA be hired as Director General/Clerk-Treasurer.

**PROGRAMME D'AIDE À LA VOIRIE LOCALE – SOUS
VOLET – PROJET PARTICULIERS D'AMÉLIORATION
PAR CIRCONSCRIPTION ÉLECTORALE (PPA-CE)**

WHEREAS The Council of the Municipality of Grosse-Île has taken cognizance of the terms and conditions for the application of the Specific Improvement Projects (PPA) component of the Local Road Aid Program (PAVL) and undertakes to respect them;

WHEREAS The road network for which a request for financial assistance has been granted is under municipal jurisdiction and eligible for the PAVL;

WHEREAS The work was carried out in the calendar year in which the Minister authorized it;

WHEREAS The work or inherent costs are eligible under the PAVL;

WHEREAS The reporting form V-0321 has been duly completed;

WHEREAS The project reporting is completed and sent at the end of the project or no later than December 31, 2023, of the calendar year in which the project was authorized by the Minister;

WHEREAS The payment is conditional on the Minister's acceptance of the project report;

WHEREAS If the reporting is deemed compliant, the Minister makes a payment to the municipalities based on the list of work he has approved, but not exceeding the maximum amount of assistance as set out in the letter of announcement;

WHEREAS The other sources of financing for the work have been declared;

THEREFORE

R2024-035

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

THAT the council of the Municipality of Grosse Ile approve the expenses in the amount of \$22,925 for the improvment work and

related eligible costs mentioned on form V-0321, in accordance with the requirements of the Ministère des Transports du Québec, and acknowledge that in the event of non-compliance, the financial assistance will be terminated.

SIGNATORIES

WHEREAS the resolution 2023-241 just mentioned the addition of Carole Lemieux as signatory;

WHEREAS the Caisse Desjardins needs a resolution from the Council to remove signatories and name all actual signatories;

WHEREAS we now know that some person will not resumed their position at the Municipality.

THEREFORE

R2024-036

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

TO appoint as signatories for bank accounts held at Desjardins (Folio 15869): Carole Lemieux, Director General, Diane Joy Davies, Mayor, Nancy Clark, Pro-Mayor and Julien Leblanc Arseneau, Accounting Assistant and authorize them to sign cheques and electronic transactions.

TO remove Janice Turnbull, Jesssica Goodwin and Mireille Chevarie as signatories as of the date of this resolution.

ADMINISTRATRICE PRINCIPALE – ACCES D

WHEREAS the resolution 2023-241 gave Carole Lemieux an authorization to access Acces D;

WHEREAS the Caisse Desjardins needs a resolution from the Council to name the Principal Administrator and to remove previous Principal Administrator;

WHEREAS we now know that the person previously in charge will not resumed her position at the Municipality.

THEREFORE

R2024-037

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

TO nominate Carole Lemieux as Principal Administrator of the Access D of the Municipality.

TO remove Mireille Chevarie as Principal Administrator of the Access D of the Municipality.

PAYROLL

WHEREAS the Caisse Desjardins needs a resolution from the Council to name and to remove persons in charge of the payroll;

WHEREAS we now know that the person previously in charge will not resumed her position at the Municipality.

THEREFORE

R2024-038

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

THAT Carole Lemieux, Director general /Clerk-Treasurer and Julien Leblanc Arseneau, Accounting Assistant are the persons in charge of the management of the payroll.

CREDIT CARD

WHEREAS the Caisse Desjardins needs a resolution from the Council to cancel the credit card of the previous Director General and to ask for a new credit card for the actual Director General

WHEREAS we now know that the previous Director General will not resumed he position at the Municipality.

THEREFORE

R2024-039

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

THAT the VISA credit card of Janice Turnbull be canceled.

THAT Carole Lemieux, Director General be authorized to request a new VISA credit card and to sign any forms related.

QUESTION PERIOD

N2024-040

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

CLOSE

R2024-041

The session is closed on a motion from Miranda Matthews at 7:03 p.m.

Diana-Joy Davies
Mayor
Treasurer

Carole Lemieux
Director General/Clerk-