



No de résolution  
ou annotation

**CANADA  
PROVINCE OF QUEBEC  
MRC DU HAUT ST-FRANÇOIS  
MUNICIPALITY OF BURY**

**A REGULAR MEETING – CLOSED SESSION** of the Municipal Council of Bury was held on **Monday, May 3, 2021, at 7:30 p.m.** by videoconference. Presents were Councillors Jean Bergeron, Marilyn Matheson, Sabrina Patry-McComb, Alain Villemure, Delmar Fisher, Corey Strapps all members of said Council having been duly convened and forming quorum, under the chairmanship of the Mayor, Mr. Walter Dougherty, and according to the provisions of the Municipal Code.

The assistant secretary-treasurer, Mrs. Louise Brière, is present.

**1. Opening of the regular meeting**

Quorum verification and words of welcome, it is 7:37 pm.

**2. Adoption of the Agenda**

IT IS PROPOSED BY Councillor Marilyn Matheson,  
SECONDED BY Councillor Alain Villemure,

AND CARRIED to adopt the agenda for the regular meeting of May 3, 2021.

**AGENDA**

1. Opening of the meeting
2. Adoption of the agenda of the May 3, 2021, meeting
3. Adoption of the French minutes of the regular meeting of April 6, 2021.
4. 1<sup>st</sup> public question period (general questions)
5. Filing of the monthly correspondence
6. Mayor's report
7. Reports of the Committees
  - 7.1 Administration
  - 7.2 Public Safety
  - 7.3 Public Works
  - 7.4 Town Planning and Environment
  - 7.5 Leisure, sport, and culture
8. New Business
  - 8.1 List of monthly bills
  - 8.2 Resignation of the Director general and secretary-treasurer
  - 8.3 Nomination of the director general and secretary-treasurer
  - 8.4 Authorization to sign letter of agreement number 6
  - 8.5 Nomination of the assistant secretary-treasurer
  - 8.6 Hiring of the administrative assistant
  - 8.7 Signing authorization
  - 8.8 Designation of a person responsible in virtue of the Law on access to information
  - 8.9 Signing Authorization – Notarized deed of purchase for transfer of property
  - 8.10 Authorization to sign the conservation easement deed
  - 8.11 Awarding of the contract for the replacement of the culvert route 255 North
  - 8.12 Authorization to proceed to a call for tenders for the purchase of a cube truck

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- 8.13 Renewal of the membership to Conseil Sport Loisirs de l'Estrie for the year 2022
- 8.14 Annual report of activities – Municipal Library
- 8.15 Proclamation of National Mental Health Week
- 8.16 Constitution of the MADA – FAMILY steering committee
- 8.17 Sponsorship – La Relève du Haut-Saint-François
- 9. Legislation
  - 9.1 Notice of motion and presentation of bylaw number 436-2021 «Bylaw regarding contract management modifying bylaw 436-1-2020»
  - 9.2 Adoption of bylaw 424-2021 « Bylaw regarding waste management repealing bylaw number 424-2020 »
  - 9.3 Adoption of bylaw 438-2021 "Bylaw governing the numbering of buildings"»
- 10. 2<sup>nd</sup> question period (items on the agenda)  
Closed session.
- 11. Adjournment of the meeting

Next regular meeting – Closed session

Monday, June 7, 2021, at 7:30 p.m. by videoconference, in accordance with government requirements.

**ADOPTED UNANIMOUSLY**

**3. Adoption of the French minutes of the regular meeting of May 3, 2021.**

IT IS PROPOSED BY Councillor Marilyn Matheson,  
SECONDED BY Councillor Alain Villemure,

AND CARRIED that the french minutes of the regular meeting of May 3, 2021, be adopted as filed.

**ADOPTED UNANIMOUSLY**

**4. 1<sup>st</sup> public question period (general questions)**

The municipality receives written questions as permitted by order 2020-049 of the Minister of Health and Social Services dated July 4, 2020. A written response will be sent to applicants.

**5. Filing of the monthly correspondence**

The director general and secretary-treasurer mentioned that the correspondence was deposited to the council.

**6. Mayor's report**

The Mayor reported on his local & regional (MRC) activities.

**7. Reports of the committees**

- 7.1 Administration
- 7.2 Public Safety
- 7.3 Public Works
- 7.4 Town Planning and Environment
- 7.5 Leisure, sport and culture

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## 8. New business

### 8.1 List of monthly bills

2021-05-061

CONSIDERING THAT the Director General must, in virtue of Bylaw 403-2008 regarding the delegation of powers and rules for the control and following-up of budget expenses, prepare and periodically present to Council at a regular meeting, a report detailing the expenses authorized.

THEREFORE,  
IT IS PROPOSED BY Councillor Jean Bergeron,  
SECONDED BY Councillor Marilyn Matheson,

AND CARRIED THAT the Municipal Council accepts the inclusion of the authorized expenses with the list of accounts payable and payment of the corresponding bills totalling \$ 91 520.12.

THAT the report be filed under number 04-2021 and be considered an integral part of the present minutes.

**ADOPTED UNANIMOUSLY**

### 8.2 Resignation of the Director general and secretary-treasurer

2021-05-062

WHEREAS the director general and secretary-treasurer has notified her resignation by e-mail, sent to the mayor and councillors on April 6, 2021,

WHEREAS by mutual agreement, Mrs. Latulippe left her position as of April 30, 2021.

THEREFORE,  
IT IS PROPOSED BY Councillor Sabrina Patry-McComb,  
SECONDED BY Councillor Corey Strapps,

AND CARRIED to accept the resignation of Mrs. Claudia Latulippe as director general and secretary-treasurer.

**ADOPTED UNANIMOUSLY**

### 8.3 Nomination of the director general and secretary-treasurer

2021-05-063

IT IS PROPOSED BY Councillor Sabrina Patry-McComb,  
SECONDED BY Councillor Alain Villemure

AND CARRIED THAT Ms. Louise Brière, be nominated as director general and secretary-treasurer of the municipality of Bury starting May 4, 2021,

THAT the mayor, Mr. Walter Dougherty, be authorized to sign the contract for and on behalf of the municipality.

**ADOPTED UNANIMOUSLY**

### 8.4 Authorization to sign letter of agreement number 6

2021-05-064

WHEREAS the Labor Relations Committee recommends the signing of a letter of agreement with the union,



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THEREFORE,  
IT IS PROPOSED BY councillor Alain Villemure,  
SUPPORTED BY councillor Marilyn Matheson,

AND CARRIED to accept the content of the letter of agreement with the union of workers of the municipality of Bury - CSN, concerning the hiring of the assistant secretary-treasurer and the administrative assistant,

TO authorize the director general, Ms. Louise Brière to sign the said letter.

**ADOPTED UNANIMOUSLY**

**8.5 Nomination of the assistant secretary-treasurer**

2021-05-065

IT IS PROPOSED BY Councillor Marilyn Matheson,  
SECONDED BY Councillor Jean Bergeron

AND CARRIED THAT Mrs. Julie Gervais, be nominated as the assistant secretary-treasurer of the municipality of Bury starting May 4, 2021,

THAT the mayor, Mr. Walter Dougherty, be authorized to sign the contract for and on behalf of the municipality.

**ADOPTED UNANIMOUSLY**

**8.6 Hiring of the administrative assistant.**

2021-05-066

WHEREAS there is a need to fill the vacant administrative assistant position,

WHEREAS the letter of agreement of June 15, 2020, states that the employee will be prioritized for hiring, if she is qualified for the tasks required by the position,

THEREFORE,  
IT IS PROPOSED BY Councillor Marilyn Matheson,  
SECONDED BY councillor Sabrina Patry-McComb,

AND CARRIED THAT Ms. Anik Dionne-Dubreuil be retained as administrative assistant with the salary and conditions provided for in level III, tier 2 of the collective agreement. The hiring date set as May 4, 2021.

THAT Ms. Dionne-Dubreuil be subject to the probation period provided for in the letter of agreement number 6.

**ADOPTED UNANIMOUSLY**

**8.7 Signing authorization**

2021-05-067

WHEREAS the nomination of Mrs. Julie Gervais as assistant secretary-treasurer,

WHEREAS a second signing of bank notes of the Municipality must be modified,

THEREFORE,  
IT IS PROPOSED BY Councillor Marilyn Matheson,  
SECONDED BY Councillor Alain Villemure,



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AND CARRIED THAT Ms. Julie Gervais, assistant Secretary-Treasurer be authorized to sign any and all bank notes as second signatories,

THAT she is also authorized to sign any other document for and on behalf of the Municipality as part of her duties in compliance with the limits of the delegation of power Bylaw or any Council resolution.

**ADOPTED UNANIMOUSLY**

**8.8 Designation of a person responsible in virtue of the Law on access to information**

2021-05-068

WHEREAS there is a need to name a person responsible and to delegate to her the responsibilities according to the Law on access to documents of a public body and on the protection of personal information,

WHEREAS the procedures to access the documents must be applied in conformity to the recommendations of the Commission of Access for Information of Quebec (L.R.Q., c.A-2.1. a.8),

WHEREAS access forms request must be presented for all information or inquiries and the person in charge of access for information of the Municipality has 20 days plus 10 days to respond if necessary,

THEREFORE,  
IT IS PROPOSED BY Councillor Corey Strapps,  
SECONDED BY Councillor Alain Villemure,

AND CARRIED to nominate the director-general and secretary-treasurer Ms. Louise Brière, as the person in charge in accordance with article 8 of the Law on access to documents of a public body and on the protection of personal information, and Ms. Julie Gervais, assistant secretary-treasurer as replacement and to send a copy of the resolution to the Commission of access to information of Quebec.

**ADOPTED UNANIMOUSLY**

**8.9 Signing Authorization – Notarized deed of purchase for transfer of property**

2021-05-069

IT IS PROPOSED BY Councillor Corey Strapps,  
SECONDED BY Councillor Alain Villemure,

AND CARRIED THAT the Municipal Council authorize the Mayor, Mr. Walter Dougherty and the director general Ms. Louise Brière, to sign for and on behalf of the Municipality of Bury, the notarized deed of purchase for the transfer of the property located at 528 Main Street, roll number 2637-06-7821.

**ADOPTED UNANIMOUSLY**

**8.10 Authorization to sign the conservation easement deed**

2021-05-070

IT IS PROPOSED BY Councillor Alain Villemure,  
SECONDED BY Councillor Corey Strapps,



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AND CARRIED THAT the Municipal Council authorize the Mayor, Mr. Walter Dougherty and the director general Ms. Louise Brière, to sign the conservation easement deed.

**ADOPTED UNANIMOUSLY**

**8.11 Awarding of the contract for the replacement of the culvert route 255 North**

2021-05-071

WHEREAS during the floods of November 1, 2019, the culvert crossing Route 255 North suffered significant damage and temporary repair work had to be carried out;

WHEREAS the replacement of this culvert is necessary in order to allow the water to drain safely without damaging the road;

WHEREAS the costs of these repairs will be submitted to a claim request from the Ministry of Civil Security under the "General Program of Compensation and Financial Assistance for Real or Imminent Disasters (PGIAF) - Decree 430-2019."

WHEREAS the Municipality of Bury called for tenders for the replacement of the culvert route 255 North through a public call for tenders;

WHEREAS the following ten (10) contractors have submitted a bid for the project;

Rang	Soumissionnaires	Montant déposé avant taxes
1	Eurovia Québec Construction inc.	\$ 215 651,70
2	Sintra inc. – Région Estrie	\$ 217 302,75
3	9006-3520 Québec inc. /Excavation Steve Leblanc	\$ 217 397,01
4	Construction Groupe Prévost inc.	\$ 226 155,83
5	Transport et excavation Stéphane Nadeau inc.	\$ 229 214,16
6	L4 Construction inc.	\$ 251 467,74
7	Excavation A.R. Valois inc.	\$ 252 186,41
8	Excavation M. Toulouse inc.	\$ 278 239,50
9	Excavation Bolduc inc.	\$ 281 736,35
10	Les Entreprises Richard Brisson inc.	\$ 290 078,87

WHEREAS a bid analysis revealed that the lowest bidder had submitted a bid in accordance with the requirements of the plans and specifications;

THEREFORE,  
IT IS PROPOSED BY councillor Alain Villemure  
SUPPORTED BY councillor Delmar Fisher,

AND CARRIED TO award the contract for the Route 255 North culvert replacement project, in the amount of \$ 215 651.70, taxes included, to Eurovia Quebec Construction Inc.

**ADOPTED UNANIMOUSLY**



2021-05-072

**8.12 Authorization to proceed to a call for tenders for the purchase of a cube truck.**

WHEREAS the needs of the municipal fire department require the use of a cube truck to transport the necessary equipment during the service's intervention,

WHEREAS the 1987 GMC cube truck, which has become obsolete and needs to be replaced,

THEREFORE,  
IT IS PROPOSED BY Councillor Marilyn Matheson,  
SECONDED BY Councillor Sabrina Patry-McComb,

AND CARRIED TO authorize the director general, Ms. Louise Brière to proceed with a public call for tenders for the purchase of a cube truck.

**ADOPTED UNANIMOUSLY**

2021-05-073

**8.13 Renewal of the membership to Conseil Sport Loisirs de l'Estrie for the year 2022**

IT IS PROPOSED BY Councillor Sabrina Patry-McComb,  
SECONDED BY Councillor Alain Villemure,

AND CARRIED TO authorize the payment of \$100 to renew the membership of the Municipality of Bury to the *Conseil Sport Loisirs de l'Estrie* for the year 2021-2022.

2021-05-074

**8.14 Annual report of activities – Municipal Library**

IT IS PROPOSED BY Councillor Alain Villemure,  
SECONDED BY Councillor Sabrina Patry-McComb,

AND CARRIED TO accept the annual report of activities of the municipal library for the months of December 2019 to November 2020.

**ADOPTED UNANIMOUSLY**

2021-05-075

**8.15 Proclamation of National Mental Health Week**

WHEREAS National Mental Health Week runs from May 3 to 9, 2021;

WHEREAS the Canadian Mental Health Association - Quebec Division, a member of the network that has initiated the event for 70 years, invites this year to talk about the emotions we all experience;

WHEREAS we all have mental health that needs to be taken care of and it has been put to the test in many ways with the pandemic;

WHEREAS mental health promotion campaigns aim to improve the mental health of the population of Quebec;

WHEREAS municipalities contribute to the well-being of the population by setting up environments favourable to neighbourhood life;



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WHEREAS mental health is a collective responsibility and that it must be shared by all actors in society;

WHEREAS it is of general interest that all municipalities in Quebec support National Mental Health Week;

THEREFORE,  
IT IS PROPOSED BY Councillor Marilyn Matheson,  
SUPPORTED BY Councillor Sabrina Patry-McComb,

AND CARRIED that the Municipality of Bury proclaim the week of May 3 to 9, 2021, Mental Health Week and invite all citizens, businesses, and institutions to *Parlerpourvrai* and share the campaign toolkit. Together, let's help transform our municipality into an environment conducive to the mental health of citizens.

#### ADOPTED UNANIMOUSLY

#### 8.16 Constitution of the MADA – FAMILY steering committee

WHEREAS the Haut-Saint-François MRC has received a positive response to its collective request, MRCs and municipalities, for financial support for the Support Program for the MADA process, component 1: Support for the implementation of policies and plans for action in favour of the elderly;

WHEREAS the development of a senior's policy is conducive to the integration of a family component and that, consequently, the approach undertaken collectively by the Haut-Saint-François MRC and the participating municipalities will aim to develop a policy for seniors and families;

WHEREAS the development of a senior and family policy and the implementation of the action plan are key elements of our attraction / influence given that our population is aging;

WHEREAS the Haut-Saint-François MRC must ensure that each participating municipality adopts a resolution authorizing the creation and establishment of an MADA-Family steering committee describing its mandate, including, in particular, the realization (development or update) of the municipal policy on seniors and families and its action plan as well as the names of the constituent members with their responsibilities;

THEREFORE,  
IT IS PROPOSED BY Councillor Alain Villemure,  
SUPPORTED BY Councillor Corey Strapps,

AND CARRIED THAT the Municipality of Bury authorizes the creation of the MADA-Family steering committee;

THAT the municipality of Bury entrust the MADA-Family steering committee with the mandate to make a recommendation leading to the implementation of the municipal policy on seniors and the family as well as its action plan, according to the stages of the MADA process and families for which it is responsible. These steps are as follows:

1. Carry out a diagnosis of the environment including a profile of the targeted territory, an inventory of actions, infrastructures and services offered to seniors and a consultation allowing the analysis of needs based on their point of view.
2. Draft a municipal policy on seniors and the family and its action plan for a minimum period of 36 months.

2021-05-076





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THE role of each member of the committee as well as the common objectives will be defined by them during the first meeting of the MADA-Family steering committee.

THE MADA-Family steering committee of the municipality of Bury will be made up of the municipal councillor Ms. Sabrina Patry-McComb. A call to the population will take place to form the committee.

**ADOPTED UNANIMOUSLY**

**8.17 Sponsorship – La Relève du Haut-Saint-François**

2021-05-077

WHEREAS the Municipality of Bury is participating in a project by collecting school supplies by offering the municipal library as a drop location,

WHEREAS the Municipality has received a request for financial support for the realization and sustainability of the project.

WHEREAS the financial support will be used for the purchase of essential new school supplies,

CONSEQUENTLY,  
IT IS PROPOSED BY Councillor Delmar Fisher  
SECONDED BY Councillor Jean Bergeron

AND RESOLVED THAT Council authorize the payment of \$100 to *La Relève du Haut-Saint-François* as financial support for the purchase of essential new school supplies.

**9. Legislation**

**9.1 Notice of motion and presentation of bylaw number 436-2021 «Bylaw regarding contract management modifying bylaw 436-1-2020»**

Councillor Alain Villemure gives notice of motion and presents bylaw number 436-2021 «Bylaw regarding contract management repealing bylaw 436-1-2020», will be deposited with exemption of reading for adoption at a future meeting.

**9.2 Adoption of bylaw 424-2021 « Bylaw regarding waste management repealing bylaw number 424-2020 »**

2021-05-078

WHEREAS the Municipality of Bury wishes to adopt bylaw 424-2021 "Bylaw on waste management repealing bylaw number 424-2020"

WHEREAS the notice of motion for this by-law was duly given at the regular council meeting held on April 6, 2021.

THEREFORE,  
IT IS PROPOSED BY Councillor Marilyn Matheson,  
SECONDED BY Councillor Corey Strapps,

AND CARRIED THAT bylaw number 424-2021 " Bylaw regarding waste management repealing bylaw number 424-2020 ", be and is adopted.

**ADOPTED UNANIMOUSLY**



2021-05-079

**9.3 Adoption of bylaw 438-2021 "Bylaw governing the numbering of buildings"**

WHEREAS paragraph 5 of article 67 of the Municipal Powers Act (R.S.Q. chapter C-47.1) which provides that a municipality may adopt a bylaw to govern the numbering of buildings;

WHEREAS the Municipal Fire Safety Department of the Municipality of Bury has noted deficiencies in the identification of buildings on the territory of the Municipality;

WHEREAS the municipal council is of the opinion that it is necessary to require the uniform installation of civic numbering on all buildings located on the territory of the Municipality in order to ensure the rapid identification of said buildings by the emergency services and public utility;

WHEREAS a notice of motion for this bylaw was given at the council meeting of April 6, 2021, and that a draft bylaw was presented at this same meeting;

THEREFORE,  
IT IS PROPOSED BY Councillor Alain Villemure,  
SECONDED BY Councillor Corey Strapps,

AND CARRIED THAT bylaw number 438-2021 "Bylaw governing the numbering of buildings" be and is adopted.

THAT the preamble is an integral part of this bylaw.

**ADOPTED UNANIMOUSLY**

2021-05-080

**10. Adjournment of the meeting**

IT IS PROPOSED BY Councillor Marilyn Matheson that the assembly be adjourned; it is 8:34 p.m.

**Next regular meeting will be held on Monday, June 7, 2021, at 7:30 p.m. by videoconference.**

**Certificate of sufficient funds:**

I, the undersigned, Louise Brière, assistant secretary-treasurer, certify, by the present, that funds are available for the amounts to be paid in the following resolutions: 2021-05-061, 2021-05-071, 2021-05-073, 2021-05-077

Signed this May 4, 2021

Louise Brière  
Assistant secretary-treasurer

Walter Dougherty  
Mayor