



No de résolution
ou annotation

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

AN ORDINARY MEETING of the Municipal Council of Bury was held on Monday, April 4, 2022, at 7:30 p.m. at the Armoury community centre located at 563 Main Street. Presents were Councillors Karrie Parent, Vanessa Chapman, Samantha Hartwell, Alain Villemure, Corey Strapps and Marc Bilodeau, all members of said council having been duly convened and forming quorum, under the chairmanship of the Mayor, Mr. Denis Savage, and according to the provisions of the Municipal Code.

The Director General and Clerk Treasurer, Mrs. Louise Brière, is present.

1. Opening of the ordinary meeting

Quorum verification and words of welcome, it is 7:34 p.m.

2. Adoption of the Agenda of the April 4, 2022, meeting

IT IS PROPOSED BY Councillor Samantha Hartwell,
SECONDED BY Councillor Karrie Parent,

AND CARRIED TO adopt the agenda for the ordinary meeting of April 4, 2022.

AGENDA

1. Opening of the meeting
2. Adoption of the agenda of the April 4, 2022, meeting
3. Adoption of the French minutes of the ordinary meeting of March 7, 2022, and the two (2) extraordinary meeting of March 9, 2022, and March 21 2022.
4. 1st public question period (general questions)
5. Filing of the monthly correspondence
6. Mayor's report
7. Reports of the Committees
 - 7.1 Human resources
 - 7.2 Public Safety
 - 7.3 Public Works
 - 7.4 Town Planning and development
 - 7.5 Leisure, sport, and culture
8. New Business
 - 8.1 List of monthly bills
 - 8.2 Signature authorization – contract renewal
 - 8.3 Payment of the Director General's time bank
 - 8.4 Hiring of a municipal inspector
 - 8.5 Disciplinary measure
 - 8.6 Filing of the compliance audit report
 - 8.7 Adjustment – previous purchase details
 - 8.8 Mutual aid agreement renewal – Scotstown
 - 8.9 2022 Groupe GPI fire prevention service offer
 - 8.10 Renewal of the agreement with the Canadian Red Cross for services to disaster victims
 - 8.11 Service offer for the exterior painting of the Victoria multifunctional Centre
 - 8.12 2022 Contract for the mowing along the roadside
 - 8.13 Purchase of culverts
 - 8.14 Purchase of granular material - 2022 season
 - 8.15 Installation of a sign—Municipality of Bury
 - 8.16 Membership to Action Saint-François
9. Legislation

2022-04-050



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- 9.1 Adoption of bylaw number 415-2022 adopting a code of ethics and professional conduct for municipal employees of the Municipality of Bury repealing bylaw number 415-2018
10. 2nd question period (items on the agenda)
11. Adjournment of the meeting

Next regular meeting

Monday, May 2, 2022, at 7:30 p.m. at the Armoury Community Centre located at, 563 Main Street in Bury.

ADOPTED UNANIMOUSLY

3. **Adoption of the French minutes of the ordinary meeting of March 7, 2022, and the two (2) extraordinary meeting of March 9, 2022, and March 21 2022.**

IT IS PROPOSED BY Councillor Vanessa Chapman,
SECONDED BY Marc Bilodeau,

AND CARRIED that the French minutes of. the French minutes of the ordinary meeting of March 7, 2022, and the two (2) extraordinary meeting of March 9, 2022, and March 21 2022. are adopted as filed.

ADOPTED UNANIMOUSLY

4. 1st public question period (general questions)

Citizens attending the meeting voice the following comments and questions:

- Why the municipality is not obliged to empty the collection bins when they are too full and the lid is open.
- How many calls can a firefighter miss, and when does the municipality apply sanctions or dismissal?
- Is there a pre-established age for firefighter retirement?
- When firefighters receive food and gifts, is it taxable?
- Why was the access to the CMV or CCMM not offered to public works employees rather than renting a trailer?
- Concerns about the lack of involvement of parents and community members on the board of directors of Saint-Paul Elementary School in Scotstown, which serves children from Bury.
- A citizen explains that the fence behind his home delimits the municipal property located on Mill Street.

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

2022-04-051



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2022-04-052

8. New Business

8.1 List of monthly bills

WHEREAS 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 Vanessa Chapman,
SECONDED BY Councillor Samantha Hartwell,

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 \$ 140 121.83.

THAT the report be filed under number 03-2022 and be considered an integral part of the present minutes.

ADOPTED UNANIMOUSLY

2022-04-053

8.2 Signature authorization – contract renewal

THEREFORE,
IT IS PROPOSED BY Councillor Alain Villemure,
SECONDED BY Councillor Samantha Hartwell,

AND CARRIED TO authorize the mayor Mr. Denis Savage to sign the contract renewal of the director general and clerk treasurer and the contract renewal of the assistant clerk treasurer.

ADOPTED UNANIMOUSLY

2022-04-054

8.3 Payment of the Director General's time bank

WHEREAS following a vacancy in the administration, the Director General has accumulated hours in her time bank;

THEREFORE,
IT IS PROPOSED BY Councillor Vanessa Chapman,
SECONDED BY Councillor Alain Villemure,

AND CARRIED to authorize the Assistant Clerk-Treasurer, Mrs. Julie Gervais, to pay out the time bank of the Director General, Mrs. Louise Brière.

ADOPTED UNANIMOUSLY

2022-04-055

8.4 Hiring of a municipal inspector

WHEREAS the position of municipal inspector has been vacant since June 2020 and that several postings have been made to fill it in accordance with article 15 of the collective agreement;

THEREFORE,
IT IS PROPOSED BY Councillor Marc Bilodeau,
SECONDED BY Councillor Samantha Hartwell,



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AND CARRIED TO proceed with the hiring of Mrs. Sabrina Patry-McComb as municipal inspector.

THAT the salary scale of the applicable class of employment, be level 1, grade 4, of appendix "A" of the collective agreement.

THAT the working conditions be those provided for in the collective agreement in force with the Union of Municipal Workers of Bury – CSN

ADOPTED UNANIMOUSLY

Councillor Vanessa Chapman recognizes a conflict of interest and abstains from voting on point 8.5

8.5 Disciplinary measure

2022-04-056

WHEREAS the employee bearing registration number 32-0013, following training received on February 21, 22 and 23, 2022, performed inadequate maneuvers without regard to the method established by the municipality, which caused damage to private land;

THEREFORE,
IT IS PROPOSED BY Councillor Alain Villemure,
SECONDED BY Councillor Marc Bilodeau,

AND CARRIED THAT the Municipal Council impose a 1-day suspension without pay on the employee.

THAT the Municipal Council instructs the Director General to summon the employee to give him a written notice stating the reasons for the 1-day suspension, without pay.

Councillor Samantha Hartwell requests a vote.

**IN FAVOR : 4
AGAINST: 1.**

ADOPTED BY MAJORITY

Councillor Vanessa Chapman returns to the table

8.6 Filing of the compliance audit report

2022-04-057

CONSIDERING THAT the *Commission municipale du Québec* carried out one (1) compliance audit dealing with the transmission of financial reports, under section 86.7 of the Act respecting the *Commission municipale*;

THEREFORE,
IT IS PROPOSED BY Councillor Vanessa Chapman,
SECONDED BY Councillor Karrie Parent,

AND CARRIED TO the council accepts the compliance audit report relating to the transmission of the financial reports.

ADOPTED UNANIMOUSLY



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8.7 Adjustment – previous purchase details

WHEREAS the allocation for the purchase of compost bins was not specified in resolution number 2021-02-015;

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

AND CARRIED TO allocate the expenditure from the allocated accumulated surplus.

ADOPTED UNANIMOUSLY

2022-04-059

8.8 Mutual aid agreement renewal – Scotstown

IT IS PROPOSED BY Councillor Corey Strapps,
SECONDED BY Councillor Vanessa Chapman,

AND CARRIED TO authorize the mayor Mr. Denis Savage and the Director General Mrs. Louise Brière to sign the renewal of mutual aid agreement for emergency measures and fire protection with the city of Scotstown according to the respective salary agreements of each municipality.

ADOPTED UNANIMOUSLY

2022-04-060

8.9 2022 Groupe GPI fire prevention service offer

WHEREAS there is reason to mandate a preventionist to meet the requirements of the Fire Safety Risk Coverage Scheme, in relation to fire prevention management of medium to very high risks;

WHEREAS the Municipality received an offer of services from Groupe GPI, a firm specializing in fire prevention and security;

THEREFORE,
IT IS PROPOSED BY Councillor Alain Villemure,
SECONDED BY Councillor Karrie Parent,

AND CARRIED TO accept the offer of the firm Groupe GPI to carry out visits to prevent medium, high and very high risks and the development of intervention plans for high and very high risks visited and the annual licence of the Première ligne software, in the amount of \$11 500 plus tax.

ADOPTED UNANIMOUSLY

2022-04-061

8.10 Renewal of the agreement with the Canadian Red Cross for services to disaster victims

WHEREAS the municipality has received a request to extend for one (1) year the agreement for services to disaster victims between the Municipality and the Canadian Red Cross.

WHEREAS the agreement aims at establishing the parameters for collaboration between the Municipality and the Canadian Red Cross in regard to humanitarian assistance to disaster victims following a minor or major disaster;



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THEREFORE,
IT IS PROPOSED BY Councillor Vanessa Chapman,
SECONDED BY Councillor Karrie Parent,

AND CARRIED to authorize the mayor Mr. Denis Savage and the director general Mrs. Louise Brière, to sign for and in the name of the Municipality, the agreement between the Municipality of Bury and the Canadian Red Cross for a period of one (1) year, and the contribution for 2022 in the amount of \$0,18 per capita.

ADOPTED UNANIMOUSLY

8.11 Service offer for the exterior painting of the Victoria multifunctional Centre

2022-04-062

WHEREAS to maintain the Victoria Multifunctional Centre in good condition, it is necessary to carry out exterior painting work;

WHEREAS the municipality of Bury requested price quotes from various contractors and only one (1) submitted a quote;

THEREFORE,
IT IS PROPOSED BY Councillor Marc Bilodeau,
SECONDED BY Councillor Alain Villemure,

AND CARRIED to accept the quote from PrimoExpert maître peintre, in the amount of \$39 400.00 plus tax.

ADOPTED UNANIMOUSLY

8.12 2022 Contract for the mowing along the roadside

2022-04-063

IT IS PROPOSED BY Councillor Marc Bilodeau,
SECONDED BY Councillor Corey Strapps,

AND CARRIED TO retain the services of «François Duquette » including his machinery at a cost of \$100 per hour for five (5) hours to be done before the Canada day celebrations

AND at \$52 per bilateral kilometre, plus taxes and transport.

ADOPTED UNANIMOUSLY

8.13 Purchase of culverts

2022-04-064

WHEREAS works on the municipal roads require the replacement of culverts;

WHEREAS three (3) price quotes were obtained;

THEREFORE,
IT IS PROPOSED BY Councillor Vanessa Chapman,
SECONDED BY Councillor Samantha Hartwell,

AND CARRIED TO authorize the purchase culverts from Bouchard Matériaux inc. for an amount of \$10 495.40 plus tax.

ADOPTED UNANIMOUSLY



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8.14 Purchase of granular material - 2022 season

WHEREAS the municipality requested bids from three gravel pit owners for the supply of 0 ¾ MG 20B, winter sand, 0 - 2 1/2" and 2 1/2" gravel to gravel the municipal roads and shoulders;

WHEREAS the maximal quantities established take into consideration the closest distances from the gravel pits to the municipal roads;

THEREFORE,
IT IS PROPOSED BY Councillor Marc Bilodeau,
SECONDED BY Councillor Corey Strapps,

AND CARRIED to authorize the purchase of granular material from the three (3) suppliers below for the reloading of the roads as provided for in the budget. Prices include the royalty and the loading, plus tax:

Quantity	Transport et Excavation Stéphane Nadeau		Transport et Excavation Jocelyn Ménard	Excavation Lyndon Betts
	Pit Nadeau	Pit ABC (Ardoise)		
2 000 MT	\$10.00 metric ton	\$14.00 metric ton	\$9.60 Metric ton	\$11.25 Metric ton
5 000 MT	\$10.00 metric ton	\$14.00 metric ton	\$9.60 Metric ton	\$11.75 Metric ton
0- 2 1/2 "	N/A		\$10.45 Metric ton	\$11.25 Metric ton
MG -56	\$12.00 Metric ton	N/A	N/A	\$16.95 Metric ton
MG-56B	N/A	\$12.50 metric ton	N/A	N/A
2 ½"	\$14.00 Metric ton		N/A	\$16.75 Metric ton
Winter sand 3000 MT	\$7.25 Metric ton		\$6.70 Metric ton	\$9.00 Metric ton

ADOPTED UNANIMOUSLY

2022-04-066

8.15 Installation of a sign—Municipality of Bury

WHEREAS the municipality of Bury wishes to proceed with the installation of identification signs at its main entry points;

WHEREAS a price quote was requested for the making of one (1) new sign to be posted at the municipality's entrances from Scotstown;

THEREFORE,
IT IS PROPOSED BY Councillor Alain Villemure,
SECONDED BY Councillor Samantha Hartwell,

AND CARRIED to accept the quote provided by Enseignes Sherbrooke in the amount of \$8 337.50 per unit, plus taxes.

THAT the necessary amount be taken from the working capital payable from 2023 for a five (5) year period.

ADOPTED UNANIMOUSLY



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8.16 Membership to Action Saint-François

IT IS PROPOSED BY Councillor Alain Villemure,
SECONDED BY Councillor Samantha Hartwell,

AND CARRIED THAT to authorize the payment of 150\$ to become a municipality member of Action Saint-François for 2022.

ADOPTED UNANIMOUSLY

9. Legislation

9.1 Adoption of bylaw number 415-2022 adopting a code of ethics and professional conduct for municipal employees of the Municipality of Bury repealing bylaw number 415-2018

2022-04-068

WHEREAS the Municipal Ethics and Professional Conduct Act, assented to on December 2, 2010, creates the obligation for all local municipalities to adopt a code of ethics and professional conduct which sets out the main values of the Municipality of Bury in matters of ethics and the rules that must guide the conduct of its employees;

WHEREAS the Act to amend the Act respecting elections and referendums in municipalities, the Act respecting ethics and professional conduct in municipal matters and various legislative provisions, commonly known as "PL 49" and assented to November 5, 2021, requires the addition a rule relating to the receipt of a gift or advantage by an employee;

WHEREAS in accordance with Article 18 of the LEDMM, any decision relating to the adoption of the Code of Ethics and Professional Conduct is taken by means of bylaw;

WHEREAS a notice of motion was given at a council meeting held on March 7, 2022;

WHEREAS the adoption was preceded by the presentation and filing of a draft bylaw dated March 7, 2022, as well as an employee consultation on said draft bylaw held on March 21, 2022;

WHEREAS in accordance with article 12 of the said Law, a public notice containing a summary of the draft regulation was published on March 23, 2022;

WHEREAS Council deems it appropriate, essential and in the public interest to comply with the requirements of the Act by amending the Code of Ethics and Professional Conduct for Municipal Employees;

THEREFORE,
IT IS PROPOSED BY Councillor Vanessa Chapman,
SECONDED BY Councillor Alain Villemure,

AND CARRIED that bylaw number 415-2022, adopting a code of ethics and professional conduct for municipal employees of the municipality of Bury repealing by-law number 415-2018, be adopted, said bylaw reading as follows:

Article 1 Preamble

The preamble of this bylaw is an integral part thereof.



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Article 2 Purpose

The purpose of this bylaw is to replace the Code of ethics and professional conduct for employees of the Municipality, in particular, to add a clarification concerning gifts and benefits received by a municipal employee.

Article 3 Code of Ethics and Professional Conduct for Employees

The Code of ethics and professional conduct for employees of the Municipality of Bury, attached in Appendix A is adopted.

Article 4 Acknowledgment of the Code of Ethics and Professional Conduct

A copy of the Code of Ethics and Professional Conduct is given to each employee of the Municipality. The employee must certify to the director general, on the form provided for this purpose, that he has received a copy and has read it within ten (10) days of receipt. The completed certificate is placed in the employee's file.

The mayor receives a copy of the certificate from the director general and clerk-treasurer.

Article 5 Replacement

This bylaw replaces Bylaw number 415-2018 enacting a code of ethics and professional conduct for municipal employees, adopted on October 29, 2018.

Any mention or reference to a code of ethics and conduct for municipal employees, whether in a bylaw, resolution, policy, contract, etc., is deemed to refer to this bylaw.

Article 6 Coming into force

These rules come into force in accordance with the law.

ADOPTED UNANIMOUSLY

10. 2nd question period (items on the agenda)

The following questions concerning the points

- For point 6 (mayor's report) What more does Astrolab ask of the municipality following the replacement of streetlights?
- Point 8.15, why not ask Scotstown to install the posters of the 2 municipalities on the same base?
- Point 9.1, Can employees refuse to sign the code of ethics?
- In connection with the list of accounts item 25
- In connection with item 45, is there still a contract with the MTQ
- Item 55, are these extra bins?
- Item 70- how was the distribution done?
- A citizen points out that he and another citizen addressed their questions to council in English and that the answers were only given in French.



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2022-04-069

11. Adjournment of the meeting;

IT IS PROPOSED BY Councillor Alain Villemure that the assembly be adjourned; it is 9:17 p.m.

Next ordinary meeting will be held on Monday, May 2, 2022, at 7:30 p.m. at the Armoury Community Centre located at, 563 Main Street in Bury.

Certificate of sufficient funds:

I, the undersigned, Louise Brière, director general and secretary-treasurer, certify, by the present, that funds are available for the amounts to be paid in the following resolutions: 2022-04-052, 2022-04-054, 2022-04-060, 2022-04-061, 2022-04-062, 2022-04-063, 2022-04-064, 2022-04-065, 2022-04-066, 2022-04-067.

Signed this April 5, 2022

Denis Savage
Mayor

Louise Brière
Director General and Clerk-Treasurer