



## MINUTES

### Council Meeting - Municipality of Sheenboro

**Location: 59, Sheen road, Sheenboro**

**Date: 07-05-2018 Time: 7:30 PM**

Attendance	P	R/A	Attendance	P	R/A
Doris Ranger	X		Elaine Déry	X	
Karen Shea	X		Lawrence Gleason	X	
John Brennan	X		Lorna Brennan Agnesi	X	
Richard Bradshaw	X		Dick Edwards	X	

Agenda Items	Discussion
<b>1. Call meeting to order</b>	Mayor Doris Ranger opens the meeting at 7:35 PM.
<b>2. Approval of the Agenda</b>	<p>All members have received and read the agenda. It is suggested to make these additions in the Varia: 12.1 Microphone; 12.2 Statutory Holidays.</p> <p><b>01-07-05-2018 Approval of the Agenda</b>            Moved by Mrs. Karen Shea to adopt the agenda as modified.</p> <p style="text-align: center;">Adopted</p>
<b>3. Approval of the Minutes: April 9<sup>th</sup>, 2018</b>	<p>All members have received and read the minutes. No change is suggested, except some corrections for misspelling.</p> <p><b>02-07-05-2018 Approval of the Minutes of April 9<sup>th</sup>, 2018</b>            Moved by Mrs. Lorna Brennan Agnesi to adopt the minutes of April 9<sup>th</sup>, 2018 as modified.</p> <p style="text-align: center;">Adopted</p>
<b>4. Questions from the public and visitors</b>	
- <b>Mr. Glen Magill</b>	Mr. Glen Magill asks why Downey Bay road is in a bad condition. During the last grading, this road has not been done. He wishes that the situation will change soon.

<p>- <b>Mr. David Prentice</b></p> <p>- <b>Mr. Shamus Morris</b></p>	<p>He also wishes a better maintenance for Tapp road. It would like to know what are the plans for the road works this year.</p> <p>Answer - The issue of road works has been postponed to a future meeting. This is due to the events of the last weekend and damage to roads. The Council will have to take knowledge of the repair's costs. The budget is very tight and there is not really flexibility to deal with this kind of unexpected events. The money spent will be deducted from the annual budget for roads. The TECQ grant ended last year. The municipality is still unknown the amount of money that can be spend on roads.</p> <p>Mr. David Prentice wants also a better maintenance for Downey Bay and Tapp roads. He asks why Sheen road is still closed.</p> <p>Answer - The repair of Sheen road requires an underground cables location. The request was made during the weekend. It can take up to a week to get the results. The location is necessary to avoid damage of the cables and other adding costs for the repair.</p> <p>Mr. Shamus Morris is handing an envelop to the Director General at the meeting. This envelop contains an invoice to be paid before 30 days. If it is not paid, Mr. Morris will initiate proceedings against the municipality to seek redress in small claims. Some research has been done on the width of Sullivan road and it could be 38.8 feet. According to him, it is obvious that the work carried out in the summer of 2017 have trespassed on its field. He did not appreciate that the municipality has ask the police to stop the work that he did from the road. He considers it harmed him. He finds that the Road Committee is not doing a good job. The roads need more ditching and bigger culverts to deal with the effects of climate change. He wants a more effective management of the finances of the municipality. He doesn't like the way some people are treated. He considers that this is not a way to live in a community. He asked an update on his request to merge his taxation bills of its properties. He is pointing out that there are 4,000 people living in the MRC who have a residential address outside the Pontiac. It is losing revenue to municipalities.</p>
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<p>- <b>Mr. Milton Kidd</b></p>	<p>Answer - When last contacted, the MRC was studying his request. He will be informed of the results when finished.</p> <p>Mr. Milton Kidd made an intervention as a taxpayer and contractor to bring to the attention of the members of the Road Committee that it will be possible to reopen Sheen and Trout Lake roads by installing a temporary culvert and digging without machinery to avoid breaking a cable.</p> <p>Answer - Mr. Kidd is invited to contact the Director General to provide details of his proposal and see to its feasibility.</p>
<p>- <b>Mr Brian Dubeau</b></p>	<p>Mr. Dubeau also wonders why Downey Bay road has not been done during the last grading. He tried to do some repairs himself to improve the condition of the road.</p>
<p>- <b>Mr. Donald Krieger</b></p>	<p>Answer - The foreman stated that all roads will be done during the next grading (on Wednesday). It will be still brought to his attention that Downey Bay road needs to be done. Mr. Dubeau is told not to take any risk with trying to solve problems by himself on the road.</p>
<p><b>5. Administration</b></p> <p>5.1 Payment of the bills</p>	<p>Mr. Donald Krieger asks if the road work will be presented during the meeting. He also mentions the bad condition of Downey Bay road. He heard a rumor to the effect that the building inspector is about to resign. He asked if the CNL money can be used for the roads.</p> <p>Response – The road work presentation is postponed to a later meeting. It is necessary to look at the costs of the ongoing repairs. Review and different prioritization of some planned work might be necessary. CNL money cannot be used for the maintenance of the roads. This money is already engaged in other projects. The budget is very tight. A letter will be sent to the MP Fortin to ask him to help with repairs. A letter will also be sent about the telephone line and the suggestion to install a generator to avoid any interruption during power outage.</p> <p>All members have received the list of bills to pay.</p>

<p>5.2 Contract: building inspector</p>	<p><b>03-07-05-2018 Payment of the bills</b>  Moved by Mr. Lawrence Gleason to pay the bills of the month as listed.</p> <p style="text-align: center;">Adopted</p> <p>All members have received the draft of the contract and they read it. No change is suggested.</p> <p><b>04-07-05-2018 Contract for the building/municipal inspector</b>  Moved by Mr. John Brennan to mandate the Director General to sign the contract with Mr. Pierre Contant as the municipal inspector retroactive to April 11<sup>th</sup> 2018.</p> <p style="text-align: center;">Adopted</p> <p>Mr. Pierre Contant mentioned he wishes the municipality to find a replacement. Alternates options are analyzed at this time. Nothing definitive was found. Mr. Pierre Contant said he will stay until a person will take over.</p>
<p>5.3 Authorization for Director General</p>	<p>The Council should take a motion allowing the Director General to spend without prior authorization from Council and within the annual budget.</p> <p><b>05-07-05-2018 Authorization to spend for Director General</b>  Moved by Mrs. Karen Shea to allow the Director General to spend amounts ranging up to \$ 20,000.00 without prior authorization from Council, while respecting the annual budget.</p> <p style="text-align: center;">Adopted</p>
<p>5.4 MADA</p>	<p>The Director General brings to the attention of the Council that she is having difficulty for writing the grant application. Required documents are missing and hard to find in the records of the municipality. Despite a consultation with the previous Director General, it is always difficult to find it. Doubts are issued on the ability to complete the application. It is mentioned that all documents should be on a USB key.</p> <p>The Director General recommends to renew the Shenboro Family-Senior Municipal Action Plan for another period of 3 years.</p>

<p>5.5 Student Grant</p>	<p><b>06-07-05-2018 Renewal of plan</b>  Moved by Mrs. Lorna Brennan Agnesi to renew the Shenboro Family-Senior Municipal Action Plan for a period of 3 years from 2018 until 2021.</p> <p style="text-align: center;">Adopted</p> <p>The municipality has been awarded a grant of \$1,440.00.</p> <p>The position is for a student who will help with various tasks within the municipality (administrative, roads, waste management, etc.). The job description will be revised and posted on the WEB site, boards (office and church) as well as the centers of employment for students (federal and provincial).</p>
<p>5.6 MRC Email for municipal foreman</p>	<p><b>07-07-05-2018 Hiring of a student</b>  Moved by Mr. John Brennan to mandate the Director General to proceed with the posting of a job description and hiring of a student starting June 29<sup>th</sup> 2018 for a period of 8 weeks.</p> <p style="text-align: center;">Adopted</p> <p>The foreman expressed the wish to obtain an Email address with the MRC. This address would cost \$4.90 per month to the municipality. The reason is that the MRC provides service for 3 addresses and the municipality already has this number of addresses.</p> <p>It is unanimously decided that the municipality will not proceed with this request. The foreman will continue to use a gmail address.</p>
<p>5.7 Grass cutting Tender</p>	<p>A call for tender should be publish for the grass cutting at the municipal park. This call will have to mention that the work must be done from the church to Perrault road. The subcontractor should have its own equipment. The budget is \$ 2,500.00.</p> <p><b>08-07-05-2018 Grass cutting Tender</b>  Moved by Mr. Dick Edwards to mandate the Director General to proceed with a call for tender for the grass cutting at the municipal park.</p> <p style="text-align: center;">Adopted</p>

<p>5.8 Beaver Trapper</p> <p>5.9 Letter for the Aluminium bridge</p>	<p>The municipality must hire someone for the management of the beaver on its territory. Glynn Fleury showed interest in continuing this work for the municipality this year.</p> <p><b>09-07-05-2018 Beaver trapper</b>          Moved by Mr. John Brennan to accept the offer of Glynn Fleury to act as the municipal beaver trapper for 2018.</p> <p style="text-align: center;">Adopted</p> <p>There is a beaver dam on Perrault road. It should be examined by the foreman and, if necessary, a notice should be sent to the owner.</p> <p>It is suggested to send a letter in order to recover the aluminum bridge.</p> <p><b>10-07-05-2018 Letter for the Aluminium bridge</b>          Moved by Mr. John Brennan to send a letter to Mr. Roy Perrault about the aluminium bridge.</p> <p style="text-align: center;">Adopted</p>
<p><b>6. Economic / Development</b></p> <p>6.1 Pontiac Ouest Marketing</p> <p>6.2 Storage Shed</p>	<p>There will be a tour bus from Allumettes Island through North Fork and coming in Sheenboro. The idea is to show local businesses.</p> <p>There was a trade show in Petawawa that enabled to distributing documents announcing the local businesses. Another trade fair will be held this Friday at Pembroke Memorial Centre.</p> <p>For the video, the information had been forwarded. There is only one participating company by municipality.</p> <p>The order of tin was made with BMR which has the best prices.</p> <p>The municipality will soon go to call for proposals for the construction of the storage shed.</p>
<p><b>7. Environment</b></p> <p>7.1 New storage for cold patch</p>	<p>The Director General thinks we should find a new location to store the cold patch. Discussions with the municipal inspector and reading of several government regulations led to think that this product is</p>

	<p>considered a contaminant. The process recommended in these cases is to collect contaminated water and treat by a purification system. The building inspector has suggested that the municipality should meet the same standards as for the septic which is a distance of 100 feet.</p> <p>It is discussed to store it at the transfer site. There is space to do and the site is locked. The Director General would have to check with the Environment Department if a change must be made to the certificate obtained for the transfer site. A tarp, stones or other material should be used to better contain the product and reduce losses. The Director General will do the follow-up.</p> <p><b>11-07-05-2018 New storage for cold patch</b>  Moved by Mr. Lawrence Gleason to store the cold patch at the transfer site.</p> <p style="text-align: center;">Adopted</p>
<p><b>8. Roads / Publics Works</b></p> <p>8.1 Road works: recommendations from Road Committee</p>	<p>Due to emergency road repairs required as a result of the rain from May 4, this Item is postponed. A reassessment will of the recommendations.</p>
<p><b>9. Public security / Emergency Plan</b></p> <p>9.1 Support of motion from Allumettes Island: Evaluation and testing of 911 Dispatch</p>	<p>It is suggested to support the motion of Allumettes Island on the 911 service. There are errors with the addresses in Sheenboro. Google Map is not updated. The GPS also have difficulty to identify the right roads and directions to get there.</p> <p><b>12-07-05-2018 Support of Allumettes Island motion on 911 service</b>  Moved by Mrs. Lorna Brennan Agnesi to support the motion from Allumettes Island stating that the MRC Pontiac undertake an evaluation and testing procedure of the 911 dispatching services including fire, police and ambulance responses so that our residents and ratepayers can be fully confident that the service will be provided in a timely manner when emergencies occur.</p> <p style="text-align: center;">Adopted</p>

9.2 Water Level	A notice was issued by the Department of Public Security that the water level would rise by 20 cm by May 9 <sup>th</sup> . Monitoring is ongoing.
<p><b>10. Sport &amp; Recreation &amp; Tourism</b></p> <p>10.1 FTD Grants</p> <p>10.2 MRC Pontiac Volunteer Award</p>	<p>The agreements have been signed and returned to the MRC regarding these grants. Internal budget management tools have been created for follow-up.</p> <p>The Canada Day Group was mentioned as well as Joann McCann. It is possible to share any other suggestions with the mayor by Email. It will take a person to fill the nomination forms.</p>
<p><b>11. Correspondence</b></p> <p>11.1 Request for financial support: Pontiac organization of seniors &amp; retirees</p> <p>11.2 Financial support: Chutes Coulonge Park</p>	<p>The Council took note of this request for financial support. The municipality will not contribute this year.</p> <p>The Council took note of this request for financial support. The municipality will not contribute this year.</p>
<p><b>12. Varia</b></p> <p>12.1 Microphone</p> <p>12.2 Statutory Holidays</p>	<p>Some visitors have mentioned having trouble hearing the members of the Council and the Director General. Municipality should consider investing in microphones. Richard Bradshaw has a sound system. Council agrees to try it and see if such an option works.</p> <p>It is suggested that the Council adopts a motion to the effect that the employees would not have to work on Statutory Holidays.</p> <p><b>13-07-05-2018 Statutory Holidays</b>  Moved by Mr. Lawrence Gleason that the municipal employees are not required to work on Statutory Holidays unless there is an emergency situation.</p> <p style="text-align: center;">Adopted</p>
<p><b>13. Closing of meeting</b></p>	<p>All topics on the agenda were seen and discussed. Closing of the session is requested.</p> <p><b>14-07-05-2018 Closing of meeting</b>  Moved by Mr. John Brennan to close the session at 9:18 PM.</p> <p style="text-align: center;">Adopted</p>



	<p>Mayor – Mrs. Doris Ranger:</p> <p>Director General – Mrs. Éleine Déry:</p>
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