



**Minutes of the Council of the Municipality of  
Blanc-Sablon**

Resolution or  
Notation No.

**PROVINCE OF QUEBEC  
MUNICIPALITY OF BLANC-SABLON**

Minutes of the regular municipal council sitting of the Municipality of Blanc-Sablon held on August 15<sup>th</sup> 2023, at the municipal hall in Blanc-Sablon at 7:00 p.m. under the chairmanship of the Mayor, Mr. Andrew Etheridge, and also present to form quorum:

The councillors: Jarvin Joncas  
Jean-Roger Dumas  
Daisy Drudge

Karine Benoit, General Director of the Municipality of Blanc-Sablon, was also present.

**OPENING OF THE SITTING**

The president of the assembly verified the quorum and declared the sitting opened at 7:01 p.m. after a minute of silence.

2023-092

**READING AND ADOPTION OF THE AGENDA**

**WHEREAS** the Mayor invites the General Director to read the proposed agenda;

**CONSEQUENTLY**, it is proposed by **Jarvin Joncas** seconded by **Daisy Drudge** and unanimously resolved to adopt as presented.

**THE AGENDA**

1. **OPENING OF THE SITTING**
2. **READING AND ADOPTION OF THE AGENDA**
3. **ADOPTION AND FOLLOW-UP OF THE MINUTES OF THE SITTING HELD ON JUNE 20<sup>TH</sup> 2023**
4. **DEPOSIT AND ADOPTION OF THE CHEQUES ISSUED AND THE NON-REDUCIBLE EXPENSES PAID DURING THE MONTHS OF JUNE AND JULY 2023**
5. **DEPOSIT AND ADOPTION OF THE PAYABLES FOR THE MONTHS OF JUNE AND JULY 2023**
6. **DEPOSIT AND ADOPTION OF THE BUDGETARY REPORTS FOR THE MONTHS OF JUNE AND JULY, JULY AND AUGUST 2023**
7. **RECEIVABLE TAXES UP TO THE 30<sup>TH</sup> OF JUNE AND 31<sup>ST</sup> OF JULY 2023**
8. **DEPOSIT OF THE MAYOR'S MONTHLY ACTIVITY REPORT**
9. **ADOPTION OF THE POLICY FOR THE PREVENTION OF PSYCHOLOGICAL OR SEXUAL HARASSMENT IN THE WORKPLACE AND THE HANDLING OF COMPLAINTS**
10. **NOTICE OF MOTION FOR THE ADOPTION OF A BY-LAW 2023-R-005 CONCERNING THE POWERS AND DUTIES OF THE GENERAL DIRECTOR AND CLERK-TREASURER**
11. **UPDATE OF THE HUMAN RESOURCES MANAGEMENT POLICY FOR MUNICIPAL EMPLOYEES**
12. **ACCEPTANCE OF THE SERVICE OFFER FROM PATRICK GAGNON OF SERVICE EXP TO UPDATE THE COST SUMMARY (SEWER PROJECT)**
13. **ACCEPT THE OFFER OF SERVICE FROM JEAN-YVES PINTAL TO UPDATE THE ARCHAEOLOGICAL INVENTORY ON POINTE-AU-POT STREET FOR THE RESIDENTIAL DEVELOPMENT PROJECT**
14. **ADOPTION OF THE POLICY ON THE USE OF ALCOHOL, DRUGS AND MEDICATION**
15. **NEW AFFAIRS**
16. **QUESTION PERIOD**
17. **CLOSING OF THE SITTING**



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**2023-093 ADOPTION AND FOLLOW-UP OF THE MINUTES OF THE SITTING  
HELD ON JUNE 20TH 2023**

It is proposed by **Daisy Drudge**, seconded by **Jarvin Joncas** and unanimously resolved to adopt the minutes of the sitting held on June 20<sup>th</sup> 2023 with exemption of reading.

**2023-094 DEPOSIT AND ADOPTION OF THE CHEQUES ISSUED AND THE NON-  
REDUCIBLE EXPENSES PAID DURING THE MONTHS OF JUNE AND  
JULY 2023**

It is proposed by **Jean-Roger Dumas**, seconded by **Jarvin Joncas** and unanimously resolved to deposit and adopt the list of cheques issued and the non-reducible expenses paid during the months of June and July 2023 in the respective amounts of **\$205 306.93** and **\$68 713.49** for general administration and **\$27 219.19** and **\$26 774.64** for the payroll.

**2023-095 DEPOSIT AND ADOPTION OF THE PAYABLE ACCOUNTS FOR THE  
MONTHS OF JUNE AND JULY 2023**

It is proposed by **Daisy Drudge**, seconded by **Jarvin Joncas** and unanimously resolved to deposit and adopt the payable accounts for the months of June and July 2023 in the amounts of **\$3 481.75** and **\$31 773.17**

**2023-096 DEPOSIT AND ADOPTION OF THE BUDGETARY REPORT,  
TRANSFERS, AND CREDIT COMMITMENTS FOR THE MONTHS OF  
JUNE AND JULY, JULY AND AUGUST 2023**

It is proposed by **Daisy Drudge**, seconded by **Jean-Roger Dumas** and unanimously resolved to deposit and adopt the budgetary report, transfers, and credit commitments for the months of June and July, July and August 2023 in the respective amounts of **\$230 735.15** and **\$140 024.15** and **\$146 662.00** and **\$130 428.12**

**DEPOSIT OF THE TAX ARREARS REPORT AS OF THE 30<sup>TH</sup> OF JUNE  
AND THE 31<sup>ST</sup> OF JULY 2023**

The General Director deposited and commented on the tax arrears reports as of the 30<sup>th</sup> of June and the 31<sup>st</sup> of July 2023 as **\$897 741.94** and **\$811 532.64**.

**2023-097 ADOPTION OF THE POLICY FOR THE PREVENTION OF  
PSYCHOLOGICAL OR SEXUAL HARASSMENT IN THE WORKPLACE  
AND THE HANDLING OF COMPLAINTS**

It is proposed by **Daisy Drudge**, seconded by **Jean-Roger Dumas** and unanimously resolved to adopt the policy of civility and prevention of harassment at work as presented.



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**Preamble**

All employees of the Municipality of Blanc Sablon, (hereinafter "the Employer"), have the right to be treated with integrity, respect and dignity in the workplace. Accordingly, this policy is intended to establish and maintain a healthy work environment, free from harassment in any form, for all employees and officials working within.

In return, all of the Employer's employees and officials have an obligation of civility, both towards members of the Employer's and towards third parties, including, in particular, other elected officials, public safety personnel, suppliers, users and visitors. It is therefore the responsibility of each employee to establish and maintain relationships based on respect, cooperation, politeness, courtesy and good manners.

**1. Objectives**

The objectives of this policy are:

- a) Clearly state the Employer's intention to prevent and, where appropriate, stop harassment in the workplace;
- b) Put in place the necessary mechanisms for prevention, diligent handling of complaints and problem resolution;
- c) Promote civility and encourage behavior characterized by respect, cooperation, politeness, courtesy and good manners.

**2. Fields of application**

- a) This policy applies to all employees and officials, whether unionized or not. It governs relations between co-workers, superiors and subordinates, as well as those between employees and third parties.
- b) The policy applies to all work-related incidents, whether at work or away from the usual place of work, as well as during working hours and outside normal working hours, e.g. work-related travel, training, conferences, meetings and work-related social activities.
- c) The policy also applies to the use of social media, e-mail and other communication platforms.

**3. Definitions**

**3.1 Harassment:**

- a) Harassment consists of vexatious conduct manifested by repeated behaviour, words, acts or gestures:
  - that are hostile or unwanted and
  - having the effect of violating the dignity or psychological or physical integrity of a person and
  - cause a harmful working environment.
- b) For greater clarity, psychological harassment also includes such conduct when it manifests itself through words, acts, or gestures of a sexual nature.
- c) A single act of serious conduct may also constitute harassment, if it causes such harm and produces an ongoing harmful effect for that person.



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- d) Harassment may be directed at a single person or a group of people.
- e) The definition of harassment also includes harassment related to any of the grounds of discrimination protected by section 10 of the Charter of Human Rights and Freedoms, namely race, color, sex, gender identity or expression, pregnancy, sexual orientation, civil status, age except as provided by law, religion, political convictions, language, ethnic or national origin, social condition, handicap or the use of any means to palliate such handicap.
- f) A workplace conflict between two employees, work-related stress or difficult work constraints do not constitute harassment, nor does the exercise of the Employer's management responsibilities, insofar as these are not exercised in an abusive, arbitrary or discriminatory manner.

### 3.2 Civility:

One of the most effective ways of preventing harassment in the workplace is to create a culture of respect and civility.

Civility is defined as a set of attitudes and behaviors that help maintain the standards of mutual respect established in the workplace. It's a set of rules of conduct aimed at the well-being of the group, including respect, cooperation, politeness, courtesy and good manners.

### 4. Events

4.1 Harassment in all its forms can occur between people of different status or between people of the same status.

4.2 Without limiting the generality of section 3, psychological harassment may be manifested in particular by:

- intimidation, threats, violence, blackmail or coercion;
- repeated insinuations, unfounded accusations, insults or humiliations, repeated attempts at exclusion or isolation, shouting or screaming;
- systematic attacks on normal working conditions, sabotage of workplaces or work tools;
- abuse of a position of official or unofficial power or authority to threaten a person's employment or compromise his or her performance;
- the fact that an employee is isolated from his or her colleagues because of hostile words, gestures or behavior.

4.3 Without limiting the generality of Article 3, sexual harassment may manifest itself in the following ways:

Verbal manifestations: words, advances, proposals or requests for favors, remarks that may adversely affect the work environment;

Physical manifestations: vulgar looks, touching, embracing, brushing, pinching, various unsolicited acts that can go as far as aggression;

Psychological manifestations: insinuations, invitations in the form of innuendo to explicit requests, unwelcome attentions and signs of affection known as such, express or implicit threats of reprisals.



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### 5. Principles

This policy is based on the following principles:

- a) The Employer agrees not to tolerate any form of harassment.
- b) The Employer favours prevention to counter harassment and encourages a free and voluntary approach to conflict resolution between the persons concerned.
- c) The Employer has put in place a mechanism to deal diligently with situations of harassment in order to put an end to the situation of harassment and not allow the work climate to deteriorate.
- d) Each party involved in a harassment situation is entitled to fair and equitable treatment.
- e) The Employer shall ensure that any employee availing himself of this policy shall not suffer any prejudice or reprisal. The good faith of any person filing a complaint is presumed.

However, the policy must not be abused or used with the intention of harming or misleading.

### 6. Roles and responsibilities

#### 6.1 Employer's responsibilities

- a) Takes reasonable steps to prevent harassment and to put a stop to such conduct when it is brought to his attention.
- b) Communicate this policy to all employees.
- c) Takes the necessary measures to ensure that the present policy is respected by all employees.

#### 6.2 Managers' responsibilities

- a) Foster harmonious, harassment-free relations between team members. To this end, they encourage respectful communication, manage team members fairly, and intervene promptly in situations of apparent conflict or incivility.
- b) Inform their superior, if needed, of any situation of harassment within their team, even if no formal complaint has been filed.
- c) Deal discreetly with any situation of harassment within their team.

#### 6.3 Union responsibilities

- a) Undertakes to take the necessary steps to promote a harassment-free work environment.
- b) Agrees to cooperate with the Employer in the application of this policy.

#### 6.4 Employee responsibilities

- a) Comply with this policy at all times.
- b) Establish and maintain relationships based on respect, cooperation, politeness, courtesy and good manners.



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- c) Cooperate in the investigation of harassment complaints. Each person who testifies or participates in an investigation must protect the confidentiality of the information provided, except to the extent necessary to investigate the complaint.
- d) Employees are encouraged to report any form of harassment they experience or witness.
- e) An employee who notices that the behavior of a colleague or another person towards another employee constitutes harassment must react. He/she can then make it known, in a respectful manner, that this behavior is inappropriate. Depending on the circumstances, he or she may decide to react verbally at the time the behavior occurs, or to discuss it privately with his or her immediate manager or the person responsible for the policy.
- f) If a person informs an employee that his or her behavior is inappropriate, the employee must seriously question it. It may be that, without intending to do so, the employee has made comments or gestures which have had the effect of offending or humiliating another employee or third party. If this behavior offends or harasses others, the employee must change it.

### **6.5 Responsibilities of employees who believe they are victims of harassment**

- a) An employee who believes he or she is a victim of harassment should first ask the person allegedly responsible to stop doing so, if possible, by letting him or her know that his or her actions or words embarrass, humiliate or embarrass him or her in any way. People are often unaware that their behavior is a source of embarrassment, and are willing to change their ways when they realize it.
- b) In some cases, direct communication with the harasser may not be sufficient, or the employee may not feel able to communicate directly with the harasser. In this case, the employee can discuss the problem with his or her manager or the person responsible for the policy.

### **7. Internal complaints procedure**

**7.1** When the informal method is unsuccessful or is not appropriate in the circumstances, an employee who believes he or she is a victim of harassment may file a written complaint with his or her manager or the person responsible for the policy. This complaint must include details of the allegations, the name of the person allegedly responsible, his/her position, a description of the event(s), the date(s) and, if applicable, the names of witnesses. A complaint form is available.

**7.2** When a complaint is filed with the immediate superior, he or she will forward it, upon receipt, to the person responsible for the policy.

**7.3** Person responsible for the policy

The person responsible for the policy is the General Director or the Assistant General Director. This person's responsibilities include:

- a) Provides answers to employees' questions about harassment prevention and the complaint process.



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- b) Receives all verbal or written complaints of harassment.
- 7.4 Any complaint of harassment will be dealt with diligently and impartially.
- 7.5 The person responsible for the policy deals with the complaint in the most appropriate manner, taking into account all the circumstances. In particular, he/she may suggest that the parties concerned meet or submit to a mediation process. He/she may conduct an investigation himself/herself, or entrust it to a person qualified to do so.
- 7.6 Where the allegations of the complaint are founded, the person responsible for the policy takes the appropriate measures to resolve the complaint and informs the parties. This may include imposing disciplinary or administrative measures on the person in question. The person responsible for the policy will take all necessary steps to re-establish a healthy, harassment-free work environment.
- 7.7 The Employer undertakes to protect the confidentiality of information relating to a complaint and the identity of the persons involved, to the extent possible, unless such information is necessary to review the complaint, conduct an investigation or take further action.
- 7.8 The internal complaints procedure set out in this policy does not in any way deprive an employee of the right to apply directly to the courts.
- 8. Violation of policy**
- 8.1 Failure to comply with this policy may result in administrative or disciplinary action, up to and including dismissal.
- 8.2 Any person filing a complaint deemed abusive or frivolous or lodged in bad faith may be subject to disciplinary action up to and including dismissal.

2023-098

**NOTICE OF MOTION FOR THE ADOPTION OF A BY-LAW 2023-R-005  
CONCERNING THE POWERS AND DUTIES OF THE GENERAL DIRECTOR AND  
CLERK-TREASURER**

Notice of motion is hereby given by the Councillor **Jarvin Joncas** that at a subsequent session, he will present or cause to be presented with the exemption of its reading, a By-Law concerning the powers and duties of the General Director and Clerk-Treasurer. A draft of this By-Law is hereby presented.

2023-099

**UPDATE OF THE HUMAN RESOURCES MANAGEMENT POLICY FOR MUNICIPAL  
EMPLOYEES**

- WHEREAS** that the Municipality has adopted a human resources management policy for municipal employees in 2020;
- WHEREAS** that the policy requires updating as a whole for the municipal employees;
- WHEREAS** the Municipality wishes to harmonize its human resources practices;

**CONSEQUENTLY**, it is proposed by **Jean-Roger Dumas**, seconded by **Jarvin Joncas** and unanimously resolved to adopt the Human Resources Management Policy for municipal employees.



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2023-100

**ACCEPTANCE OF THE SERVICE OFFER FROM PATRICK GAGNON  
OF SERVICE EXP TO UPDATE THE COST SUMMARY (SEWER  
PROJECT)**

It is proposed by **Daisy Drudge**, seconded by **Jarvin Joncas** and unanimously resolved to accept the service offer from Service EXP in the amount of **\$16 500.00** plus taxes, to have an updated cost summary of the sewer project.

2023-101

**ACCEPT THE OFFER OF SERVICE FROM JEAN-YVES PINTAL TO  
UPDATE THE ARCHAEOLOGICAL INVENTORY ON POINTE-AU-POT  
STREET FOR THE RESIDENTIAL DEVELOPMENT PROJECT**

It is proposed by **Jarvin Joncas**, seconded by **Jean-Roger Dumas** and unanimously resolved to accept the service offer from Jean-Yves Pintal in the amount of **\$5 662.50** plus taxes, to provide an update the archaeological inventory on Pointe-au-Pot Street for the residential development project.

2023-102

**ADOPTION OF THE POLICY ON THE USE OF ALCOHOL, DRUGS AND  
MEDICATION**

It is proposed by **Jean-Roger Dumas**, seconded by **Jarvin Joncas** and unanimously resolved to adopt the policy on the use of alcohol, drugs and medication as presented.

**1. Statement**

The employer's mission is to offer the public an efficient, high-quality and safe service.

Employers must also take the necessary measures to protect the health, safety, and physical integrity of their employees. In return, employees also have a duty to protect their health, safety, and physical integrity.

The consumption of alcohol or drugs, or the inappropriate use of over-the-counter or prescription medication, can affect an employee's performance, or have serious consequences for colleagues, customers, the general public and the employer, including its image and reputation.

Consequently, the employer has decided to adopt the present policy on alcohol and drugs, including cannabis, which also covers over-the-counter and prescription drugs.

**2. Objectives**

- Prevent the risks associated with drug, alcohol and medication use;
- Ensure the safety of the public and all employees;
- Reduce absenteeism related to drug, alcohol and medication use;

**3. Fields of application**

This policy applies to all employees, regardless of their status, schedule or assignment.

This policy must be respected on all the employer's premises or grounds.





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The policy also extends to all employer vehicles.

### 4. Principles

The employer has zero tolerance for the use, possession, sale and distribution of drugs, alcohol and medication during working hours.

All employees must be able to perform their assigned duties safely and adequately at all times. While at work, employees must not be under the influence of alcohol or drugs.

Employees must be responsible in their use of medication, whether obtained over the counter or by prescription. Accordingly, they must seek advice from a health care professional to determine whether the medication they are taking may have an influence on their activities, and comply with any recommendations made to ensure their safety, the safety of all those involved, and the safety of the public.

The employer may impose such disciplinary or administrative measures as it deems appropriate in the specific circumstances of each case, as soon as it has reasonable grounds to believe that an employee has contravened any of the elements of this policy.

It is strongly recommended that employees stop drinking alcohol at least eight (8) hours before starting their shift.

### 5. Terms and conditions

- Employees are prohibited from consuming alcohol or drugs while at work or on call;
- No employee may report for work or perform his or her duties while under the influence of alcohol or drugs, or while still suffering from the residual effects thereof;
- It's very important that he doesn't give off an ethylic smell during his working hours;
- When an employee is required to use a medication that may affect his or her ability to perform his or her duties or render him or her unfit to do so, he or she must notify management.

### 6. Disclosure

All employees must immediately report to their immediate supervisor any person who violates this policy by consuming or selling prohibited substances, or who shows signs of intoxication while at work (e.g., alcohol breath, incoherent speech, red eyes, precarious balance, etc.), or who behaves in a way that suggests intoxication.

### 7. Withdrawal from work

An employee will be removed from work when the employer has reasonable grounds to believe that he or she is unfit for work because of the influence of alcohol or drugs, or because of the inappropriate use of medication. The employee can then be returned home safely.

An employee's unusual or abnormal behavior, the smell of alcohol or drugs, slurred speech or difficulty walking are just some of the signs that could justify an employer's belief that an employee is under the influence of alcohol or drugs, or has misused medication.

### 8. Employee assistance

The employer recognizes that dependence on alcohol, drugs or prescribed or non-prescribed medication is a medical condition that can be successfully treated.



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Any employee who believes he or she has such a dependency is encouraged to seek advice and appropriate treatment without delay, before his or her professional, social and family environment suffers.

When employees are covered by the Employee Assistance Program, they are encouraged to use it, and if not, to refer to external support resources.

The employer may require an employee to undergo an assessment by a health professional when it is established that the employee is dependent on alcohol, drugs or medication, whether prescribed or not.

### NEW AFFAIRS

There were no new affairs.

### QUESTION PERIOD

There were many questions from the public.

2023-103

### CLOSING OF THE SITTING

It is proposed by **Jarvin Joncas**, seconded by **Daisy Drudge** and unanimously resolved to close the present sitting at 7:55 P.M.

Andrew Etheridge, Mayor

Karine Benoit, General Director