



**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 March 19th 2024, at the municipal hall in Blanc-Sablon at 7:00 p.m. under the chairmanship of the Mayor, Colin Shattler, and also present to form quorum:

The councillors: Jean-Roger Dumas
Johanne V. Beaudoin
Mitchell Lawless
Marissa Lavallee

Laura Lavallee, Assistant 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.

2024-023

READING AND ADOPTION OF THE AGENDA

WHEREAS the Mayor invited the Assistant General Director to read the proposed agenda;

CONSEQUENTLY, it is proposed by **Jean-Roger Dumas**, seconded by **Johanne V. Beaudoin** and unanimously resolved to adopt the agenda as read.

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 FEBRUARY 20TH 2024**
4. **DEPOSIT AND ADOPTION OF THE CHEQUES ISSUED AND THE NON-REDUCIBLE EXPENSES PAID DURING THE MONTH OF FEBRUARY 2024**
5. **DEPOSIT AND ADOPTION OF THE PAYABLES FOR THE MONTH OF FEBRUARY 2024**
6. **DEPOSIT AND ADOPTION OF THE BUDGETARY REPORTS FOR THE MONTHS OF FEBRUARY AND MARCH 2024**
7. **DEPOSIT OF THE TAX ARREARS REPORT AS OF THE 29TH OF FEBRUARY 2024**
8. **RENTAL OF MACHINERY AND PURCHASE OF BACKFILL MATERIALS**
9. **ADOPTION OF THE ANNUAL ACTIVITY REPORT OF THE MUNICIPAL FIRE SAFETY SERVICE**
10. **NOMINATION OF AN ACTING MAYOR**
11. **ADOPTION OF THE POLICY ON THE PROCEDURE FOR HANDLING COMPLAINTS RELATING TO BREACHES OF THE MUNICIPAL BODY'S OBLIGATIONS UNDER THE CHARTER OF THE FRENCH LANGUAGE**
12. **FINANCIAL ASSISTANCE FOR THE « PROGRAMME D'ACTION COMMUNAUTAIRE POUR LES ENFANTS (PACE) »**
13. **REQUEST FOR FUNDING FROM SOCIÉTÉ PLAN NORD UNDER THE « FONDS D'INITIATIVES NORDIQUES » PROGRAM FOR EQUIPMENT FOR THE FIRE DEPARTMENT**
14. **MEANS OF DISBURSEMENT OF THE GOVERNMENTAL CONTRIBUTION WITHIN THE SCOPE OF GASOLINE TAX AND THE QUEBEC CONTRIBUTION PROGRAM (TECQ) FOR THE YEARS OF 2019 TO 2023 VERSION N^o 2**



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- 15. NEW AFFAIRS
- 16. QUESTION PERIOD
- 17. CLOSING OF THE SITTING

2024-024

ADOPTION AND FOLLOW-UP OF THE MINUTES OF THE SITTING HELD ON FEBRUARY 20TH 2024

It is proposed by **Mitchell Lawless**, seconded by **Marissa Lavallee** and unanimously resolved to adopt the minutes of the sitting held on February 20th 2024 with exemption of reading.

2024-025

DEPOSIT AND ADOPTION OF THE CHEQUES ISSUED AND THE NON-REDUCIBLE EXPENSES PAID DURING THE MONTH OF FEBRUARY 2024

It is proposed by **Marissa Lavallee**, seconded by **Jean-Roger Dumas** and unanimously resolved to deposit and adopt the list of cheques issued and the non-reducible expenses paid during the month of February 2024 in the respective amount of **\$184 755.61** for general administration and **\$38 900.80** for the payroll.

2024-026

DEPOSIT AND ADOPTION OF THE PAYABLE ACCOUNTS FOR THE MONTH OF FEBRUARY 2024

It is proposed by **Johanne V. Beaudoin**, seconded by **Mitchell Lawless** and unanimously resolved to deposit and adopt the payable accounts for the month of February 2024 in the amount of **\$7 670.54**.

2024-027

DEPOSIT AND ADOPTION OF THE BUDGETARY REPORT, TRANSFERS, AND CREDIT COMMITMENTS FOR THE MONTHS OF FEBRUARY AND MARCH 2024

It is proposed by **Marissa Lavallee**, seconded by **Johanne V. Beaudoin** and unanimously resolved to deposit and adopt the budgetary report, transfers, and credit commitments for the months of February and March 2024 in the respective amounts of **\$203 608.18** and **\$148 418.00**.

DEPOSIT OF THE TAX ARREARS REPORT AS OF THE 29TH OF FEBRUARY 2024

The Assistant General Director deposited and commented on the tax arrears reports as of the 29th of February 2024 as **\$1 405 712.10**.

2024-028

RENTAL OF MACHINERY AND PURCHASE OF BACKFILL MATERIALS

WHEREAS that there are several suppliers, for the rental of machinery and the sale of backfill materials, on the territory of the Municipality;

WHEREAS that the Municipality has the responsibility to optimize the use of public funds;

WHEREAS that the Municipality must demonstrate transparency and equity, while respecting the established processes;

Formules Municipales No 5614-MYST



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CONSEQUENTLY, it is proposed by **Jean-Roger Dumas**, seconded by **Johanne V. Beaudoin** and unanimously resolved that the Municipality proceed systematically by tenders, for the rental of machinery and the purchase of backfill materials and, at the end of the process, to retain the lowest bidder, unless an exceptional situation is duly authorized by the General Director.

2024-029

ADOPTION OF THE ANNUAL ACTIVITY REPORT OF THE MUNICIPAL FIRE SAFETY SERVICE

WHEREAS the MRC fire safety coverage plan was certified on November 30th, 2005 and revised in March 2007;

WHEREAS Article 35 of the law on fire safety stipulates that the local authority in charge of the application of the measures forecasted in a fire safety plan must adopt by resolution and transmit to the Minister a report of activity on fire security;

CONSEQUENTLY, it is proposed by **Mitchell Lawless**, seconded by **Jean-Roger Dumas** and resolved unanimously;

THAT the Council accept the 2021-2022-2023 annual report of the Municipality of Blanc-Sablon.

THAT the report be forwarded to the Ministry of Public Security in accordance with Article 35 of the Fire Safety Act.

2024-030

NOMINATION OF AN ACTING MAYOR

It is proposed **Marissa Lavallee**, seconded by **Mitchell Lawless** and unanimously resolved to mandate the councillor **Johanne V. Beaudoin** as Acting Mayor for the months of April, May, and June 2024.

2024-031

ADOPTION OF THE POLICY ON THE PROCEDURE FOR HANDLING COMPLAINTS RELATING TO BREACHES OF THE MUNICIPAL BODY'S OBLIGATIONS UNDER THE CHARTER OF THE FRENCH LANGUAGE

It is proposed by **Johanne V. Beaudoin**, seconded by **Marissa Lavallee** and unanimously resolved to adopt the policy on the procedure for handling complaints relating to breaches of the municipal body's obligations under the Charter of the French Language as presented.

1. PURPOSE OF THE PROCEDURE

The purpose of this procedure is to ensure the fair, efficient and effective handling of complaints made to the municipal body concerning an alleged breach of its obligations under the Charter of the French Language (RLRQ, c. C-11).

2. DEFINITIONS

2.1. Complainant

A person who brings to the attention of the person designated to receive complaints from the municipal organization a potential breach of the obligations of the Charter of the French Language to which the municipal organization is bound.



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2.2. Complaint

Notifying the municipal body's designated complaints officer of a potential breach of the Charter of the French Language obligations to which the municipal body is bound.

2.3 Breach of obligations under the Charter of the French Language

Failure to comply with the obligations to which the municipal organization is bound by virtue of the following sections of the Charter of the French Language: ss. 14 to 19, 21 to 21.12, 22, 22.1, 27 and any other relevant section of the Charter of the French Language or of a by-law adopted pursuant to the Charter of the French Language. For municipal organizations recognized under section 29.1 of the Charter, sections 23 to 26 are added.

2.4. Designated official

Although the General Manager is, under the Charter of the French Language, responsible for taking the necessary steps to ensure that the municipal body meets its obligations under the Charter of the French Language, the Municipal Council may identify the General Director or another person to receive complaints relating to breaches of the obligations of the Charter of the French Language and to apply the present procedure. To compensate for the vacancy of the designated person, the Council may appoint one or more persons to act as replacement(s).

3. SCOPE OF APPLICATION

3.1. This policy applies to all members of the municipal organization's staff who are involved in handling complaints relating to breaches of the municipal organization's obligations under the Charter of the French Language or a by-law adopted for its application, including the person designated to receive complaints.

3.2. The present policy applies to any complaint formulated by any person, including members of the municipal organization's staff, concerning any failure by the municipal organization to comply with the provisions of the Charter of the French Language or a by-law adopted for its application.

3.3. This policy applies to the municipal organization, in accordance with Appendix I of the Charter of the French Language, in the exercise of its activities.

4. GENERAL PRINCIPLES

4.1. The municipal organization shall, in an exemplary manner, use the French language, promote its quality and ensure its influence and protection.

4.2. Complaints handling is one of the means used by the municipal organization to fulfill its obligations under the Charter of the French Language. The complaint process enables the complainant to inform the municipal body of a potential breach of the obligations set out in the Charter of the French Language, so that it can correct the breach if necessary.



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4.3. The designated official, if not the General Director, informs the latter of the breach identified in the complaint and advises him/her on how to remedy it, where applicable. The Office can also assist and inform the municipal body about corrections and improvements to be made.

5. COMPLAINTS RELATING TO BREACHES OF OBLIGATIONS UNDER THE FRENCH LANGUAGE CHARTER

5.1. How to file a complaint

5.1.1. Any person who observes a possible breach of the obligations of the Charter of the French Language may file a complaint with the person designated to receive complaints from the municipal body.

5.1.2. Complaints must be forwarded to the designated person responsible for receiving complaints using the form provided (Appendix A), which is available on the municipal organization's website and can be sent by mail, e-mail, fax or in person to the following address:

Municipality of Blanc-Sablon
Att. Karine Benoit, Directrice Générale
1149, blvd. Dr. Camille Marcoux, Lourdes-de-Blanc-Sablon, QC, G0G 1W0

5.2. Content of a complaint

5.2.1. A complaint must contain the following information:

- Date of complaint
- Identification and contact details of the complainant, if desired, otherwise it is always possible to make an anonymous complaint:
 - o Name
 - o Address
 - o Telephone number
 - o E-mail address
- Detailed statement of reasons for complaint
 - o Description of the alleged breach of the Charter of the French Language
 - o Date of alleged breach
- If applicable, any relevant documents in support of the grounds for complaint
- Any other information the complainant deems necessary for filing the complaint.

5.3. Complaint admissibility criteria

5.3.1. For a complaint to be considered by the designated officer, it must meet the following conditions:

- a) Be submitted in accordance with the filing procedures set out in this procedure.
- b) Contain all the information identified in article 5.2 (Content of a complaint) of the present procedure.

5.4. Hate or defamatory nature of complaints

5.4.1. No action will be taken on complaints of a hateful or defamatory nature or made in bad faith. The municipal organization retains all its recourses to stop the filing of complaints of a hateful or defamatory nature or made in bad faith and to obtain the appropriate remedies.



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6. RECEIPT AND PROCESSING OF A COMPLAINT

- 6.1. Upon receipt of a complaint, the designated officer will open a file.
- 6.2. Within 5 working days of receipt of the complaint, if the complaint is not anonymous, the designated representative will send an acknowledgement of receipt to the complainant, informing him or her that the complaint will be analyzed to assess its admissibility.
- 6.3. Within 30 working days of receipt of a complaint, the designated manager will examine the admissibility of the complaint in accordance with the criteria set out in this procedure. All complaints received must be sufficiently detailed to enable them to be processed. If necessary, the designated person in charge will contact the person who made the complaint, if it was not made anonymously, in order to obtain the information required to process the complaint.
- 6.3.1. If the complaint does not meet the admissibility criteria of the present procedure and/or does not contain all the required information, the designated manager informs the complainant, if the complaint is not anonymous, of the inadmissibility of the complaint, indicating the reasons for the inadmissibility, and then proceeds to close the file. If the complaint is anonymous, the designated manager closes the file, noting the reasons for inadmissibility.
- 6.3.2. If the complaint is not anonymous, meets the admissibility criteria of the present procedure and contains all the required information, the designated official informs the complainant that the complaint is admissible and that he or she will intervene to correct the situation if the analysis reveals a breach of the obligations of the Charter of the French Language by the municipal body.
- 6.3.3. If the complaint is not anonymous, the designated person may contact the complainant to ask for any clarification required to process the complaint.
- 6.3.4. If the complaint is anonymous, meets the admissibility criteria of the present procedure and contains all the required information, the designated officer will note the admissibility of the complaint in the file.
- 6.4. If the analysis reveals a failure by the municipal body to comply with its obligations under the Charter of the French Language, the designated officer contacts the persons concerned within the municipal body and makes recommendations with a view to correcting the failure and offers them the necessary support to enable them to make the required corrections within a reasonable time.
- 6.5. When the corrections are made by the persons concerned within the municipal organization, or when the result of the analysis reveals that no correction is necessary, the designated manager closes the file.
- 6.6. The designated person in charge informs the complainant when the processing of the complaint has been completed, specifying the corrections that have been made in order to comply with the obligations set out in the Charter of the French Language, or specifying that no correction was required as a result of the processing.



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6.7. The filing of a complaint under the present procedure does not prevent the application of the complaint procedure provided for in sections 165.15 and following the Charter of the French Language.

7. PROTECTION OF PERSONAL INFORMATION

7.1. The complaint procedure is confidential and the identity of the complainant is not revealed publicly. If it is necessary to communicate the identity of the complainant in order to resolve a particular situation, the complainant's written authorization will be requested beforehand. The designated person in charge and the persons assisting him/her in the complaint handling process undertake to respect the confidentiality of the personal information contained in each complaint.

8. EFFECTIVE DATE AND ACCESSIBILITY

This procedure takes effect on the day it is adopted by the Municipal Council.

As soon as it comes into force, the municipal body shall make it accessible at all times by publishing it on its website and making it available to anyone at the municipal office.

2024-032

FINANCIAL ASSISTANCE FOR THE « PROGRAMME D'ACTION COMMUNAUTAIRE POUR LES ENFANTS (PACE) »

It is proposed by **Mitchell Lawless**, seconded by **Jean-Roger Dumas** and unanimously resolved to contribute an amount of **\$200.00** for the « Programme d'action communautaire pour les enfants (PACE) ».

2024-033

REQUEST FOR FUNDING FROM SOCIÉTÉ PLAN NORD UNDER THE « FONDS D'INITIATIVES NORDIQUES » PROGRAM FOR EQUIPMENT FOR THE FIRE DEPARTMENT

WHEREAS with the revision of our civil security plan, the intervention component on our territory, during emergency situations, requiring the transportation of victims, is being finalized;

WHEREAS the firefighters are responsible for ensuring the transportation of victims and ambulance attendants, while providing assistance, to the ambulance vehicle or the hospital center;

WHEREAS the need for rescue equipment to ensure safe transportation has been identified;

WHEREAS the Société Plan Nord offers grants, within the framework of the « Fonds d'initiatives nordiques » program;

CONSEQUENTLY, it is proposed by **Jean-Roger Dumas**, seconded by **Marissa Lavalée** and unanimously resolved that the Municipality request funding from the Société Plan Nord within the framework of the « Fonds d'initiatives nordiques » and that **Karine Benoit**, General Director be authorized to sign any documents for and on behalf of the Municipality of Blanc-Sablon.



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2024-034

MEANS OF DISBURSEMENT OF THE GOVERNMENTAL CONTRIBUTION WITHIN THE SCOPE OF GASOLINE TAX AND THE QUEBEC CONTRIBUTION PROGRAM (TECQ) FOR THE YEARS OF 2019 TO 2023 VERSION N° 2

WHEREAS the Municipality acknowledge the guide pertaining to the means of disbursement of the governmental contribution within the scope of the program of gasoline tax and Quebec contribution (TECQ) for the years of 2019 to 2023;

WHEREAS the Municipality must respect this guide in order to receive the governmental contribution that was confirmed by a letter from the Minister of Municipal Affairs and Territorial Occupation;

CONSEQUENTLY, it is proposed by **Johanne V. Beaudoin**, seconded by **Mitchell Lawless** and unanimously resolved:

THAT the Municipality promises to respect the conditions noted in this guide;

THAT the Municipality agrees to be the sole entity responsible and to liberate Canada and Quebec and also the Ministers, its managers and employees or mandated persons of any responsibilities pertaining to claims, damages, lost and cost of all sorts that has inflicted injuries on a person, or the death of this person, damage to property or loss of property due to willful or negligent action arising directly or indirectly by the investments made with the financial assistance obtained under the 2019-2023 TECQ program;

THAT the Municipality approves the content and authorizes to send to the Municipal Affairs and Territorial Occupation the works schedule version n° 2 and all documents requested by the Ministry, in order to receive the governmental contribution that was confirmed by a letter from the Minister of Municipal Affairs and Territorial Occupation;

THAT the Municipality promises to invest a minimum in immobilizations of municipal infrastructures for the whole five (5) years;

THAT the Municipality commits to inform the Minister of Municipal Affairs and Territorial Occupation of all changes that could be brought to the works schedule approved by this resolution;

THAT the Municipality by this present resolution states that the work schedule version n° 2 attach includes true costs incurred and reflects planned spending eligible.

NEW AFFAIRS

No new affairs.

QUESTION PERIOD

There were no questions.



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CLOSING OF THE SITTING

It is proposed by **Jean-Roger Dumas**, seconded by **Mitchell Lawless** and
unanimously resolved to close the present sitting at 7:30 p.m.

Colin Shattler, Mayor

Laura Lavalée, Assistant General Director