

November 23, 2010

A regular meeting of Shawville Council was called to order by Mayor Albert Armstrong at the Town Hall at 7:30 p.m., November 23, 2010 with Councillors John Beimers, James Hodgins, Sylvia Hodgins, Sandra Murray and Frank Stafford Jr. as well as Crystal Webb, Director General.

Councillor Royce Richardson motivates his absence

- 315-10 Moved by John Beimers, seconded by Sylvia Hodgins, that the agenda be adopted. Carried unanimously.
- 316-10 Moved by Sandra Murray, seconded by James Hodgins, that the minutes of the regular meeting of November 9, 2010 be adopted as circulated. Carried unanimously.

Visitors' Question Period

On behalf of the Pontiac Agricultural Society Rick Young and Allan Dean attend the council meeting to discuss the invoice that was sent to the Pontiac Agricultural Society for fire calls during the Shawville Fair.

Councillor Frank Stafford Jr., leaves the meeting at 8:05 p.m.

- 317-10 Moved by James Hodgins, seconded by Sandra Murray, that the Council of the Municipality of Shawville authorize to pay the extra cost of \$23,269.07 taxes included for the adjustments on the unit price for the related work done on Clarendon Street from Tom Orr Cartage. Carried unanimously. Councillor Frank Stafford Jr, abstains.
- 318-10 Moved by John Beimers, seconded by Sylvia Hodgins, that the Council of the Municipality of Shawville authorize to pay \$54, 857.04 including taxes for the work done on Clarendon Street. It is also resolved that the Council of the Municipality will hold back a 5% in the amount of \$18, 761.79 for one year that will be released on October 14, 2011 providing that Council agree. Carried unanimously. Councillor Frank Stafford Jr, abstains.

Councillor Frank Stafford Jr., returns to the meeting at 8:10 p.m.

FIRE CHIEF - RATE FOR BASIC TRAINING

The Fire Chief wage of \$17 per hour when present at fires and \$16 per hour when present at practices, courses, trainings and any other activities directly related to his duty;

FIRE CHIEF WITH FIRE FIGHTER ONE AND THE PUMPER COURSE - FALL UNDER THE GRANDFATHER CLAUSE

The Fire Chief wage of \$18 per hour when present at fires and \$16 per hour when present at practices, courses, trainings and any other activities directly related to his duty;

DEPUTY CHIEFS - RATE FOR BASIC TRAINING

The two (2) Deputy Chiefs wage of \$14.00 per hour when present at fires and fighting fires, including when acting as officer in charge and \$8.50 per hour when present for practices, courses, trainings and other activities directly related to their duties;

DEPUTY CHIEF - WITH FIRE FIGHTER ONE AND THE PUMPER COURSE

- FALL UNDER THE GRANDFATHER CLAUSE

The two (2) Deputy Chiefs wage of \$15.00 per hour when present at fires and fighting fires, including when acting as officer in charge and \$8.50 per hour when present for practices, courses, trainings and other activities directly related to their duties;

OFFICERS - RATE FOR BASIC TRAINING

The four (4) Officers wage of \$14.00 per hour when present at fires and fighting fires including when acting as officer in charge and \$8.50 per hour when present at practices, courses, trainings and any other activities directly related to their duties;

OFFICER - WITH FIRE FIGHTER ONE AND THE PUMPER COURSE - FALL UNDER THE GRANDFATHER CLAUSE

The four (4) Officers wage of \$15.00 per hour when present at fires and fighting fires including when acting as officer in charge and \$8.50 per hour when present at practices, courses, trainings and any other activities directly related to their duties;

OTHER FIREFIGHTERS - RATE FOR BASIC TRAINING

Other Firefighters wage of \$12.00 per hour when present and fighting fires and \$8.50 per hour for practices, courses, trainings and others activities directly related to their duties;

OTHER FIREFIGHTERS - WITH FIRE FIGHTER ONE AND THE PUMPER COURSE

- FALL UNDER THE GRANDFATHER CLAUSE

Other Firefighters wage of \$13.00 per hour when present and fighting fires and \$8.50 per hour for practices, courses, trainings and others activities directly related to their duties;

When the Fire Fighter's are doing their inspection duties, such as the fire trucks or equipment; regardless of rank they will receive a rate of \$8.50 per hour to a maximum of 192 hours per year.

The following honorarium is also recommended: The fire chief will also received \$4,800 per year to be paid by both councils based on the number of fires the chief attends and his officer in charge, divided by the number of fire calls per municipality.

The deputy-chiefs will receive \$1,200.00 per year each to be divided equally between Shawville and Clarendon municipalities; providing that the Municipality of Clarendon agrees to all of the above.

A separate bank account is opened for the funding of a replacement fire truck. For the year 2010 \$5,000.00 will be placed in this account; for the budget year 2011 an additional \$5,000.00 will be allocated to this account for a fire truck plus additional \$5,000.00 for an air exchanger system.

<u>Qty</u>	<u>Description</u>	<u>Unit Price</u>	<u>Total</u>
1	Bunker suits	\$1,480.00	\$1,480.00
	SCBA Maintenance/Service	\$1,500.00	\$1,500.00
4	Pr NFPA Fire Boots	\$132.00	\$528.00
4	Pr NFPA Gloves	\$129.00	\$516.00
2	Fire Hoods (Balaclavas)	\$33.40	\$66.80

1	Kenwood repeater	\$2,300.00	\$2,300.00
1	Repeater Installed	\$225.00	\$225.00
3	Portable Radio	\$319.00	\$957.00
5	Pagers,Min4w/men used	\$279.00	\$1,395.00
4	10ft hard suction hose nh	\$282.00	\$1,128.00
2	4"storz to 2.5 qst female	\$114.00	\$228.00
2	4"x25 ft hose storz	\$320.00	\$640.00
2	4" Storz to 4"nh female	\$134.00	\$268.00
2	4"storz to4.5 nh female	\$155.00	\$310.00
1	4"bottom strainer w jet	\$316.10	\$316.10
2	Hydrant gate valves 2.5	\$490.00	\$980.00
2	2.5 to 1.5 ys	\$425.00	\$850.00
4	Helmet Flashlights	\$28.00	\$112.00
	Helmet Flashlight		
4	brackets	\$15.85	\$63.40
3	Helmet Ratchet Assembly	\$37.28	\$111.84
3	Helmet Visor Cairns	\$62.10	\$186.30
1	1.5" nozzle (reg. 795.00)	\$335.00(Dec30)	\$335.00
	Training DVDS	\$300.00	\$300.00
	Total		\$14,796.44
			Plus Tax
	Shawville Share		\$7,398.22
	Training Courses (Shawville only)		\$12,500.00

Councillor John Beimers leaves the meeting at 8:20 p.m.

- 319-10 Moved by Sylvia Hodgins, seconded by James Hodgins, that the Council of the Municipality of Shawville authorize the following increase for the firemen effective November 1st, 2010 and to adopt the 2011 wish list from the Shawville Clarendon Fire Department providing that the Municipality of Clarendon agree to pay half. Carried unanimously. Councillor John Beimers abstains.

Councillor John Beimers returns to meeting at 8:25 p.m.

- 320-10 Moved by Sandra Murray, seconded by Sylvia Hodgins, that the Council of the Municipality of Shawville authorize to purchase 20 trees for spring planting, size of tree is 54 mm in diameter from Kelly's Green Thumb in the amount of \$8,600.00 plus taxes, this will include trees planted plus a one year warranty. (Account number 22-10000-726). Carried unanimously.
- 321-10 Moved by John Beimers, seconded by Frank Stafford Jr., that the Council of the Municipality of Shawville authorize to adopt a harassment policy.

1. Preamble

The Municipality of Shawville has decided to implement a Harassment Policy for the well being and wellness of all employees. This policy is in line with the Charter of Human Rights and Freedoms by which every human being possesses intrinsic rights and freedoms, such as respect, safeguarding of their dignity, their honor and reputation, as well as protection of their physical and psychological well being, and is in line with the Act respecting Labor Standards which states that all employees have the right to a workplace that is free from psychological harassment. Therefore, any form of harassment, whether sexual or psychological in nature, is in violation of a person's fundamental rights.

2. Purpose of the Policy

2.1 To maintain a workplace free of all forms of harassment, including sexual and psychological harassment, for all employees in order to protect their physical and psychological integrity and safeguard their dignity;

2.2 To increase awareness, information and training in the workplace in order to prevent harassment behavior;

2.3 To provide harassment victims with adequate support by implementing a complaint resolution procedure.

3. Scope

This policy applies to all personnel. It also applies to employees from the organization who deal with outside stakeholders such as clients, suppliers, etc.

4. Definitions

4.1 Sexual harassment

Sexual harassment is defined as unwelcome, one-sided, behavior that contains sexual overtones, placing undue pressure on a person either to obtain sexual favors or ridicule their sexual characteristics and that hinders their right to have fair and reasonable work or training conditions, or affects their right to dignity.

4.2 Psychological harassment

Under the Act respecting Labor Standards, Article 81.18, psychological harassment is defined as "any vexatious behavior in the form of repeated and hostile or unwanted conduct, verbal comments, actions or gestures, that affects an employee's dignity or psychological or physical integrity and that results in a harmful work environment for the employee.

A single serious incidence of such vexatious behavior with a lasting, harmful effect on an employee may also constitute psychological harassment.

5. Rights and responsibilities of staff, managers and supervisors

5.1 Set the example by displaying respectful, harassment-free behavior;

5.2 Make sure the Policy is understood and applied;

5.3 Implement the necessary measures to prevent harassment and take immediate action to stop harassment when an issue is brought to attention;

5.4 Support the person claiming to be a victim of harassment by informing him/her about the present Policy and the processing of complaints;

5.5 Inform the contact person that an informal or formal process is underway;

5.6 Participate in establishing the facts and in implementing solutions to resolve the issue.

6. Employee rights and responsibilities

6.1 Establish and maintain sound work relations based on respect and pay attention to the effects of their own behavior;

6.2 Change their behavior when it bothers another employee;

6.3 Recognize harassment situations and reveal their discomfort to the person responsible for such behavior;

6.4 Inform their supervisor or the contact person about any harassment situation;

6.5 Be familiar with the laws and policies in effect and understand their application.

7. Processing of complaints

Following is the procedure for processing harassment victim complaints:

Processing of complaints

3 possible scenarios

Informal resolution

Talk to the person involved

or

Inform the supervisor or superior

or

Contact the person in charge of the Policy

Formal process

1-File a written complaint

2-Examine the complaint

3-Recommendations

Formal process (complaint to the *Commission des normes du travail*)

File a written complaint to the *Commission des normes du travail* within 90 days following the last harassment incident

8. Person in charge of Policy application

8.1 The Director General is responsible for the application of this Policy;

8.2 Management is responsible for:

- Making sure that all employees are aware of this Policy;
- Regularly remind employees about the existence of this Policy;
- Keeping all harassment records on file, or discarding such records.

HARASSMENT POLICY

Complaint Form

- I hereby wish to file a complaint against:

Name(s) of the person(s) initiating the complaint

Function of this person/these persons

- Facts about the incidents:

Date:

Time:

Location:

Is this the 1st event? Yes No

Frequency:

Event date(s):

Description of the facts:

Please attach other pages if insufficient space.

Given the facts stated, I consider myself as a victim of harassment.

Signature: _____ Date: _____ .

Carried unanimously.

322-10 Moved by Sandra Murray, seconded by Frank Stafford Jr., that the Council of the Municipality of Shawville appoints Royce Richardson as municipal representative in charge of the "Fishing Festival Projects" and to purchase fish, up to \$3,000.00 (municipal share being \$1,000.00). Carried unanimously.

323-10 Moved by James Hodgins, seconded by Sylvia Hodgins, that the Council of the Municipality of Shawville authorize the Director General, Crystal Webb to open a separate bank account in the amount of \$5,000.00 to cover expenditures for a new fire truck. Carried unanimously.

Councillor James Hodgins brings in a notice of motion for the 2011 Garbage Tax rate.

Councillor Frank Stafford Jr., brings in a notice of motion to establish revised Residential and Commercial water and sewerage taxes for the year 2011.

Councillor Sandra Murray brings in a notice of motion for the 2011 rate of remuneration for the Mayor and the Councillors.

Councillor John Beimers bring in a notice of motion to set the 2011 Mill rate.

324-10 Moved by Sandra Murray, seconded by James Hodgins, that the Council of the Municipality of Shawville agree to increase the following wages, for the year 2011, by the percentages indicated adjacent to their name. Carried unanimously.

Linda Atkinson 2.5%
Crystal Webb 2.5%
Norm Pilon 2.5%
Lee Laframboise 2.5%
Michael Tubman 2.5%
Denzil Yach 2.5%

It is also resolved for weekends on call for the town men they will receive 4 hours at time and half.

325-10 Moved by Sylvia Hodgins, seconded by John Beimers, that the following calendar is adopted regarding the 2011 regular meeting sessions of the Municipal Council that will be held every second Tuesday of the Month at 7:30 p.m. under the afore said dates:

January 11 and 25
February 8 and 22
March 8 and 22
April 12 and 26
May 10 and 24
June 14 and 28
July 12
August 9 and 23
September 13 and 27
October 11 and 25
November 8 and 22
December 13 and 19

And that the Director General will post the public notice of the above mentioned calendar and place an ad in The Equity and the Pontiac Journal according to the Law.

Correspondence

- E-mail from MRC Pontiac re. launching of it's official online information portal www.pontiacportal.qc.ca
- Resolution received from Municipality of Clarendon re. to hire Tyler Toupin as a new firefighter
- Thank you letter from PHS re. bursaries for 2010
- Letter received form Agence de la Santé et des Services Sociaux de l'Outaouais re. results of radon testing at the Elementary Schools. (RADON IS A TYPE OF GAS THAT CAN CAUSE LUNG CANCER - ACCORDING TO THE LETTER WE DO NOT HAVE THIS PROBLEM AT OUR SCHOOL)
- Invitation to the Mayors re. Consultation on the regional and integrated action plan concerning public transit and paratransit in Outaouais
- Letter from Minister of Transport re. 2010-2011 winter road maintenance \$5,781.57
- Resolution received from Pontiac UPA re. the UPA is opposed to the plans for the construction of a \$9.1 million administration complex for the MRC Pontiac
- Thank you Card from the Mayhew family

326-10 Moved by Sylvia Hodgins, seconded by James Hodgins, that the Council of the Municipality of Shawville accept the recommendation from the Shawville/Clarendon Fire Department to accept Tyler Toupin as a new firefighter provided that the Municipality of Clarendon agrees. Carried unanimously.

327-10 Moved by Sandra Murray, seconded by Frank Stafford Jr., that the Council of the Municipality of Shawville authorize a letter to be sent to the Pontiac Agricultural Society revoking all the charges for fires that were set during the Shawville Fair. Carried unanimously.

Committee Reports

Frank Stafford Jr.

On behalf of the McDowell School, Vaugh Bastien will bring in a letter for a request for funding for the year 2011

Sylvia Hodgins

Animal control officer Jacques Fortin will now be able to enforce fines in the Pontiac

John Beimers

Christmas Parade up-date 21 floats

328-10 Moved by Sylvia Hodgins that the meeting be adjourned at 9:40 p.m.

Mayor

Secretary-Treasurer