

Resolution or  
Notation No.

2025-041

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

### PROVINCE OF QUEBEC MUNICIPALITY OF BLANC-SABLON

Minutes of the regular municipal council sitting of the Municipality of Blanc-Sablon held on April 15<sup>th</sup> 2025, 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: Jarvin Joncas  
Johanne V. Beaudoin  
Jean-Roger Dumas  
Dany Gaudreault  
Marissa Lavallee

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.

#### READING AND ADOPTION OF THE AGENDA

**WHEREAS** the Mayor invited the 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

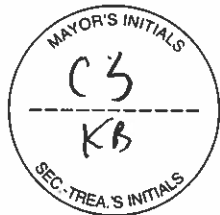
1. OPENING OF THE SITTING
2. READING AND ADOPTION OF THE AGENDA
3. ADOPTION AND FOLLOW-UP OF THE MINUTES OF THE SITTING HELD ON MARCH 18<sup>TH</sup> 2025
4. DEPOSIT AND ADOPTION OF THE CHEQUES ISSUED AND THE NON-REDUCIBLE EXPENSES PAID DURING THE MONTH OF MARCH 2025
5. DEPOSIT AND ADOPTION OF THE PAYABLES FOR THE MONTH OF MARCH 2025
6. DEPOSIT AND ADOPTION OF THE BUDGETARY REPORTS, TRANSFERS, AND CREDIT COMMITMENTS FOR THE MONTHS OF MARCH AND APRIL 2025
7. RECEIVABLE TAXES UP TO THE 31<sup>ST</sup> OF MARCH 2025
8. PERSON IN CHARGE OF THE MUNICIPAL LIBRARY AFFILIATED WITH THE CÔTE-NORD REGIONAL PUBLIC LIBRARY SERVICES CENTER (CRSBP)
9. COMPLAINT PROCEDURE FOR THE GRANTING OF A PUBLIC CONTRACT
10. APPROVAL OF THE MUNICIPAL WATER ASSET MANAGEMENT APPROACH AND AUTHORIZATION TO SUBMIT DOCUMENTS TO MAMH
11. FINAL ACCOUNTING STATEMENT WITHIN THE FRAMEWORK OF THE GASOLINE TAX AND QUEBEC CONTRIBUTION (TECQ) PROGRAM FOR THE YEARS 2019-2024
12. REQUEST FOR A TEMPORARY LOAN FOR THE DRINKING WATER INTAKE REDEVELOPMENT PROJECT
13. SERVICE OFFER FROM 'GROUPE CADORET' – LAND SURVEY FOR ROAD SERVICE PURPOSES ON RIVERSIDE AVENUE IN BLANC-SABLON
14. NEW AFFAIRS
15. QUESTION PERIOD
16. CLOSING OF THE SITTING



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2025-042	<p><b>ADOPTION AND FOLLOW-UP OF THE MINUTES OF THE SITTING HELD ON MARCH 18<sup>TH</sup> 2025</b></p> <p>It is proposed by <b>Jarvin Joncas</b>, seconded by <b>Dany Gaudreault</b> and unanimously resolved to adopt the minutes of the sitting held on March 18<sup>th</sup> 2025 with exemption of reading.</p>
2025-043	<p><b>DEPOSIT AND ADOPTION OF THE CHEQUES ISSUED AND THE NON-REDUCIBLE EXPENSES PAID DURING THE MONTH OF MARCH 2025</b></p> <p>It is proposed by <b>Marissa Lavallee</b>, seconded by <b>Jean-Roger Dumas</b> and unanimously resolved to deposit and adopt the list of cheques issued and the non-reducible expenses paid during the month of March 2025 in the respective amount of <b>\$ 185 496.97</b> for general administration and <b>\$ 28 217.86</b> for the payroll.</p>
2025-044	<p><b>DEPOSIT AND ADOPTION OF THE PAYABLE ACCOUNTS FOR THE MONTH OF MARCH 2025</b></p> <p>It is proposed by <b>Johanne V. Beaudoin</b>, seconded by <b>Jarvin Joncas</b> and unanimously resolved to deposit and adopt the payable accounts for the month of March 2025 in the amount of <b>\$ 3 332.31</b>.</p>
2025-045	<p><b>DEPOSIT AND ADOPTION OF THE BUDGETARY REPORTS, TRANSFERS, AND CREDIT COMMITMENTS FOR THE MONTHS OF MARCH AND APRIL 2025</b></p> <p>It is proposed by <b>Dany Gaudreault</b>, seconded by <b>Marissa Lavallee</b> and unanimously resolved to deposit and adopt the budgetary reports, transfers, and credit commitments for the months of March and April 2025 in the respective amounts of <b>\$ 183 397.83</b> and <b>\$ 225 900.00</b>.</p> <p><b>DEPOSIT OF THE TAX ARREARS REPORT AS OF THE 31<sup>ST</sup> OF MARCH 2025</b></p> <p>The General Director deposited and commented on the tax arrears report as of the 31<sup>st</sup> of March 2025 as <b>\$ 1 193 644.19</b>.</p>
2025-046	<p><b>PERSON IN CHARGE OF THE MUNICIPAL LIBRARY AFFILIATED WITH THE CÔTE-NORD REGIONAL PUBLIC LIBRARY SERVICES CENTER (CRSBP)</b></p> <p><b>WHEREAS</b> it is necessary to appoint a person to manage the Blanc-Sablon municipal library;</p> <p><b>WHEREAS</b> Lesley Chubbs is the resource person to assume the duties of the municipal library service;</p> <p><b>CONSEQUENTLY</b>, it is proposed by <b>Marissa Lavallee</b>, seconded by <b>Dany Gaudreault</b> and unanimously resolved that Lesley Chubbs be appointed the person in charge of the Blanc-Sablon municipal library, affiliated with the Centre régional de services aux bibliothèques publiques (CRSBP) de la Côte-Nord.</p>



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### COMPLAINT PROCEDURE FOR THE GRANTING OF A PUBLIC CONTRACT

**WHEREAS** under article 938.1.2.1 of the Municipal Code of Québec (RLRQ, C-27.1) ("CM") a municipality must have a procedure for the reception and examination of complaints made in connection with the awarding of a contract following a public bid submission or awarding of a contract;

**WHEREAS** the Municipality must examine and evaluate fairly the complaints that are formulated by the interested persons;

**WHEREAS** nothing in this present procedure shall modify or limit the CM's obligations with respect to the manner in which complaints are to be handled, including the conditions of admissibility, applicable time limits, etc.;

**CONSEQUENTLY**, it is proposed by **Jarvin Joncas**, seconded by **Johanne V. Beaudoin** and unanimously resolved by the councilors present that this procedure be adopted:

#### 1. Preamble

The preamble is an integrated part of this procedure.

#### 2. Objects

The purpose of this procedure is:

- a) to ensure a fair assessment of complaints lodged to the Municipality as part of the awarding of a contract following a public bid for tenders;
- b) to ensure a fair assessment of the expressions of interest formulated to the Municipality in the context of a contract which, had it not been for article 938 CM, would have been subject to article 935 CM, with a supplier who is the only one able to provide the goods or services under paragraph 2 of the first paragraph of article 938 CM.;
- c) to identify the person to whom these complaints or expressions of interest should be forwarded, including their email address.

#### 3. Interpretation

This procedure shall not be interpreted as permitting derogation from the laws governing municipal contracts, including the provisions of these laws with respect to the right to make a complaint, the processes for admissibility of the complaint, the applicable time limits, etc.

#### 4. Person responsible

The General Director of the Municipality is designated responsible for this procedure. For this reason, she is designated as the person to whom any complaints relating to a public bid for tender's process must be addressed, as well as any expressions of interest following the publication of a notice of intention, in accordance with article 938.0.0.1 CM.

If the General Director is absent or unable to act, the Assistant General Director assumes this responsibility.



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Any complaints or expression of interest must be sent to the following email address: [tresorier@mbsablon.com](mailto:tresorier@mbsablon.com), or to any other address designated by the manager responsible and which must be indicated in the public bid for tenders or the notice of intention to enter into a private agreement.

### 5. Obligations of the person responsible

The person responsible must act neutrally and diligently in applying the provisions of the CM relating to the reception, the examination, the evaluation and follow-up of complaints or expressions of interest.

In relation to these functions, the person responsible must:

- a) receive complaints or expressions of interest;
- b) verify their admissibility according to the provisions of the law and the following procedure;
- c) ensure that the entries are made on the Electronic Tendering System (SEAO) in accordance with the law;
- d) ensure the assessment and the follow-up of complaints and expressions of interest are done in accordance with the law, by calling upon any person, firm or specialist mandated by the Municipality when appropriate or of interest;
- e) formulate and transmit to the complainant or to the person who has expressed his interest, the decision of the Municipality;
- f) inform the complainant or the person who has expressed an interest of his or her right to lodge a complaint under the law respecting the Public Procurement Authority (LAMP), where applicable, within the time frame authorized by law.

### 6. Application of this procedure

This procedure comes into effect upon its adoption by the council of the Municipality.

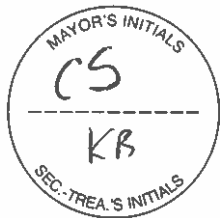
2025-048

### APPROVAL OF THE MUNICIPAL WATER ASSET MANAGEMENT APPROACH AND AUTHORIZATION TO SUBMIT DOCUMENTS TO MAMH

**WHEREAS** the Municipality of Blanc-Sablon recognizes the importance of effectively managing its municipal assets to ensure their long-term sustainability;

**WHEREAS** the objective of asset management is to implement the activities required to maintain assets in a state of readiness to offer sustainable quality services to citizens;

**WHEREAS** the Asset Management Plan (AMP) contributes to the achievement of the Municipality's strategic objectives and to the provision of sustainable quality services in line with the agreed level of service;



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**WHEREAS** the Municipality has familiarized itself with the guide to the AMP published by the Ministère des Affaires municipales et de l'Habitation (Ministère), as well as the related tools, and understands each part of the AMP;

**WHEREAS** the “Démarche de gestion des actifs municipaux” provides a structured framework and clear principles for the management of municipal assets;

**WHEREAS** the AMP maximizes the efficiency of human and financial resources by identifying priority assets and proactively planning expenditures;

**WHEREAS** implementation of the AMP will contribute to the resilience and sustainability of municipal infrastructure;

**CONSEQUENTLY**, it is proposed by **Jean-Roger Dumas**, seconded by **Marissa Lavallee** and unanimously resolved:

**THAT** the Municipality undertake to develop and implement a water management plan to optimize the management of its municipal assets;

**THAT** the Municipality undertakes to transmit to the Ministère, no later than December 31<sup>st</sup>, 2026, the PGA-Eau summary and the information required by the Ministère;

**THAT** the municipal council approve the document “Démarche de gestion des actifs municipaux en eau” and authorize the filing of the documents with the Ministère.

**FINAL ACCOUNTING STATEMENT WITHIN THE FRAMEWORK OF THE  
GASOLINE TAX AND QUEBEC CONTRIBUTION (TECQ) PROGRAM FOR THE  
YEARS 2019-2024**

**WHEREAS** the Municipality acknowledges 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 2024;

**WHEREAS** the Municipality must comply with the terms and conditions of this guide in order to receive the government contribution confirmed in a letter from the Ministère des Affaires municipales et de l'Habitation;

**WHEREAS** the Municipality's final program under the TECQ 2019-2024 program has already been approved by the Ministry and the work has been completed;

**WHEREAS** the Municipality must complete a final account statement to obtain the subsidy and submit to the auditor the information and documents required to carry out the agreed procedures, as mentioned in the Ministry's document to this effect;

**CONSEQUENTLY**, it is proposed by **Dany Gaudreault**, seconded by **Jarvin Joncas** and unanimously resolved:

**THAT** the municipal council ratify and confirm the completion of the work covered by the final account statement, in accordance with the agreed terms and conditions.

**THAT** the firm Mallette, CPA Inc. be mandated to prepare the final report.

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**REQUEST FOR A TEMPORARY LOAN FOR THE DRINKING WATER  
INTAKE REDEVELOPMENT PROJECT**

**WHEREAS** the Municipality's financial institution is Desjardins  
Entreprises;

**WHEREAS** the Municipality has carried out preparatory work for the  
redevelopment of the drinking water intake;

**WHEREAS** the cost of the work is \$ 443 840.03;

**WHEREAS** the Municipality has a line of credit of \$ 550 000, which is  
insufficient to cover future expenses and the cost of the  
work involved in this project;

**WHEREAS** that the Municipality is awaiting reimbursement of the  
TECQ grant following final accounting and government  
compensation;

**WHEREAS** that the Municipality considers it necessary to apply for a  
temporary loan in the amount of \$ 450 000 to cover future  
expenses;

**CONSEQUENTLY**, it is proposed by **Johanne V. Beaudoin**, seconded by  
**Jean-Roger Dumas** and unanimously resolved:

**THAT** the municipal council authorizes the request for a temporary loan in  
the amount of \$ 450 000 to cover future expenses and the cost of work  
incurred in connection with the drinking water intake redevelopment project;

**THAT** Karine Benoit, General Director, and Laura Lavallee, Assistant  
Director, be authorized to sign for and in the name of the Municipality of  
Blanc-Sablon all documents necessary for said transaction.

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**SERVICE OFFER FROM 'GROUPE CADORET' – LAND SURVEY FOR  
ROAD SERVICE PURPOSES ON RIVERSIDE AVENUE IN BLANC-  
SABLON**

**WHEREAS** the Ministère des Ressources Naturelles et des Forêts has  
accepted our request for an offer to transfer, free of charge,  
a snow dumping site for municipal purposes;

**WHEREAS** this offer is conditional upon us having the land surveyed and  
registered;

**CONSEQUENTLY**, it is proposed by **Jarvin Joncas**, seconded by **Dany  
Gaudreault** and unanimously resolved to accept Groupe Cadoret's service  
offer to survey a lot for road service purposes on Riverside Avenue in the  
amount of \$ 12 000.00 plus applicable taxes.

**NEW AFFAIRS**

There were no new affairs.

**QUESTION PERIOD**

There were no questions.



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CLOSING OF THE SITTING

It is proposed by **Johanne V. Beaudoin**, seconded by **Marissa Lavallee** and  
unanimously resolved to close the present sitting at 7:30 p.m.

Colin Shattler, Mayor

Karine Benoit, General Director