

CANADA  
PROVINCE OF QUEBEC  
MRC PONTIAC  
MUNICIPALITY OF BRISTOL

**Minutes – May 26, 2026**

**MINUTES OF THE SPECIAL MEETING OF THE MUNICIPALITY OF BRISTOL, HELD AT 32, AYLMER ROAD (MUNICIPAL OFFICE), ON MAY 26, 2026, AT 6:00 PM, UNDER THE PRESIDENCY OF MRS VALERIE TWOLAN-GRAHAM, MAYOR.**

**ALSO PRESENT: STEVE GRAY, ARCHIE GREER, MEAGHAN MCCONNELL, NANCY CRAIN AND REMO PASTERIS.**

**ALSO PRESENT: JULIEN CROTEAU AS SECRETARY OF THE MEETING.**

**RESOLUTION NO 26-05-99**

**Waiver of Notice of Meeting**

**WHEREAS** this special meeting was called on short notice;

**WHEREAS** all members of the municipal council are present and consent to holding this meeting;

**THEREFORE,**

**IT IS MOVED BY ARCHIE GREER**

**SECONDED BY NANCY CRAIN**

**AND RESOLVED:**

**It is unanimously resolved** by the council members present to waive the notice of meeting and to proceed with the adoption of the agenda as presented.

**RESOLUTION NO. 26-05-100**

**Appointment of an Interim Clerk-Treasurer for the purpose of holding the special meeting**

WHEREAS there is a vacancy in the position of Clerk-Treasurer;

WHEREAS it is necessary to ensure the holding of the special meeting on May 26, 2026, as well as the preparation of the documents arising therefrom;

THEREFORE,

IT IS MOVED BY REMO PASTERIS  
SECONDED BY STEVE GRAY  
AND RESOLVED:

THAT the Municipal Council appoints **Mr. Julien Croteau** as Interim Clerk-Treasurer for the purposes of holding the meeting of May 26, 2026, and for the preparation, execution and custody of the documents arising therefrom, including the drafting of the minutes;

THAT this appointment take effect immediately;

THAT this appointment be made in accordance with the Municipal Code of Québec;

**ADOPTED UNANIMOUSLY**

**RESOLUTION NO 26-05-101**

- 1. Adoption of the Agenda**  
**IT IS MOVED BY STEVE GRAY**  
**SECONDED BY ARCHIE GREER**

**AND RESOLVED:**

**That the agenda** be adopted as presented.

**ADOPTED UNANIMOUSLY**

**RESOLUTION NO. 26-05-102**

- 2. Appointment of an Interim Director General and Clerk-Treasurer and employment conditions – authorization to sign the contract**

WHEREAS it is necessary to ensure the continuity of the Municipality's administrative operations;

WHEREAS it is appropriate to appoint an Interim Director General and Clerk-Treasurer;

WHEREAS the proposed employment conditions and the draft fixed-term employment contract have been presented;

WHEREAS the necessary budgetary appropriations are available in 2026 budget adopted February 23, 2026;

THEREFORE,  
MOVED BY NANCY CRANE  
SECONDED BY REMO PASTERIS

AND RESOLVED:

THAT the Municipal Council appoints **Mr. Julien Croteau** as Interim Director General and Clerk-Treasurer, effective May 27, 2026;

THAT Council approves the employment conditions of Mr. Julien Croteau as well as the fixed-term employment contract submitted;

THAT the Mayor, Ms. Valerie Twolan-Graham, be authorized to sign, on behalf of the Municipality, the said employment contract and any document necessary to give effect to this resolution;

**ADOPTED UNANIMOUSLY**

**RESOLUTION NO. 26-05-103**

**3. Termination of Employment**

WHEREAS the reasons presented to Council;

WHEREAS the Employer's management powers;

WHEREAS the need to avoid publicly identifying the employee for confidentiality purposes;

THEREFORE,  
MOVED BY ARCHIE GREER  
SECONDED BY REMO PASTERIS

AND RESOLVED:

THAT the Municipal Council terminate the employment of **employee no. 13-0005**, effective as of the date of this special meeting;

THAT the Mayor and/or the Director General be authorized to issue any required notice and to sign all documents necessary to give effect to this resolution;

THAT the terms of termination be established in accordance with applicable laws and any applicable agreements, if any;

**ADOPTED BY MAJORITY**

**4 YES**

**1 NO (against)**

**The Councillor Meaghan McConnell wishes to register her dissent  
The Mayor Valerie Twolan-Graham votes to support the resolution**

**RESOLUTION NO. 26-05-104**

**4. Hiring of Ms. Stéphanie Goyette**

WHEREAS the administrative needs of the Municipality;

WHEREAS Ms. Stéphanie Goyette has previously held similar positions and has performed her duties to the satisfaction of the Municipality;

WHEREAS the Council wishes to proceed with a temporary hiring;

MOVED BY STEVE GRAY  
SECONDED BY REMO PASTERIS

AND RESOLVED:

THAT the Municipal Council hire Ms. Stéphanie Goyette as office clerk;

THAT this hiring be on a temporary basis, on calls;

THAT the salary be established in accordance with the rate provided for in the agreement between the parties;

THAT the Director General be authorized to sign all documents necessary to give effect to this resolution.

**ADOPTED UNANIMOUSLY**

**RESOLUTION NO. 26-05-105**

**5. Closing of the Special Meeting**

**IT IS MOVED BY MEAGHAN MCCONNELL  
SECONDED BY ARCHIE GREER**

**AND RESOLVED:**

**That the present special meeting be closed at 6:13 PM**

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VALERIE TWOLAN-GRAHAM  
Mayor

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JULIEN CROTEAU  
Interim Director General and  
Clerk-Treasurer

“I, VALERIE TWOLAN-GRAHAM, certify that the signing of these minutes is equivalent to signature by me of all the resolutions it contains within the meaning of Article 142 (2) of the Municipal Code”.