

Minutes of the ordinary meeting of council of the Municipality of the Township of Arundel held at the municipal office located at 2 Village Street, Arundel on the 13<sup>th</sup> day of August 2015 at 7:00 p.m.

Present were councillors: Joanna Nash, Julia Stuart, Marlene Séguin, Bernard Bazinet, Daniel L. Fournier, Hervey William Howe, and the mayor Guylaine Berlinguette.

The director general France Bellefleur and the administrative assistant, Carole Brandt, are present.

### **Agenda**

#### **1. Adoption of the Agenda**

#### **2. Adoption of minutes**

2.1 Ordinary meeting of July 9<sup>th</sup> 2015

2.2 Extraordinary meeting of July 17<sup>th</sup> 2015

#### **3. Notice of motion and by-laws**

3.1 Notice of motion - By-law #203 - First responders

3.2 Notice of motion – Loan by-law #204 decreeing an expense and loan of 91 738\$ for the acquisition and construction work of Grace Road.

3.3 Adoption - By-law #202 – Circulation of heavy vehicles on White's Road and Beaven Lake road

#### **4. Financial and administrative management**

4.1 List of bills to pay up to July 31<sup>st</sup> 2015

4.2 Budgetary transfers

4.3 Renewal of the credit margin - Caisse Populaire Desjardins des Trois-Vallées

4.4 Adoption of the policy on the use of IT resources

4.5 Annual convention - Fédération québécoise des municipalités

4.6 Annual seminar - Main street foundation

4.7 Zone seminar – Laurentian region – Association des directeurs municipaux du Québec

#### **5. Public work**

5.1 Mandate airborne LiDAR survey system - 3D Mosaic Group Géniearp

5.2 Grant Application - Rehabilitation of the local network - Acceleration of investment in the local road network (AIRRL) – Lake Beaven Road

5.3 Mandate – Lake Beaven Road – Équipe Laurence

**6. Urbanism and environmental health**

6.1 Nomination – Planning advisory committee – Mr. Pierre Bernaquez

**7. Culture and leisure**

7.1 Request for bids 07-2015 - Installation of a synthetic grass coating at Beaven Creek Park

7.2 Authorization – Request for bids SEAO Installation of a synthetic grass coating

7.3 Authorization - Community art program – 2015-2016 school year

**8. Mayor’s and councillors’ report**

**9. Question period**

**10. Termination of meeting**

**2015-0110**

**1. Adoption of the Agenda**

It is moved by councillor Daniel L. Fournier

That the Agenda be adopted as presented.

**ADOPTED UNANIMOUSLY**

**2. Adoption of minutes**

**2015-0111**

**2.1 Ordinary meeting of July 9<sup>th</sup> 2015**

**TAKE NOTICE** that a copy of the minutes of the ordinary meeting of July 9<sup>th</sup> 2015 was given to each member of the municipal council;

It is moved by councillor Julia Stuart

And carried to adopt the minutes of the ordinary meeting of council held on July 9<sup>th</sup> 2015.

**ADOPTED UNANIMOUSLY**

**2015-0112**

**2.2 Extraordinary meeting of July 17<sup>th</sup> 2015**

**TAKE NOTICE** that a copy of the minutes of the extraordinary meeting of July 17<sup>th</sup> 2015 was given to each member of the municipal council;

It is moved by councillor Marlene Séguin

And carried to adopt the minutes of the extraordinary meeting of council held on July 17<sup>th</sup> 2015.

## **ADOPTED UNANIMOUSLY**

### **3. Notice of motion and by-laws**

#### **3.1 Notice of motion - By-law #203 - First responders**

Notice of motion is given by councillor Julia Stuart that at a subsequent meeting of council she would move or cause to be moved the adoption of a by-law regarding the first responders.

#### **3.2 Notice of motion – Loan by-law #204 decreeing an expense and loan of 91 738\$ for the acquisition and construction work of Grace Road.**

Notice of motion is given by councillor Joanna Nash that at a subsequent meeting of council she would move or cause to be moved the adoption of a loan by-law decreeing an expense and loan of 91 738\$ for the acquisition and construction work of Grace Road.

2015-0113

#### **3.3 Adoption - By-law #202 – Circulation of heavy vehicles on Beaven Lake road and White's road**

**WHEREAS** that paragraph 5 of section 626 of the Highway Safety Code (RSQ, c. C-24.2) allows the municipality to pass a by-law to prohibit all vehicular traffic on the roads it indicates provided that the prohibition is indicated by appropriate signage;

**WHEREAS** Article 291 of the Highway Safety Code (RSQ, c. C-24.2) allows the municipality to restrict or prohibit on a road, which is responsible for the maintenance, the movement of all or certain heavy vehicles;

**WHEREAS** Article 291.1 of the Highway Safety Code (RSQ, c. C-24.2) provides that the restriction or ban on driving provided for in Article 291 may be partially lifted, with appropriate signage, to allow to get to a place where you can access entering the prohibited zone in order to take or to deliver goods, to provide a service, to execute a job, to have the vehicle repaired or bring it to its base;

**WHEREAS** it is necessary to regulate truck traffic on public roads whose maintenance is the responsibility of the municipality to ensure the protection of the road network, citizen security and tranquility of the residential areas;

**WHEREAS** the council wishes to regulate the movement of heavy vehicles on White and Beaven lake roads;

**WHEREAS** White's road is an inter municipal road shared by the Municipality of the Township of Harrington and the Municipality of the Township of Arundel;

**WHEREAS** the Municipality of the Township of Harrington was consulted and confirmed its support of said by-law by giving a notice of

motion at the council meeting held July 6th, 2015 announcing their intention to regulate the movement of heavy trucks on White and Beaven Lake roads on the sections under their management;

**WHEREAS** the Municipality of Montcalm was consulted and confirmed its support of said by-law by giving a notice of motion at the council meeting held July 13th, 2015 announcing their intention to regulate the movement of heavy trucks on Beaven Lake road on the section under their management;

**WHEREAS** a Notice of Motion of this by-law was given at a council meeting held July 17th, 2015;

**CONSEQUENTLY,**

It is moved by councillor Julia Stuart

And carried that council adopt by-law # 202 - Circulation of heavy vehicles on Beaven Lake road and White's road.

**ADOPTED UNANIMOUSLY**

**4. Financial and administrative management**

2015-0114

**4.1 List of bills to pay up to July 31st 2015**

It is moved by councillor Bernard Bazinet and carried to approve the list of bills to pay as presented:

Arundel Citizens Home*	3 808.55
\$	
Amyot Gélinas*	1 454.43\$
Bell Mobilité	47.51\$
Bell Canada	50.61\$
Carquest*	264.57 \$
Croix-Rouge	150.00 \$
Deschamps, Gisèle	35.00 \$
Dicom Express*	15.34 \$
Distribution Michel Dion*	48.50 \$
Energie Sonic*	1 770.33
\$	
Equipe Laurence	2 299.50
\$	
Fournitures de bureau Denis*	302.50 \$
Great West	2 606.16 \$
Gilbert P. Miller & fils*	489.53 \$
H. Leggett & fils*	11.43 \$
Horrock, Lynn	35.00 \$
Hydro Québec	171.85 \$
Juteau Ruel	40.10 \$
Paul, Lorna	35.00 \$
Machineries St-Jovite inc*	15.44 \$
Marc Marier	130.00 \$
Matériaux McLaughlin*	124.48 \$
Média Transcontinental*	351.83 \$
MRC des Laurentides	30.00 \$
Nymark, Diane	35.00 \$
Outils Tremblant*	1 546.48 \$
PWM Powemedic*	340.00 \$

Sakilab	3 503.29 \$
Serres d'Arundel*	50.57 \$
Shaw Direct	38.50 \$
Station Pierre Brosseau*	75.01 \$
Swail, Neil*	379.36 \$
Ville de Ste-Agathe-des-Monts	258.69 \$
Visa Desjardins*	160.65 \$
Salaries and employers contribution	37 128.99\$
Bank fees	76.11\$

List of checks issued:

#3755	Marie Theresa O'Shaughnessy	212.98 \$
#3756	Nicole Racine	226.80 \$
#3757 to 3760	Hiltrud Schaeffer	1 199.89 \$
#3761	Frances Jones	375.00 \$

\* Report in virtue of by-law #171 delegation of power

That the municipal council acknowledges receipt of the report in virtue of by-law #171 delegating power for the period of the month of July 2015, transmitted August 12th 2015.

I, the undersigned, certify that the Municipality of the Township of Arundel has the necessary available funds for the expenses listed above.

\_\_\_\_\_  
 France Bellefleur, CPA, CA  
 Director general

**ADOPTED UNANIMOUSLY**

**2015-0115**

**4.2 Budgetary transfers**

**WHEREAS** it is necessary to make some changes to the current budget, and this in order to promote better monitoring of spending and to reallocate some budgets;

It is moved by councillor Daniel L. Fournier

And carried that council authorize the following budgetary transfers:

From (ct):

02-120-00-412 Legal services	500
02-130-00-320 Postage and transport	500
02-130-00-459 Translation	1 500
02-130-01-212 Consultant	2 877
02-140-00-340 Publicity and information	1 200
02-140-00-670 Office supplies	897
02-230-00-141 Regular salaries	1 000
02-701-00-970 Day camp	500
02-701-50-141 Regular salaries	2 250
02-701-50-200 Employer contribution	250

To (dt):

02-120-01-412 Legal services	500
02-130-00-310 Travel	500
02-130-00-346 Convention	1 500
02-130-00-411 Scientific services & engineering	3 199
02-130-00-681 Electricity	750
02-140-00-141 Salaries election	721
02-140-00-200 Employer contribution	200
02-230-00-526 Maintenance and repair – vehicle	1 000
02-290-00-609 Other non-durable goods	233
02-451-10-446 Residual matters	193
02-610-00-681 Electricity	750
02-629-00-340 Publicity and information	78
02-701-50-522 Maintenance park	750
02-702-90-999 Other cultural activities	1 100

**ADOPTED UNANIMOUSLY**

2015-0116

**4.3 Renewal of the credit margin - Caisse Populaire Desjardins des Trois-Vallées**

**WHEREAS** the municipality must conduct an annual review of its credit with the Caisse Populaire Desjardins des Trois-Vallées and renew its line of credit;

**WHEREAS** that this line of credit is necessary to defray current operating expenses until tax revenues come in;

**WHEREAS** that this line of credit is necessary to temporarily finance the various investment projects of the municipality and that, pending the receipt of grants;

**CONSEQUENTLY,**

It is moved by councillor Bernard Bazinet

And carried

**THAT** the Municipality of the Township of Arundel authorize the renewal of its line of credit as part of the annual review of its credit with the Caisse Populaire Desjardins des Trois-Vallées;

**THAT** the mayor and director general or the administrative assistant be authorized to sign, for and on behalf of the Municipality of the Township of Arundel, and all related documents.

**ADOPTED UNANIMOUSLY**

2015-0117

**4.4 Adoption of the policy on the use of IT resources**

**WHEREAS** the Municipality wishes to establish an official policy of IT services use of material, to define rules, permitted uses and restrictions for all users of IT resources;

**WHEREAS** that this policy aims to protect the Municipality of

Arundel and its staff, its customers and suppliers;

**WHEREAS** that any use of computing resources should be seen as a corporate purpose and so any information generated, sent, received, stored or which can be accessed with the help of these tools is an integral part of the records of the Municipality of Arundel and all information contained therein are the property of the latter;

**WHEREAS** this policy is intended to clarify and regulate the access, creation, use, and appropriate disclosure of information received and sent by any current or future information system of the Municipality of Arundel;

**CONSEQUENTLY,**

It is moved by councillor Julia Stuart

And carried that council adopt the Policy on the use of IT resources.

**ADOPTED UNANIMOUSLY**

**2015-0118**

**4.5 Annual convention - Fédération québécoise des municipalités**

**WHEREAS** the Quebec Federation of Municipalities is organizing its annual convention on September 23<sup>rd</sup>, 24<sup>th</sup>, 25<sup>th</sup> and 26<sup>th</sup> 2015 in Quebec City;

**WHEREAS** it is important to participate in order to collect relevant information for the municipality and to meet decision makers from the municipal world;

**WHEREAS** the Quebec Federation of Municipalities also organizes pre-convention training, specifically for the elected officials;

**CONSEQUENTLY,**

It is moved by councillor Hervey William Howe

And carried:

**THAT** council authorizes the mayor Guylaine Berlinguette, councillor Mr. Daniel L. Fournier and the director general, France Bellefleur to attend the 2015 convention and to reimburse them for expenses incurred on presentation of supporting documents;

**THAT** council authorizes the mayor Guylaine Berlinguette to register for the pre-convention training;

**THAT** the resolution 2015-0065 - Annual Convention - Quebec Federation of Municipalities be repealed.

**ADOPTED UNANIMOUSLY**

**2015-0119**

**4.6 Annual seminar – Main Street Foundation**

**WHEREAS** the Main Street Foundation is organizing the conference with the theme "Commitment to prosper, innovative civic practices" next September 23rd;

**WHEREAS** that this event takes place during the same period as the annual convention of the Quebec Federation of Municipalities;

**WHEREAS** this day of discussion and networking will be an opportunity for participants from municipal areas, tourism, social and economic community, to share innovative tools that promote the involvement of local actors in the harmonious development of their surroundings;

**WHEREAS** that the symposium will provide participants with lectures and practical workshops that will highlight the varied expertise and experiences of stakeholders from communities of all sizes, with eloquent examples of citizen mobilization and cooperation leading to success and project realization amenities, social economy and socio-cultural development;

**CONSEQUENTLY,**

It is moved by councillor Julia Stuart

And carried that council authorizes councillor Daniel L. Fournier to participate in the Symposium of the Fondation Rues principales on September 23rd, 2015 and to reimburse him for costs incurred upon presentation of vouchers.

**ADOPTED UNANIMOUSLY**

**2015-0120**

**4.7 Zone seminar – Laurentian region – Association des directeurs municipaux du Québec**

**WHEREAS** that the zone seminar for the Laurentian sector of the Association of municipal directors of Quebec will take place on October 22<sup>nd</sup> and 23<sup>rd</sup> 2015;

**WHEREAS** that this annual seminar is the only event that brings together all municipal directors of the Laurentian sector and allow them to discuss various common issues specific to our region;

**CONSEQUENTLY,**

It is moved by councillor Marlene Séguin

And carried that council authorizes the director general to participate in the zone seminar - Laurentian region of the Association of municipal directors of Quebec on October 22<sup>nd</sup> and 23<sup>rd</sup> 2015 and to reimburse the expenses incurred on presentation of receipts

**ADOPTED UNANIMOUSLY**



2015-0121

## **5. Public work**

### **5.1 Mandate airborne LiDAR survey system - 3D Mosaic Group Géniearp**

**WHEREAS** the Municipality of Arundel adopted in August 2013 by-law #174 concerning the establishment of a local fund reserved for the repairs and maintenance of certain public roads;

**WHEREAS** to meet the needs of the fund, a fee is payable by each operator of a quarry or sand pit, located on the territory of the municipality and whose operation is likely to result in transit through municipal public roads of substances specified in the second paragraph;

**WHEREAS** the fee payable by an operator is calculated based on the amount, expressed in metric tons or cubic meters, processed or not, substances that pass from its site and are surface mineral substances defined in Section 1 of the Mining Act (RSQ, chapter M-13.1) or substances from the recycling of demolition debris of buildings, bridges, roads or other structures;

**WHEREAS** that an operator of a site of a quarry or sand pit located on the territory of the municipality must file a return, as provided by the by-law #174;

**WHEREAS** the municipality can judge the accuracy of a statement described under by-law #174 by taking an aerial photo of the quarry site or quarry and its analysis by a calculation method which allows to assess the quantity of substances extracted and an inspection of the quarry site or quarry by an officer or employee or agent of the municipality;

**WHEREAS** that the Group Géniearp 3D Mosaic filed an offer of services for the production of an airborne survey by LiDAR control system with GPS in order to create a digital terrain model in 3D setting the day of the survey, the exact topography (+ / - 7cm) in height difference of each of the quarry sites and quarries and thus provide a 3D image for each geo-referenced survey, subsequently, serving as the basis for volumetric calculations;

### **CONSEQUENTLY,**

It is moved by councillor Joanna Nash

And carried:

**THAT** council mandates the Géniearp 3D Mosaic Group to produce an airborne LiDAR system with GPS control, all according to the offer of services received August 5th, 2015 in the amount of 5 461.31 \$ including taxes;

**THAT** the amount of this expense be paid from local funds for the repair and maintenance of certain public roads.

**ADOPTED UNANIMOUSLY**

**5.2 Grant Application - Rehabilitation of the local network - Acceleration of investment in the local road network (AIRRL) – Lake Beaven Road**

**WHEREAS** the Ministry of Transport (MTQ) filed a new financial assistance program for the rehabilitation of the local network in order to accelerate investment in the local network (AIRRL);

**WHEREAS** that this component allows for the payment of subsidies exclusively to finance the completion of work on local road infrastructure such as improvement of the road and other road components;

**WHEREAS** the AIRRL component is used to finance work on local roads of levels 1 and 2, recognized by the MTQ, excluding the portion designated priority, within a local road infrastructure intervention plan for PIIRL for municipalities with less than 100,000 inhabitants;

**WHEREAS** Lake Beaven road is ranked at level 2 by the MTQ and the planned work is eligible for this grant program;

**WHEREAS** the municipality has identified Beaven Lake Road as a project to achieve in the short term in its 2015-2017 triennial plan and states that it is very urgent to carry out remedial work given the state of advanced deterioration of one section of the road;

**WHEREAS** that the Municipality conducted a study and got recommendations for a problematic sector of Beaven Lake road for approximately one hundred linear meters in August 2013 (100 lin.m.);

**WHEREAS** that such work will generate costs of about 121 000 \$;

**CONSEQUENTLY,**

It is moved by councillor Hervey William Howe

And carried:

**THAT** council request to the Ministry of Transport of Quebec, financial assistance under the road rehabilitation program – under the section investment acceleration of the local network, for work on Beaven Lake road, given its very advanced state of deterioration on a section of the road;

**THAT** the council confirms that it is a priority for the municipality for work to be performed at that location;

**THAT** said project meets the eligibility criteria specified in the rehabilitation of the local network program – section investment acceleration;

**THAT** the Municipality approves the application and commits to completing the work within a period of twelve (12) months from the issuance of the letter announcing the grant from the Minister.

**ADOPTED UNANIMOUSLY**

**WHEREAS** the municipality conducted a study and got recommendations for a problematic sector of Beaven Lake Road for approximately one hundred linear meters in August 2013 (100 lin.m.);

**WHEREAS** that since receiving that study, the state of Beaven Lake Road continued to deteriorate and that corrective work must be done in the next year;

**WHEREAS** the offer of services received from Équipe Laurence;

**CONSEQUENTLY,**

It is moved by councillor Bernard Bazinet

And carried that the firm Équipe Laurence be mandated to prepare plans and specifications and to carry out technical monitoring for remedial work on the Beaven Lake Road, over a length of about one hundred (100) linear meters for a total of 6100\$ plus applicable taxes.

**ADOPTED UNANIMOUSLY**

## **6. Urbanism and environmental health**

2015-0124

### **6.1 Nominations – Planning advisory committee - Mr. Pierre Bernaquez**

**WHEREAS** the mandate of Mrs. Brenda Cater as a member of the planning advisory committee is now complete and it is appropriate to replace her in the committee;

**WHEREAS** Mr. Pierre Bernaquez has applied and wants to get involved as a member of the planning advisory committee;

**CONSEQUENTLY,**

It is moved by councillor Julia Stuart

And carried:

**THAT** council appoints Mr. Pierre Bernaquez as member of the planning advisory committee and that, for a period of two (2) years commencing August 15th, 2015 until August 15th, 2017;

and

**THAT** council warmly thank Brenda Cater for her commitment and hard work as a member of the planning advisory committee in recent years.

**ADOPTED UNANIMOUSLY**

## **7. Culture and leisure**

2015-0125

### **7.1 Request for bids 07-2015 - Installation of a synthetic grass coating at Beaven Creek Park**

**WHEREAS** the municipality on July 22<sup>nd</sup> 2015, launched a tender for the installation of a synthetic turf coating on the electronic tendering system of the Government of Quebec (SÉAO);

**WHEREAS** the municipality has received three (3) bids;

**WHEREAS** by tender, the lowest bidder Tapico Quebec Inc. has not submitted a product that meets the required specifications and specifically has not submitted a product that meets the specifications required by Article 2.1 of the specifications of the particular technical clauses;

**WHEREAS** that it is, in the opinion of the municipality, major irregularities that will entail automatic rejection of the bid from Tapico Quebec Inc.

**WHEREAS** the bidder representative of Tapico Québec Inc appears not to have been sworn in, which also leads to automatic rejection of the bid;

**WHEREAS** that, should the court come to the conclusion that these irregularities were only minor irregularities, the town council cannot consent to correct these irregularities and for all these reasons rejected the bid from Tapico Quebec Inc;

**WHEREAS** by its bid of the second lowest bidder Pro-Turf Synthetic Grass Inc. has not submitted a product that meets the required specifications and has major irregularities, such as the absence of the consent letter of guarantee (100% / 100 %), valid for 90 days and the resolution authorizing the signatory of the tenderer of the bid;

**WHEREAS** it is, in the opinion of the municipality, major irregularities that will entail automatic disqualification of the bid of Pro-Turf Synthetic Grass Inc;

**WHEREAS** should the court conclude that these irregularities were only minor irregularities, the town council cannot consent to correct these irregularities and for all these reasons rejects the bid of Pro- Grass Synthetic Turf Inc;

**WHEREAS** that the representatives of these two (2) bidders acknowledged verbally that they have not submitted a product that meets the specifications required by Article 2.1 of the specifications of the particular technical clauses;

**WHEREAS** the third bidder, Les Surfaces sécuritaires Carpell Inc. produced a compliant bid but exceeded excessively and substantially the estimated and budgeted amount for this project;

**WHEREAS** the Municipality of Arundel has several other priority projects to be completed and lacks the financial capacity to pay more

than the maximum cost foreseen for the project to install a coating of synthetic grass and therefore the Town council cannot award the contract to the latter company and is obliged to reject all tenders received for this call for tenders 07-2015;

**WHEREAS** the Municipality has not committed itself to accept the lowest or any tender, and without obligation of any kind to bidders;

**CONSEQUENTLY,**

It is moved by councillor Daniel L. Fournier

And carried:

**THAT** the preamble is an integral part hereof;

**THAT** council rejects all bids received under 07-2015 bidding on SÉAO for the installation of a synthetic grass coating.

**ADOPTED UNANIMOUSLY**

**2015-0126**

**7.2 Authorization – Request for bids SEAO Installation of a synthetic grass coating**

**WHEREAS** the Municipality wishes to install a synthetic turf coating at Beaven Creek Park;

**WHEREAS** the tender 07-2015 was rejected;

**CONSEQUENTLY,**

It is moved by councillor Marlene Séguin

And carried that council authorizes the director general, France Bellefleur, to request new bids on the electronic bidding system of the Government of Québec (SÉAO) for the installation of an artificial turf coating at the Beaven creek park.

**ADOPTED UNANIMOUSLY**

**2015-0127**

**7.3 Authorization - Community art program – 2015-2016 school year**

It is moved by councillor Julia Stuart

And carried that Ms. Erin McCarthy be authorized to request the use of an area at the Arundel elementary school to offer an art program during the school year 2015-2016 as part of the agreement between the Sir Wilfrid Laurier School Board and the municipality.

**ADOPTED UNANIMOUSLY**

2015-0128

**Termination of the meeting**

It is moved by councillor Daniel L. Fournier that the meeting be terminated at 8:37 p.m.

**ADOPTED UNANIMOUSLY**

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Guylaine Berlinguette  
Mayor

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France Bellefleur CPA, CA  
Director general