

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 14th day of January 2014 at 7:00 p.m.

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

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

Councillors Anne Poirier and Marlene Séguin are absent.

## **Agenda**

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

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

2.1 Ordinary meeting of December 10<sup>th</sup> 2013

### **3. Financial and administrative management**

3.1 List of bills to pay as of December 31<sup>st</sup> 2013

3.2 Nomination of pro mayor

3.3 Signature authorization – Julia Stuart

3.4 Canada Post – Improving the Canadian postal service

3.5 Canada Post – Review of the Canadian postal service

### **4. Public work**

4.1 Construction of the municipal garage – Awarding of structural engineering contract

4.2 Construction of the municipal garage – Awarding of electrical and mechanical engineering contract

4.3 Construction of the municipal garage – Awarding of civil engineering contract

### **5. Leisure and culture**

5.1 Construction of a utility building – Awarding of contract

5.2 Training and fitness suited to rugby – Mark Morrissey – 2013-2014 school year

### **6. Human resources**

6.1 Authorization – Application for financial assistance from Summer employment Canada – Planning, environment and administration trainee – summer 2014

**7. Acceptance of the correspondence**

**8. Councillors report**

**9. Question period**

**10. Termination of the meeting**

**2014-0001**

**1. Adoption of the Agenda**

It is moved by councillor Julia Stuart

And carried that the Agenda be adopted as presented.

**ADOPTED UNANIMOUSLY**

**2. Adoption of the minutes**

**2014-0002**

**2.1 Ordinary meeting of December 10<sup>th</sup> 2013**

**TAKE NOTICE** that a copy of the minutes was given to each member of the municipal council;

It is moved by councillor Bernard Bazinet

And resolved to adopt the minutes of the Ordinary meeting of council held on December 10th 2013.

**ADOPTED UNANIMOUSLY**

**3. Financial and administrative management**

**2014-0003**

**3.1 List of bills to pay up to December 31<sup>st</sup> 2013**

It is moved by councillor Joanna Nash and carried that the following bills be paid:

Bell Mobilité inc.	56.13\$
Bell Canada	336.83\$
Caroline Blanchard*	165.00\$
D. Chalifoux Ent Electricien Inc*	475.23\$
Dicom Express*	68.81\$
Énergies Sonic RN S.E.C	4 478.22\$
Équipement Médi-Sécur Inc*	252.34\$
Fédération Québécoise des Municipalités	757.37\$
Fournitures de bureau Denis*	96.61\$
Gilbert P. Miller & fils Itée*	1 117.96\$
Hydro-Québec	1 855.74\$
Juteau Ruel Inc.	41.61\$
Laboratoire Bio-Service*	38.38\$
Les Machineries Saint-Jovite*	27.48\$
Matériaux R McLaughlin inc.*	78.10\$

Municipalité d'Huberdeau	7 578.02\$
Municipalité de Montcalm	4 687.50\$
Outils Tremblant*	31.71\$
PG Solutions Inc*	344.92\$
Pièces d'autos P&B Gareau*	188.56 \$
Plomberie Saint-Jovite Inc*	1 336.96\$
Pompage Sanitaire Mont-Tremblant*	195.46 \$
Portes de garage Mont-Tremblant*	632.36\$
Proligne Triandridge Entreprise*	519.97\$
Québec Municipal	183.96\$
SEAO – Médias Transcontinental *	39.68\$
Les Serres d'Arundel*	183.92\$
Services d'entretien St-Jovite*	411.76\$
Services informatiques des Laurentides*	107.79\$
Soudure Luc Provost*	68.99\$
Station Pierre Brosseau*	85.13\$
Corporation Sun Media*	125.32\$
Vanleek Hill Country Dépôt*	485.88\$
Visa Desjardins*	1 631.18\$
SCFP	619.59\$
Salaires et contributions d'employeur	32 238.19\$
Frais bancaires	301.17\$

\*Report in view of by-law number 171 delegation of power

That the municipal council acknowledge receipt of the report in virtue of by-law #171 delegating power for the period of the month of December 2013, sent January 14th 2013.

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  
 Secretary-treasurer

### **ADOPTED UNANIMOUSLY**

2014-0004

### **3.2 Nomination of pro mayor**

**WHEREAS** it is desirable that the council appoints a council member as pro mayor for a period determined by the council;

**WHEREAS** the Act respecting municipal territorial organization stipulates that in case of absence, inability or refusal to act by the mayor, or vacancy, the mayor is replaced at the MRC council by a substitute the council of the municipality shall designate;

### **CONSEQUENTLY,**

It is moved by councillor Daniel L. Fournier

And carried that councillor Julia Stuart be designated as pro mayor of the Municipality of the Township of Arundel and as a substitute for the mayor at

the MRC council from January 15<sup>th</sup> 2014 and up to her replacement by resolution of council.

### **ADOPTED UNANIMOUSLY**

2014-0005

#### **3.3 Signature authorization – Julia Stuart**

**WHEREAS** it is important to authorize the new pro mayor, Mrs. Julia Stuart to sign checks, bank effects and all related documents to bank accounts;

**WHEREAS** it is important to confirm that the mayor Guylaine Berlinguette and councillor Anne Poirier remain as signatories and be authorized to sign checks, bank effects and all related documents to bank accounts;

**WHEREAS** it is important to confirm that Mrs. France Bellefleur and Mrs. Carole Brandt remain as signatories and be authorized to sign checks, bank effects and all related documents to bank accounts;

#### **CONSEQUENTLY,**

It is moved by councillor Bernard Bazinet

And carried that council authorize the following persons to sign checks, bank effects and all related documents to bank accounts in the name of the Municipality of the Township of Arundel:

Mrs. Guylaine Berlinguette, mayor  
Mrs. Julia Stuart, councillor  
Mrs. Anne Poirier, councillor  
Mrs. France Bellefleur, director general  
Mrs. Carole Brandt, administrative assistant.

### **ADOPTED UNANIMOUSLY**

2014-0006

#### **3.4 Canada Post – Improving the Canadian postal service**

**WHEREAS** the federal government will look at how it handles public postal services with a review of the Canadian Postal Service Charter in 2014;

**WHEREAS** the public has a right to have input on matters involving its publicly owned post office;

**WHEREAS** the current Charter has a number of serious problems that need fixing;

**WHEREAS** the government could use the Charter review to reduce our public post office's obligation to provide service (instead of improving the Charter) and even lay the groundwork for privatizing or deregulating Canada Post;

#### **CONSEQUENTLY,**

It is moved by councillor Julia Stuart

And carried that the Municipality of the Township of Arundel write a letter to the Minister responsible for Canada Post to request 1) that the upcoming review of the Canadian Postal Service Charter be open to public input and 2) that the Charter be improved by:

- Ensuring that the moratorium on post office closures in small and rural communities protects the public nature of post offices;
- Eliminating the exceptions to the moratorium;
- Extending the consultation process over possible closures and making the process and moratorium more transparent;
- Establishing an independent Canada Post ombudsperson to report on Canada Post's performance in meeting Charter expectations;
- Establishing a reasonable, uniform and democratic process for making changes to the postal and delivery network (closures, downsizing, removal of rural mailboxes, etc), but only after consultation with the public and other stakeholders.

**ADOPTED UNANIMOUSLY**

**2014-0007**

### **3.5 Canada Post – Review of the Canadian postal service**

**WHEREAS** the federal government will look at how it handles public postal services with a review of the Canadian Postal Service Charter in 2014;

**WHEREAS** Canada Post is preparing for the review by campaigning for major service cuts;

**WHEREAS** Canada Post has already dramatically cut service by closing or downsizing public post offices, eliminating rural mailbox delivery and removing street letter collection boxes;

**WHEREAS** Canada Post and the federal government should do everything in its power to prevent additional cuts during the upcoming review, and instead deal with financial issues by adding revenue-generating services like many other post offices around the world, including lucrative financial services like bill payments, insurance and banking;

**CONSEQUENTLY,**

It is moved by councillor Julia Stuart

And carried that the Municipality of the Township of Arundel write a letter to the Minister responsible for Canada Post to request that the government consider innovative ways to generate postal revenue during the Charter review, including financial services like bill payments, insurance and banking.

**ADOPTED UNANIMOUSLY**

2014-0008

**4. Public work**

**4.1 Construction of the municipal garage - Award of structural engineering contract**

**WHEREAS** the municipality wishes to proceed with repairs to the municipal garage and its infrastructure;

**WHEREAS** the municipality filed a request for a grant for the repair project of the municipal garage;

**WHEREAS** the municipality must mandate the services of an engineer for the preparation of plans and specifications of the repair project of the municipal garage;

**WHEREAS** the municipality has received two (2) service offers:

DWB Consultants	17 131.28\$ taxes included
WSP Canada Inc	24 719.63\$ taxes included

**CONSEQUENTLY,**

It is moved by councillor Julia Stuart

And carried that council award the engineering contract for the preparation of plans and specifications of the repair project of the municipal garage to the firm DWD Consultants, for an amount of 17 131.28\$ including taxes.

**ADOPTED UNANIMOUSLY**

2014-0009

**4.2 Construction of the municipal garage – Award of electrical and mechanical contract**

**WHEREAS** the municipality wishes to proceed with repairs to the municipal garage and its infrastructure;

**WHEREAS** the municipality filed a request for a grant for the repair project of the municipal garage;

**WHEREAS** the municipality must mandate the services of a mechanical and electrical engineer for the preparation of plans and specifications of the repair project of the municipal garage;

**WHEREAS** the municipality has received two (2) service offers:

WSP Canada Inc	30 468.38\$ taxes included
DWB Consultants	24 719.63\$ taxes included

**CONSEQUENTLY,**

It is moved by councillor Daniel L. Fournier

And carried that council award the mechanical and electrical engineering contract for the preparation of plans and specifications of the repair project of the municipal garage to the firm DWB Consultants, for an amount of 24 719.63\$ including taxes.

**ADOPTED UNANIMOUSLY**

**2014-0010**

**4.3 Construction of the municipal garage – Award of civil engineering contract**

**WHEREAS** the municipality wishes to proceed with repairs to the municipal garage and its infrastructure;

**WHEREAS** the municipality filed a request for a grant for the repair project of the municipal garage;

**WHEREAS** the municipality shall appoint the services of a civil engineer for the design of parking areas including circulation, for the assessment of water needs for the design of the wastewater treatment and design a surface drainage rehabilitation project of the municipal garage;

**WHEREAS** the municipality has received two (2) service offers:

Équipe Laurence	10 922.63\$ including taxes
WSP Canada Inc	13 164.64\$ including taxes

**CONSEQUENTLY,**

It is moved by councillor Bernard Bazinet

And carried that council award the engineering contract for civil engineering design including parking traffic areas, for the assessment of water needs for the design of the wastewater treatment and for designing a surface drainage for the proposed rehabilitation of the municipal garage to the firm Équipe Laurence for \$ 10 922.63 including taxes.

**ADOPTED UNANIMOUSLY**

**5. Culture and leisure**

**2014-0011**

**5.1 Construction of a utility building – awarding of contract**

**WHEREAS** the municipality wishes the construction of an accessory building for the Beaven creek park;

**WHEREAS** the municipality proceeded with public bidding requests on the Quebec Government electronic bidding system, SEAO and the results were the following:

Construction J.P. Provost Inc.	135 670.50 \$
Construction de la Croisette Inc.	159 600.00 \$
Construction Keb Inc.	171 500.00 \$
Groupe Laverdure Construction Inc.	178 326.22 \$
Groupe Québeco Inc.	179 999.00 \$
Gelco Construction Inc.	201 206.25 \$

**CONSEQUENTLY,**

It is moved by councillor Julia Stuart

And carried to accept the bid from Construction J.P. Provost Inc. in the amount of 135 670.50\$, including taxes, for the construction of a utility building for the Beaven creek park.

**ADOPTED UNANIMOUSLY**

**2014-0012**

**5.2 Training and fitness suited to rugby - Mark Morrissey - School Year 2013-2014**

**WHEREAS** it is necessary to make certain clarifications to the Sir Wilfred Laurier School Board regarding the request for use of the gym at the Arundel Elementary School for the after-school program for coaching and fitness suited to rugby during the 2013-2014 school year;

It is moved by councillor Daniel L. Fournier

And carried that Mr. Mark Morrissey be authorized to make a request for the use of the gym at the Arundel Elementary School to offer an after-school program for coaching and fitness suited to rugby during the 2013-2014 school year within the agreement between the Sir Wilfrid Laurier School Board and the municipality and this, Fridays from 6:30 p.m. and 9:00 p.m., from January 10<sup>th</sup> to April 25<sup>th</sup> 2014 according to available dates. In addition, the council mandates Mr. Mark Morrissey to open and close the school during the program.

**ADOPTED UNANIMOUSLY**

**2014-0013**

**6. Human resources**



**6.1 Authorization - Request of financial aid to Summer employment Canada – Trainee in urbanism, environment and administration – Summer 2014**

**WHEREAS** Summer employment Canada grants financial aid to non-profit organizations, to employers in the public sector as well as small business 'in the private sector having less than 50 employees or less in order to create possibilities of employment for youths aged 15 to 30 years studying full time and who foresee returning to school in the next school year;

**WHEREAS** employers of the public sector are eligible to a grant as much as 50% of the minimum hourly salary for adults in effect in the province or territory;

**WHEREAS** it would be advantageous for the municipality to benefit from this program in order to perform certain work in urbanism and environment as well as in the administration level;

**WHEREAS** deadline for applications is January 31<sup>st</sup> 2014;

**CONSEQUENTLY,**

It is moved by councillor Joanna Nash

And carried that the municipal council authorize the director general to present a request for financial aid within the program Summer employment Canada 2014 for a student in order to do certain work in urbanism, environment and administration for a maximum of (16) weeks.

**ADOPTED UNANIMOUSLY**

**2014-0014**

**Termination of the meeting**

It is moved by councillor Julia Stuart that the meeting be terminated at 7:49 p.m.

**ADOPTED UNANIMOUSLY**

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Guyline Berlinguette,  
Mayor

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France Bellefleur CPA, CA  
Director general