

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 15<sup>th</sup> day of November 2016 at 7:00 p.m.

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

Councillor Daniel L. Fournier joins the meeting at 7:03 p.m.

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

### **Agenda**

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

#### **2. Adoption of the minutes,**

2.1 Ordinary meeting of October 18<sup>th</sup> 2016

2.2 Extraordinary meeting of November 7<sup>th</sup> 2016

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

3.1 Notice of motion – By-law decreeing imposition of taxes for the year 2017

3.2 Notice of motion – By-law decreeing the rate for activities, goods and municipal services 2017

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

4.1 List of accounts payable as of October 31<sup>st</sup> 2016

4.2 Budgetary transfers

4.3 Filing of the financial statements as of October 31<sup>st</sup> 2016

4.4 Filing – Mayor's report

4.5 Filing – List of contracts in conformity with section 955 of the Quebec municipal code

4.6 Filing of declarations of pecuniary interests

4.7 Dates of council meetings – Year 2017

4.8 Renewal - Maintenance contract and application support – PG Solutions

4.9 List of taxes to receive as of October 31<sup>st</sup> 2016

#### **5. Transport**

5.1 Remedial work – Chemin de la Rouge – Gilbert P. Miller & fils ltée – Contract addition – Culvert replacement

5.2 Professional services - Jean Damecour Architect - Construction of the municipal garage

5.3 Vacation pay – Stuart Meyer

5.4 Environmental remediation of the soil and dismantling of two (2) underground tanks - Inter Chantiers Inc. - Payment Authorization

## **6. Loisirs and culture**

6.1 Annual fundraising campaign - Palliaco

6.2 Mont-Tremblant Cegep - Fundraising dinner – Club Richelieu of Mont-Tremblant

6.3 Request for financial aid – L’Ombre-Elle

## **7. Mayor’s and councillors report**

## **8. Question period**

## **9. Termination of meeting**

**2016-0183**

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

It is moved by councillor Joanna Nash that the Agenda be adopted as presented.

**ADOPTED UNANIMOUSLY**

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

**2016-0184**

#### **2.1 Ordinary meeting of October 18<sup>th</sup> 2016**

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

It is moved by councillor Marlene Séguin

And carried to adopt the minutes of the ordinary meeting of council held on October 18<sup>th</sup> 2016 as presented.

**ADOPTED UNANIMOUSLY**

**2016-0185**

#### **2.2 Extraordinary meeting of November 7<sup>th</sup> 2016**

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

It is moved by councillor Julia Stuart

And carried to adopt the minutes of the extraordinary meeting of council held on November 7<sup>th</sup> 2016 as presented.

### **ADOPTED UNANIMOUSLY**

**Councillor Daniel L. Fournier arrives at 7:03 pm.**

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

#### **3.1 Notice of motion – By-law decreeing imposition of taxes for the year 2017**

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 decreeing the levying of taxes for the year 2017.

#### **3.2 Notice of motion – By-law decreeing the rate for activities, goods and municipal services 2017**

Notice of motion is given by councillor Daniel L. Fournier that at a subsequent meeting of council, he would move or cause to be moved the adoption of a by-law decreeing pricing activities, municipal goods and services.

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

**2016-0186**

#### **4.1 List of accounts payable as of October 31st 2016**

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

Abbott Louise*	147.50 \$
Bell Canada	153.40 \$
Bell Mobilité	39.00 \$
Distribution Hunpaco*	24.00 \$
Drapeaux L'Étandard*	231.10 \$
Dubé Guyot*	2 071.29 \$
Energie Sonic*	953.27 \$
Équipe Laurence*	1 494.68 \$
Extincteurs de la 117*	344.93 \$
Formules municipales*	426.52 \$
Fournitures de bureau Denis*	1 954.28 \$
GDLC Excavation*	2 371.37 \$
Great West	2 701.00 \$
Groupe Geniarp inc	5 461.31 \$

Havre Experts conseils*	1 725.00 \$
Hydro-Québec	60.11 \$
Imprimerie Léonard*	40.24 \$
Jones Frances*	500.00 \$
Juteau Ruel Inc.	54.71 \$
Local SCFP 4852	614.92 \$
Les Machineries Saint-Jovite inc.*	803.39 \$
Pierre Marcil*	175.50 \$
Marc Marier	130.00 \$
Médias Transcontinental*	226.50 \$
Municipalité de Montcalm	5 437.50 \$
Municipalité d'Huberdeau	5 437.50 \$
MPMAG Inc*	1 181.03 \$
MRC des Laurentides	766.23 \$
Pièces d'auto P & B Gareau*	205.25 \$
Pneus Lavoie*	352.97 \$
SEAO*	225.19 \$
Serres Arundel*	342.38 \$
Services d'entretien St-Jovite*	2 456.30 \$
Shaw direct	39.29 \$
Tenaquip*	110.11 \$
Ville de Mont-Tremblant*	268.00 \$
Ville de Sainte-Agathe-des-Monts	862.32 \$
Visa Desjardins*	1 069.02 \$
Vitrierie Pilon*	23.72 \$
Salaries and employer contributions	36 318.90 \$
Bank fees	74.00 \$

#### List of checks issued

4361	Loisirs Arundel – Don J Nash	100.00 \$
4362	Légion royale canadienne	53.00 \$
4363	Lorraine St-Jean (Trophées Mont-Tremblant)	180.00 \$
4364	Grace Anglican Church	100.00 \$
4365	Hydro-Québec	1 751.08 \$

\* 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 October 2016, transmitted November 15<sup>th</sup> 2016.

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

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France Bellefleur, CPA, CA  
Director general

2016-0187

#### 4.2 Budgetary transfers

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

It is moved by councillor Joanna Nash

And carried that council authorize the following budgetary transfers:

From (credit):

02-110-00-310	Traveling expenses	\$ 94
02-120-00-412	Legal fees	\$ 500
02-130-00-280	Social charges	\$ 812
02-130-00-454	Training	\$ 1 400
02-130-00-681	Electricity	\$ 600
02-230-00-670	Office supplies	\$ 50
02-320-00-522	Maintenance and repair – building	\$ 500
02-320-00-632	Heating oil	\$ 210
02-320-30-525	Maintenance – backhoe	\$ 2 000
02-610-00-310	Traveling expenses	\$ 75
02-702-30-310	Traveling expenses	\$ 50

To (dt):

02-110-00-200	Social charges	\$ 94
02-120-01-412	Legal fees	\$ 500
02-130-00-252	CSST – Adm.	\$ 812
02-130-00-670	Office supplies	\$2 000
02-230-00-609	Other non-durable goods	\$ 50
02-320-00-411	Professional services - engineering	\$ 500
02-320-00-526	Maintenance and repair– equip.	\$ 210
02-320-50-523	Maintenance 10 wheeler	\$2 000
02-451-10-649	Other bins	\$ 75
02-702-30-331	Telephone	\$ 50

## **ADOPTED UNANIMOUSLY**

### **4.3 Filing of the financial statements as of October 31<sup>st</sup> 2016**

The director general, France Bellefleur, deposits the biannual financial reports in accordance with section 176.4 of the *Quebec Municipal Code*.

### **4.4 Filing – Mayor’s report**

The mayor, Guylaine Berlinguette, files the mayor’s report on the financial situation of the municipality for the year 2016.

### **4.5 Filing – List of contracts in conformity with section 955 of the Quebec municipal code**

The mayor, Guylaine Berlinguette, files the list of contracts in conformity with section 955 of the *Quebec Municipal Code*.

### **4.6 Filing of declarations of pecuniary interests**

**IN CONFORMITY** with section 358 of the *Law on elections and referendums in Municipalities*, the director general proceeds with the filing of declarations of pecuniary interests received from the following members of council:

Guylaine Berlinguette, mayor  
Bernard Bazinet, councillor seat #1  
Marlene Séguin, councillor seat #2  
Joanna Nash, councillor seat #3  
Julia Stuart, councillor seat #4  
Hervey William Howe, councillor seat #5  
Daniel L. Fournier, councillor seat #6

**2016-0188**

#### **4.7 Dates of council meetings – Year 2017**

**WHEREAS** section 148 of the *Quebec Municipal Code* provides that council shall, before the start of each calendar year, present the schedule of its regular sessions for the next year, setting the date and time of the start of each;

It is moved by councillor Julia Stuart

And carried to adopt the following schedule regarding the holding of regular council meetings for 2017, which will begin at 7:00 p.m.:

Tuesday, January 17<sup>th</sup> 2017  
Tuesday, February 21<sup>st</sup> 2017  
Tuesday, March 21<sup>st</sup> 2017  
Tuesday, April 18<sup>th</sup> 2017  
Tuesday, May 16<sup>th</sup> 2017  
Tuesday, June 20<sup>th</sup> 2017  
Tuesday, July 11<sup>th</sup> 2017  
Tuesday, August 15<sup>th</sup> 2017  
Tuesday, September 19<sup>th</sup> 2017  
Tuesday, October 3<sup>rd</sup> 2017  
Tuesday, November 21<sup>st</sup> 2017  
Tuesday, December 12<sup>th</sup> 2017

And to publish the content of this resolution by public notice, in conformity with the law governing the municipality.

**ADOPTED UNANIMOUSLY**

**2016-0189**

#### **4.8 Renewal - Maintenance contract and application support – PG Solutions**

**WHEREAS** the maintenance contract and application support for the software Megagest and Accès Cité Territoire with the firm PG Solutions must be renewed for the year 2017;

It is moved by councillor Hervey William Howe

And carried to renew the maintenance contract and application support for the software Megagest and Accès Cité Territoire with the firm PG Solutions for the period of January 1<sup>st</sup> 2017 to December 31<sup>st</sup> 2017 in the amount of \$10 508.73 including taxes and that the amount be paid in 2017 from the funds available in the 2017 budget.

**ADOPTED UNANIMOUSLY**

**2016-0190**

**4.9 List of taxes to receive as of October 31<sup>st</sup> 2016**

**WHEREAS** that under Article 1022 of the *Quebec Municipal Code*, the director general shall deposit the list of accounts receivable;

**WHEREAS** that, in fairness, the Municipality must ensure the collection of all taxes before prescribing these fees provided for in the law;

**WHEREAS** by the resolution 2015-0022, the town council has given the firm of lawyers Dubé Guyot the mandate to conduct tax collection accounts;

**CONSEQUENTLY,**

It is moved by councillor Daniel L. Fournier

and carried

**THAT** council accept the list of taxes to receive as of October 31<sup>st</sup> 2016, prepared by the director general and mandates Dubé Guyot, lawyers, to carry out the collection of taxes in all cases where arrears for 2015 or earlier are due;

**THAT** council mandate the lawyers Dubé, Guyot to proceed with the tax collection of all accounts due for the previous year after the expiry of the last payment of taxes of the present year.

**ADOPTED UNANIMOUSLY**

**5. Transport**

**2016-0191**

**5.1 Remedial work – Chemin de la Rouge – Gilbert P. Miller & fils Itée – Contract addition – Culvert replacement**

**WHEREAS** the municipality wishes to carry out remedial work on the Chemin de la Rouge, the whole as described in the tender invitation document on 71.00.00;

**WHEREAS** that changing a culvert must be done in a segment targeted by the remedial work;

**CONSEQUENTLY,**

It is moved by councillor Julia Stuart

And carried that council authorize the work to change a culvert under the corrective work on the Chemin de la Rouge, to the company Gilbert P. Miller & son ltd. in the amount of \$ 6 960.00 plus royalties and taxes.

**ADOPTED UNANIMOUSLY**

**2016-0192**

**5.2 Professional services - Jean Damecour Architect - Construction of the municipal garage**

**WHEREAS** that in August 2013, the municipality has made a call for tenders for the services of an architect to prepare plans and specifications and monitoring the work for the construction project of the municipal garage;

**WHEREAS** following the call for tenders, the municipality awarded the architectural contract for the preparation of plans and specifications and construction supervision for the rehabilitation project of the municipal garage and its infrastructure to the firm Jean Damecour architect by resolution # -2013-2118- Granting the architectural contract - Municipal garage;

**WHEREAS** the initial construction project of the municipal garage and the request for tenders in the month of August 2013 is different from the current project and a professional fee adjustment for the monitoring work is desirable;

**CONSEQUENTLY,**

It is moved by councillor Marlene Séguin

And carried that council authorize additional professional fees of \$ 6 898.50 taxes included to the firm Jean Damecour architect for monitoring the work for the construction of the municipal garage work.

**ADOPTED UNANIMOUSLY**

**2016-0193**

**5.3 Vacation pay – Stuart Meyer**

It is moved by councillor Daniel L. Fournier

And carried that council accept that the vacation balance for the year 2016 of Stuart Meyer be paid in indemnity.

**ADOPTED UNANIMOUSLY**



2016-0194

**5.4 Environmental remediation of soil and dismantling of two (2) underground tanks - Inter Building Inc. - Payment Authorization**

**WHEREAS** the contractor Inter Chantiers inc. has completed the work in accordance with the tendering documents;

**WHEREAS** the firm Donovan Expert-Conseil Inc., responsible for overseeing the work recommended the final acceptance of the work;

**WHEREAS** that this amount is payable conditional on the statutory declaration of the contractor proving that its subcontractors and suppliers have been paid for the work performed, services rendered or materials supplied and that the municipality acknowledgment of that declaration ;

**CONSEQUENTLY,**

It is moved by councillor Julia Stuart

And carried that council approve the final acceptance of the work of environmental soil remediation and dismantling of two (2) underground tanks and authorizes payment of \$ 167,645 taxes included to Inter Chantiers inc.

**ADOPTED UNANIMOUSLY**

**6. Loisirs and culture**

2016-0195

**6.1 Annual fundraising campaign – Palliaco**

**WHEREAS** Palliaco is an organization that provides support services, respite and support to people with cancer, to patients at end of life, the caregivers and the bereaved, for free, in French and English to residents of the MRC des Laurentides;

**WHEREAS** Palliaco organizes the Hike under the stars, a pleasant winter and unifying event which was designed to raise money to fund the services offered;

**CONSEQUENTLY,**

It is moved by councillor Hervey William Howe

And carried that council authorizes a donation of 400\$ to Palliaco for registration of four (4) participants in the team of the Fellowship to support the organization in its annual fund-raising campaign 2017.

**ADOPTED UNANIMOUSLY**

2016-0196

**6.2 Mont-Tremblant Cegep - Fundraising dinner – Club Richelieu of Mont-Tremblant**

**WHEREAS** the Mont Tremblant Collegial study center facilitates access to higher education by promoting the graduation to students in their region;

**WHEREAS** that in each region of Quebec, colleges represent major economic, social and cultural development while stimulating communities of all sizes;

**WHEREAS** that since its inception in 2008, the college gives a positive assessment and that since the granting of permanent status in June 2016, the project continues to receive support from many partners not only economically but also both, academic and social;

**WHEREAS** that young people and their parents are more likely to answer the call of their region and to show, in respect of the college, a sign of confidence;

**WHEREAS** the Club Richelieu of Mont-Tremblant is organizing an evening of oysters to benefit the Fondation du Cégep de Saint-Jérôme, for college students of the Mont-Tremblant center;

**CONSEQUENTLY,**

It is moved by councillor Daniel L. Fournier

And carried to authorize the purchase of two (2) tickets to the evening of oysters, to benefit the Fondation du Cégep of Saint-Jérôme, for college students of the Mont-Tremblant center, organized by the Club Richelieu Mont-Tremblant, in the amount of \$ 115 each.

**ADOPTED UNANIMOUSLY**

2016-0197

**6.3 Request for financial aid – L’Ombre-Elle**

**WHEREAS** that women and their children have the right to live safely in their homes;

**WHEREAS** that every child has the right to develop in a healthy environment, free from violence;

**WHEREAS** that when women come out of their silence, they have a great need for resources to help them start from scratch;

**WHEREAS** L’Ombre-Elle has for the last thirty years (30 years), been a Shelter in the Laurentians offering them their help and accommodations at any time of day or night so they can resume control of their lives and rebuild the esteem of themselves;

**CONSEQUENTLY,**

It is moved by councillor Julia Stuart

And carried that council authorizes a donation of 100\$ to the

organization L'Ombre-Elle to support it in its 2016-2017 fundraising campaign.

**ADOPTED UNANIMOUSLY**

**2016-0198**

**Termination of meeting**

It is moved by councillor Julia Stuart that the meeting be terminated at 7:30 p.m.

**ADOPTED UNANIMOUSLY**

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Guyline Berlinguette  
Mayor

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France Bellefleur, CPA, CA  
Director general