

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 13th day of August 2013 at 7:00 p.m.

Present were councillors: Bernard Bazinet, Guylaine Berlinguette, Anne Poirier, Joanna Nash and the mayor Julia Stuart.

Councillors Lee Ann Brandt and Gregory Widdison are absent.

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

## **Agenda**

### **1. Adoption of the agenda**

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

2.1 Ordinary meeting of July 9<sup>th</sup> 2013

### **3. Consultation on requests for minor variances**

3.1 Requests for minor variances – 89, Simms road East – Roll number 2089-42-1467 – Item postponed to a later meeting

3.2 Requests for minor variances – Twin Lake road – Roll number 2098-69-6075

### **4. Requests for minor variances**

4.1 Requests for minor variances – 89, Simms road East – Roll number 2089-42-1467 – Item postponed to a later meeting

4.2 Requests for minor variances – Twin Lake road – Roll number 2098-69-6075

### **5. Notices of motion and by-laws**

5.1 Notice of motion - Project by-law #170 modifying zoning by-law #112 on various provisions

5.2 Notice of motion – Project by-law #175 modifying urbanism by-law #110 concerning the integration of unstructured islands

5.3 Notice of motion – Project by-law #176 modifying zoning by-law #112 concerning the integration of unstructured islands

5.4 Adoption of project by-law #170 modifying zoning by-law #112 on various provisions

5.5 Adoption of by-law #171 concerning the administration of finances and delegating to certain officials the power to authorize expenses and to pass contracts

5.6 Adoption of by-law #172 in order to contract a long term loan to establish an operating fund

5.7 Adoption of by-law #174 concerning the incorporation of a local fund reserved for the repair and maintenance of certain public roads

5.8 Adoption of project by-law #175 modifying urbanism by-law #110 concerning the integration of unstructured islands

5.9 Adoption of project by-law #176 modifying zoning by-law #112 concerning the integration of unstructured islands

5.10 By-laws #170, #175 and #176 – Date of public consultation

5.11 By-law #172 – Date of record keeping

## **6. Financial and administrative management**

6.1 Modification – Resolution 2011-1356 – Contract management policy

6.2 List of bills to pay

6.3 Acknowledgement of receipt – Trial balance

6.4 Verification – Website

6.5 Purchase of a Canon IR2525 copier and the provision of a service contract – Juteau Ruel Inc.

6.6 Budgetary transfers

6.7 Annual golf tournament – MRC des Laurentides

6.8 Annual convention - Fédération québécoise des Municipalités

## **7. Public work**

7.1 Release of contractual restraints – Infrastructure projects 2012 – De la Montagne road

7.2 Closing of Thomson road east during the winter season

7.3 Purchase of signs

7.4 Mandate – Study and recommendation – Lake Beaven road

## **8. Urbanism**

8.1 PIIA – 21, Village street – Roll 1892-15-8693 – Cladding

## **9. Culture and recreation**

9.1 Construction project for a new library – Study of the opportunity and request for a grant to the Ministry of Culture, Communications and the Feminine Condition

9.2 Complete mandate – Architect – Construction of a utility building for the Beaven Creek Park

9.3 Frances Jones – Services

9.4 Request for a reunion permit – Labor Day

**10. Human resources**

10.1 Authorization – Hours banked – Jean-Philippe Robidoux

10.2 Addendum – Director General – Contract

**11. Acceptance of the correspondence**

**12. Councillors report**

**13. Question period**

**14. Termination of meeting**

**2013-2079**

**1. Adoption of the agenda**

It is moved by councillor Guylaine Berlinguette

That the agenda be adopted with the following changes:

That point 3.1 Requests for minor variances – 89, Simms road East – Roll number 2089-42-1467 and 4.1 Requests for minor variances – 89, Simms road East – Roll number 2089-42-1467 are postponed to a later meeting.

**ADOPTED UNANIMOUSLY**

**2. Minutes**

**2013-2080**

**2.1 Ordinary meeting of July 9<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 Joanna Nash

And resolved to adopt the minutes of the ordinary meeting of council held on July 9<sup>th</sup> 2013 as presented.

**ADOPTED UNANIMOUSLY**

**3. Consultation on requests for minor variances**

**3.1 Requests for minor variances – 89 Simms road east – Roll 2089-42-1467 – Item postponed to a later meeting**

This item was postponed to a later meeting.

**3.2 Requests for minor variances – Twin Lake road – Roll 2098-69-6075**

The mayor invites the audience to make their comments or opposition in relation to these minor variances requests.

Citizens ask questions regarding these requests and Mrs. France Bellefleur, director general, answers their questions.

No comments or objections have been presented with regard to these minor variances requests.

#### **4. Requests for minor variances**

##### **4.1 Requests for minor variances – 89 Simms road east – Roll 2089-42-1467 – Item postponed to a later meeting**

This item was postponed to a later meeting.

**2013-2081**

##### **4.2 Requests for minor variances – Twin Lake road - Roll 2098-69-6075**

**WHEREAS** the requests for minor variances filed by the owner of the property on Twin Lake road, roll number 2098-69-6075;

**WHEREAS** these requests aim at:

- 1- Authorize the creation of lot 8A-5 in range 7 of the Township of Arundel while considering that the width of the lot on Twin Lake road will be 55.83 meters when the minimum required is of 64 meters for an angle lot in zone For-7.
- 2- Authorize the creation of lot 8A-5 in range 7 of the Township of Arundel while considering that the width of the lot on the new road will be 38.91 meters when the minimum required is of 64 meters for an angle lot located in zone For-7.

**WHEREAS** the mayor invited the audience to make their comments or opposition related to the following requests for minor variances;

**WHEREAS** no comments or opposition were presented in regards to the present requests for minor variances;

**WHEREAS** the recommendation of the planning advisory committee to accept said requests;

**CONSEQUENTLY,**

It is moved by councillor Anne Poirier

And resolved

That the council authorize the creation of lot 8A-5 in range 7 of the Township of Arundel while considering that the width of Twin Lake road will be 55.83 meters while the minimum required is of 64 meters for an angle lot located in zone For-7.

That the council authorize the creation of lot 8A-5 in range 7 of the Township of Arundel while considering that the width of the lot on the new road will be 38.91 meters while the minimum required is of 64 meters for an angle lot located in zone For-7.

**ADOPTED UNANIMOUSLY**

**5. Notice of motion and by-laws**

**5.1 Notice of motion - Project by-law #170 modifying zoning by-law #112 regarding various dispositions**

Notice of motion is hereby given by councillor Anne Poirier that, at this meeting, she would move or cause to be moved the adoption of project by-law number 170 amending zoning by-law #112 concerning the modification of the land occupation density definition, the diminution of the sides and back margins applicable to accessory building and the adding of disposition concerning the construction of gates, hedges, low walls and retaining walls.

**5.2 Notice of motion – Project by-law #175 modifying urbanism by-law #110 concerning the integration of unstructured islands**

Notice of motion is hereby given by councillor Joanna Nash that, at this meeting, she would move or cause to be moved the adoption of project by-law number 175 amending the master plan by-law #110 concerning the integration of unstructured islands inside which new residences can be built in agricultural zone in accordance with CPTAQ decision number 370030 rendered on October 26<sup>th</sup>, 2011.

**5.3 Notice of motion - Project by-law #176 modifying zoning by-law #112 concerning the integration of unstructured islands**

Notice of motion is hereby given by councillor Guylaine Berlinguette that, at this meeting, she would move or cause to be moved the adoption of project by-law number 176 amending the zoning by-law #112 concerning the integration of unstructured islands inside which new residences can be built in agricultural zone in accordance with CPTAQ decision number 370030 rendered on October 26<sup>th</sup>, 2011.

2013-2082

**5.4 Adoption of project by-law #170 modifying zoning by-law #112 regarding various dispositions**

**WHEREAS** an urbanism by-law is in force in the territory of the municipality of the township of Arundel, since the date of issue of the certificate of conformity of the MRC des Laurentides;

**WHEREAS** the following by-law aims to ease the interpretation of the by-law in respect to the calculation of the occupation coefficient of land;

**WHEREAS** the following by-law aims at reducing the laterals and back margins while constructing an accessory building;

**WHEREAS** the following by-law aims to establish norms for construction of fences and hedges;

**WHEREAS** a copy of the following by-law was given to each member of the municipal council before the meeting and that each member present declares having read it and waves the reading of it;

**WHEREAS** a notice of motion was given at this meeting, August 13th, 2013;

**CONSEQUENTLY,**

It is moved by councillor Anne Poirier

And resolved to adopt project by-law #170 modifying zoning by-law #112.

**ADOPTED UNANIMOUSLY**

**2013-2083**

**5.5 Adoption of by-law #171 concerning the administration of finances and delegating to certain officials the power to authorize expenses and to pass contracts.**

**WHEREAS** the Quebec municipal code gives local municipalities the power to adopt by-laws to delegate to any staff or employee of the municipality the power to authorize expenses and to pass contracts;

**WHEREAS** council considers it in the best interest of the municipality, to ensure proper functioning, that such a by-law be adopted;

**WHEREAS** a copy of this by-law was given to each member of the municipal council before the meeting and that each member present declares having read it and waves the reading of it;

**WHEREAS** a notice of motion was given at the meeting of July 9<sup>th</sup> 2013;

**CONSEQUENTLY,**

It is moved by councillor Guylaine Berlinguette

And resolved to adopt by-law #171 concerning the administration of finances and delegating to certain officials the power to authorize expenses and to pass contracts.

**ADOPTED UNANIMOUSLY**

**2013-2084**

**5.6 Adoption of by-law #172 in order to contract a long term loan to establish an operating fund.**

**WHEREAS** the municipality does not have an operating fund;

**WHEREAS** the Municipality of the Township of Arundel wishes to have the power given in article 1094 of the Quebec municipal code;

**WHEREAS** the municipality can obtain an operating fund for a maximum amount of 201 609\$, or 20% of the funds budgeted for the current fiscal year of the municipality;

**WHEREAS** a copy of this by-law was given to each member of the municipal council before the meeting and that each member present declares having read it and waves the reading of it;

**WHEREAS** a notice of motion of the following by-law was given at the July 9<sup>th</sup> 2013 meeting;

**CONSEQUENTLY,**

It is moved by councillor Anne Poirier

And resolved to adopt by-law #172 in order to contract a long term loan to establish an operating fund.

**ADOPTED UNANIMOUSLY**

**2013-2085**

**5.7 Adoption of project by-law #174 concerning the incorporation of a local fund reserved for the repair and maintenance of certain public roads.**

**WHEREAS** the incorporation of a local fund reserved for the repair and maintenance of certain public roads is essential for the maintenance of municipal roads;

**WHEREAS** a copy of this by-law was given to each member of the municipal council before the meeting and that each member present declares having read it and waves the reading of it;

**WHEREAS** a notice of motion of the following by-law was given at the July 9<sup>th</sup> 2013 meeting;

**CONSEQUENTLY,**

It is moved by councillor Guylaine Berlinguette

And resolved to adopt by-law #174 concerning the incorporation of a local fund reserved for the repair and maintenance of certain public roads.

**ADOPTED UNANIMOUSLY**

**2013-2086**

**5.8 Adoption of project by-law #175 modifying urbanism by-law #110 concerning the integration of unstructured islands.**

**WHEREAS** planning regulations are in force in the territory of the Municipality of the Township of Arundel, from the date of issue of the certificate of conformity of the MRC des Laurentides;

**WHEREAS** the following by-law is adopted in accordance with by-law 276-2013 adopted by the MRC des Laurentides and came into force on March 28<sup>th</sup> 2013;

**WHEREAS** the following by-law is aimed at permitting the construction of a residence within the unstructured islands identified by decision 370030 of the CPTAQ;

**WHEREAS** a copy of this by-law was given to each member of the municipal council before the meeting and that each member present declares having read it and waves the reading of it;

**WHEREAS** a notice of motion of the following by-law was given at the August 13<sup>th</sup> 2013 meeting;

**CONSEQUENTLY,**

It is moved by councillor Joanna Nash

And resolved to adopt project by-law #175 modifying urbanism by-law #110 concerning the integration of unstructured islands.

**ADOPTED UNANIMOUSLY**

**2013-2087**

**5.9 Adoption of project by-law #176 modifying zoning by-law #112 concerning the integration of unstructured islands.**

**WHEREAS** planning regulations are in force in the territory of the Municipality of the Township of Arundel, from the date of issue of the certificate of conformity of the MRC des Laurentides;

**WHEREAS** the following by-law is adopted in accordance with by-law 276-2013 adopted by the MRC des Laurentides and came into force on March 28<sup>th</sup> 2013;

**WHEREAS** the following by-law is aimed at permitting the construction of a residence within the unstructured islands identified by decision 370030 of the CPTAQ;

**WHEREAS** a copy of this by-law was given to each member of the municipal council before the meeting and that each member present declares having read it and waves the reading of it;

**WHEREAS** a notice of motion of the following by-law was given at the August 13<sup>th</sup> 2013 meeting;

**CONSEQUENTLY,**

It is moved by councillor Guylaine Berlinguette

And resolved to adopt project by-law #176 modifying zoning by-law #112 concerning the integration of unstructured islands.

**ADOPTED UNANIMOUSLY**

**5.10 By-laws #170, #175 and #176 – Date of public consultation**

The mayor, Julia Stuart informs the persons present that a public consultation for by-laws #170, #175 and #176 will take place Thursday, August 29<sup>th</sup> 2013 at 6:00 p.m. at City Hall located at 2, Village road, Arundel.

**5.11 By-law #172 – Date of record keeping**

In conformity with article 535 of the Law on elections and referendums in municipalities, the director general sets the date and place for a record keeping relative to by-law 172 on August 26<sup>th</sup> 2013 from 9:00 a.m. to 7:00 p.m. at City Hall located at 2, Village road, Arundel.



## 6. Financial and administrative management

2013-2088

### 6.1 Modification – Resolution 2011-1356 – Contract management policy

**WHEREAS** it is necessary to modify the contract management policy in order to promote and provide greater flexibility in the purchasing process and in awarding contracts less than twenty five thousand dollars;

It is moved by councillor Bernard Bazinet

And adopted to modify article 5.1 Competition between potential tenders that read as follows:

“In granting a contract by mutual consent, the municipality is committed to seek offers from at least three (3) suppliers. It can, for this purpose, build up a register of suppliers. This register can also be used in tenders by written invitation.

The municipality must, when asking for tenders by written invitations, promote invitations to different businesses. The identity of these persons can only be made public when the bids are open.”

By the following text:

“The municipality must, when asking for tenders by written invitations, promote invitations to different businesses. The identity of these persons can only be made public when the bids are open”.

### **ADOPTED UNANIMOUSLY**

2013-2089

### 6.2 List of bills to pay

It is moved by councillor Anne Poirier and resolved that the following bills be paid:

Amyot Gélinas	9 083.02\$
Arundel Provisions	126.10\$
Bell Mobilité	56.13\$
Bell Canada	332.68\$
Bernice Goulet	1 890.00\$
Brenda Cater	1 353.89\$
Clinique vétérinaire Mont-Tremblant	87.10\$
Dicom Express	27.63\$
Dubé Guyot Inc	424.52\$
DWB Consultants	5 748.75\$
Energies Sonic	1 419.91\$
Équipe Laurence	6 093.68\$
Évaluation André Charbonneau	8 04.83\$
Excavation Lionel Provost	459.90\$
Formules municipales	147.57\$
Fournitures de bureau Denis	342.66\$
Hydro-Québec	1 678.54\$
Frances Jones	375.00\$
SCFP, Local 4852	555.54\$
Marc Marier	145.00\$
Matériaux R. McLaughlin Inc	483.32\$
MRC des Laurentides	1 062.78\$
Corporation Sun Média	655.36\$

Jean-Philippe Robidoux	18.50\$
Great West	1 729.94\$
Visa Desjardins	187.10\$
Salaries and employer's contributions	22 482.89\$
Bank fees	118.92\$

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**

**2013-2090**

**6.3 Acknowledgement of receipt – Trial balance**

It is moved by councillor Guylaine Berlinguette

And resolved that the municipal council acknowledge receipt of the trial balance of July 31<sup>st</sup> 2013 sent August 12<sup>th</sup>, 2013.

**ADOPTED UNANIMOUSLY**

**2013-2091**

**6.4 Verification – Website**

**WHEREAS** council wishes to put on line a website as soon as possible and that certain verifications must be made in order to ensure the quality of the web site;

It is moved by councillor Guylaine Berlinguette

And resolved that the council mandate the firm Rouge Marketing in order to do a verification on the features of the website for an amount of 1 000\$ plus applicable taxes.

**ADOPTED UNANIMOUSLY**

**2013-2092**

**6.5 Purchase of a Canon IR2525 copier and service contract – Juteau Ruel Inc.**

**WHEREAS** the multi-function device (copier, fax and scanner) is obsolete and does not answer to the needs of the administration;

It is moved by councillor Joanna Nash

And resolved that council approve the purchase of a Canon IR2525, multi-function copier, in the amount of three thousand five hundred dollars (3 500\$) plus applicable taxes from the company Juteau Ruel Inc.

Also , council grants a service contract including original Canon parts and supplies, preventive maintenance, service calls and powder for the copier to Juteau Ruel Inc. for an amount of 0.014\$ per copy plus applicable taxes.

**ADOPTED UNANIMOUSLY**

2013-2093

## 6.6 Budgetary transfers

**WHEREAS** it is necessary to do certain modifications to the actual budget and that, in order to promote better monitoring of expenditures and reallocate some budgets;

It is moved by councillor Anne Poirier

And resolved that council authorize the following budgetary transfers:

		DT	CT
From :			
02-120-00-414	Computer adm		2 000\$
02-130-00-413	Auditor		3 500\$
02-130-00-416	Coaching		4 750\$
02-320-00-643	Small tools		500\$
02-320-30-525	Caterpillar		700\$
02-320-50-523	Maintenance 10 wheeler		500\$
To :			
02-130-00-414	Computer	5 500\$	
02-130-00-610	Food - coffee	250\$	
02-130-00-670	Office supplies	500\$	
02-190-00-339	Public notices	800\$	
02-290-00-429	Lost dogs	300\$	
02-320-00-522	Maintenance – garage	1 000\$	
02-320-00-610	Aliment - coffe	100\$	
02-340-00-681	Street lights	2 000\$	
02-610-00-349	Public notice	1 500\$	

**ADOPTED UNANIMOUSLY**

2013-2094

## 6.7 Golf tournament – MRC des Laurentides

**WHEREAS** the MRC des Laurentides organizes an annual golf tournament in the name of the twenty municipalities in its territory and that it is important that the municipality be represented;

**WHEREAS** the proceeds raised will be given to La Samaritaine and to Objectif partage, organizations that help the most disadvantaged and low income in our region;

**CONSEQUENTLY,**

It is moved by councillor Guylaine Berlinguette

And resolved that council authorize the purchase of tickets for members of council wishing to participate.

Councillor Anne Poirier voted against this resolution.

**ADOPTED BY A MAJORITY**

2013-2095

**6.8 Annual convention – Fédération québécoise des Municipalités**

**WHEREAS** the Fédération québécoise des Municipalités organizes an annual convention September 26, 27 and 28 2013 in Quebec;

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

**CONSEQUENTLY,**

It is moved by councillor Joanna Nash

And resolved that council authorizes the mayor Julia Stuart to participate in the 2013 convention and to reimburse her the cost upon presentation of supporting documents.

**ADOPTED UNANIMOUSLY**

**7. Public work**

2013-2096

**7.1 Release of funds withheld – infrastructure work 2012 – De la Montagne road**

**WHEREAS** the contractor Gilbert P. Miller & Fils Ltée completed the work in conformity with the bidding documents;

**WHEREAS** the firm Équipe Laurence, in charge of overseeing the work has recommended the final acceptance of the work and the release of funds withheld, 5%;

**WHEREAS** this amount withheld is payable under condition of a statutory declaration from the contractor showing that subcontractors and suppliers have been paid for the work done, services rendered or materials furnished and that the municipality has acknowledged receipt of this declaration;

**CONSEQUENTLY,**

It is moved by councillor Anne Poirier

And resolved that council approves the final acceptance of the infrastructure work on De la Montagne road and authorizes the release of the amount withheld of 5% in the amount of 5 395.13\$ tax included.

**ADOPTED UNANIMOUSLY**

2013-2097

**7.2 Closing of Thomson road east during the winter season**

**WHEREAS** the municipality does not clear the snow on Thomson road east during winter;

**WHEREAS** clearing of the snow becomes perilous due to the narrowness of the road in certain areas;

**WHEREAS** it is essential that the municipality formalizes it all and informs its citizens;

**CONSEQUENTLY,**

It is moved by councillor Bernard Bazinet

And resolved that the council authorizes the closing of Thomson road east during the winter season, from December 15<sup>th</sup> to April 30<sup>th</sup> of each year.

**ADOPTED UNANIMOUSLY**

**2013-2098**

### **7.3 Purchase of signs**

**WHEREAS** the inventory of signs is low and it is necessary for the public work service to proceed with purchases;

It is moved by councillor Guylaine Berlinguette

And resolved that council authorizes the purchase of signs for an amount of two thousand five hundred dollars (2 500\$) plus the applicable taxes.

**ADOPTED UNANIMOUSLY**

**2013-2099**

### **7.4 Mandate – Study and recommendation – Beaven Lake road**

**WHEREAS** the municipality wishes to proceed with a study and to obtain recommendations for a problematic area on Beaven Lake road for an approximate distance of one hundred linear meters (100 lin. m.);

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

**CONSEQUENTLY,**

It is moved by councillor Anne Poirier

And resolved that the firm Équipe Laurence be mandated to study and make recommendations for the problematic area on Beaven Lake road.

**ADOPTED UNANIMOUSLY**

## **8. Urbanism**

**2013-2100**

### **8.1 PIIA – 21 Village road – Roll 1892-15-8693 – Exterior cladding**

**WHEREAS** a request within the PIIA was presented for the property located at 21 Village road, and is identified by the roll number 1892-15-8693;

**WHEREAS** the request is regarding the use of vinyl for exterior cladding in the front of the building, whereas that type of material is not recommended and is prohibited within the PIIA;

**WHEREAS** the recommendation of the planning advisory committee is to refuse the request;

**CONSEQUENTLY,**

It is moved by councillor Guylaine Berlinguette

And resolved that the council refuse the request presented within the PIIA for the property located at 21 Village road, identified by roll number 1892-15-8693.

**ADOPTED UNANIMOUSLY**

**9. Culture and leisure**

**2013-2101**

**9.1 Construction project for a new library – Study of feasibility and request for a grant to the Ministry of Culture, Communications and the Feminine Condition**

It is moved by councillor Bernard Bazinet

And resolved:

That council approves the study of opportunity submitted within the construction project of a new library, study prepared by the Réseau BIBLIO des Laurentides in July 2013.

That council approves the multi-year operating budget “proforma” contained in this study.

That council ask the Ministry of Culture, Communications and the Feminine Condition for a grant in order to do this project.

That the director general be authorized to sign, for and in the name of the Municipality, all useful and necessary documents in order to give full effect to the above.

**ADOPTED UNANIMOUSLY**

**2013-2102**

**9.2 Complete mandate – Architect – Construction of a utility building for the Beaven Creek park**

**WHEREAS** the municipality received a grant from the regional Pacte rural concerning the construction project of a utility building for the Beaven Creek park;

**WHEREAS** the projects must be completed no later than June 30<sup>th</sup> 2014;

**WHEREAS** the municipality wishes to go ahead with this project;

**CONSEQUENTLY,**

It is moved by councillor Anne Poirier

And resolved that the council mandate the firm Jean-François Parent, architect for the design, preparation of plans and specifications for execution, monitoring tenders as well as surveillance of the work for an amount of 6 500\$ plus taxes.

**ADOPTED UNANIMOUSLY**

**2013-2103**

**9.3 Frances Jones – Services**

**WHEREAS** Mrs. Frances Jones is the person responsible for the library and does outstanding work and is appreciated by citizens of the municipality

**WHEREAS** the municipality has paid in the previous years, an amount to the person responsible for the library

**CONSEQUENTLY,**

It is moved by councillor Joanna Nash

And resolved that the council authorize the payment of an amount of 375\$ for the period between January 1<sup>st</sup> 2013 and another payment of 375\$ be paid in December 2013 for the period between July 1<sup>st</sup> and December 31<sup>st</sup> 2013 and that, for the work done and the proper functioning and development of the library.

For subsequent years, council authorizes the payment of an annual amount of 750\$ payable in two payments, one in June and one in December of each year.

**ADOPTED UNANIMOUSLY**

**2013-2104**

**9.4 Request for a reunion permit – Labor Day**

**WHEREAS** Les Loisirs is organizing a day of activity for Labor Day on August 31<sup>st</sup> 2013

It is moved by councillor Guylaine Berlinguette

And resolved that the council authorizes Carole Brandt to apply for a reunion permit to obtain a liquor permit for this event.

**ADOPTED UNANIMOUSLY**

**10. Human Resources – Jean-Philippe Robidoux**

**2013-2105**

**10.1 Authorization – Banked hours – Jean-Philippe Robidoux**

**WHEREAS** the actual workload for the municipal inspector is very high and that many files need a fast response;

**WHEREAS** the municipal inspector was absent and not paid for a period of sixty (60) hours for two weeks in July and August;

**WHEREAS** the work week authorized for the inspector is of thirty (30) hours a week it would be desirable to recover the non-working hours and increase the work week of the inspector to a maximum of thirty five (35) hours, payable by simple rate;

**CONSEQUENTLY,**

It is moved by

And resolved that the council authorize Jean-Philippe Robidoux to prolong his hours of work to a maximum of thirty five (35) hours per week, and that for a maximum of 60 hours total.

**ADOPTED UNANIMOUSLY**

**2013-2106**

**10.2 Addendum – Contract for the Director General**

**WHEREAS** certain modifications must be made to the working contract of the director general;

It is moved by councillor Guylaine Berlinguette

And resolved that council accepts the modifications to the contract as submitted on August 9<sup>th</sup> 2013 and that it authorizes the mayor to sign.

**ADOPTED UNANIMOUSLY**

**2013-2107**

**Termination of meeting**

It is moved by councillor Anne Poirier that the meeting be terminated at 8:20 p.m.

**ADOPTED UNANIMOUSLY**

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Julia Stuart  
Mayor

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France Bellefleur  
Director general