

Minutes of the ordinary meeting of the Municipality of the Township of Arundel held at the municipal office located at 2 Village Street, Arundel On the 9<sup>th</sup> day of October 2014 at 7:00 p.m.

Present were councillors: Marlene Séguin, Bernard Bazinet, Daniel L. Fournier and the mayor Guylaine Berlinguette.

Councillors Anne Poirier, Julia Stuart and Joanna Nash are absent.

The director general France Bellefleur and the assistant secretary-treasurer, Carole Brandt, are present.

### **Agenda**

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

#### **2. Consultation on a minor variance request**

2.1 Request for a minor variance – 115, Crystal Falls – roll number 1897-21-5060

#### **3. Request for a minor variance**

3.1 Request for a minor variance – 115 Crystal Falls- roll number 1897-21-5060

#### **4. Adoption of the minutes**

4.1 Ordinary meeting of September 11<sup>th</sup> 2014

4.2 Special meeting of October 7<sup>th</sup> 2014

#### **5. Notice of motion and by-law**

5.1 Notice of motion – By-law concerning the imposition of supplementary rights to land transfer

5.2 Notice of Motion – By-law concerning the Administration of finances and delegating to some officials the power to authorize expenditures and enter into contracts

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

6.1 List of bills to pay up to September 30<sup>th</sup> 2014

6.2 Budgetary transfers

6.3 Acceptance of the financial report for the year ended December 31st, 2013 and the report of the external auditors

6.4 Commitment - Public Purchase from collective enterprises

6.5 Nomination – Arundel Citizens' Home

6.6 Mandate – Amyot Gélinas – Accountability TECQ 2010-2013 (added item)

#### **7. Public security**

7.1 Territorial organization project in fire safety

#### **8. Public work**

8.1 Modification of the street name Simms west to the street name Cooke

8.2 Modification of a portion of the 364 by Staniforth Street

8.3 Closing of a portion of the 364 (Staniforth) during the winter season.

## **9. Environmental Health**

9.1 Operating eco-centers - Distribution of operating costs

## **10. Urbanism**

10.1 Nomination to the Planning advisory committee – Me Réjean Villeneuve

10.2 Project – Land bank

## **11. Leisure and culture**

11.1 Pacte rural 2014-2015 – synthetic grass covering for the lot at Beaven Creek Park

11.2 Regional pacte rural 2014-2015 – Technician in leisure

11.3 Donation – Association Clair-Soleil

11.4 Remembrance day – Donation to the Canadian Legion

## **12. Correspondence received**

## **13. Mayor's and councillors report**

## **14. Question period**

## **15. Termination of meeting**

**2014-0159**

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

It is moved by councillor Daniel L. Fournier

And carried that the Agenda be adopted with the addition of item 6.6 Mandate – Amyot Gélinas – Accountability TECQ 2010-2013.

**ADOPTED UNANIMOUSLY**

### **2. Consultation on a minor variance request**

#### **2.1 Request for a minor variance – 115, Crystal Falls – roll number 1897-21-5060**

The mayor invites the audience to state their comments or opposition regarding this minor variances request.

Citizens ask questions regarding this request and Mrs. France Bellefleur, director general, answers their questions.

No comments or objections have been presented with regard to this minor variance request.

### **3. Request for a minor variance**

**2014-0160**

#### **3.1 Request for a minor variance – 115 Crystal Falls- roll number 1897-21-5060**

**WHEREAS** the minor variance request submitted by the owner of 115 Crystal Falls Road, roll number 1897-21-5060 to authorize the construction of an apartment of 50 square meters within an accessory building while the construction of a secondary suite is permitted only within a single family residence;

**WHEREAS** the new housing will be built in an old barn and the barn is already occupied by a repair company of surface groomers and other motor vehicles and an office space and storage of personal belongings;

**WHEREAS** the accommodation will be attached to a repair shop of motor vehicles and the risk of infiltration of carbon monoxide is present;

**WHEREAS** the land is located in an agricultural area and a report must be submitted to the CPTAQ before construction or addition of a dwelling;

**WHEREAS** the land is large enough to accommodate a second septic system;

**WHEREAS** all items for which this application for a minor variance was formulated was designed to accommodate a self-employed artisan who has a heavy use on his property when the primary use is residential;

**WHEREAS**, the Mayor invited the audience to make their comments or opposition to this request for a minor variance;

**WHEREAS** no comment or no opposition was presented with respect to this minor variance request;

**WHEREAS** the recommendation of the Planning Advisory Committee to accept this request;

**CONSEQUENTLY,**

It is moved by councillor Bernard Bazinet

And carried that council approve the request for a minor variance to construct a secondary suite in a building other than the main residence following conditions:

- That a carbon monoxide detector be installed in the housing and that it be continuously operational;

- That the declaration required be presented to the CPTAQ, and that it be accepted by the organization;

**ADOPTED UNANIMOUSLY**

#### **4. Adoption of the minutes**

**2014-0161**

##### **4.1 Ordinary meeting of September 11<sup>th</sup> 2014**

**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 September 11<sup>th</sup> 2014.

**ADOPTED UNANIMOUSLY**

**2014-0162**

##### **4.2 Special meeting of October 7<sup>th</sup> 2014**

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

It is moved by councillor Daniel L. Fournier

And carried to adopt the minutes of the special meeting of council held on October 7<sup>th</sup> 2014.

**ADOPTED UNANIMOUSLY**

## 5. Notice of motion and by-law

### 5.1 Notice of motion – By-law concerning the imposition of supplementary rights to land transfer

Notice of motion is given by councillor Bernard Bazinet that at a subsequent meeting of council he would move or cause to be moved the adoption of a by-law concerning the imposition of supplementary rights to land transfer

### 5.2 Notice of Motion – By-law concerning the Administration of finances and delegating to some officials the power to authorize expenditures and enter into contracts

Notice of motion is given by councillor Daniel L. Fournier that at a subsequent meeting of council he/she would move or cause to be moved the adoption of a by-law concerning the Administration of finances and delegating to some officials the power to authorize expenditures and enter into contracts.

## 6. Financial and administrative management

2014-0163

### 6.1 List of bills to pay up to September 30<sup>th</sup> 2014

It is moved by councillor Marlene Séquin and carried that the following bills be paid:

Arundel Citizens' Home – November 2014	315.00\$
Bell Canada	347.81\$
Bell Mobilité	56.13\$
Caroline Blanchard *	165.00\$
Carquest Canada*.	23.85\$
Consumer Reports*	68.00\$
Dubé Guyot Inc.*	1 894.23\$
Équipe Laurence *	
391.49\$	
Fournitures de bureau Denis*	1 394.93\$
Garage Jean Brosseau *	155.22\$
Great West	2 279.43\$
Groupe Ultima *	547.00\$
Guylaine Berlinguette	343.80\$
Hydro Québec	363.85\$
Juteau Ruel Inc.	52.88\$
H. Leggett & Fils*	74.56\$
Légion Royale Canadienne	53.00\$
Les Jeux 1000 Pattes	27 588.25\$
Les Machineries Saint-Jovite Inc*	155.03\$
SCFP Local 4852	908.27\$
Marc Marier*	155.00\$
Matériaux McLaughlin Inc.*	244.02\$
Médias Transcontinental*	329.98\$
Ministre des finances	41 140.00\$
MRC des Laurentides	768.16\$
Municipalité d'Huberdeau	5 406.25\$
Municipalité de Montcalm	5 406.25\$
PG Solution*	287.44\$
Plomberie Roger Labonté Inc*	4 105.70\$
Réparation J-P Maillé*	45.93\$
Les serres d'Arundel*	97.47\$
Solutia Télécom	34.44\$
Trophée et gravures Expert*	270.77\$
Visa Desjardins*	723.59\$
Salaries and employers contributions	50 462.96\$
Bank fees	133.03\$

List of checks issued:

3379 Loisirs Arundel	450.00\$
3380 Isabelle Labelle	793.50\$
3381 Croix Rouge	150.00\$
3382 Construction J.P. Provost Inc.	11 732.48\$
3383 Isabelle Labelle	1 587.00\$
3384 Financière Banque Nationale	2 549.35\$

That the municipal council acknowledges receipt of the report in virtue of by-law #171 delegating power for the period of the month of September 2014, transmitted October 9<sup>th</sup> 2014.

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**

**2014-0164**

**6.2 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 Bernard Bazinet

And resolved that council authorize the following budgetary transfers:

		DT	CT
From:			
2 500\$	02-110-00-346 Conventions	and	delegations
	02-130-00-494 Associations	and	subscriptions
	830\$		
	02-230-00-454 Training		500\$
	02-451-10-649		Bins
	2 950\$		
To:			
	02-110-00-200 Social charges	245\$	
	02-120-02-412 Legal Services	2 000\$	
	02-130-00-421 Insurance	550\$	
	02-140-00-141 Electoral Employee	200\$	
	02-140-00-200 Social charges	30\$	
	02-230-00-310 Travel expenses	500\$	
	02-451-10-446 Collection contract	3 200\$	
	02-702-90-970 Donations – other organizations	55\$	
		<u>6 780\$</u>	
	<u>6 780\$</u>		

**ADOPTED UNANIMOUSLY**

**2014-0165**

**6.3 Acceptance of the financial report for the year ended December 31st,**

**WHEREAS** the director general shall file the financial report and the external auditors' report for the year ending December 31st, 2013 in conformity with

the article from the Quebec municipal code;

**WHEREAS** the director general certifies having given at least five days before the date of this meeting, in accordance with the law, a public notice of the filing of such reports;

**CONSEQUENTLY,**

It is moved by councillor Marlene Séguin

And carried to accept the filing of the financial report for the year ending December 31st, 2013 and the report of the external auditors Amyot Gélinas.

**ADOPTED UNANIMOUSLY**

**2014-0166**

#### **6.4 Commitment - Public Purchase from collective enterprises**

**WHEREAS** collective enterprises are set up to meet the needs of local people they are rooted in their communities and contribute to the vibrancy and vitality of communities;

**WHEREAS** social enterprises come from the mobilization of people that came together to produce goods and services and that these companies also have the ability to rally the forces of the environment to meet the needs by encouraging the emergence of new organizational structures and becoming an important tool for collective wealth;

**WHEREAS** that these companies are based on collective values and allow a form of inclusive and sustainable economy;

**CONSEQUENTLY,**

It is moved by councillor Daniel L. Fournier

And carried that the Municipality of the Township of Arundel, recognizing the socio-economic contribution of social enterprises to dynamic territories and agreeing to participate in the development of public procurement with these companies, undertakes, in accordance with standards for granting public and municipal contracts, to procure goods and services from the social economy when possible.

**ADOPTED UNANIMOUSLY**

**2014-0167**

#### **6.5 Nomination – Arundel Citizens’ Home**

**WHEREAS** the resolution of Arundel Citizens’ Home asking the council to appoint a representative on their board;

**WHEREAS** the Municipality wishes to be actively involved in the activities of the organization Arundel Citizens’ Home;

**CONSEQUENTLY,**

It is moved by councillor Daniel L. Fournier

And carried to appoint councillor Joanna Nash as a representative of the municipality on the Arundel Citizens’ Home board.

**ADOPTED UNANIMOUSLY**

**2014-0168**

#### **6.6 Mandate – Amyot Gélinas – Accountability TECQ**

**WHEREAS** the municipality must complete its accountability for the TECQ program 2010-2013 and mandate an accounting firm in order to obtain the accounting report requested;

**CONSEQUENTLY,**

It is moved by councillor Bernard Bazinet

And carried to mandate the firm Amyot Gélinas to complete the accountability required for the 2010-2013 TECH program.

**ADOPTED UNANIMOUSLY**

**7. Public security**

**2014-0169**

**7.1 Territorial organization project in fire safety**

**WHEREAS** the municipal council of the Municipality of Arundel is consistent with the objectives and guidelines of the revised risk coverage plan of the MRC des Laurentides;

**WHEREAS** the council is consistent with the objectives of the proposed territorial clustering presented by the council of the MRC des Laurentides;

**CONSEQUENTLY,**

It is moved by councillor Marlene Séguin

And carried that the town council of the Township of Arundel inform the MRC des Laurentides its agreement in principle on the objectives of the proposed consolidation of territorial organization and ask the MRC des Laurentides to continue its work and analysis required for a final adoption of the draft.

**ADOPTED UNANIMOUSLY**

**8. Public work**

**2014-0170**

**8.1 Modification of the street name Simms west to the street name Cooke**

**WHEREAS** that in the territory of the Municipality of Arundel there is a street named Simms East and a street named Simms West and that these two (2) streets are not connected;

**WHEREAS** that this may cause confusion when processing emergency calls;

**WHEREAS** the Municipality wishes to change the name of Simms Street West by the Cooke Street;

**WHEREAS** that this name was chosen in honor of Douglas Cooke, Mayor of the Municipality of Arundel from 1969 to 1993;

**CONSEQUENTLY,**

It is moved by councillor Bernard Bazinet

And carried to replace the identification of the "street Simms West" with "Cooke Street."

**ADOPTED UNANIMOUSLY**

**2014-0171**

**8.2 Modification of a portion of the 364 by Staniforth Street**

**WHEREAS** the old section of the 364 (Doctor Henry) road to Camping Brosseau still bears the name of Route 364 (Doctor Henry);

**WHEREAS** that this may cause confusion when processing emergency calls;

**WHEREAS** the Municipality wishes to change the name of this portion of Route 364 by Staniforth Street;

**WHEREAS** that this name was chosen in honor of Mr. William Wood Staniforth, mayor and builder of the bridge between Arundel and Huberdeau;

**CONSEQUENTLY,**

It is moved by councillor Daniel L. Fournier

And carried to replace the identification of the portion of the "Route 364" (Doctor Henry) with "Staniforth street."

**ADOPTED UNANIMOUSLY**

**2014-0172**

### **8.3 Closing of a portion of the 364 (Staniforth) during the winter season.**

**WHEREAS** the municipality fails to make snow removal of the portion of Route 364 (Staniforth) during the winter;

**WHEREAS** it is essential that the Municipality formalizes and inform all citizens;

**CONSEQUENTLY,**

It is moved by councillor Marlene Séguin

And carried that council authorize the closure of a portion of Route 364 (Staniforth) during the winter period, from December 15<sup>th</sup> to April 30<sup>th</sup> each year

**ADOPTED UNANIMOUSLY**

## **9. Environmental Health**

**2014-0173**

### **9.1 Operating ecocentres - Distribution of operating costs**

**WHEREAS** the MRC des Laurentides offers since 2011 the entire population recovery services via different models of eco-center to divert certain materials from landfills;

**WHEREAS** the agreement between the regional municipality of the Laurentians, the waste inter-municipal society of de la Rouge and municipalities operating an eco-center;

**WHEREAS** municipalities operating eco-centers under the agreement are responsible for the eco-center to be open minimally one day a week (Saturday) and seven months a year;

**WHEREAS** the interest shown by the citizens towards eco-centers and the strong growth in demand for this service. Municipalities operating eco-centers should substantially increase the hours of operation;

**WHEREAS** the possibility for citizens of the MRC des Laurentides to go to the eco-center in the neighboring municipality or any other eco-center of the MRC and this free of charge;



**WHEREAS** this situation occurs regularly;

**WHEREAS** the municipality operating the eco-center must, by itself, assume transaction costs;

**WHEREAS** the operating costs of regional eco-centers Mont-Tremblant and Saint-Agathe-des-Monts is borne by all the municipalities of the MRC;

**CONSEQUENTLY,**

It is moved by councillor Daniel L. Fournier

And carried to ask the MRC des Laurentides that the costs of labor of the seven eco-centers be distributed to all the municipalities of the MRC in the same way as for the regional eco-centers.

That a copy of this resolution be forwarded to the MRC des Laurentides, , the waste inter-municipal society of de la Rouge and the municipalities of Amherst, Huberdeau, Montcalm, Brébeuf and Barkmere.

**ADOPTED UNANIMOUSLY**

## **10. Urbanism**

**2014-0174**

### **10.1 Nomination to the Planning advisory committee – Me Réjean Villeneuve**

**WHEREAS** the mandate of Mrs Celine Villeneuve as a member of the planning advisory committee is now complete and it is necessary to replace her on the Committee;

**WHEREAS** Mr. Réjean Villeneuve has applied and would like to get involved as a member of the planning advisory committee;

**WHEREAS** the expertise and relevant experience of Mr. Villeneuve;

**CONSEQUENTLY,**

It is moved by councillor Marlene Séguin

And carried:

That council appoint Mr. Réjean Villeneuve as a member of the planning advisory committee, and for a period of two (2) years beginning October 15th, 2014 until October 14th, 2016

and

That council thank Mrs.Céline Villeneuve for her commitment and hard work as a member and president of the planning advisory committee during the last few years.

**ADOPTED UNANIMOUSLY**

**2014-0175**

### **10.2 Project – Land bank**

**WHEREAS** the MRC des Laurentides, accepted, on April 17<sup>th</sup> 2014 at the regular meeting of the Council of Mayors, the development plan of the agricultural area (PDZA) (2014.04.6089 res.)

**WHEREAS**, the Action Plan of the PDZA proposes as a project "Creating a land bank";

**WHEREAS**, this project is considered a priority by the Agricultural Advisory Committee (CAC) and the local chapter of the UPA Laurentides-Pays d'en Haut;

**WHEREAS**, this project fits into the Master Plan and development of the MRC des Laurentides as well as the joint MRC-CLD Laurentian Plan 2011-2015;

**WHEREAS** the Township of Arundel has agricultural land and that its participation in the land bank project could help to boost the agricultural sector of the MRC, diversify and sustain its economic activities and enhance land, which in some cases are currently underutilized;

**WHEREAS** the objectives of the project are:

- Valuing underutilized land in the area and ensure the maintenance of agricultural land based green zone;
  - Promote the availability of land for smaller-scale agricultural projects;
  - Support the maintenance and creation of new agricultural businesses and new products;
  - Strengthen networks of exchange, information and support among farmers and between farmers and stakeholders;
- And these contribute to counter the problems of dynamic land, attracting young families and help for new farmers.

**WHEREAS** the elected of the following municipalities with agricultural land, such as, Brébeuf, Huberdeau, Labelle, La Conception, La Minerve, Montcalm and Mont-Tremblant, have shown interest in such a project, agreed to make a financial commitment and mandated the CLD des Laurentides so that it acts as a promoter for them;

**WHEREAS** the CLD des Laurentides has demonstrated its interest and agrees to act as sponsor of this project;

**WHEREAS** the project proposed lasts 3 years and provides a total budget of \$ 19,000;

**CONSEQUENTLY,**

It is moved by councillor Marlene Séguin

And carried :

**THAT** the town council support the project of the creation of a land bank in the territory of the MRC des Laurentides;

**THAT** the CLD Laurentides be mandated to act as promoter and holder of the application for \$ 15,000 to the Pacte rural on behalf of municipalities for this project;

**THAT** the Municipality of Arundel authorizes, conditional on obtaining financing, the director general to pay an amount equal to the down payment required by the regional component of the Pacte rural to be divided equally among the participating municipalities to the Land bank project. Amount cannot be exceeded even if the project is more expensive, the CLD assuming that risk.

**ADOPTED UNANIMOUSLY**

## **11. Leisure and culture**

### **11.1 Pacte rural 2014-2015 – synthetic grass covering for the lot at Beaven Creek park**

**WHEREAS** the MRC des Laurentides invites municipalities in its territory to submit projects under the program of the Pacte rural 2014-2024 - the local level;

**WHEREAS** the municipality has an amount of financial assistance available from \$ 16,583 in year 1 of the 2014-2024 Pacte rural and wants to use its envelope by filing its project of covering the field of the Beaven Creek park with synthetic turf;

**CONSEQUENTLY,**

It moved by councillor Marlene Séguin

and carried

**THAT** council authorizes the director general to file the proposed "coating of synthetic turf on Beaven Creek Park" under the Pacte rural 2014-2024 - local component in the amount of financial assistance of \$ 16,583. The total project cost will be 100,000\$;

**THAT** the director general be authorized to sign for and on behalf of the Municipality of Arundel, the agreement to be made with the MRC des Laurentides.

**ADOPTED UNANIMOUSLY**

2014-0177

#### **11.2 Regional pacte rural 2014-2015 – Technician in leisure**

**WHEREAS** municipalities in the western part of the MRC des Laurentides want to increase the recreational services within their communities;

**WHEREAS** the municipalities of Amherst, Huberdeau, Montcalm, Arundel and Brébeuf are studying the possibility of engaging in shared time together, an employee assigned to recreation;

**WHEREAS** the community organization "Des Laurentides En Forme" agrees, through the coordinator Mr Carl Normandeau, to assist in the hiring of an independent contractor that can meet the different needs of municipalities for recreation;

**WHEREAS,** the following table is a possible scenario:

	<b>2015</b>	<b>2016</b>	<b>2017</b>
Municipalities	<b>9,100\$</b> (20%)	<b>13,650\$</b> (30%)	<b>18,200\$</b> (40%)
Québec en forme	<b>18,200\$</b> (40%)	<b>15,925\$</b> (35%)	<b>13,650\$</b> (30%)
Pacte rural	<b>18,200\$</b> (40%)	<b>15,925\$</b> (35%)	<b>15,925\$</b> (30%)
	<b>45 500\$</b>	<b>45 500\$</b>	<b>45 500</b>

**WHEREAS** the municipality wishes to commit to one year and renew the project for two (2) additional years, after evaluation, if the benefits of the project are important and adequately meet the need of the municipality;

**WHEREAS** that one of these municipalities will become the project leader with an agreement with the other municipalities involved;

**WHEREAS** a management committee will be created to determine the tasks required for the position, adapted to the realities of the different municipalities;

**CONSEQUENTLY,**

It is moved by councillor Bernard Bazinet

And carried

That it mandates the municipality of Huberdeau to act as promoter and carrier of the demand for the Pacte rural on behalf of municipalities for this project;

That the Municipality of Arundel confirms its interest in the project of hiring a common recreation resource for rural areas and mandate the director general, France Bellefleur, to serve on the committee to start the project.

**ADOPTED UNANIMOUSLY**

**2014-0178**

**11.3 Donation – Association Clair-Soleil**

**WHEREAS** the Association of People with Disabilities Clair Soleil offers a day camp for children with disabilities physical and / or intellectual aged 5 to 17 years of the MRC des Laurentides;

**WHEREAS** this camp allows us to offer disadvantaged children the opportunity to fully realize leisure activities and the ability to move freely in a park with no constraint accessibility;

**CONSEQUENTLY,**

It is moved by councillor Bernard Bazinet

And carried that council authorize a 100\$ donation to the organization Clair Soleil Association to support its day camp in 2015 and that this amount be paid in 2015 from funds available in the budget 2015.

**ADOPTED UNANIMOUSLY**

**2014-0179**

**11.4 Remembrance day – Donation to the Canadian Legion**

**WHEREAS** the Royal Canadian Legion organized on the occasion of Remembrance Day, a ceremony to honor the contributions and valor of our veterans and military;

**WHEREAS** the mission of the Royal Canadian Legion is to help veterans and their dependents, to promote Remembrance, support service members and get involved in all local and regional communities across Canada;

**WHEREAS** the Municipality wishes to support this organization by laying a wreath at the Cenotaph during the Remembrance Day;

**CONSEQUENTLY,**

It is moved by councillor Daniel L. Fournier

And carried that council authorize a donation of 53\$ to the Royal Canadian Legion to mark Remembrance Day to honor our veterans and military and file in their memory, a wreath at the Cenotaph.

**ADOPTED UNANIMOUSLY**

**2014-0180**

**Termination of the meeting**

It is moved by councillor Daniel L. Fournier that the meeting be terminated at 8:36 p.m.

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Guylaine Berlinguette  
Mayor

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France Bellefleur, CPA, CA  
Director general