

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 May 2018 at 7:00 p.m.

Present were councillors: Hervey William Howe, Paul Pepin, Dale Rathwell, Marc Poirier and the mayor Pascale Blais.

Councillors Jonathan Morgan and Thomas Bates are absent.

The administrative assistant Carole Brandt is present.

### **Agenda**

#### **1. Question period**

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

#### **3. Death of Alain Leduc, director of the first responders service**

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

4.1 Ordinary meeting of April 17<sup>th</sup> 2018

4.2 Extraordinary meeting of May 4<sup>th</sup> 2018

#### **5. Financial and administrative management**

5.1 List of accounts payable as of April 30<sup>th</sup>, 2018

5.2 Budgetary transfers

5.3 Nomination of the acting mayor

5.4 Addendum - Municipal insurance contract - Mutuelle des municipalités du Québec - Municipal garage

#### **6. Public security**

6.1 Filing under the delegation of authority to authorize the hiring of temporary staff on behalf of the municipality

6.2 Nomination of Sonia Larrivée as director of the first responders service

#### **7. Public work**

7.1 Mandate to Équipe Laurence - Pre-project study on de la Montagne road

7.2 Gas Tax Program and the 2014-2018 Québec Contribution (TECQ)  
- Revised programming of work

#### **8. Urban planning and environmental hygiene**

8.1 Waste collection and transport contract - RC Miller - Year 2019 - New Offer

8.2 PIIA - 146, Village Street - 1894-87-1963 – Construction of a garage

8.3 PIIA – 27, Village Street - 1892-16-9855 – Renovation of a main residence

8.4 PIIA – 1, Barkmere road – 1894-75-6235 – Construction of a garage

8.5 Creation of an agricultural and agroforestry committee

## **9. Loisirs and culture**

9.1 Financial aid - Royal Canadian Legion – Golf tournament

9.2 Financial aid – Masonic Lodge #81 – Golf tournament

## **10. Mayor and councillors report**

## **11. Question period**

## **12. Termination of meeting**

### **1. Question period**

**2018-0077**

### **2. Adoption of the Agenda**

It is moved by councillor Dale Rathwell

And carried that the Agenda be adopted as presented

### **ADOPTED UNANIMOUSLY**

**2018-0078**

### **3. Death of Alain Leduc, director of the first responders service**

**WHEREAS** it is with great sadness that the municipality of Arundel and all of its community have learned of the tragic death of our director of the first responders service, Alain Leduc;

**WHEREAS** Mr. Leduc was a devoted man, filled with compassion and generosity, who cared for the well-being of his entire community;

**WHEREAS** that in February 2010, Mr. Leduc was promoted to Arundel's director of first responders and that, during all these years, he has been able to pass on to his team all his passion and experience in order to provide a professional medical care service in case of medical emergencies for the entire population of Arundel, Barkmere, Montcalm and Huberdeau, thus helping to reduce death and sequels among the victims of serious accidents;

**WHEREAS** thanks to his hard work, the Arundel first responder service is now recognized throughout the greater Laurentian region for its excellence;

**WHEREAS** Mr. Leduc was also very involved as a lieutenant firefighter during the last years:

**WHEREAS** Mr. Leduc ardently longed to make his community a safe place to live in;

**WHEREAS** council members and municipal staff wish to express their sincere condolences to the family members and to the first responders and firefighters' teams;

**CONSEQUENTLY,**

It is moved by councillor Paul Pepin

And carried to offer, on behalf of the Town council and employees, our most sincere condolences to the family, friends and loved ones of Mr. Alain Leduc and to the members of the first responders and firefighters.

Thank you Alain for leaving the comfort of your home at any time of the day or night to ensure the safety of your community. We already miss you.

**ADOPTED UNANIMOUSLY**

**4. Adoption of the minutes**

**2018-0079**

**4.1 Ordinary meeting of April 17<sup>th</sup> 2018**

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

It is moved by councillor Hervey William Howe

And carried to adopt the minutes of the ordinary meeting of council held on April 17<sup>th</sup> 2018, as presented.

**ADOPTED UNANIMOUSLY**

**2018-0080**

**4.2 Extraordinary meeting of May 4<sup>th</sup> 2018**

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

It is moved by councillor Marc Poirier

And carried to adopt the minutes of the extraordinary meeting of council held on May 4<sup>th</sup> 2018, as presented.

**ADOPTED UNANIMOUSLY**

**5. Financial and administrative management**

**2018-0081**

**5.1 List of accounts payable as of April 30<sup>th</sup> 2018**

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

|   |              |
|---|--------------|
| Bell Canada (fax line)                                  | 89.50 \$     |
| Bell Mobilité (voirie cellphone)                        | 41.53 \$     |
| Canadian Tire* (cleaning products)                      | 86.72 \$     |
| Distribution Hunpaco* (water)                           | 26.00 \$     |
| Dubé Guyot* (professional fees)                         | 346.81       |
| \$  |              |
| Énergie Sonic* (diesel)                                 | 653.09 \$    |
| Équipement Cloutier* (mechanical inspection - vehicles) | 387.97 \$    |
| Fleuriste St-Jovite* (flowers)                          | 179.36 \$    |
| Fournitures de bureau Denis*(paper and stationery)      | 145.87 \$    |
| Génératrice Norco*(annual generator maintenance)        | 287.44 \$    |
| Groupe Ultima (addendum insurance)                      | 6 283.00 \$  |
| Hydro-Québec (electricity)                              | 5 268.30 \$  |
| Juteau Ruel (copies photocopier)                        | 96.14 \$     |
| La Capital (group insurance)                            | 2 655.36 \$  |
| Marc Marier (animal care)                               | 150.00 \$    |
| Matériaux R McLaughlin*(culvert, salt, tape)            | 670.33 \$    |
| Mécanique Benoit Pépin*(tire fr)                        | 115.72 \$    |
| MRC des Laurentides (offence statement)                 | 30.00 \$     |
| Municipalité de Brébeuf (tech loisirs)                  | 4 078.23 \$  |
| Paysage Net* (cleaning maintenance)                     | 847.95 \$    |
| Petite caisse* (various expenses)                       | 77.75 \$     |
| Pneu Lavoie* (ten wheeler tire repair)                  | 238.00 \$    |
| Shaw direct (music tennis)                              | 39.30 \$     |
| Visa Desjardins*(cards, rpev, books)                    | 423.01 \$    |
| Salaries and employer contributions                     | 36 223.00 \$ |
| Bank fees   | 87.76 \$     |

List of checks issued:

|                   |            |
|-------------------|------------|
| 5102 Hydro Québec | 6 025.39\$ |
|-------------------|------------|

\* 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 April 2018, transmitted May 11<sup>th</sup> 2018.

I, the undersigned, director general secretary treasurer, 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

**ADOPTED UNANIMOUSLY**

2018-0082

5.2 Budgetary transfers

**WHEREAS** it is necessary to make some modifications to the current budget, with the aim of encouraging better monitoring of expenditures and reallocating certain budgets;

It is moved by councillor Dale Rathwell

And carried that the council authorizes the following budgetary transfers:

From (credit) (-):

|                                     |       |
|-------------------------------------|-------|
| 02-110-00-670 Office supplies       | 123   |
| 02-140-00-141 Election remuneration | 42    |
| 02-330-00-622 Winter sand           | 1 313 |

To (debit) (+):

|   |       |
|---|-------|
| 02-110-00-414 Computer and software           | 123   |
| 02-140-00-200 Employer contribution elections | 42    |
| 02-330-00-516 Machinery rental - Winter       | 1 313 |

**ADOPTED UNANIMOUSLY**

2018-0083

5.3 Nomination of the acting mayor

**WHEREAS** it is appropriate that council designate a member of council as acting mayor for a period determined by the council;

**CONSEQUENTLY,**

It is moved by councillor Dale Rathwell

And carried that councillor Hervey William Howe be designated as acting mayor of the Municipality of the Township of Arundel from May 21<sup>st</sup>, 2018 for a period of six months.

**ADOPTED UNANIMOUSLY**

2018-0084

5.4 Addendum - Municipal insurance contract - Mutuelle des municipalités du Québec - Municipal garage

**WHEREAS** the provisional acceptance of the construction work of the municipal garage was carried out on August 16<sup>th</sup>, 2017;

**WHEREAS** from that date, the municipality had the obligation to insure the new municipal garage;

**CONSEQUENTLY,**

It is moved by councillor Marc Poirier

And carried to approve the amendment to the insurance contract with the Mutuelle des municipalités du Québec for the addition of the new municipal garage for the period from August 16<sup>th</sup>, 2017 to July 13<sup>th</sup>, 2018, in the amount of \$ 6,898 taxes included.

**ADOPTED UNANIMOUSLY**

**6. Public security**

**6.1 Filing under the delegation of authority to authorize the hiring of temporary staff on behalf of the municipality**

The director general France Bellefleur files the list of persons hired under by-law # 205 concerning the hiring of temporary staff:

Sonia Larrivée: Temporary director of the first responders service

2018-0085

**6.2 Nomination of Sonia Larrivée as director of the first responders Service**

**WHEREAS** the Municipality of Arundel operates a first responder service, integrated into the network of pre-hospital emergency services in the Laurentian region;

**WHEREAS** it is necessary to ensure the front-line interventions for medical emergencies on the territory of the municipalities of Barkmere, Huberdeau, Montcalm and Arundel and this, under an intermunicipal agreement;

**WHEREAS** the first responder service must remain accessible and available 24 hours a day, 7 days a week and the service must have qualified personnel and recertified periodically and submit to the quality assurance process in accordance with the standards and procedures defined by clinical intervention protocols;

**WHEREAS** there is a need to fill the position of director of the first responders service;

**CONSEQUENTLY,**

It is moved by councillor Marc Poirier

And carried that the municipality appoints Ms. Sonia Larrivée to the position of director of the first responders service on May 15<sup>th</sup>, 2018.

**ADOPTED UNANIMOUSLY**

**7. Public work**

**2018-0086**

**7.1 Mandate to Équipe Laurence - Pre-project study on de la Montagne road**

**WHEREAS** the requests of the residents of de la Montagne Road to carry out work to solve the flood problem that occurs sporadically during the year;

**WHEREAS** the municipality wishes to carry out a pre-project study in order to establish the corrective measures required to correct the flooded sector and to estimate the costs of upgrading de la Montagne Road;

**WHEREAS** the service offer presented by the firm Équipe Laurence;

**CONSEQUENTLY,**

It is moved by councillor Dale Rathwell

And carried to mandate the firm Équipe Laurence to conduct a study to establish the corrective measures required to correct the flooded sector and estimate the costs, all as described in the offer of service, in the amount of \$ 4 100.00 plus applicable taxes.

**ADOPTED UNANIMOUSLY**

**2018-0087**

**7.2 Gas Tax Program and the 2014-2018 Québec Contribution (TECQ) - Revised programming of work**

**WHEREAS** that the municipality will receive the sum of \$ 561,821 under the Canada-Quebec agreement concerning the transfer of a portion of the federal excise tax revenues on gasoline;

**WHEREAS** that the minimum capital threshold to be maintained for the duration of the program is \$ 83,160, or \$ 28 per capita per year, or a total of \$ 140 per capita for all five years of the program;

**WHEREAS** the municipality has read the guide on the terms and conditions for the payment of the government contribution under the gas tax and the Québec contribution program (TECQ) for the years 2014 to 2018;

**WHEREAS** that the municipality must respect the terms of this guide that apply to it to receive the government contribution confirmed in a letter from the minister of Municipal Affairs and Land Occupancy;

**WHEREAS** the municipality wishes to file a revised work program;

**CONSEQUENTLY,**

It is moved by councillor Marc Poirier

And carried:

**THAT** the municipality agrees to respect the terms of the guide that apply to it;

**THAT** the municipality undertakes to be solely responsible and to indemnify Canada, Quebec and their ministers, officers, employees and agents from and against any and all claims, demands, losses, damages and costs of any kind, having as a basis an injury to a person, death, damage to property or loss of property attributable to a willful or negligent act resulting directly or indirectly from investments made with the financial assistance obtained within the framework of the TECQ 2014-2018 program;

**THAT** the municipality approve the content and authorize the sending to the Ministry of municipal Affairs and land Occupancy the revised work schedule dated May 15<sup>th</sup>, 2018 and all other documents required by the Ministry to receive the government contribution confirmed in a letter from the Minister of Municipal Affairs and Land Occupancy;

**THAT** the municipality agrees to reach the minimum threshold of fixed assets in municipal infrastructures set at \$ 28 per capita per year, for a total of \$ 140 per inhabitant for all five years of the program;

**THAT** the municipality undertakes to inform the Ministry of Municipal Affairs and Land Occupancy of any changes that will be made to the work schedule approved by this resolution;

**THAT** the municipality certifies by this resolution that the revised work program of May 15<sup>th</sup>, 2018, includes true realized costs and reflects the estimated expenses of eligible work until March 31st.

**ADOPTED UNANIMOUSLY**

## **8. Urban planning and environmental hygiene**

**2018-0088**

### **8.1 Waste collection and transport contract - RC Miller - Year 2019 - New Offer**

**WHEREAS** the residual materials collection contract with RC Miller expires on December 31<sup>st</sup>, 2018 and that this contract offers a renewal option for an additional year;

**WHEREAS** the MRC des Laurentides must notify RC Miller at least six (6) months before the end of the contract if the option year from January 1<sup>st</sup> to December 31<sup>st</sup>, 2019 is selected;

**WHEREAS** the Municipality of Arundel, by its resolution 2018-0064,



wishes to join the new intermunicipal board for the collection and transportation of residual materials and that this board will be operational on January 1<sup>st</sup>, 2019;

**WHEREAS** the Municipality of Arundel, by resolution 2018-0065, has already informed the MRC des Laurentides that the Municipality of Arundel does not wish to use the option year from January 1<sup>st</sup> to December 31<sup>st</sup> 2019 provided for in the contract for collection and transportation of residual materials with RC Miller;

**WHEREAS** the MRC des Laurentides has submitted a new offer from RC Miller for the year 2019 after the adoption of its resolution 2018-0065;

**CONSEQUENTLY,**

It is moved by councillor Paul Pepin

And carried to inform the MRC des Laurentides that the Municipality of Arundel does not wish to use the option year from January 1<sup>st</sup> to December 31<sup>st</sup>, 2019 provided for in the contract for the collection and transportation of residual materials with RC Miller, and this, despite the new offer presented by RC Miller to the MRC des Laurentides.

**ADOPTED UNANIMOUSLY**

2018-0089

**8.2 PIIA - 146, Village Street - 1894-87-1963 – Construction of a garage**

**WHEREAS** a request under the PIIA has been submitted for the property located at 146, Village Street and which is identified by the roll number 1894-87-1963 and is for the construction of a garage;

**WHEREAS** the request of the owners is subject to the criteria of *By-law # 168 concerning the Site Planning and Architectural Integration Program (PIIA)*;

**WHEREAS** the project of construction of a garage attached to the residence respects all the provisions of urban planning by-laws;

**WHEREAS** the garage will have the same architectural style as the residence: exterior siding in Canoxel of the same color (beige) with white framing, extension of the roof of the existing shelter and covered with shingle of identical color, window and white door;

**WHEREAS** the projected architecture meets all the criteria of *By-law # 168 concerning the Site Planning and Architectural Integration Program*;

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

**CONSEQUENTLY,**

It is moved by councillor Dale Rathwell

And carried that council accepts the request submitted under the PIIA for the property located at 146, Village Street and which is identified by the roll number 1894-87-1963 and is aimed at the construction of a garage.

### **ADOPTED UNANIMOUSLY**

**2018-0090**

#### **8.3 PIIA - 27 Village Street - 1892-16-9855 – Renovation of a main residence**

**WHEREAS** a request under the PIIA has been submitted for the property located at 27, Village Street and identified by the roll number 1892-16-9855 and is for the renovation of the main residence;

**WHEREAS** the request of the owners is subject to the criteria of *By-law # 168 concerning the Site Planning and Architectural Integration Program (PIIA)*;

**WHEREAS** the projected works for the renovation are as follows:

- the replacement of 4 windows in the basement;
- replacement of the left-side balcony door, located on the 2<sup>nd</sup> floor;
- the foundation wall coating with a decorative stone;
- the demolition of the rear chimney;
- the lengthening of the roof of the rear balcony;
- the replacement of the asphalt shingle of the roofs (residence and balconies);
- the repair of the balcony of the 2<sup>nd</sup> floor.
- repairing the damaged elements of the front balcony;

**WHEREAS** the windows of the basement are very small and they will have white framing and the second floor balcony door will be a white aluminum door and not visible from the street;

**WHEREAS** the material intended for the foundation wall coating in decorative stone is a more noble material than stucco, as recommended by *By-law # 168 concerning the Site Planning and Architectural Integration Program* and will therefore enhance the architectural value of the building;

**WHEREAS** the back chimney is no longer used because it does not meet current standards and is not visible from the street;

**WHEREAS** the rear balcony is not visible from the street and that the elongated roof projected above it will be identical to that located in the front yard;

**WHEREAS** the material used for the replacement of the posts, guardrails and floors of the front and side balconies will be wood and will respect the current style of square columns at the front and guardrails with wooden square beams for the two balconies;

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

**CONSEQUENTLY,**

It is moved by councillor Paul Pepin

And carried that council accepts the application submitted under the PIIA for the property located at 27, Village Street and identified by the roll number 1892-16-9855 and aims at the renovation of the main residence.

**ADOPTED UNANIMOUSLY**

**2018-0091**

**8.4 PIIA - 1 Barkmere road – 1894-75-6235 – Construction of a garage**

**WHEREAS** a request under the PIIA has been submitted for the property located at 1, Barkmere road and which is identified by the roll number 1894-75-6235 and is for the construction of a garage;

**WHEREAS** the request of the owners is subject to the criteria of *By-law # 168 concerning the Site Planning and Architectural Integration Program (PIIA)*;

**WHEREAS** the project of construction of the detached garage respects all the provisions of urban planning by-laws;

**WHEREAS** the garage will have the same architectural style as the residence: exterior cladding in the same color (yellow) with white framing, shingle roof of the same color, window and white door;

**WHEREAS** the projected architecture meets all the criteria of *By-law # 168 concerning the Site Planning and Architectural Integration Program*;

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

**CONSEQUENTLY,**

It is moved by councillor Marc Poirier

And carried that council accepts the request submitted under the PIIA for the property located at 1, Barkmere road and which is identified by the roll number 1894-75-6235 and is aimed at the construction of a garage.

**ADOPTED UNANIMOUSLY**

**2018-0092**

**8.5 Creation of an agricultural and agroforestry committee**

**WHEREAS** under section 82 of the *Municipal Code of Quebec*, the council may appoint committees, composed of as many of its members as it deems fit, with power to examine and study any matter;

**WHEREAS** council considers it appropriate, given the importance of agriculture and agroforestry on its territory, to appoint an agriculture and agroforestry committee, to examine and study the specific situation and needs of owners and tenants of agricultural and agro-forestry lands or lands that may be exploited for these purposes, to enlighten the council in future decisions in these respects;

**CONSEQUENTLY,**

It is moved by councillor Marc Poirier

And carried to appoint an agriculture and agroforestry committee, to examine and study the specific situation and needs of owners and tenants of agricultural and agroforestry lands that may be exploited for these purposes, to enlighten the council in future decisions in these respects;

NAME the councillors Jonathan Morgan, Dale Rathwell, Marc Poirier and the mayor Pascale Blais as members of this committee.

**ADOPTED UNANIMOUSLY**

**9. Loisirs and culture**

**2018-0093**

**9.1 Financial aid - Royal Canadian Legion, Branch 192 – Golf tournament**

**WHEREAS** the Royal Canadian Legion , Branch 192 organized a golf tournament on May 12<sup>th</sup>, 2018 to fund its local activities, its charitable activities as well as to support our veterans;

**WHEREAS** this request for assistance meets the criteria established by the municipality;

**CONSEQUENTLY,**

It is moved by councillor Paul Pepin

And carried that the council authorizes the payment of a \$ 150 donation to the Royal Canadian Legion Branch 192 for the sponsorship of one of the eighteen (18) holes of golf during the annual tournament of May 12<sup>th</sup>, 2018.

**ADOPTED UNANIMOUSLY**

**2018-0094**

**9.2 Financial aid – Masonic Lodge #81 – Golf tournament**

**WHEREAS** the Masonic Lodge # 81 organizes a golf tournament in June to finance its activities;

**WHEREAS** this request for assistance meets the criteria established by the municipality;

**CONSEQUENTLY,**

It is moved by councillor Hervey William Howe

And carried that the council authorizes the payment of a donation of \$ 150 to the organization Masonic Lodge # 81 for the financing of its activities.

**ADOPTED UNANIMOUSLY**

**2018-0095**

**Termination of meeting**

It is moved by councillor Marc Poirier and carried that the meeting be terminated at 8:55 p.m.

**ADOPTED UNANIMOUSLY**

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Pascale Blais, LL.B., B.A.  
Mayor

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Carole Brandt  
Administrative assistant