

Minutes of the **regular session** of the Council of the Municipality of Arundel, held at the Town Hall, 2 Village Street, Arundel, this **13th day of December 2022**, at 7:00 p.m.

Present and forming quorum under the chairmanship of Mayor Pascale Blais, Councillor Tamara Rathwell, Councillors Stéphane Carrière, Richard E. Dubeau, Danny Paré, Simon Laforest and Dale Rathwell.

The Director General and Clerk-Treasurer, Mrs. Nicole Trudeau, is also present.

In the event of a divergence between the different linguistic versions of the present minutes, the French version shall prevail.

1. ESTABLISHMENT OF QUORUM AND OPENING OF THE MEETING

Mrs. Pascale Blais, Mayor, states the quorum, welcomes those present and opens the regular session. It is now 7:00 p.m.

2. QUESTION PERIOD

2022-247

3. ADOPTION OF THE AGENDA

It is proposed by Dale Rathwell and unanimously resolved by the members present:

THAT the agenda be adopted as presented below:

- 1. Establishment of Quorum And Opening Of The Meeting**
- 2. Question Period**
- 3. Adoption of the Agenda**
- 4. Current Business - Announcements**
- 5. Approval of the Minutes of the Previous Meetings**
 - 5.1 Regular meeting held November 15, 2022
 - 5.2 Special meeting held November 25, 2022
 - 5.3 Special meeting held November 29, 2022
- 6. Notice of Motion and By-Law**
 - 6.1 Notice of motion - By-law 287 decreeing the imposition of taxes and compensations for the year 2023
- 7. Financial and Administrative Management**
 - 7.1 List of accounts payable as of November 30, 2022
 - 7.2 Deposit - Record of Declarations Made by a Council Member or Employee under the Municipal Ethics Act - Gifts, Hospitality and Other Benefits
 - 7.3 Deposit - Report on the application of the contract management by-law
 - 7.4 Appointment of Auditor for the Fiscal Year Ending December 31, 2022 - Amyot Gélinas
 - 7.5 Deposit of Statements of Pecuniary Interest
 - 7.6 Promotion to the position of Driver

- 7.7 Confirmation of the hiring of the Director General and Clerk-Treasurer
- 7.8 Authorization - Application for Canada Summer Jobs - Summer 2023
- 7.9 Closing of the Municipal Office for the Holidays
- 7.10 Request for compensation - preparation and out-of-court discovery of former Executive Director France Bellefleur - court file number 700-22-042784-206
- 7.11 Thank you dinner

8. Public Works and Municipal Facilities

- 8.1 Local Roads Assistance Program - Electoral District Specific Improvement Projects (EDSP) 2022

9. recreation, Culture and Community Life

- 9.1 Application for financial assistance - Centre d'action bénévole Laurentides
- 9.2 Grant of Financial Assistance to the Breakfast Club Serving Arundel Elementary School
- 9.3 Approval of Expenditures for the "Santa Claus in Arundel" Holiday Event

10. Communication from the Mayor to the Public

11. Communication from the councillors to the Public

12. Question Period

13. Adjournment Of The Meeting

CARRIED UNANIMOUSLY

4. CURRENT BUSINESS - ANNOUNCEMENTS

5. APPROVAL OF THE MINUTES OF THE PREVIOUS MEETINGS

2022-248

5.1 Regular meeting held November 15, 2022

GIVEN that a copy of the minutes has been provided to each member of Council;

THEREFORE, it is moved by Tamara Rathwell and unanimously resolved by those present:

TO ADOPT the minutes of the regular meeting of council held November 15, 2022 as deposited.

CARRIED UNANIMOUSLY

2022-249

5.2 Special meeting held November 25, 2022

GIVEN that a copy of the minutes has been provided to each member of Council;

THEREFORE, it is moved by Dale Rathwell and unanimously resolved by those present:

TO ADOPT the minutes of the regular meeting of council held November 25, 2022 as deposited.

CARRIED UNANIMOUSLY

2022-250

5.3 Special meeting held November 29, 2022

GIVEN that a copy of the minutes has been provided to each member of Council;

THEREFORE, it is moved by Richard Dubeau and unanimously resolved by those present:

TO ADOPT the minutes of the regular meeting of council held November 29, 2022 as deposited.

CARRIED UNANIMOUSLY

NOTICE

6. NOTICE OF MOTION AND BY-LAW

6.1 Notice of motion - By-law 287 decreeing the imposition of taxes and compensations for the year 2023

PURSUANT to Article 445 of the Quebec Municipal Code, Councillor Simon Laforest gives notice of motion of the presentation, at a future council meeting, of a by-law decreeing the imposition of taxes and compensations for the year 2023;

PURSUANT to Article 445 of the Quebec Municipal Code, copies of the draft by-law are made available to the public at this council meeting on the municipality's website;

PURSUANT to Section 445 of the Quebec Municipal Code, the person responsible for access to documents of the Municipality will deliver a copy of the draft by-law to any person who makes a request within two (2) calendar days preceding the meeting at which it will be adopted;

IN COMPLIANCE with Article 445 of the Quebec Municipal Code, the Director General mentions that the costs associated with the implementation of this by-law will be provided for during the adoption of the 2023 annual budget.

7. FINANCIAL AND ADMINISTRATIVE MANAGEMENT

2022-251

7.1 List of accounts payable as of November 30, 2022

It is moved by Dale Rathwell and unanimously resolved by those present:

TO APPROVE the list of accounts payable and accounts paid as of November 30, 2022, as presented below:

Albero (aide financière)	2 500.00 \$
L'Apostrophe Plus (papeterie)	81.26 \$
Arts Arundel (aide financière)	500.00 \$
Bell Canada (fax)	100.77 \$
Canadian Tire (nettoyeurs)	480.44 \$
Centre d'hygiène	290.95 \$
La Coop Ferme du Nord (sel)	149.24 \$
Costumes Maison Angelu (location Père Noël)	114.98 \$
Énergies Sonic Inc (diesel et essence)	4 825.41 \$

Dicom (transport fournitures médicales PR)	17.05 \$
Énergies Sonic Inc (diesel et essence)	3 415.08 \$
Équipe Laurence (services professionnels)	275.94 \$
Équipements Medi-Sécur Inc (fournitures médicales PR)	383.84 \$
Fédération Québécoise des Municipalités	1 223.83 \$
Fournitures de Bureau Denis* (papeterie)	508.15 \$
Hydro-Québec	5 216.31 \$
Jones, Frances	500.00 \$
JuriFM Inc (consultante)	2 716.31 \$
Juteau Ruel (copies photocopieurs)	163.92 \$
Lalonde, Geraghty, Riendeau Avocats	5 772.15 \$
MAS Services consultatifs (consultants urbanisme)	9 394.51 \$
Matériaux R. McLaughlin (matériaux et ponceau)	1 314.24 \$
MRC des Laurentides (bacs verts)	1 728.72 \$
OBV RPNS (adhésion 2022-2023)	100.00 \$
Pièces d'Auto P & B Gareau (pièces)	183.46 \$
Pompage Sanitaire (vidange séparateur et drains)	1 105.14 \$
Premier Tech Data (contrat annuelle Ecoflo)	276.16 \$
Sécur C.J. (inspection extincteurs)	1 185.40 \$
Serrurier Magic (gâche électrique)	298.94 \$
Les Serrres Arundel (sapins de Noël)	517.39 \$
Service d'entretien ménager (hôtel de ville)	908.30 \$
Shaw Direct (musique pavillon)	38.50 \$
SolmaTech (ingénierie – ch. De la Montagne)	5 363.76 \$
Visa Desjardins* (coffre clés, cafetière, envois postaux)	569.47 \$
Salaires et contributions d'employeur	57 173.90 \$
Frais de banque	152.31 \$

THAT Council acknowledge receipt of the report under Delegation of Authority By-law #171 for the month of November 2022, dated December 13, 2022.

CARRIED UNANIMOUSLY

DEPOSIT

7.2 Deposit - Record of Declarations Made by a Council Member or Employee under the Municipal Ethics Act - Gifts, Hospitality and Other Benefits

PURSUANT to the Municipal Ethics Act and applicable codes of ethics and professional conduct, the Chief Administrative Officer declares that there have been no declarations in the register of declarations made by any member of Council or municipal employee.

DEPOSIT

7.3 Deposit - Report on the application of the contract management by-law

PURSUANT to Section 938.1.2 of the Quebec Municipal Code, the Director General proceeds with the deposit of the report concerning the application of the by-law on contractual management.

2022-252

7.4 Appointment of Auditor for the Fiscal Year Ending December 31, 2022 - Amyot Gélinas

WHEREAS in accordance with Article 966 of the Quebec Municipal Code, the council must appoint the independent auditor for the planned fiscal year;

THEREFORE, it is moved by Dale Rathwell and unanimously resolved by those present:

TO APPOINT the firm of Amyot Gélinas as auditor for the fiscal year ending December 31, 2022.

CARRIED UNANIMOUSLY

DEPOSIT

7.5 Deposit of Statements of Pecuniary Interest

PURSUANT to Section 358 of the Act respecting elections and referendums in municipalities, the Chief Administrative Officer proceeds with the deposit of the declarations of pecuniary interests received from the following members of Council:

Pascale Blais, Mayor
Stéphane Carrière, Councillor, seat 1
Richard E. Dubeau, Councillor, seat 2
Danny Paré, Councillor, seat 3
Tamara Rathwell, Councillor, seat 4
Simon Laforest, Councillor, Seat 5
Dale Rathwell, Councillor, Seat 6

2022-253

7.6 Promotion to the position of Driver

WHEREAS the Municipality wishes to promote internally and allow the advancement of its employees when possible

WHEREAS Mr. Paul Williams has successfully completed the trial period of thirty (30) working days provided for in article 8.08 of the collective agreement for the position of team leader for the Public Works Department

WHEREAS the position of Driver is permanently vacant

WHEREAS the experience and knowledge of the person selected and the recommendation presented to council members;

THEREFORE, it is moved by Danny Paré and unanimously resolved by those present:

TO HIRE Mr. Alexandre Larrivée-Plante to the position of driver in the Public Works Department and that his working conditions be established in accordance with the collective agreement in force

THAT his salary be set according to the collective agreement at level 3

THAT the probationary period of thirty (30) working days be considered as completed.

CARRIED UNANIMOUSLY

2022-254

7.7 Confirmation of the hiring of the Director General and Clerk-Treasurer

WHEREAS the municipal council of Arundel has hired Ms. Nicole Trudeau as Director General and Clerk-Treasurer following the resolution 2022-145 of June 21, 2022

WHEREAS the contract of the Director General and Clerk-Treasurer stipulates that she is subject to a probation period of 6 months

WHEREAS the council is satisfied with the work done by Ms. Trudeau who demonstrates leadership, dedication and a good learning capacity in the performance of her duties and functions with respect, rigor and loyalty, all in accordance with the requirements and laws that govern her functions;

THEREFORE, it is moved by Simon Laforest and unanimously resolved by those present:

THAT the Municipal Council of Arundel confirms Nicole Trudeau in her position as General Manager and Clerk-Treasurer, all in accordance with the employment contract entered into on June 22, 2022.

CARRIED UNANIMOUSLY

2022-255

7.8 Authorization - Application for Canada Summer Jobs - Summer 2023

WHEREAS Canada Summer Jobs provides financial assistance to not-for-profit organizations, public sector employers and small private sector businesses with 50 or fewer employees to create summer employment opportunities for young people between the ages of 15 and 30 who are full-time students and who plan to return to school in the next school year

WHEREAS, public sector employers are eligible to receive a subsidy of up to 50% of the prevailing adult minimum hourly wage in the jurisdiction

WHEREAS it would be advantageous for the municipality to benefit from this program in order to carry out certain work in administration, as well as public works

THEREFORE, it is moved by Danny Paré and unanimously resolved by those present:

TO AUTHORIZE the Director General to apply for financial assistance under the Canada Summer Jobs 2023 program for two students for a maximum of sixteen (16) weeks.

CARRIED UNANIMOUSLY

2022-256

7.9 Closing of the Municipal Office for the Holidays

WHEREAS the Township of Arundel's Collective Agreement, Article 13.01 stipulates a certain amount of paid holidays

THEREFORE, it is moved by Richard Dubeau and unanimously resolved by those present:

TO CLOSE the municipal office and its services during the holiday season from December 23, 2022 to January 8, 2023 inclusively.

CARRIED UNANIMOUSLY

2022-257

7.10 Request for compensation - preparation and out-of-court discovery of former Executive Director France Bellefleur - court file number 700-22-042784-206

WHEREAS the legal file no. 700-22-042784-206 in which claims are made, particularly for construction and design defects concerning the new municipal garage, is presently at the stage of out-of-court

examinations for discovery by all parties to the file, with a view to an eventual trial

WHEREAS Ms. France Bellefleur, who was Director General of the Municipality during the years relevant to this file, between 2014 and March 2022, will be asked to be examined and even subpoenaed during these out-of-court examinations for discovery, by and at the request of the parties in counter-defence and in forced intervention

WHEREAS the Municipality has received a request from the former Director General, Mrs. France Bellefleur, dated November 22, 2022, asking it to reach an agreement with her to compensate her for the monetary losses that would result from the time that she will spend preparing for the examination as well as for her appearance in the eventual Court as well as the related costs, in this file, according to her requirements

WHEREAS the Municipality must remain neutral with respect to any compensation to be given as a witness in legal proceedings, so as not to give the impression of buying or bribing any testimony whatsoever

WHEREAS the Municipality cannot grant any amount that would be in the nature of a donation or that would exceed any actual loss suffered

WHEREAS Mrs. Bellefleur would be acting in the performance of her legal, professional and ethical obligations arising from her duties as Director General, manager of public funds and protector of the interests of the municipalities including those for which she was responsible, especially less than 12 months after her departure

WHEREAS Mrs. Bellefleur will also obtain restitution following any subpoena in accordance with the law

WHEREAS the date of Mrs. Bellefleur's examination has yet to be determined following her request for a postponement

WHEREAS the Municipality wishes to ensure the smooth running of this process while remaining neutral and honest

WHEREAS it is too early to assess compensation for any eventual trial, which may not take place for several years

THEREFORE, it is moved by Danny Paré and unanimously resolved by those present:

TO GRANT, in judicial file no. 700-22-042784-206 in Superior Court, to Ms. France Bellefleur a compensation of \$55 per hour for loss of salary, as well as the reimbursement of her transportation and travel expenses at the rate set by the Canada Revenue Agency and the reimbursement of her reasonable meal expenses incurred during these trips, and this, for the out-of-court examinations for discovery which will begin in January 2023 and for which the date of the out-of-court examination for discovery of Mr. Bellefleur remains to be determined. Bellefleur, as well as for the preparation of these examinations for discovery with the Municipality's lawyer and according to her request and needs, the whole payable upon receipt.

TO AUTHORIZE the director general and clerk-treasurer and the mayor to sign the agreement to this effect according to the conditions mentioned herein.

CARRIED UNANIMOUSLY

2022-258

7.11 Thank you dinner

WHEREAS, year after year, many people become involved and collaborate in order to offer citizens a dynamic and safe living environment

WHEREAS Council wishes to highlight the commitment of volunteers and employees, including first responders, who contribute to the enrichment of our community

WHEREAS the municipal council wishes to take a moment to highlight the work and involvement of employees and volunteers working in the municipality

WHEREAS the municipality wishes to pursue the mission of the Arundel Citizen's home and has at heart the well-being of its residents

WHEREAS the budgets are planned and available for the organization of this event

THEREFORE, it is moved by Tamara Rathwell and unanimously resolved by those present:

TO APPROVE the organization of a recognition dinner to highlight the work and involvement of volunteers and employees for a maximum amount of \$2,000.00

CARRIED UNANIMOUSLY

8. PUBLIC WORKS AND MUNICIPAL FACILITIES

2022-259

8.1 Local Roads Assistance Program - Electoral District Specific Improvement Projects (EDSP) 2022

Councillor Tamara Rathwell announced a conflict of interest and recuses herself from the discussion.

WHEREAS the Municipality of Arundel has taken cognizance of the terms and conditions for the application of the Specific Improvement Projects (SIP) component of the Local Road Assistance Program (PAVL) and undertakes to respect them

WHEREAS the road network for which an application for financial assistance has been granted is under municipal jurisdiction and is eligible for the PAVL

WHEREAS the work was carried out in the calendar year in which the Minister authorized it

WHEREAS the work carried out or the related costs are eligible for the PAVL

WHEREAS the project accountability form was completed at the end of the work or no later than December 31, 2022 of the calendar year in which the Minister authorized the work

WHEREAS the payment is conditional upon the Minister's acceptance of the project accountability form

WHEREAS, if the report of accounts is deemed to be in conformity, the Minister makes a payment to the municipalities according to the list of

work that he has approved without exceeding the maximum amount of assistance as it appears in the letter of announcement

WHEREAS the other sources of funding for the work have been declared

THEREFORE, it is moved by Dale Rathwell and unanimously resolved by those present:

TO APPROVE the expenses in the amount of \$19,366 for the improvement work performed and the inherent eligible costs mentioned in form V-0321, in accordance with the requirements of the Ministère des Transports du Québec, and recognizes that in the event of non-compliance, the financial assistance will be terminated.

CARRIED UNANIMOUSLY

9. RECREATION, CULTURE AND COMMUNITY LIFE

2022-260 9.1 Grant of Financial assistance - Centre d'action bénévole Laurentides

WHEREAS the Centre d'action bénévole Laurentides has been offering various home support services for the past 40 years to the seniors of our territory, such as medical accompaniment and transportation, grocery outings, meals on wheels, healthy meals and community dinners, visits and friendship telephones, psychosocial support and art therapy workshops for caregivers, and various other services to seniors

WHEREAS one of the main strengths of the organization comes from their 149 active volunteers who gave 8,648 volunteer hours last year in the 20 municipalities of the MRC des Laurentides

THEREFORE, it is moved by Tamara Rathwell and unanimously resolved by those present:

TO AUTHORIZE a donation of \$200 to the Centre d'action bénévole Laurentides for their 2022-2023 fundraising campaign.

CARRIED UNANIMOUSLY

2022-261 9.2 Grant of Financial Assistance to the Breakfast Club Serving Arundel Elementary School

WHEREAS the Council wishes to provide assistance to youth in need and to promote their well-being within its territory

WHEREAS there is a Breakfast Club offering food support services at Arundel Elementary School

THEREFORE, it is moved by Simon Laforest and unanimously resolved by those present:

TO GRANT \$300.00 to the Breakfast Club serving Arundel Elementary School.

CARRIED UNANIMOUSLY

2022-262

9.3 Approval of Expenditures for the "Santa Claus in Arundel" Holiday Event

WHEREAS the Recreation Committee of the Township of Arundel wishes to organize a party for the children and families of the municipality

WHEREAS the activity will be held at Beavan Creek Park on December 10, 2022

WHEREAS the following activities will be free for all participants:

- Making Christmas tree decorations
- Music show
- Tasting of hot chili, bread, hot chocolate
- Meeting with Santa Claus

THEREFORE, it is moved by Danny Paré and unanimously resolved by those present:

TO APPROVE the proposed activities as well as the expenses for a maximum amount of 500\$ on account 02-701-00-447.

CARRIED UNANIMOUSLY

10. COMMUNICATION FROM THE MAYOR TO THE PUBLIC

11. COMMUNICATION FROM THE COUNCILLORS TO THE PUBLIC

12. QUESTION PERIOD

2022-263

13. ADJOURNMENT OF THE MEETING

It is proposed by councillor Simon Laforest and unanimously resolved by the members present:

THAT the meeting be adjourned at 7:54 pm.

CARRIED UNANIMOUSLY

Pascale Blais
Mayor

Nicole Trudeau
Director General
and Clerk-Treasurer

CERTIFICATE OF THE CLERK-TREASURER

I, Nicole Trudeau, Director General and Clerk-Treasurer of the Municipality of the Township of Arundel, certify under oath that there are funds available to pay all expenses authorized in these minutes.

Ms. Nicole Trudeau, Director General and Clerk-Treasurer

I, Pascale Blais, Mayor of the Municipality of the Township of Arundel, certify that the signing of these minutes is equivalent to the signing by law of all resolutions contained herein within the meaning of *Section 142 (2) of the Quebec Municipal Code*.

Ms. Pascale Blais, Mayor