

Minutes of the special meeting held on July 6, 2023 at 5:30 p.m. of the Council of the Municipality of Arundel at the Town Hall located at 2 du Village Street in Arundel.

At this meeting were present

Mayor Pascale Blais, president of the assembly;
Councillor Tamara Rathwell, Councillors Richard E. Dubeau and Danny Paré.

The positions of councillors in seats number 1, 5 and 6 are vacant.

Clerk-treasurer Paula Knudsen is also present.

1. ESTABLISHMENT OF QUORUM AND OPENING OF THE MEETING

Mrs. Pascale Blais, Mayor, establishes quorum, welcomes those present and opens the regular meeting. It is 5:35 p.m.

2. ASCERTAINMENT OF THE REGULARITY OF THE MEETING

Whereas section 157 of the Quebec Municipal Code allows the notice of meeting provided for in sections 152 and 153 to be waived when all members of council present on the territory of the municipality are present.

All members of council of the Municipality of the Township of Arundel being present and each one waiving the notice of meeting and accepting that the present special meeting be held and they consent to consider the matters on the agenda.

3. QUESTION PERIOD

4. ADOPTION OF THE AGENDA

2023-07-206

It was moved by councillor Richard E. Dubeau and unanimously resolved by those present:

THAT the agenda be adopted as presented and reproduced below:

- 1. ESTABLISHMENT OF QUORUM AND OPENING OF THE MEETING**
- 2. ASCERTAINMENT OF THE REGULARITY OF THE MEETING**
- 3. QUESTION PERIOD**
- 4. ADOPTION OF THE AGENDA**
- 5. NOTICE OF MOTION AND BY-LAWS**
- 6. FINANCIAL AND ADMINISTRATIVE MANAGEMENT**
 - 6.1 Awarding of a contract for the provision of professional services - legal, ADG, consulting and support
 - 6.2 Awarding of a contract for the provision of professional services – accounting
- 7. PUBLIC WORKS AND MUNICIPAL FACILITIES**
- 8. PUBLIC SECURITY**
- 9. URBANISM AND ENVIRONEMENT**

10. COMMUNICATION OF THE MAYOR TO THE PUBLIC
11. COMMUNICATION OF THE COUNCILLORS TO THE PUBLIC
12. QUESTION PERIOD
13. CLOSING OF THE MEETING

ADOPTED UNANIMOUSLY

5. NOTICE OF MOTION AND BY-LAWS

6. FINANCIAL AND ADMINISTRATIVE MANAGEMENT

6.1 Awarding of a contract for the provision of professional services - legal, ADG, consulting and support

WHEREAS a request for quotation for professional services in legal advice, DGA, consultation and support, for the advancement and completion of its many current and future files, in accordance with the contract was issued;

WHEREAS the proposal or proposals received by JuriFM Inc;

CONSIDERING THAT the offer received from JuriFM Inc. meets the Municipality's needs;

2023-07-207

THEREFORE IT IS PROPOSED by councillor Tamara Rathwell and unanimously resolved by those present:

TO AWARD the contract for professional services in legal advice, ADG consultation and coaching at an hourly rate of \$150 per hour plus applicable taxes and travel expenses, if any;

TO AUTHORIZE the Director General and Clerk-Treasurer to sign all documents necessary to give full effect to this resolution;

THAT the request for quotation, the proposal received and this resolution form the contract binding the Municipality and the selected firm;

AND

THAT the amount be financed with the unallocated surplus.

CARRIED UNANIMOUSLY

6.2 Awarding of a contract for the provision of professional services – accounting

WHEREAS the request for quotation for professional accounting services submitted on June 28, 2008

WHEREAS in accordance with the contract, these services consist of providing professional accounting services according to the Municipality's needs, in particular by ensuring a presence at the Municipality to support the Director of Finance and the Director General in carrying out financial obligations and the ensuing follow-ups;

WHEREAS in accordance with the contract, the professional will also be required to provide advisory, coaching and training services, as needed, and to guide the Municipality in implementing best practices and putting in place the tools needed to effectively manage finances;

WHEREAS in accordance with the contract, this would entail, depending on needs but with no minimum hour requirement, a presence of approximately 7 hours, more or less, every two weeks;

WHEREAS the proposal received from Amyot Gélinas, s.e.n.c.r.l.;

WHEREAS the contract awarded is for a one-year term, or as required, and is non-exclusive

WHEREAS the offer received from the firm Amyot Gélinas, s.e.n.c.r.l. meets the Municipality's needs;

2023-07-208

THEREFORE IT IS PROPOSED by councillor Danny Paré and unanimously resolved by those present:

TO AWARD the contract for professional accounting services to support the Finance Department for a period of one year, or as required, at an hourly rate of \$220 plus applicable taxes and travel expenses, if any;

TO AUTHORIZE the Director General and Clerk-Treasurer to sign all documents necessary to give full effect to this resolution;

THAT the request for quotation, the proposal received and this resolution form the contract binding the Municipality and the selected firm;

AND

THAT an amount of approximately \$30,000 be financed from the unallocated surplus.

CARRIED UNANIMOUSLY

7. PUBLIC WORKS AND MUNICIPAL FACILITIES

7.1 Awarding of a contract for drainage work - Grace Road

Ms. Tamara Rathwell was present at the meeting and declared that she had a potential conflict of interest in this matter and that she would not vote on this resolution.

WHEREAS the completion of a hydrogeological study and the preparation of plans and specifications for Grace Road by the engineering firm BSA Groupe Conseil under resolution 2022-232;

WHEREAS the estimated cost of the work, the current market and the urgency of carrying out this work, on the recommendation of the engineer in charge;

WHEREAS the municipality wishes to carry out drainage work on chemin Grace;

WHEREAS the municipality has initiated a request for quotation process in accordance with Bylaw 276 respecting contract management, which allows the municipality to negotiate by mutual agreement;

2023-07-209

THEREFORE IT IS PROPOSED by councillor Richard E. Dubeau and resolved by the majority of those present:

TO AWARD a contract to carry out drainage work on Grace Road to the lowest compliant quotation obtained and negotiated as part of this request for quotations process, for a maximum amount of \$75,000 plus applicable taxes;

AND

THAT the amount awarded be financed under the 2019-2023 TECQ subsidy program and from the unallocated surplus, as applicable.

CARRIED BY THE MAJORITY, Councillor Tamara Rathwell did not vote on this resolution.

7.2 Awarding of a contract for the supervision of drainage work - Grace Road

Ms. Tamara Rathwell was present at the meeting and declared that she had a potential conflict of interest in this matter and that she would not vote on this resolution.

WHEREAS the engineering firm BSA Groupe Conseil conducted a hydrogeological study and prepared plans and specifications for Grace Road under resolution 2022-232;

WHEREAS BSA Groupe Conseil has submitted an offer for professional services in the amount of \$9,500 for the supervision of drainage work on Grace Road;

2023-07-210 **THEREFORE IT IS PROPOSED** by councillor Danny Paré and resolved by the majority of those present:

TO AWARD a contract to carry out drainage work on Grace Road to the lowest compliant quotation obtained and negotiated as part of this request for quotations process, for a maximum amount of \$75,000 plus applicable taxes;

AND

THAT the amount awarded be financed under the 2019-2023 TECQ subsidy program and from the unallocated surplus, as applicable.

CARRIED BY THE MAJORITY, Councillor Tamara Rathwell did not vote on this resolution.

8. PUBLIC SECURITY

9. URBANISM AND ENVIRONMENT

10. COMMUNICATION OF THE MAYOR TO THE PUBLIC

11. COMMUNICATION OF THE COUNCILLORS TO THE PUBLIC

12. QUESTION PERIOD

13. CLOSING OF THE MEETING

2023-07-211 It is moved by mayor Pascale Blais and unanimously resolved by those present:

THAT the meeting be **CLOSED** at 4:49 pm.

CARRIED UNANIMOUSLY

Pascale Blais
Mayor

Paula Knudsen
Director General
And Clerk-Treasurer

CERTIFICATE OF THE CLERK-TREASURER

I, Paula Knudsen, 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. Paula Knudsen, 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.

Mrs. Pascale Blais, Mayor