

Minutes of the special meeting of **September 1, 2023 at 7:30 a.m.** of the Council of the Municipality of Arundel held at the Town Hall, located at 2, rue du Village in Arundel.

Present at the meeting were:

Mayor Pascale Blais, President of the meeting; Councillor Jonathan Morgan, Councillor Tamara Rathwell, Councillors Richard E. Dubeau and Danny Paré.

Assistant Clerk-Treasurer Leigh Thomas is also present.

Are absent: Councillor Carole Brandt and Councillor Marc Poirier.

1. ESTABLISHMENT OF QUORUM AND OPENING OF THE MEETING

Mayor Pascale Blais establishes quorum, welcomes those present and opens the regular meeting. The time is 7:40 am.

2. ASCERTAINMENT OF THE REGULARITY OF THE MEETING

The Mayor of the Municipality of the Township of Arundel and Chair of the meeting, Mrs. Pascale Blais, ascertains the regularity of the meeting given that a quorum is established and that notice of the special meeting has been given to all members of Council, in accordance with the provisions of articles 152 and 156 of the Municipal Code of Québec.

3. QUESTION PERIOD

4. ADOPTION OF THE AGENDA

Modification to the agenda: item 5.4 is withdrawn

2023-08-262

It is proposed by councillor Tamara Rathwell and resolved:

THAT the agenda be adopted with the modification 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. ADMINISTRATIVE MANAGEMENT

5.1 Hiring of a Director General and Clerk-Treasurer - Mr. Philip Toone

5.2 New designation of a representative and determination of his powers - Caisse Desjardins

5.3 Authorization to register with ClicSÉQR

5.4 Temporary rental of apartment #4 - Mr Philip Toone
(WITHDRAWN)

6. PUBLIC SAFETY

6.1 Hiring - First responder - Frédérique Fournier

7. LEISURE, CULTURE AND COMMUNITY LIFE

7.1 Letter of support - grant application - New Horizons for Seniors Program (NHSP) - Royal Canadian Legion, Branch 192

8. QUESTION PERIOD

9. CLOSING OF MEETING

The Mayor exercises her right to vote and votes in favor of the resolution.

Councillor Jonathan Morgan votes against the resolution

CARRIED BY THE MAJORITY

5. ADMINISTRATIVE MANAGEMENT

5.1 Hiring of a Director General and Clerk-Treasurer - Mr. Philip Toone

WHEREAS the Municipality has proceeded with a call for candidates to fill the position of Director General and Clerk-Treasurer, during the month of August 2023;

WHEREAS the hiring process was carried out diligently;

WHEREAS the HR Committee recommends the hiring of Mr. Philip Toone to the position of Director General and Clerk-Treasurer, with a probationary period of six (6) months;

2023-08-263 **CONSEQUENTLY**, it is proposed by councillor Richard E. Dubeau and resolved to:

APPOINT Mr. Philip Toone to the position of Director General and Clerk-Treasurer for the Municipality of the Township of Arundel, with all rights and powers pertaining to the position according to the laws in force;

AND

AUTHORIZE the Mayor, Ms. Pascale Blais, to sign the employment contract with the Director General and Clerk-Treasurer in accordance with the agreement reached on August 31, 2023, the contract including a 6-month probation period, which contract begins on **September 5, 2023**.

CARRIED UNANIMOUSLY

5.2 New designation of a representative and determination of his powers - Caisse Desjardins

WHEREAS it is necessary to designate a new representative of the Municipality of Arundel, namely Mr. Philip Toone, the new Director General and Clerk-Treasurer, and to determine his powers with respect to the management of the Municipality with the Caisse Desjardins.

2023-08-264 **CONSEQUENTLY**, it is proposed by councillor Danny Paré and resolved to:

THAT the Director General and Clerk-Treasurer, Mr. Philip Toone, be designated as the principal administrator and official representative of the Municipality of the Township of Arundel, with respect to any account it holds or will hold with the Caisse Desjardins. This representative will exercise all powers relating to the management of the municipality and, without restricting the generality of the foregoing, in particular the following powers, on behalf of the municipality:

- to issue, accept, endorse, negotiate or discount any cheque, promissory bill, bill of exchange or other negotiable instrument;
- sign or approve any withdrawal, document or voucher;
- request the opening by the cashier of any folio useful for the smooth running of the municipality's operations;
- sign any document or agreement useful for the smooth running of the Municipality's operations.

THAT if the representative adopts the use of a signature stamp, the Municipality recognizes any signature so made as constituting a sufficient signature and shall be bound thereby as if it had been written, either by such representative, or with his authorization, regardless of whether it was made without authorization, or in any other manner;

THAT the powers referred to in this resolution are in addition to those which the representative may otherwise hold;

THAT this resolution remain in effect until written notice of its modification or repeal has been received at the Caisse ;

AND TO AUTHORIZE the registration of this municipal officer with Employer D for payroll purposes.

TO REMOVE Ms. Paula Knudsen as Senior Administrator and official representative of the Municipality of the Township of Arundel.

CARRIED UNANIMOUSLY

5.3 Authorization to register with ClicSÉQUR

WHEREAS the Municipality of the Township of Arundel has hired, by resolution 2023-09-263 adopted at this meeting, Mr. Philip Toone, in the position of Director General and Clerk-Treasurer;

WHEREAS the Government of Quebec is requesting a resolution to send the documents and information concerning Mr. Philip Toone's registration with ClicSÉQUR;

WHEREAS the Municipality authorizes Mr. Philip Toone (hereinafter referred to as the "representative"), Director General and Clerk-Treasurer, to sign, for and in the name of the Municipality, the documents required for registration with ClicSÉQUR and, generally, to do whatever it deems useful and necessary for this purpose;

WHEREAS the Municipality authorizes the Minister of Revenue to communicate to the representative the information in his possession that is necessary for ClicSÉQUR registration;

2023-08-265 **CONSEQUENTLY**, it is proposed by councillor Tamara Rathwell and resolved to:

AUTHORIZE Mr. Philip Toone, Director General and Clerk-Treasurer, to act as representative of the Municipality of the Township of Arundel to obtain all information concerning ClicSÉQUR ;

APPOINT Mr. Philip Toone as the new person in charge of electronic services for the Government of Quebec;

AND

TO REMOVE Ms. Paula Knudsen as the person in charge of electronic services for the Government of Quebec.

CARRIED UNANIMOUSLY

5.4 Temporary rental of apartment #4 - Mr Philip Toone (WITHDRAWN)

This item is withdrawn.

CARRIED UNANIMOUSLY

6. PUBLIC SAFETY

6.1 Hiring - First responder - Frédérique Fournier

WHEREAS there is a need to ensure first-line response to medical emergencies on the territory of the municipalities of Barkmere, Huberdeau, Montcalm and Arundel, under an intermunicipal agreement;

WHEREAS there is a need to fill the position of first responder;

WHEREAS Ms. Frédérique Fournier has expressed an interest and meets the hiring criteria for the position of first responder;

2023-08-266 **CONSEQUENTLY**, it is proposed by la mairesse, Pascale Blais and resolved to:

HIRE Ms. Frédérique Fournier under the conditions currently in effect for first responders

The Mayor exercises her right to vote and votes in favor of the resolution.

CARRIED UNANIMOUSLY

7. LEISURE, CULTURE AND COMMUNITY LIFE

7.1 Letter of support - grant application - New Horizons for Seniors Program (NHSP) - Royal Canadian Legion, Branch 192

WHEREAS the Royal Canadian Legion Branch 192, located on the territory of the Municipality of the Township of Arundel, is currently applying to the federal government for a grant under the New Horizons for Seniors Program (NHSP);

WHEREAS the project targeted by this grant application consists of training and involving seniors in carrying out a needs assessment among seniors in our community and neighbouring communities, and developing a service plan to meet the priority needs identified by this process;

WHEREAS this branch of the Royal Canadian Legion has played an important community role on our territory and in our community for many years, particularly with our seniors, and given its dynamism.

2023-08-267 **CONSEQUENTLY**, it is proposed by la conseillère, Tamara Rathwell and resolved to:

SUPPORT the Royal Canadian Legion in its application for a grant under the New Horizons for Seniors Program (NHSP) for this project, by virtue of this resolution and by a letter of support;

AUTHORIZE the Mayor to prepare and sign the letter of support.

CARRIED UNANIMOUSLY

8. QUESTION PERIOD

9. CLOSING OF MEETING

2023-08-268 **CONSEQUENTLY**, it is proposed by councillor Richard E. Dubeau and resolved to:

THAT the meeting be closed at 8:00 a.m.

CARRIED UNANIMOUSLY

Pascale Blais
Mayor

Leigh Thomas
Assistant Clerk-Treasurer

CERTIFICAT OF THE ASSISTANT CLERK-TREASURER

I, the undersigned, **Leigh Thomas**, Assistant Clerk-Treasurer of the Municipality of the Township of Arundel, certifies under oath of office that funds are available to pay all expenses authorized in these minutes.

Leigh Thomas, Assistant Clerk-Treasurer

I, the undersigned, 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 Article 142 (2) of the Municipal Code of Québec.

Mme Pascale Blais, Mayor