

Minutes of the September 17, 2024 regular meeting at 7:00 p.m. of the Council of the Municipality of the Township of Arundel, held at the Town Hall, 60 Route Morrison, Arundel.

Present at this meeting are:

Mayor Pascale Blais; Councillors Tamara Rathwell, Jonathan Morgan, Richard E. Dubeau and Marc Poirier.

The Director General and Clerk-Treasurer, Philip Toone, is also present.

Councillor Carle Brandt is absent.

Councillor Danny Paré is absent at the start of the meeting due to a delay.

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 7:00 p.m.

2. ADOPTION OF AGENDA

2024-09-113

2.1 It is proposed by Councillor Jonathan Morgan and unanimously resolved by those councillors present to adopt the agenda.

1. ESTABLISHMENT OF QUORUM AND OPENING OF THE MEETING
 2. ADOPTION OF AGENDA
 3. CURRENT BUSINESS - ANNOUNCEMENTS
 4. QUESTION PERIOD
 5. ADOPTION OF MINUTES OF PREVIOUS MEETINGS
 - 5.1 Adoption of the minutes of the regular meeting of August 27, 2024
 6. NOTICE OF MOTION AND BY-LAW
 - 6.1 Adoption – Bylaw 207.1-2024 concerning the revision of bylaw 267 on revised internal regulations concerning council meetings of the Municipality of Arundel
 7. FINANCIAL AND ADMINISTRATIVE MANAGEMENT
 - 7.1 List of accounts payable on August 31, 2024
 - 7.2 Tabling – assessment roll 2025-2026-2027
 8. PUBLIC WORKS AND MUNICIPAL FACILITIES
 - 8.1 Awarding of contract – laboratory fees, ch Rouge
 9. PUBLIC SAFETY
 10. URBAN PLANNING AND ENVIRONMENT
 - 10.1 SPAIP lot 6548222 / 6214577
 - 10.2 SPAIP lot 6216042
 11. RECREATION, CULTURE AND COMMUNITY LIFE
 - 11.1 Municipal policy regarding apartment rentals to seniors – Citizen Home
 12. MAYOR'S COMMUNICATION TO THE PUBLIC
 13. COMMUNICATION FROM COUNCILLORS TO THE PUBLIC
 14. QUESTION PERIOD
 15. ADJOURNMENT OF MEETING
- ADOPTED UNANIMOUSLY

3. CURRENT BUSINESS – ANNOUNCEMENTS

19h07 : Councillor Danny Paré joins the meeting.

4. QUESTION PERIOD

5. ADOPTION OF MINUTES OF PREVIOUS MEETINGS

5.1 Adoption of the minutes of the regular meeting of August 27, 2024

WHEREAS a copy of the minutes of the regular meeting of August 27, 2024 has been given to each member of the Municipal Council;

2024-09-114

THEREFORE it is proposed by Councillor Tamara Rathwell and unanimously resolved by those councillors present to :

ADOPT the minutes of the regular meeting of the Municipal Council held on August 27, 2024.

19h56 : The meeting is suspended.

19h57 : The meeting resumes.

19h57 : Councillor Danny Paré leaves the meeting.

6. NOTICE OF MOTION AND BY-LAW

6.1 Adoption – Bylaw 267.1 concerning the revision of Bylaw 267 respecting the internal management of meetings of the Municipal Council of the Municipality of Arundel

WHEREAS a notice of motion was duly given and a draft by-law was tabled at the Council meeting held August 27, 2024;

WHEREAS all members of Council declare having read Bylaw 267.1 concerning the revision of Bylaw 267 respecting the internal management of meetings of the Municipal Council of the Municipality of Arundel;

WHEREAS the purpose of this by-law is to amend the by-law governing the management of municipal council meetings;

2024-09-115

It is **PROPOSED** by Councillor Richard E. Dubeau and resolved by a majority of those councillors present, the mayor exercising her right to vote :

THAT Bylaw 267.1 concerning the revision of Bylaw 267 respecting the internal management of meetings of the Municipal Council of the Municipality of Arundel is hereby adopted and decreed as per the text found in this day's assembly French language minutes.

7. FINANCIAL AND ADMINISTRATIVE MANAGEMENT

7.1 List of accounts payable on August 31, 2024

WHEREAS Council has examined the disbursements made and to be made for accounts payables on August 31, 2024;

2024-09-116

It is **MOVED** by councillor Jonathan Morgan and **ADOPTED** unanimously by those councillors present to **APPROVE** the following disbursements as of August 31, 2024 as presented:

Bélangier Sauvé Avocats (Services juridiques)	1 569.41 \$
Canadian Tire (Outils)	344.91 \$
Carquest (Pièces)	286.66 \$
Centre d'Action bénévole (Soutien aux aînés)	84.10\$

Centre d'Hygiène (Fournitures nettoyage)	281.36 \$
COMAQ (Formation)	597.87 \$
Dicom Express (Transport)	39.91 \$
Fournitures de Bureau Denis (Papeterie)	312.61 \$
Gilbert P. Miller (Location niveleuse)	4 430.75 \$
Homewood Santé Inc (PAE)	52.20 \$
Imprimerie Léonard (Cartes affaire)	126.47 \$
Juteau Ruel (Copies photocopieurs)	52.99 \$
Librairie Carcajou (Achat de livres - biblio)	308.08 \$
Matériaux R. McLaughlin Inc (Divers)	239.34 \$
Ministre des Finances (Sûreté du Québec 2ième vers.)	49 845.00 \$
Morrison, Kim (Resp. biblio)	90.16 \$
Municipalité d'Ivry-sur-le-Lac (Ressource partagée)	924.65 \$
Pièces d'Autos P & B Gareau (pièces)	284.84 \$
RIMRO (3ième vers.)	22 661.00 \$
Réparation Jean-Pierre Maillé (Outils)	93.58 \$
Rona Forget (Divers)	62.08 \$
Service d'entretien ménager M.C. (Ent. ménager)	1 425.69 \$
Telmatik (Renouvellement 2024-2025)	582.40 \$
Trivium (Dossier Groupe Laverdure)	1 232.29 \$
Turf Care (Ventrac)	265.73 \$
Salaires et contributions d'employeur	63 347.71 \$
Frais de banque	99.85 \$

List of cheques issued :

8055	SCFP, Local 4852	618.02 \$
8056	Ministère du Revenu (Salaires et déductions)	1 060.68 \$
8057	Questrade (Salaires et déductions)	1 692.44 \$
8058	Ministre des Finances (Remb. FRR 2020)	32 000.00 \$
203	Petite caisse	60.40 \$
204	Bell Canada (Télécopieur)	107.34 \$
205-211	Hydro-Québec	3 599.98 \$
212	Visa (Registre foncier et formation)	117.94\$

7.2 Tabling – Assessment roll – 2025-2026-2027

TABLING

The General Manager informs the Municipal Council of the filing of the triennial assessment roll for the years 2025-2026-2027. The roll was deposited at the municipal office on September 11, 2024, and a public notice was posted in the two (2) usual places.

8. PUBLIC WORKS AND MUNICIPAL FACILITIES

8.1 Awarding of contract – laboratory fees – ch Rouge

WHEREAS a contract for the rehabilitation of chemin de la Rouge was awarded, as set out in resolution 2024-06-074;

WHEREAS the offer of professional services number DE-13399 from the firm DEC Enviro of Saint-Jérôme, to carry out the verification and quality control testing of materials in connection with said road repairs;

WHEREAS the service offer proposes a total cost of \$4580 (before taxes) and hourly rates for contingencies;

WHEREAS it is appropriate to allow a maximum of 10% of the total cost for contingencies;

2024-09-117

It is PROPOSED by councillor Tamara Rathwell and unanimously resolved by those councillors present to :

AWARD a professional services contract to the firm DEC Enviro in the amount of \$4580.00 (before taxes) and an additional amount upon proof of invoicing in the amount of \$450.00 (before taxes), and these amounts be attributed to the appropriate budget account.

9. PUBLIC SAFETY

10. URBAN PLANNING AND ENVIRONMENT

10.1 SPAIP lot 6548222 / 6214577

WHEREAS a request for a permit was received in accordance with By-law 168 governing site planning and architectural integration programs (SPAIP) for the construction of a main residence on lot 6458222;

WHEREAS by-law 168 provides for a multi-criteria analysis as specified in section 4.1.2;

WHEREAS the members of the Urban Planning Advisory Committee, at their meeting held on September 6, 2024, evaluated the criteria set out in said section 4.1.2;

WHEREAS the members of the Urban Planning Advisory Committee note that the subdivision proposal is not complete, as it has not been published in the land registry;

WHEREAS the members of the Urban Planning Advisory Committee have examined the modified plans prepared by the firm Les Dessins Drummond, confirming the conformity of the Anglo-Saxon style building, the engineered wood cladding which will be white with black mouldings;

WHEREAS lot 6458222 is a proposed subdivision, but that the subdivision of original lot 6214577 has not been registered in the land register as of the date hereof;

WHEREAS the members of the Urban Planning Advisory Committee are unanimously satisfied with this permit request, subject to the above-mentioned reservations, and recommend that the permit be granted;

WHEREAS that compliance with the criteria set out in section 4.1.2 of the aforementioned by-law does not exempt the applicant from the obligation to comply with any other provincial or federal law or regulation, as well as any other municipal or planning by-law applicable in the case, in particular that the proposed lot must be built in accordance with the standards of the land registry;

2024-09-118

IT IS THEREFORE PROPOSED by Councillor Tamara Rathwell and unanimously resolved by those councillors present to :

APPROVE the granting of a site planning and architectural integration program permit conditional to the conformity with the modified plans in order to comply with the Anglo-Saxon style criteria and the exterior cladding being of engineered wood with white colour and black mouldings, as well as to comply with all other applicable provincial and federal laws and regulations, municipal by-laws and urban planning by-laws, in particular that the proposed lot must conform to the standards of the Land Registry.

10.2 SPAIP lot 6216042 (4 ch du Golf)

WHEREAS a request for a permit was received in accordance with By-law 168 governing site planning and architectural integration programs (SPAIP) for the construction of an accessory building on lot 6216042 (4 chemin du Golf);

WHEREAS that by-law 168 provides for a multi-criteria analysis as specified in article 4.1.2;

WHEREAS the members of the Urban Planning Advisory Committee have examined the plans prepared by Daniel Laramée, *Technologue professionnel*, and the drawing of the garden shed by *Développement Tremblant Haus*, confirming the conformity of the Anglo-Saxon style accessory building, which will be painted white;

WHEREAS the applicant agrees to respect the setbacks from the property line and the main building;

WHEREAS, at its meeting held on September 6, 2024, the members of the Urban Planning Advisory Committee have examined the criteria set out in section 4.1.2 and have unanimously approved this request and recommended the issuance of a building permit subject to the above-mentioned reservations;

2024-09-119

IT IS THEREFORE PROPOSED by Councillor Richard E. Dubeau and unanimously resolved by those present to :

APPROVE the granting of a site planning and architectural integration program permit for this accessory building, provided that it is painted white, that the Anglo-Saxon style modifications are carried out and that the setbacks are respected.

11.1 Municipal policy on rental of municipal apartments to seniors - Citizen Home

WHEREAS the Citizen Home apartments, located at 2, rue du Village, are intended as affordable housing for seniors, in accordance with the deed of gift in memory of Jane Morley Wilcox Stuart and Toby Stuart;

WHEREAS the municipal council deems it appropriate to establish a policy for the rental of said units;

2024-09-120

IT IS THEREFORE PROPOSED by Councillor Jonathan Morgan and unanimously resolved by the Councillors present to adopt the municipal policy regarding the rental of municipal apartments to senior citizens - *Maison Citoyenne d'Arundel - Citizen Home*.

The wording of the policy is as follows :

Municipal Policy for Renting Apartments to Seniors

Policy Overview

This policy outlines the guidelines and criteria for renting municipal apartments to seniors, with an emphasis on prioritizing local seniors with low incomes. The policy aims to ensure affordable housing options for autonomous seniors who can live independently.

Eligibility Criteria

To qualify for a municipal apartment under this policy, applicants will be prioritized according to the following criteria:

- Age Requirement: Applicants 65 years of age or older.
- Income: Applicants with a low income, below the median income as determined by the most recent Statistics Canada census, tenant income to be reviewed and updated annually.
- Residency: Priority will be given to local seniors who have been residents of the municipality for at least five years.
- Autonomy Requirement: Applicants must demonstrate the ability to live independently and manage their daily activities without assistance. Regular assessments may be conducted to ensure continued autonomy.

Apartment Amenities

All municipal apartments provided under this policy will be equipped with the following amenities:

- A refrigerator and stove
- Private bathroom
- Hot water

A washer and dryer are supplied and at the disposal of all tenants.

It is the responsibility of the tenants to arrange and pay for their own cable and internet services. Tenants are responsible for their own electric bills, which include heating and lighting costs.

Application Process

Interested seniors may apply for a municipal apartment through the following process:

- Submit an application form, available at the town hall or online at the municipality's official website.
- Provide proof of age, income, and residency as part of the application.
- Undergo an assessment to confirm the ability to live independently.
- Priority will be given to those who meet all eligibility criteria and demonstrate the greatest need.
- Toute location (bail) des appartements municipaux devra être autorisée par le conseil municipal par résolution.

Terms of Residency

Tenants must agree to the following terms during their residency:

- Maintain the apartment in good condition and adhere to all municipal housing regulations.
- Undergo periodic assessments to ensure continued ability to live independently.
- Pay all utility bills on time.
- Report any significant changes in health or income status to the municipal housing office.
- Allow periodic access to the apartment, subject to 24-hour prior notice, for maintenance and safety assessment purposes.
- Residence: Priority will be given first to seniors who have lived in the municipality of Arundel for at least five years, and then to seniors from neighbouring municipalities who have lived there for at least 5 years.

- Autonomy requirement: Candidates must demonstrate their ability to live independently and manage their daily activities without assistance. Regular assessments may be carried out to ensure that autonomy is maintained.
- The order of registration of the complete application on the waiting list(s).

Pet Policy

Tenants are permitted to have up to two pets, specifically cats and/or dogs under the following terms:

- All pets must be registered with the property management. This includes providing proof of vaccinations and a recent health check;
- Pets must be kept in a manner that respects the peace and quiet of the neighbours. Excessive noise, such as barking or meowing, is not permitted. Persistent noise complaints may result in penalties or the requirement to remove the pet from the premises;
- Dogs must be kept on a leash in common areas;
- Litter boxes for cats must be kept clean and odour-free;
- Tenants are responsible for any damage caused by their pets to the property or common areas;
- Any aggressive behaviour by pets towards other tenants or pets is not tolerated;
- Failure to comply with this policy may result in fines, eviction, or other legal actions.

Policy Management committee

The Management Committee is made up of 3 members:

- One Citizen Home resident appointed by a majority vote of the residents, for a renewable two-year term;
- Two members of the municipal council appointed by the municipal council for a renewable two-year term.

The committee meets at least once a year to examine and propose the budget for the following year, for approval by the municipal council.

Quorum is set at two members. A prior notice of two days is required to convene a meeting.

The committee recommends to the town council yearly rent increases based on inflation and on projected maintenance requirements

The municipal Director general is responsible for the daily management

Policy Review and Updates

This policy will be reviewed annually to address any changes in housing needs, eligibility criteria, or municipal guidelines. Amendments to the policy will be made as necessary to continue providing adequate housing solutions for seniors.

We are committed to ensuring that our senior residents have access to safe, affordable, and comfortable housing that meets their needs and allows them to live independently with dignity.

12. MAYOR'S COMMUNICATION TO THE PUBLIC

13. COMMUNICATION FROM COUNCILLORS TO THE PUBLIC

14. QUESTION PERIOD

15. ADJOURNMENT OF MEETING

2024-09-121

It is **MOVED** by councillor Marc Poirier and unanimously **resolved** by those councillors present:

THAT the meeting be adjourned at 8:57 PM.

Pascale Blais
Mayor

Philip Toone
Director General/
Clerk-Treasurer

CLERK-TREASURER'S CERTIFICATE

I, Philip Toone, Director General /Clerk-Treasurer of the Municipality of the Township of Arundel, certify under my oath that money is available to pay all expenses authorized in these Minutes.

Philip Toone, Director general/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 the resolutions contained therein within the meaning of Article 142 (2) of the *Municipal Code of Québec*.

Pascale Blais, Mayor