

Minutes of the February 18, 2025 regular meeting at 7:00 p.m. of the Council of the Municipality of the Township of Arundel, held at the Community Hall, 60 Route Morrison, Arundel.

Present at this meeting are:

Mayor Pascale Blais, Councillors Carole Brandt, Tamara Rathwell, Jonathan Morgan, Richard E. Dubeau, Danny Paré and Marc Poirier.

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

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

2025-02-015

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

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- 11.3 Renewal - Financial partial-reimbursement programme for non-resident fees to encourage physical activities
- 11.4 Hockey+ Mid-season donation authorisation

12. MAYOR'S COMMUNICATION TO THE PUBLIC

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ADOPTED UNANIMOUSLY

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 January 21, 2025

WHEREAS a copy of the minutes of the regular meeting of January 21, 2025 has been given to each member of the Municipal Council;

2025-02-016

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 January 21, 2025.

6. NOTICE OF MOTION AND BY-LAW

6.1 Adoption - By-law number 304-2025 decreeing the imposition of taxes and compensations for the year 2025

WHEREAS the Municipality of the Township of Arundel has adopted its budget for the year 2025 at its December 10, 2024 special assembly;

WHEREAS it is necessary to determine property tax rates and compensations for municipal services for the year 2025;

WHEREAS the financial policy aims to maximize financial, material and human resources in order to control the increase in the tax rate while maintaining a social and financial balance;

WHEREAS all members of Council declare have received the text of the by-law more than two (2) days prior to this meeting;

WHEREAS all Councillors declare having read the present by-law and renounce to its reading;

WHEREAS a notice of motion was duly given at the regular council meeting held January 21, 2025;

WHEREAS further to the tabling of the draft by-law on January 21 2025, for clarification purposes, the wording of article 4, second paragraph as it appears in the draft by-law “*Unité de commerce et d’industrie - Autre local (2 bacs noirs) : 450\$*”, will be modified as follows:

« *Unité de commerce et d’industrie – Maximum par local : 2 bacs noirs 450\$* »;

WHEREAS, further to the tabling of the draft by-law, in order to better reflect the property value of lots subject to the borrowing by-law for sector 204, the rate indicated in article 7, i.e. \$1.1103 per \$100, will be replaced by the following rate: \$0.4961 per \$100;

2025-02-017

THEREFORE it is proposed by Councillor Danny Paré and resolved unanimously by those councillors present to :

ADOPT By-law number 304-2025 decreeing the imposition of taxes and compensations for the year 2025, as reproduced in the French language minutes of this council meeting.

6.2 Adoption - By-law number 305-2025 decreeing the rates for municipal activities, goods and services

WHEREAS under the Act respecting municipal taxation (sections 244.1 to 244.10 M.T.A.), a municipality may establish the terms and conditions of fees for the provision of municipal services;

WHEREAS to do so, the council must adopt a by-law establishing these terms and conditions

WHEREAS all members of council declare that they have received the by-law more than two (2) days before the present meeting

WHEREAS all council members declare that they have read this by-law and waive its reading

WHEREAS a notice of motion of this by-law was duly given at the regular meeting of council held on January 21, 2025;

WHEREAS there are modifications to the wording since the tabling of the draft by-law was submitted on January 21, 2025:

The wording of Article 2.3 as it appears in the draft by-law reads in part, as a translation from the french language text for courtesy:

“Additional garbage bin \$100
(Plus the annual fee set out in the taxation by-law)
Replacement bin FREE
Additional recycling or organic material bin \$50
Replacement recycling and organic material bin FREE”

This wording, to improve fairness, is replaced by the following, as a translation from the French language text for courtesy:

“Additional garbage bin \$100
(Plus the annual fee set out in the taxation by-law)
Replacement bin* FREE
*1 replacement bin per year - subsequent bins will be billed as additional bins
Additional recycling or organic material bin \$50
Replacement recycling and organic material bin* FREE
*1 replacement bin per year - subsequent bins will be billed as additional bins”

2025-02-018

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

ADOPT By-law number 305-2025 decreeing the rates for municipal activities, goods and service, as reproduced in this day’s assembly french language minutes.

7. FINANCIAL AND ADMINISTRATIVE MANAGEMENT

7.1 List of accounts payable on February 6, 2025

WHEREAS Council has examined the disbursements made and to be made for accounts payables on February 6, 2025;

2025-02-019

It is **MOVED** by councillor Danny Paré and **ADOPTED** unanimously by those councillors present to **APPROVE** the following disbursements as of February 6, 2025 as presented:

Compte à Payer jusqu'au 6 février 2025	
Fournisseurs	Montant
Amyot Gélinas	2 069.55 \$
Batteries Expert	419.79 \$
Bell Canada	113.09 \$
BJ Creation	4 194.29 \$
BureauTech	208.80 \$
Canadian Tire	146.58 \$
CarQuest	318.85 \$
Centre Canin Le Refuge	2 063.80 \$
Creighton	1 489.91 \$
CRSBP des Laurentides	3 488.92 \$
Energies Sonic	3 873.41 \$
Fournitures de Bureau Denis	292.91 \$
Graphica Impression Inc.	727.22 \$
Homewood Santé	99.18 \$
Hydro Québec	8 127.05 \$
Latitude Managment Inc	17 283.90 \$
Les Médailles Lanaudière	136.81 \$
Librarie Carcajou	506.40 \$
Loranger Marcoux	4 726.62 \$
Machinerie Forget	123.02 \$
Matériaux SMB BMR	206.86 \$
Medial Services Conseils	497.82 \$
MRC des Laurentides	1 421.09 \$
Pièces d'Auto P&B Gareau	50.37 \$
Revenu Québec - 12467245	2 121.26 \$
Rona Forget Mont-Tremblant	206.93 \$
Royal Canadian Legion	1 000.00 \$
SCFP local 4852	550.48 \$
Service d'entretien Ménager MC	1 046.27 \$
Trivium	120.72 \$
Villemaire Pneus et Mécanique	1 470.32 \$
TOTAL	59 102.22 \$
Salaires et contributions	76 710.40 \$

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

WHEREAS it is necessary to designate a representative of the Municipality of Arundel, namely Tiffany Schippel, Interim Director of the Treasury and to determine her powers with respect to the management of the Municipality with the Caisse Desjardins.

2025-02-020

CONSEQUENTLY, it is proposed by councillor Jonathan Morgan and unanimously resolved by those councillors present to:

Designate the Interim Director of treasury Tiffany Schippel , an 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 ;

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

7.3 Authorization to register with ClicSéqur

WHEREAS the Municipality of the Township of Arundel has hired Tiffany Schippel as interim director of treasury

WHEREAS the Government of Quebec requires a resolution to send the documents and information concerning Tiffany Schippel with ClicSÉQUR;

WHEREAS the Municipality authorizes Tiffany Schippel (hereinafter referred to as the "representative"), Interim Director of treasury, 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;

2025-02-021

CONSEQUENTLY, it is proposed by councillor Tamara Rathwell and resolved unanimously by those councillors present to:

AUTHORIZE Tiffany Schippel, Interim director of treasury, to act as a representative of the Municipality of the Township of Arundel to obtain all information concerning CliCSÉQUR ;

APPOINT Tiffany Schippel as a new person in charge of electronic services for the Government of Quebec;

7.4 Budget reallocation 2024

WHEREAS a clerical error occurred during the adoption of the 2025 budget, adopted by resolution 2024-12-174;

WHEREAS this error indicates a revenue shortfall in the amount of \$10,448.00 and that this amount must be made up;

2025-02-022

It is **PROPOSED** by Councillor Danny Paré and unanimously resolved by those councillors present to :

APPROPRIATE from the unassigned surplus the amount of \$10,448.00 in favour of Other Revenue and make the necessary amendments to the 2025 budget as adopted by resolution 2024-12-174.

7.5 Services de comptabilité L.P. authorisation

WHEREAS Council considers advisable the retaining the accounting services of *Services de comptabilité L.P.* for the production of employee tax slips;

WHEREAS an offer of service has been received on January 28 2025 indicating an hourly rate of \$72;

2025-02-023

It is **PROPOSED** by Councillor Jonathan Morgan and unanimously resolved by those councillors present to :

ACCEPT the offer of service from *Services de comptabilité L.P.* at the rate of \$72.00 per hour (before taxes) and **AUTHORIZE** a maximum of 5 hours at said rate;

THAT this amount be taken from the appropriate budget account.

7.6 Vote by mail

WHEREAS the municipal general election will be held on November 2, 2025, and that the municipality can determine the ability to vote by mail;

WHEREAS the municipal council, as stated in resolution 2021-0061, chose to facilitate voting for seniors aged 70 and over by authorizing voting by mail;

WHEREAS that, since the end of the COVID-19 pandemic health emergency, postal voting for seniors is no longer authorized and only postal voting for non-domiciled electors is permitted;

WHEREAS the municipal council deems it appropriate to cancel resolution 2017-0049 authorizing, to the non-domiciled, voting by mail to any elector or qualified voter registered on the electoral or referendum list as an elector or qualified voter in a capacity other than that of domiciled ;

WHEREAS that the Municipal Council wishes to cancel resolutions 2017-0049 and 2021-0061, thereby rendering the said resolutions non-operational ;

2025-02-024

It is **PROPOSED** by Councillor Tamara Rathwell and resolved by a majority of the councillors present :

The mayor exercises her right to vote and vote in favour;

Councillors Richard E. Dubeau, Danny Paré and Tamara Rathwell vote in favour:

Councillors Carole Brandt, Jonathan Morgan and Marc Poirier vote against;

TO REVOKE the right to vote by mail for any person registered on the list of electors or referendum list as an elector or person entitled to vote in a capacity other than that of domiciled person at the time of any poll;

TO CONFIRM the withdrawal of the right to vote by mail from seniors aged 70 and over;

TO CANCEL (bring to an end going forward) resolutions 2017-0049 and 2021-0061.

8. PUBLIC WORKS AND MUNICIPAL FACILITIES

8.1 Purchase – folder – working fund

WHEREAS the paper folding machine in the administrative office is no longer functional and must be replaced;

WHEREAS a proposal dated January 30, 2025, from BJ Création inc. was received for a new paper folding machine, model MBM 208J from MBM Corporation, in the amount of \$3648.00 (before taxes), with a one-year warranty;

2025-02-025 IT IS THEREFORE **PROPOSED** by Councillor Carole Brandt and unanimously resolved by those councillors present to :

AWARD the sum of \$3648.00 (before taxes) to the firm BJ Création inc. for the purchase of a folding machine, model MBM 208J;

THAT this sum be taken from the working capital, with amortization over three years.

8.2 Purchase - Sander – working fund

WHEREAS the abrasive spreader is at the end of its useful life, that the spreader is an essential piece of equipment for the snow removal service, and that it must be replaced within a short period of time in order to avoid additional expenses due to dependence on a private supplier;

WHEREAS the Municipality issued a request for quotations and that only one bidder responded, namely Machinerie Forget;

WHEREAS the compliant bid submitted by Machineries Forget on February 5, 2025, is for a new spreader in the amount of \$38,000.00 plus \$3,500.00 for installation (before taxes);

2025-02-026 IT IS THEREFORE **PROPOSED** by Councillor Danny Paré and unanimously resolved by those councillors present to :

AWARD the sum of \$41,500.00 (before taxes) to Machineries Forget for the purchase and installation of a spreader;

THAT this sum be drawn from the working capital and amortized over 7 years.

9. PUBLIC SAFETY

9.1 Red Cross 2025 – Service agreement

WHEREAS a contribution notice dated January 31 was received from the Red Cross for the renewal of the Disaster Services Agreement covering the period from February 2025 to January 2026;

2025-02-027 It is **PROPOSED** by Councillor Jonathan Morgan and unanimously resolved by those councillors present to :

AUTHORIZE the payment of the Red Cross assessment in the amount of \$225.00 (before taxes) and that this sum be taken from the allocated budget account.

10. URBAN PLANNING AND ENVIRONMENT

11. RECREATION, CULTURE AND COMMUNITY LIFE

11.1 Legion – donation authorisation 2024

WHEREAS an expense report dated January 16, 2025, has been provided by the Royal Canadian Legion, BR. 192, confirming eligible expenses in order to grant the \$1,000 donation authorized by the Municipal Council in 2024;

2025-02-028 It is **PROPOSED** by Councillor Tamara Rathwell and resolved by a majority of those councillors present to :

AUTHORIZE the payment of a \$1,000 donation to the Royal Canadian Legion in accordance with the 2024 budget;

THAT this amount be taken from the authorized budget account.

11.2 Renewal – Financial assistance program – Day camp summer 2025

WHEREAS the Municipal Council wishes to renew the Financial Assistance Program, previously authorized by resolutions 2023-01-016 and 2024-01-009, whose purpose is to promote access to a day camp during the summer season for all Arundel children, despite the fact that the Municipality does not offer this service;

WHEREAS the Municipality wishes to support parents financially by reimbursing a portion of the fees for a child's registration at a day camp;

2024-02-029 IT IS THEREFORE **PROPOSED** by Councillor Tamara Rathwell and unanimously resolved by those councillors present:

THAT Council grant financial assistance to cover a portion of the fees for registration in a long-term day camp (3 weeks or more) for the 2025 summer season:

- For a three (3) or four (4) week camp: an additional \$50 per child aged 5 to 15, for a total of \$225 per child, with a maximum amount per family of \$450;

- For a camp of five (5) weeks or more: a surcharge of \$75 per child aged 5 to 15, for a total of \$400, with a maximum amount per family of \$800;

THAT the child must be a resident of the Municipality of Arundel;

THAT travel expenses and the purchase of equipment, materials, costumes and uniforms are not eligible;

THAT the request for reimbursement must be made on the form provided for this purpose and available at the municipal office;

THAT the parent must also provide the following documents with his or her application:

- Proof of residence

- Official receipt issued by the organization for the amount paid for registration;

- Proof that registration is for a long-term day camp (promotional flyer, excerpt from website, etc.).

THAT refund requests must be submitted no later than September 26, 2025, and that no retroactive payments will be made after this date;

THAT the said reimbursements come from the budget account provided.

11.3 Renewal - Financial partial-reimbursement programme for non-resident fees to encourage physical activities

WHEREAS council recognizes the importance of healthy lifestyle habits and physical activity for young people aged 18 and under, as well as for adults;

WHEREAS small municipalities have challenges in offering the wide range of sporting activities offered by cities;

WHEREAS the municipal council wishes to renew its commitment, previously authorized by resolutions 2023-01-017 and 2024-01-010, to promote access to sports facilities and activities for all, in an equitable manner and in accordance with available budgets;

WHEREAS that the municipal council wishes to renew the program of partial reimbursement of non-resident fees to encourage the practice of physical activities;

WHEREAS that additional non-resident fees paid are reimbursed up to a maximum of \$325 per child under 18 and \$200 per adult (18 and over), for a maximum amount of \$650 per family. The right to reimbursement is non-assignable and non-transferable;

WHEREAS that the council wishes to facilitate access to the program by allowing two expense reimbursement periods, the first for expenses incurred from January 1 to June 30, 2025, with a reimbursement request deadline of July 18, 2025, and the second for any expenses incurred during the current year not already reimbursed by this program, with a reimbursement request deadline of January 16, 2026;

2024-02-030

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

THAT Council adopt the program for the reimbursement of non-resident expenses for certain out-of-territory activities for the year 2025 under the terms indicated above;

THAT the reimbursed expenses come from the budgeted account.

11.4 Hockey+ Mid-season donation authorisation

WHEREAS that there is considerable interest in recreational activities such as field hockey and other winter sports among young people in the Municipality of Arundel and neighbouring municipalities;

WHEREAS that it is important to support activities that respond to a real need and that encourage health and physical fitness and bring people and communities together, while making the most of our infrastructures;

WHEREAS that the Municipality wishes to support the coaches who make these activities possible for their efforts in holding soccer and other sports activities organized for young people aged 5 to 17, especially given the very great popularity of these activities ;

2024-02-031

IT IS THEREFORE **PROPOSED** by Councillor Danny Paré and unanimously resolved by those councillors present to :

COMPENSATE the volunteer coach Finnegan Graham for the Arundel Hockey+ recreational activity, in the amount of \$120, during mid-season

THAT this expense be taken from the budgeted recreation account.

12. MAYOR'S COMMUNICATION TO THE PUBLIC

13. COMMUNICATION FROM COUNCILLORS TO THE PUBLIC

14. QUESTION PERIOD

15. ADJOURNMENT OF MEETING

2025-02-032

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

THAT the meeting be adjourned at 8:00 PM.

(S) Pascale Blais, mayor

(S) Philip Toone, clerke-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.

(S) 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*.

(S) Pascale Blais, Mayor