

Minutes of the August 19, 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 Tamara Rathwell, Richard E. Dubeau, Danny Paré, Jonathan Morgan and Marc Poirier.

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

Councillor Carole Brandt is absent.

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

2025-08-132

2.1 It is proposed by Councillor Tamara Rathwell 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 minutes for the regular meeting of July 15, 2025
 - 5.2 Adoption of minutes for the special meeting of August 12, 2025
6. NOTICE OF MOTION AND BY-LAW
7. FINANCIAL AND ADMINISTRATIVE MANAGEMENT
 - 7.1 List of accounts payable on August 7, 2025
 - 7.2 Hiring – Director of finance
 - 7.3 Mayor’s report
 - 7.4 Ch. de la Rouge, phase 2 – Billing No. 1
8. PUBLIC WORKS AND MUNICIPAL FACILITIES
 - 8.1 Tolerance road – ch du Golf
 - 8.2 Purchase – Winter sand
 - 8.3 Town Hall – mandate for exterior cladding
9. PUBLIC SAFETY
 - 9.1 First responder – hiring
 - 9.2 Acquisition – First Responder service vehicle
10. URBAN PLANNING AND ENVIRONMENT
11. RECREATION, CULTURE AND COMMUNITY LIFE
 - 11.1 Soccer+ 2025 – Volunteer appreciation mid-season
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

4. QUESTION PERIOD

5. ADOPTION OF MINUTES OF PREVIOUS MEETINGS

5.1 Adoption of the minutes of the regular meeting of July 15, 2025

WHEREAS a copy of the minutes of the regular meeting of July 15, 2025 has been given to each member of the Municipal Council;

2025-08-133 THEREFORE it is proposed by Councillor Jonathan Morgan and unanimously resolved by those councillors present to :

ADOPT the minutes of the regular meeting of the Municipal Council held on July 15, 2025.

5.2 Adoption of the minutes of the special meeting of August 12, 2025

WHEREAS a copy of the minutes of the regular meeting of August 12, 2025 has been given to each member of the Municipal Council;

2025-08-134 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 12, 2025.

6. URBAN PLANNING AND ENVIRONMENT

7. FINANCIAL AND ADMINISTRATIVE MANAGEMENT

7.1 List of accounts payable on July 3, 2025

WHEREAS Council has examined the disbursements made and to be made for accounts payables on July 3, 2025;

2025-08-135 It is **MOVED** by councillor Marc Poirier and **ADOPTED** unanimously by those councillors present to **APPROVE** the following disbursements as of June 5, 2025 as presented:

Compte à Payer 4 juillet au 7 août 2025		
Fournisseurs		Montant
Amyot Gélinas	\$	29 907.30
BureauTech	\$	222.11
Centre d'Action Bénévole		
Laurentides	\$	71.92
Distributions V/G	\$	96.00
EMS	\$	2 586.94
Fournitures de Bureau Denis	\$	314.14
Gilbert P. Miller & Fils	\$	1 270.47
Homewood Santé	\$	49.59
Librairie Carcajou	\$	501.83

Loranger Marcoux	\$	4 739.85
Matériaux SMB	\$	240.68
Médial -Services-Conseils - SST	\$	1 301.35
MRC des Laurentides	\$	20 092.00
Municipalité d'Ivry-sur-le-Lac	\$	582.05
Nordmec - Rés: 2025-06-085	\$	106 374.67
OBV RPNS - Adhésion annuelle	\$	100.00
Équipements ordinateur	\$	57.43
Pièces d'Auto P&B Gareau	\$	226.95
Pompage Sanitaire 2000	\$	356.42
Programme Camp de Jour 2025	\$	400.00
Propane Bélanger	\$	899.50
Raymond Chabot	\$	1 046.28
Remboursement frais non-résidents	\$	600.00
Revenu Québec	\$	554.00
SCFP local 4852	\$	592.28
Service d'entretien ménager MC	\$	1 126.76
Tricentris	\$	101.98
Trivium	\$	1 263.50
Liste de chèques et prélèvements émis		
Bell Canada	\$	118.84
Hydro Québec	\$	2 631.93
Visa	\$	258.58
Salaire et contribution d'employeur	\$	83 133.59
Frais de banque	\$	131.50
TOTAL	\$	261 950.44

7.2 Hiring – Director of finance

WHEREAS the position of Director of the treasury is vacant;

WHEREAS the current Acting Director of the treasury, Ms. Tiffany Schippel, has demonstrated competence since taking office on January 16, 2025, and the Town Council deems it appropriate to hire her as Director of Finance on a permanent basis;

2025-08-136

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

HIRE Ms. Tiffany Schippel as Director of Finance for the Township of Arundel, with a probationary period of three (3) months;

AUTHORIZE the Director general, Philip Toone, to sign the employment contract with Ms. Schippel as recommended by the members of the Human Resources Committee, which contract shall commence retroactively on August 18, 2025;

CONFIRM the extension of Ms. Schippel's contract as Interim Director of the treasury until August 17, 2025, thereby extending the end date of July 28, 2025, as set out in Resolution 2025-07-118;

REPEAL the banked forty (40) hours granted under Resolution 2025-07-118.

7.3 Mayor's report on the highlights of the financial report and the auditor's report for the municipality of Arundel – year 2024

WHEREAS the mayor's report to citizens on the highlights of the financial report and the external auditor's report pursuant to section 176.2.2 of the Municipal Code of Quebec

2025-08-137

THEREFORE, it is proposed by Councillor Richard E. Dubeau and resolved by a majority of those Councillors present to:

TAKE NOTE of the Mayor's report to mail out and publish it on the municipality's website.

7.4 Ch. de la Rouge, phase 2 – Billing No. 1

WHEREAS the first progressive invoice from the contractor Nordmec Inc. for the repair work on Chemin de la Rouge in the amount of \$102,799.81 (before taxes)

WHEREAS the municipality has received the payment recommendation by the engineering firm responsible for the project, EMS, dated August 11, 2025;

WHEREAS a 10% retention is applicable in the amount of \$10,279.98, for a first payment, after deducting the retention, in the amount of \$92,519.83 (before taxes);

2025-08-138

CONSEQUENTLY, it is proposed by Councillor Danny Paré and unanimously resolved by the Councillors present to:

AUTHORIZE the payment of \$92,519.83 (before taxes) to Nordmec Inc.;

THAT this amount be taken from the budgeted account.

8. PUBLIC WORKS AND MUNICIPAL FACILITIES

8.1 Tolerance road – ch du Golf

WHEREAS Section 70 of the Municipal Powers Act allows any local municipality to maintain a private road open to the public by tolerance of the owner or occupant, at the request of a majority of the owners or occupants living along the road;

WHEREAS a public presentation occurred on June 5, 2025, on the results of research into the private status of Chemin du Golf, which research concluded that the road was privately owned;

WHEREAS the municipality already carries out winter snow removal and sanding on this road by way of tolerance, as it appears in resolution 2024-05-064, due to its impact on the municipality's image and local development, given that it leads to a site and activity of great heritage value for the municipality of Arundel, namely the Arundel Golf Course, which has been in existence for nearly 75 years;

WHEREAS the residents present at the presentation, representing a majority of the occupants of the road concerned, expressed their wish that the municipality maintain its support by way of tolerance during their period of reflection on the creation of a structured private organization for the management of the road;

2025-08-139

CONSEQUENTLY, it is proposed by Councillor Danny Paré and unanimously resolved by those Councillors present to:

PROCEED with the maintenance of Chemin du Golf as a tolerance road in all seasons, effective immediately and until June 1, 2026, which includes the winter snow removal and sanding that it already performs and the spring sweeping and collection of winter sand, if possible;

THAT the cost of the additional maintenance requested for Chemin du Golf be allocated, as is already the case for its winter snow removal and sanding by the municipality, to the municipal road maintenance budget.

8.2 Purchase – Winter sand

WHEREAS the Municipality wishes to purchase winter sand, including delivery, of one thousand two hundred (1,200) metric tons of screened sand for the 2025-2026 winter season and to establish the purchase and delivery costs;

WHEREAS a request for a private contract for an expenditure of less than \$25,000 was made to three companies on August 14, 2025, namely Les Bois Ronds, Miller & fils, and David Riddell Excavations;

WHEREAS Les Bois Ronds submitted the lowest compliant bid in response to this request for quotation;

2025-08-140 **THEREFORE**, it is proposed by Councillor Jonathan Morgan and resolved by a majority those Councillors present to:

ACCEPT the bid dated August 14, 2025, from Les Bois Ronds and award the contract in the amount of \$14.99 (before taxes) per metric ton, plus royalties of 70 cents per ton, for the purchase and delivery of 1,200 metric tons of screened sand for the 2025-2026 season, for a total amount of \$18,828.00 (before taxes), and authorize the purchase and delivery of subsequent amounts at the same rates as the case may be;

THAT the funds for this expenditure come from the budgeted account provided for this purpose.

8.3 Town Hall – mandate for exterior cladding

WHEREAS on July 29, 2025, the Municipality requested bids for the renovation of the town hall roof from three companies, namely Les Constructions Provost, Constructions KG Hardy, and Toiture N. Routhier (9348-7775 Québec inc)

WHEREAS only one bid was received, from Toiture N. Routhier, and that it was compliant;

2025-08-141 **THEREFORE**, it is proposed by Councillor Tamara Rathwell and unanimously resolved by those Councillors present to:

AWARD the contract for the repair of the City Hall exterior to Toiture N. Routhier (9348-7775 Québec inc) in accordance with their bid 5728-2025-0810 in the amount of \$54,000.00 (before taxes);

THAT the funds for this expenditure come from the TECQ 2024-2028 program.

9. PUBLIC SAFETY

9.1 First responder – hiring

WHEREAS front-line medical emergency response services in the municipalities of Arundel and Harrington are provided by the Arundel First Responders Service;

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

WHEREAS Mr. Tommy Derome has expressed interest in the first responder position;

WHEREAS the Director of the First Responders Service, Sonia Larrivée, confirms that he meets the hiring criteria for the first responder position and recommends his hiring;

2025-08-142 **CONSEQUENTLY**, it is proposed by Councilor Marc Poirier and unanimously resolved by the members of Council present to:

HIRE Mr. Tommy Derome as a first responder under the terms and conditions currently in effect.

9.2 Acquisition – First Responder service vehicle

WHEREAS the municipality has acquired a vehicle for the First Responder service, as set out in Resolution 2024-03-041;

WHEREAS, under the terms of this resolution, the municipality acquired the said vehicle through a lease;

WHEREAS the municipal council deems it appropriate to become the owner of the vehicle, without the need for the said lease;

2025-08-143 **CONSEQUENTLY**, it is proposed by Councillor Danny Paré and resolved by a majority of those councillors present to:

ACQUIRE the First Responders service vehicle with a final payment to the lessor Mitsubishi HC Capital Canada;

THAT this acquisition, for accounting purposes, be effective as of January 1, 2025;

AUTHORIZE the Director General, Philip Toone, to sign all related documents to execute this acquisition;

THAT the funds for this acquisition come in part from working capital in the amount of \$29,600.46 amortized over seven years beginning January 1, 2026, and that the balance of \$20,556.54 come from the unassigned surplus.

10. URBAN PLANNING AND ENVIRONMENT

11. RECREATION, CULTURE AND COMMUNITY LIFE

11.1 Soccer+ 2025 – Volunteer appreciation mid-season

WHEREAS there is considerable interest in recreational activities such as soccer and other summer sports among young people in the municipality of Arundel and neighbouring municipalities;

WHEREAS it is important to support activities that meet a real need and promote health and fitness, bring people and communities together, and make use of our infrastructure;

WHEREAS the municipality wishes to support the volunteer coach, who makes these activities possible, for his efforts in organizing soccer and other sports activities for young people aged 5 to 17, especially given the great popularity of these activities;

2025-08-144 **CONSEQUENTLY**, it is proposed by Councilor Tamara Rathwell and unanimously resolved by those councillors present to:

COMPENSATE volunteer coach Finnegan Graham mid-season for the Arundel Soccer+ recreational activity in the amount of \$320;

THAT the funds for this contribution be provided from the appropriate budget.

11. RECREATION, CULTURE AND COMMUNITY LIFE
12. MAYOR'S COMMUNICATION TO THE PUBLIC
13. COMMUNICATION FROM COUNCILLORS TO THE PUBLIC
14. QUESTION PERIOD
15. ADJOURNMENT OF MEETING

2025-08-145 It is **MOVED** by councillor Marc Poirier and unanimously **resolved** by those councillors present:

THAT the meeting be adjourned at 7:56 PM.

(S) Pascale Blais, mayor

(S) 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.

(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