

Municipality of Morin-Heights

**PROVINCE OF QUEBEC
ARGENTEUIL COUNTY
MRC DES PAYS-D'EN-HAUT**

MINUTES

In case of discrepancy, the French version prevails over the English translation.

Minutes of the regular meeting of the Municipal council of Morin-Heights, held at the Council Room, 567, Village, on Wednesday, November 15th, 2017 at which were present:

Councillor Jean Dutil
Councillor Louise Cossette
Councillor Jean-Pierre Dorais
Councillor Peter MacLaurin
Councillor Leigh MacLeod
Councillor Claude P. Lemire

forming quorum under the chairmanship of Mayor Timothy Watchorn.

The Director general, Yves Desmarais, is present.

At 7:35 p.m., the Mayor states quorum, and the Mayor welcomes the elected representatives.

272.11.17 ADOPTION OF THE AGENDA

It is proposed by Councillor Peter MacLaurin
And unanimously resolved by all councillors:

That Council adopt the agenda as presented by Director general.

AGENDA

- | | | |
|---|---|--|
| 1 | | Opening of the council meeting |
| 2 | | Adoption of the agenda |
| 3 | | Administration |
| 3 | 1 | 1 Approval of the minutes |
| 3 | 1 | 2 |
| 3 | 2 | Finances |
| 3 | 2 | 1 Expense statement |
| 3 | 2 | 2 Statement of financial activities to October 31 st , 2017 |
| 3 | 2 | 3 - |
| 3 | 2 | 4 Comparative statements 2016-2017 to October 31 st , 2017 |
| 3 | 3 | Correspondence |
| 3 | 4 | Personnel |
| 3 | 4 | 1 Nomination of substitute mayors |
| 3 | 5 | Resolution |
| 3 | 5 | 1 2018 council meeting schedule |
| 3 | 5 | 2 Domaine Balmoral – request for tree cutting |
| 3 | 5 | 3 Publishing of public notices |
| 3 | 5 | 4 Group purchasing – granting of contracts – group insurance renewal for the Quebec-Beauce group |
| 3 | 6 | Regulations |
| 3 | 6 | 1 Notice of motion and presentation of draft by-law 550-2017 regarding the Code of ethics and good conduct of the elected representatives of the Municipality of Morin-Heights |
| 3 | 6 | 2 Notice of motion and presentation of draft by-law 551-2017 regarding taxation for 2018 |
| 4 | | PUBLIC SAFETY |
| 4 | 1 | 1 Monthly report from the Director |
| 4 | 1 | 2 Monthly activity report from the SQ |
| 4 | 2 | Personnel |
| 4 | 3 | Resolution |

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4	3	1	Financial assistance program – firefighter training
4	4		Regulations
4	4	1	Resignation – Daniel Boilard
4	4	2	Resignation – Claude Duhamel
5			PUBLIC WORKS
5	1		Monthly report from the Director
5	2		Personnel
5	3		Resolution
5	3	1	Contract – abrasive sand – modification to contract
5	3	2	Agreements – extension of Lawken aqueduct
5	4		Regulations
6			URBANISM, ENVIRONMENT AND LAND DEVELOPMENT PLANNING
6	1		Report from the Director, Urbanism department
6	1	2	
6	2		Personnel
6	3		Resolution
6	3	1	
6	4		Regulations
6	4	1	
7			RECREATION, OUTDOOR NETWORK AND COMMUNITY SERVICES
7	1	1	Monthly report from the Director
7	1	2	Report from the Director, outdoor network
7	2		Personnel
7	2	1	Hiring – cross-country and snowshoe personnel
7	3		Resolution
7	3	1	
8			New Business
9			Question period
10			End of the meeting

273.11.17 APPROVAL OF THE MINUTES

The minutes of the regular meeting of October 4th, 2017 were given to Council members, by means of the electronic assembly file folder.

It is proposed by Councillor Claude P. Lemire
And unanimously resolved by all councillors:

That Council adopt the minutes of the regular meeting of October 4th 2017.

274.11.17 EXPENSE STATEMENT

The list of accounts payable and accounts paid during the month of October 2017 was given to Council members by means of the electronic assembly as well as the list of authorized expenses as per the delegation of competency by-law 351.

It is proposed by Councillor Claude P. Lemire
And unanimously resolved by all councillors:

That Council approve the accounts as detailed on the lists presented.

Expense statements from October 1 st to 31 st , 2017	
Accounts to be paid	\$ 376,731.93
Accounts paid in advance	\$ 637,546.28
Total purchases	\$ 1 014 278.21
Direct bank payments for the month	\$ 17,606.97
Sub-total expenses	\$ 1 031 885.18
Net salaries	\$ 112,301.87
GRAND TOTAL (to October 31 st , 2017)	\$ 1 144,187.05

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The Mayor and the Director general are authorized to make the payments.

Mayor Timothy Watchorn has denounced his employment with the company 9129-6558 Québec Inc. – known as David Riddell Excavation / Transport and has left the deliberations area and has not taken part in the discussions regarding discussions regarding the dossier pertaining to the company.

**275.11.17 STATEMENT OF FINANCIAL ACTIVITIES TO
OCTOBER 31ST, 2017**

The Director general presents Council, who acknowledge receipt of the statement of financial activities to October 31st, 2017.

**276.11.17 COMPARATIVE STATEMENTS 2016-2017 TO
OCTOBER 31ST, 2017**

The Director general presents Council who acknowledge receipt, of the comparative statement 2016-2017 to October 31st, 2017.

CORRESPONDENCE

The Director general presents the correspondence for the month of October 2017. Council acknowledges having read the letters received at the time of the caucus meeting and the Director general will follow-up.

277.11.17 NOMINATION OF SUBSTITUTE MAYORS

Considering that in accordance with the Municipal Code, an Acting Mayor should be nominated in order to carry on duties for the Municipality in absence of the Mayor;

It is proposed by Councillor Leigh MacLeod
And unanimously resolved by all councillors:

That this Council nominate the following Councillors as substitute mayor, for a period of two months each:

Date	Nom
January 1 st – February 28 th , 2018	Jean Dutil
March 1 st – April 30 th , 2018	Peter MacLaurin
May 1 st – June 30 th , 2018	Leigh MacLeod
July 1 st – August 31 st , 2018	Jean-Pierre Dorais
September 1 st – October 31st, 2018	Louise Cossette
November 1 st – December 31 st , 2018	Claude P. Lemire

That Council authorize that the quarterly payments of the professional fees for substitute mayor be paid once per year, around December 15th.

That Council name Councillor Claude Philippe Lemire as the Municipality's substitute representative to the Council of the MRC des Pays-d'en-Haut in the Mayor's absence.

That Council authorize the following councillors to sign bank documents in the Mayor's absence; Councillors Leigh MacLeod, Claude Philippe Lemire, Jean Dutil, Jean-Pierre Dorais, along with co-signers, Director general, Yves Desmarais and Assistant secretary-treasurer, Michel Grenier.

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278.11.17 2018 COUNCIL MEETING SCHEDULE

Considering Article 148 of the *Quebec Municipal Code* stipulates, at the beginning of each civil year, Council must establish the calendar of its regular sittings for the year, by setting the date and time for each sitting;

Consequently,

It is proposed by Councillor Louise Cossette
And unanimously resolved by all councillors:

That the following calendar be adopted with regards to the holding of the municipal council's regular sittings for 2018 which will be held on Wednesday and will begin at 7:30 p.m.:

January 17	July 11
February 14	August 8
March 14	September 12
April 11	October 10
May 9	November 14
June 13	December 12

That a public notice with the contents of the following calendar be published by the Director general and Secretary-treasurer, in accordance to the Act which regulates the Municipality.

279.11.17 DOMAINE BALMORAL – REQUEST FOR TREE CUTTING

Considering the petition presented by the Domaine Balmoral property owners with regards to requesting that Hydro Quebec proceed with tree trimming in the area;

It is proposed by Councillor Louise Cossette
And unanimously resolved by all councillors:

That Council support the steps taken by the Domaine Balmoral property owners with Hydro Quebec and take this opportunity to ask them to follow-up on the entire territory.

280.11.17 PUBLISHING OF PUBLIC NOTICES

Considering that a municipality may, by by-law, determine the methods of publishing its public notices. These methods may differ according to the notice but the by-law must provide for publishing on the internet.

Considering the closing of Église Saint-Eugène requires that Council adopt new measures;

It is proposed by Councillor Peter MacLaurin
And unanimously resolved by all councillors:

That, from now on, all public notices be published on the Municipality's website and posted at the following locations:

- at the Town Hall
- at the post office
- at the municipal library

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**281.11.17 GROUP PURCHASING – GRANTING OF CONTRACTS –
GROUP INSURANCE RENEWAL FOR THE
QUEBEC-BEAUCE GROUP**

Considering that in accordance to the Law, in 2013, the UMQ issued a public call for tender in order to obtain from an insurer, tariffs for group insurance plan for employees of municipal organizations, members of a municipal group plan and municipal organizations of Quebec, Beauce, Portneuf, Mauricie, Laurentides and Outaouais;

Considering the contract granted in 2013 for 2013-2014 was renewed for the following years and must once again be renewed for 2018;

Considering a complete analysis report on the renewal conditions were submitted to the members of the group management committee on October 3rd and 17th, 2017 by Groupe Mallette, group insurance consultants from the UMQ and that it be recommended, as promised by the Law and document, to renew the contract with SSQ;

Considering that at the time of a conference call held on October 17th, 2017, the group of municipal organizations of Quebec, Beauce, Portneuf, Mauricie, Laurentides and Outaouais management committee ratified the consultants' recommendations;

It is proposed by Councillor Jean-Pierre Dorais
And unanimously resolved by all councillors:

That the contract for the supply of various group insurance coverages for employees of the group of municipalities and municipal organizations Québec, Beauce, Portneuf, Mauricie, Laurentides and Outaouais be renewed with the SSQ insurer, as per the renewal conditions obtained by Mallette consultants presented to the members of the management committee ratified on October 17th, 2017.

**A.M. 02.11.17 NOTICE OF MOTION
BY-LAW 550-2017 REGARDING THE CODE OF
ETHICS AND GOOD CONDUCT OF THE ELECTED
REPRESENTATIVES OF THE MUNICIPALITY OF
MORIN-HEIGHTS**

Notice of motion is given by Councillor Claude P. Lemire that by-law 550-2017 regarding the Code of ethics and good conduct of the elected representatives of the Municipality of Morin-Heights will be presented at a future council meeting.

Draft by-law 550-2017 regarding the Code of ethics and good conduct of the elected representatives of the Municipality of Morin-Heights is presented to Council forthwith.

**A.M. 03.11.17 NOTICE OF MOTION
BY-LAW 551-2017 REGARDING TAXATION
FOR 2017**

Notice of motion is given by Councillor Jean-Pierre Dorais that by-law 551-2017 regarding taxation for 2018 will be presented at a future council meeting.

Draft by-law 551-2017 regarding taxation for the year 2018 is presented to Council forthwith.

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282.11.17 MONTHLY REPORT FROM THE DIRECTOR

The Director general presents council who acknowledge receipt of the monthly report for the month of October from the Director, Fire department, the list of authorized expenses for the month as per competency delegation by-law 351.

283.11.17 SQ ACTIVITY REPORT

The Director general presents Council, who acknowledge receipt of the Sûreté du Québec's report to for the month of October 2017.

284.11.17 FINANCIAL ASSISTANCE PROGRAM - FIREFIGHTER TRAINING

Whereas the By-law regarding conditions to practise within a municipal fire department requires training requirements for firefighters within fire departments in order to ensure a minimum of professional requirements;

Whereas this by-law guarantees that municipalities can rely on firefighters that are trained and have acquired the necessary skills and knowledge to adequately intervene in emergency situations;

Whereas in December 2014, the Quebec Government established the 'Programme d'aide financière pour la formation des pompiers volontaires ou à temps partiel';

Whereas this program's main objective is to provide municipal organizations with financial assistance allowing them to have a sufficient number of qualified firefighters to effectively and safely operate in an emergency situation;

Whereas this program also aims at providing part-time or volunteer firefighters that work within a municipal fire department with proper basic skills and knowledge;

Whereas the Municipality of Morin-Heights would like to benefit from the financial assistance offered by this program;

Whereas the Municipality of Morin-Heights provides for training twenty-two firefighters within the next year in order to adequately and safely meet emergency situation on its territory;

Whereas the Municipality must forward its request to the Minister of public safety via the MRC des Pays-d'en-Haut in accordance to Article 6 of the Program;

It is proposed by Councillor Leigh MacLeod
And unanimously resolved by all councillors:

That Council present a request for financial assistance with the financial assistance program for the training of volunteer or part-time firefighters to the Minister of public safety and forward its request to the MRC des Pays-d'en-Haut.

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285.11.17 RESIGNATION – DANIEL BOILARD

Considering Mr. Daniel Boilard presented his resignation from the Fire department;

Since his hiring on September 19th, 2007, Mr. Boilard has acted as a firefighter and instructor;

And unanimously resolved by all councillors:

That council accept Mr. Boilard decision to resign from the Fire department and thank him for services rendered to the community.

286.11.17 RESIGNATION – CLAUDE DUHAMEL

Considering Mr. Claude Duhamel presented his resignation from the Fire department;

Since his hiring on June 11th, 2008, Mr. Duhamel has acted as a lieutenant and first responder;

And unanimously resolved by all councillors:

That council accept Mr. Duhamel decision to resign from the Fire department and thank him for services rendered to the community.

287.10.17 MONTHLY REPORT FROM THE DIRECTOR, SERVICE DES TRAVAUX PUBLICS

The Director general presents Council who acknowledge receipt of the monthly reports for the month of October, the list of requests as well as the list of expenses authorized during the month as per the delegation of competency, by-law 351.

288.11.17 MODIFICATION TO THE ABRASIVE SAND CONTRACT

Considering the Administration granted the contract for the supply of sand for the 2017-2018 winter by resolution 229.09.17 to the lowest bidder in conformity, Excavation Miller;

Considering Excavation Miller was unable to deliver the required product within the stipulated timeframe;

It is proposed by Councillor Jean Dutil
And unanimously resolved by all of the councillors:

That Council ratify the Administration's decision to terminate the contract granted to Excavation Miller and grant the contract to the second bidder in conformity, Lafarge Canada Inc.

289.11.17 AGREEMENT – BURYING OF THE DRINKING WATER CONDUIT

Considering the administration has concluded agreements regarding the extension of the Lawken aqueduct;

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It is proposed by Councillor Jean Dutil
And unanimously resolved by all councillors:

That Council approve said agreements which are attached herewith and authorizes the Director general to do whatever is necessary in these dossiers:

- Servitude for the installation and maintenance of the conduit on lot 6 023 928 at 72, Lawken owned by Mr. Walter Hellstern;
- Servitude for the installation and maintenance of the conduit on lot 3 206 114 at 1162, Village, owned by Mr. Michael Ducross;
- Purchase of a property for the installation and maintenance of a drinking water conduit on lot 6 071 412 in the continuity of Lawken road, owned by 9196 Quebec Inc. (Invesco).

That consequently, the Mayor and Director general be authorized to sign the notarized deed.

290.11.17 DIRECTOR'S MONTHLY REPORT

The Director general presents Council who acknowledge receipt of the monthly report for October 2017 from the Director of the Urbanism, environment and land development department.

291.11.17 RECREATION AND COMMUNITY SERVICES

The Director general presents Council, who acknowledge receipt of the monthly report prepared by the Director, recreation department, an event report regarding Journée de la culture, a report from SuperFolk Morin-Heights and the list of authorized expenses as per the delegation of competency by-law 351.

292.11.17 REPORT FROM THE DIRECTOR, OUTDOOR NETWORK

The Director general presents Council, who acknowledge receipt of the monthly report prepared by the Director, outdoor network.

293.11.17 HIRING OF THE CROSS-COUNTRY AND SNOWSHOE PERSONNEL

Considering the Municipality manages the cross-country ski network and the aerobic corridor;

Considering the Director, Service des loisirs has presented Council with a job description regarding these positions dated November 8th, 2017;

Considering these credits are available in the 2017-2018 cross-country ski operations budget;

It is proposed by Councillor Leigh MacLeod
And unanimously resolved by all councillors:

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That Council authorize the hiring of the following employees at the conditions established in the "Salary policy for outdoor network employees":

Names	Position	Échelon
Adrian Horn	Attendant, trails maintenance	2
Catherine Rouleau	Attendant and patroller	1
Karina Marquis	Attendant and patroller	1
Pierre Bujold	Attendant and patroller	4
Jean-François Girard	Patroller	2
Jeremy Martin	Patroller	2
Carmelita Glowacky	Patroller	2
Brigitte Vaissade	Patroller	1
Michel Latrimouille	Patroller	1

QUESTION PERIOD

Council answers questions asked by the public.

294.11.17 END OF MEETING

It is proposed by Councillor Claude P. Lemire that the meeting end at 8:10 p.m.

I confirm that the signature of these minutes signifies that my signature is on every resolution it contains as per Article 142(2) of the municipal

Timothy Watchorn
Mayor

Yves Desmarais
Director general /
Secretary-treasurer

Ten people attended the meeting.