

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 session of the Municipal council of Morin-Heights held via the Zoom platform in the Town Hall council room at 567, chemin du Village on Wednesday, February 9th, 2022 at which were present:

Councillor Claude P. Lemire
Councillor Peter MacLaurin
Councillor Leigh MacLeod
Councillor Gilles Saulnier
Councillor Carole Patenaude
Councillor Louise Cossette

forming quorum under the chairmanship of Mayor Timothy Watchorn.

The Director general, Mr. Hugo Lépine is present.

The meeting is held in accordance to the Quebec Government's 799-2021 ministerial decree.

At 19:30, the Mayor states quorum, and Council deliberates on the following dossiers;

30.02.22 ADOPTION OF THE AGENDA

It is proposed by Councillor Carole Patenaude
And unanimously resolved by all councillors:

TO ADOPT the agenda as presented by Director general.

AGENDA

- | | | |
|---|---|---|
| 1 | | OPENING OF THE MEETING AND WORD OF WELCOME |
| 2 | | ADOPTION OF THE AGENDA |
| 3 | | APPROVAL OF THE MINUTES |
| 3 | 1 | Minutes of the regular sitting of January 19 th , 2022 |
| 4 | | DIRECTOR GENERAL'S MONTHLY REPORT |
| 4 | 1 | Report regarding the follow-up of dossiers |
| 4 | 2 | Report regarding the use of delegated power |

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5 FINANCES AND ADMINISTRATION

- 5 1 Expense statements
- 5 2 Statement of financial activities
- 5 3 Human resources
- 5 4 By-laws and various resolutions
- 5 4 1 Adoption - By-law (631-2022) modifying By-law (496-2012) regarding the ethics and good conduct of municipal employees to eliminate any possibility of accepting an advantage, hospitality or donation of any kind
- 5 4 2 Assignment - Non-allocated operating surplus for the financing of various projects in 2020 and 2021

6 PUBLIC AND FIRE SAFETY

- 6 1 Director's monthly report
- 6 2 Sûreté du Québec police department's activity report
- 6 3 Human resources
- 6 4 By-laws and various resolutions
- 6 4 1 Roadblock for the 2022 Garde-Manger PDH food drive

7 PUBLIC WORKS AND INFRASTRUCTURES

- 7 1 Director's monthly report
- 7 2 Public works, buildings and facilities
- 7 3 Environmental hygiene
- 7 4 Report regarding the treatment of petitions and requests
- 7 5 Human resources
- 7 6 By-laws and various resolutions
- 7 6 1 Purchase of an asphalt roller
- 7 6 2 Modification to resolution 136.04.21 regarding the contract for professional services for soil laboratory
- 7 6 3 Notice of motion and presentation of draft By-law (630-2022) providing financing for 2022 and 2023 roadwork and the decree of a loan for this purpose
- 7 6 4 Notice of motion and presentation of draft By-law (633-2022) providing financing for the acquisition of vehicles and maintenance work and the decree of a loan for this purpose
- 7 6 5 Commitment - roads authorization - Act respecting roads
- 7 6 6 Temporary acceptance - Repair work - chemin Watchorn
- 7 6 7 Modification to the aqueduct and sewer network intervention plan

8 URBANISM AND ENVIRONMENT

- 8 1 Director's monthly report
- 8 2 Report regarding permits and certificates
- 8 3 Animal protection and control society's activity report
- 8 4 Minor exemptions and SPAIP
- 8 5 Human resources
- 8 6 By-laws and various resolutions
- 8 6 1 Reopening of rue Forget

9 RECREATION, CULTURE AND COMMUNITY LIFE

- 9 1 Director's monthly report
- 9 2 Recreation
- 9 3 Culture
- 9 4 Outdoor network
- 9 5 Events
- 9 6 Human resources
- 9 7 By-laws and various resolutions

10 MONTHLY CORRESPONDENCE

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- 11 COUNCILLORS' DECLARATION**
- 12 MAYOR'S REPORT**
- 13 QUESTION PERIOD**
- 13 1 Oral questions and answers
- 13 2 Written questions and answers
- END OF THE MEETING

31.02.22 MINUTES OF THE REGULAR SITTING OF JANUARY 19TH, 2022

The minutes of the regular meeting of January 19th, 2022 were given to Council members, by means of the electronic assembly file folder.

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

TO ADOPT the minutes of the regular meeting of January 19th, 2022;

32.02.22 DIRECTOR GENERAL'S MONTHLY REPORT

The Director general presents his monthly follow-up report as well as the report regarding the use of delegated power as per By-law (577-2019) regarding financial administration.

33.02.22 REPORT REGARDING THE FOLLOW-UP OF DOSSIERS

The Director general presents his monthly activities report.

34.02.22 REPORT REGARDING THE USE OF DELEGATED POWER

In accordance to By-law (577-2019) regarding financial administration, the Director general presents his report regarding the use of delegated power during the last month.

35.02.22 EXPENSE STATEMENT

The list of accounts payable and accounts paid during the month of January 2022 as well as the list of accounts to December 31st, 2021 were given to Council members by means of the electronic assembly as well as the list of authorized expenses for the month as per By-law (577-2019) regarding financial administration.

Councillor Claude P. Lemire studied the dossier.

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

TO APPROVE the accounts as detailed on the lists presented.

Expense statements from January 1 st to 31 st , 2022	
Accounts to be paid	\$ 609,558.00
Accounts paid in advance	\$ 306,277.00
Total purchases	\$ 915,835.00
Direct bank payments	\$ 26,853.00
Sub-total – purchases and direct payments	\$ 942,688.00
Net salaries	\$ 189,696.00
GRAND TOTAL (January 2022)	\$ 1,132,384.00

Expense statements to December 31 st , 2021	
Accounts to be paid	\$ 296,266.00
Accounts paid in advance	-
Total purchases	\$ 296,266.00
Direct bank payments	-
Sub-total – purchases and direct payments	\$ 296,266.00
Net salaries	-
GRAND TOTAL (December 31st, 2021)	\$ 296,266.00

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

The Mayor and the Director general are authorized to make the appropriate payments;

36.02.22 STATEMENT OF FINANCIAL ACTIVITIES

The Director general presents Council who acknowledges receipt of the statement of financial activities to January 31st, 2022.

37.02.22 ADOPTION – BY-LAW (631-2022) MODIFYING BY-LAW (496-2012) REGARDING ETHICS AND GOOD CONDUCT OF MUNICIPAL EMPLOYEES TO ELIMINATE ANY POSSIBILITY OF ACCEPTING AN ADVANTAGE, HOSPITALITY OR DONATION OF ANY KIND

The Director general presents the draft by-law and gives a summary of the by-law and informs Council about the adoption procedure.

It is proposed by Councillor Carole Patenaude
And unanimously resolved by all councillors:

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TO ADOPT the French and English versions of By-law (631-2022) modifying By-law (496-2012) regarding ethics and good conduct of municipal employees to eliminate any possibility of accepting an advantage, hospitality or donation of any kind as follows:

**By-law 631-2022
modifying By-law (496-2012)
regarding ethics and good conduct of municipal employees to eliminate
any possibility of accepting an advantage, hospitality or donation of
any kind**

EXPLANATORY NOTE

The present by-law modifies by-law (496-2012) regarding ethics and good conduct of municipal employees to render it compliant to the recent legislative changes adopted by the National Assembly which from now on prohibit accepting a donation, hospitality or other advantage from a supplier of goods or services or which may influence his independent judgment by an employee while exercising his duties or which may risk compromising his integrity.

CONSIDERING THAT Council adopted By-law (496-2012) regarding ethics and good conduct of municipal employees in accordance to the Municipal ethics and good conduct Act (RLRQ, ch. E-15.1.0.1);

CONSIDERING THAT this last Act was the subject of legislative modifications necessary for the adoption of consequential amendments of the Act;

CONSIDERING the legislative modifications adopted in draft by-law 49 (LQ, 2021, ch. 31);¹

WHEREAS THAT a notice of motion was given by Councillor Carole Patenaude at the regular Council meeting of January 19th, 2022 and that this draft by-law was presented and explained;

CONSEQUENTLY, the municipal council decrees the following:

CHAPTER 1 : INTRODUCTORY PROVISIONS

1. **Goal** – The goal of the present by-law is to ensure consistency between the actual by-law and the Municipal ethics and good conduct Act (RLRQ, ch. E-15.1.0.1) as amended by the National Assembly of Quebec in 2021.

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2. ***Objective*** – The provisions of the by-law must be interpreted in such a way to confirm the prohibition, by every person aimed by the present by-law, of accepting any form of donation, hospitality or any other advantage offered by a supplier of goods and services or which may influence his independent judgment in the exercising of his duties or which may risk compromising his integrity.

CHAPTER 2 : AMENDING PROVISIONS

3. ***Donation, integrity or any advantage*** – Section 3 of paragraph 1 and section of 2 of Article 7 are repealed.

CHAPTER 3 : FINAL PROVISION

4. ***Entering into effect*** - The present by-law enters into effect in accordance to the Law.

Timothy Watchorn
Mayor

Hugo Lépine
Director general /
Registrar-treasurer

38.02.22 **ASSIGNMENT – NON-ALLOCATED OPERATING SURPLUS FOR THE FINANCING OF VARIOUS PROJECTS IN 2021**

WHEREAS THAT the Municipal Code (RLRQ, ch. C-27.1) as well the accounting norms generally recognized within the municipal field stipulates that Council must vote and allocate additional credits not provided for in the fiscal year's budget;

WHEREAS THAT throughout 2021, the Director general had previously notified Council of the availability of sufficient credits for these projects from the non-allocated operating surplus;

WHEREAS THAT this must be formalized by adopting a resolution by Council as recommended by the Director general, the Director, Finances and administration as well as by the Municipality's auditors;

It is proposed by Councillor Gilles Saulnier
IT IS RESOLVED:

TO VOTE AND ALLOCATE a total amount of \$ 158 440.36 from the non-allocated operating surplus for the financing of various projects authorized by the municipal council in 2021;

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39.02.22 MONTHLY REPORT FROM THE DIRECTOR

The Director general presents council, who acknowledge receipt of the monthly report for the month of January as well as the 2021 yearly report from the Director, Fire department and the list of authorized expenses for the month as per By-law (577-2019) regarding financial administration.

**40.02.22 SÛRETÉ DU QUÉBEC POLICE DEPARTMENT'S MONTHLY
REPORT**

General management acknowledges receipt of the Sûreté du Québec's report for to January 30th, 2022.

41.02.22 ROADBLOCK FOR THE 2021 GARDE-MANGER PDH FOOD DRIVE

CONSIDERING that Council has received the following request from the Garde-manger des Pays-d'en-Haut regarding the organizing of its annual food drive which will be held on December 10th;

CONSIDERING the Garde-manger des Pays-d'en-Haut is responsible for obtaining the proper authorization from the Minister of transport and the Sûreté du Québec;

TAKING INTO ACCOUNT By-law SQ-2019 regarding traffic and parking and the road safety Code;

It is proposed by Councillor Leigh MacLeod

And unanimously resolved by all councillors:

TO SUPPORT the organization's request made to the Minister of Transport for the set-up of a roadblock next December 10th at the intersection of Village road and Route 364;

TO NOTIFY the Garde-manger des Pays-d'en-Haut that they are responsible for gathering volunteers and the necessary personnel for the activities;

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42.02.22 MONTHLY REPORT FROM THE DIRECTOR

The Director general presents Council, who acknowledge receipt of the monthly report for the month of December from the Director, public works and infrastructures, the list of requests as well as the list of expenses authorized as per By-law (577-2019) regarding financial administration.

43.02.22 REPORT REGARDING THE TREATMENT OF PETITIONS AND REQUESTS

The Director general presents Council who acknowledge receipt, of summary report regarding petitions and requests to January 31st, 2022.

44.02.22 PURCHASE OF AN ASPHALT ROLLER

CONSIDERING the Municipality's 2022-2023-2024 three-year capital works program in which can be found the partial bituminous concrete refurbishment unit project;

WHEREAS THAT the purchase of an asphalt roller is part of this project;

WHEREAS THAT the financing of this project is provided for in the 2022-2023-2024 PTI;

CONSIDERING the Municipality's 2021 Purchasing policy;

CONSIDERING the regulations stipulated in By-law (571-2019) regarding contractual management which pertain to mutual agreement contracts;

WHEREAS THAT the Public works and infrastructures department received two compliant offers for an asphalt roller, specifically from Équipements SMS at \$ 52,000 plus taxes and J-René Lafond at \$ 39,495, plus taxes;

TAKING INTO ACCOUNT the recommendations of the Director, Public works and infrastructures;

It is proposed by Councillor Louise Cossette

IT IS RESOLVED :

THAT the preamble form an integral part hereof;

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TO AUTHORIZE the granting of a contract for the purchase of an asphalt roller with J-René Lafond Inc., for an amount of \$ 39,495, plus taxes, at the conditions stipulated in the presented offer;

TO AUTHORIZE the Director general and he is hereby authorized to sign any document to follow-up with this dossier, for and in the Municipality's name;

**45.02.22 MODIFICATION TO RESOLUTION 136.04.21 REGARDING THE
CONTRACT FOR PROFESSIONAL SERVICES FOR SOIL
LABORATORY**

WHEREAS THAT in April 2021, Council adopted resolution 136.04.21 regarding the granting of a contract for professional services for soil laboratory to DEC Enviro;

CONSIDERING THAT the scope of the work undertaken with the 2021 projects (Habitats Morin-Heights, repairs to chemin Watchorn, paving repairs on rues Corbeil and Bouleaux), additional quality control analysis pertaining to quantities stipulated in the soil laboratory contract were required by the Municipality;

CONSIDERING Article 25 of By-law (571-2019) regarding contractual management;

WHEREAS THAT the proposed modification has an accessory nature to the initially granted contract;

WHEREAS THAT the additional quality control work included in the proposed modification were not foreseeable at the time of the granting of the contract;

WHEREAS THAT the proposed modification is not attributable to the bidder's fault;

CONSIDERING THAT the Director general has analyzed the request for modification and recommends its approval to Council;

It is proposed by Councillor Peter MacLaurin

IT IS RESOLVED:

TO MODIFY resolution 136.04.21 in order to take into account the collection of samples and additional quality control analysis for an amount of \$ 6,540.00, plus taxes;

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TO AUTHORIZE the Director general to sign any document as a follow-up;

A.M. 02.02.22 NOTICE OF MOTION AND PRESENTATION OF DRAFT BY
-LAW (630-2022) PROVIDING FINANCING FOR 2022 AND
2023 ROADWORK AND THE DECREE OF A LOAN FOR THIS
PURPOSE

Notice of motion is given by Councillor Carole Patenaude that By-law (630-2022) providing financing for 2022 and 2023 roadwork and the decree of a loan for this purpose will be presented at a future council meeting.

Draft by-law (630-2022) providing financing for 2022 and 2023 roadwork and the decree of a loan for this purpose is presented herewith.

A.M. 03.02.22 NOTICE OF MOTION AND PRESENTATION OF DRAFT BY
-LAW (633-2022) PROVIDING FINANCING FOR THE
ACQUISITION OF VEHICLES AND MAINTENANCE WORK
AND THE DECREE OF A LOAN FOR THIS PURPOSE

Notice of motion is given by Councillor Leigh MacLeod that By-law (633-2022) providing financing for the acquisition of vehicles and maintenance work and the decree of a loan for this purpose will be presented at a future council meeting.

Draft by-law (633-2022) providing financing for the acquisition of vehicles and maintenance work and the decree of a loan for this purpose is presented herewith.

46.02.22 COMMITMENT – ROADS AUTHORIZATION – ACT
RESPECTING ROADS

WHEREAS THAT the Municipality, from time to time, must undertake work on roads maintained by the ministry of Transport;

WHEREAS THAT the Municipality must obtain permission in order to intervene on roads which are maintained by the ministry;

WHEREAS THAT the Municipality is responsible for work they undertake and manage;

WHEREAS THAT the Municipality agrees to respect the clauses permitted as issued by the ministry of Transport;

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CONSIDERING Articles 37 and 38 of the Public works Act;

WHEREAS THAT the Municipality agrees to return the road infrastructure to its original state;

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

TO REQUEST that the Quebec Minister of transport grant the permission to work on the roads during 2022 and that it is authorize Sacha Desfossés, Director, Public works and infrastructures to sign the authorizations in order for the work, which estimated costs to return to its condition do not exceed \$ 10,000 since the Municipality agrees to respect the permitted roadwork clauses.

THAT the Municipality agrees to ask permission each time it is deemed necessary.

**47.02.22 TEMPORARY ACCEPTANCE – REPAIR WORK –
CHEMIN WATCHORN**

CONSIDERING resolution 188.05.21 regarding the granting of a contract for the repairs to chemin Watchorn between Route 364 and chemin Village to Entreprises G.N.P.Inc.;

CONSIDERING By-law (571-2019) regarding contractual management;

CONSIDERING THAT the work stipulated in said contract were done in accordance to the tender;

WHEREAS THAT the Director of Public works and infrastructures and the engineers in this project recommend the temporary acceptance of said work, pursuant to the recommendation and the supporting documents attached herewith;

It is proposed by Councillor Louise Cossette
It is resolved :

THAT the preamble form an integral part hereof;

TO ACCEPT the temporary receipt of the work stipulated in the contract granted as per resolution 188.05.21 for the paving work of chemin Watchorn between route 364 and chemin du Village, pursuant to the withholding of 5% as recommended by the Director, Public works and the engineers in this project;

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**48.02.22 MODIFICATION TO THE AQUEDUCT AND SEWER NETWORK
INTERVENTION PLAN**

WHEREAS THAT in December 2015, the Municipality adopted an intervention plan regarding aqueduct and sewer networks prepared with the assistance of engineering firm, Équipe Laurence;

WHEREAS THAT this plan was first revised in November 2016 by the same engineers in order to include various updates;

WHEREAS THAT this plan as well as the updates, were approved by the Ministry of municipal affairs for the purpose of financing eventual work within the existing infrastructure program;

WHEREAS THAT in December 2020, the Public works and infrastructure department presented a financing plan for work on the Municipality's infrastructures aimed at obtaining the maximum of government grants;

WHEREAS THAT, a new update of the intervention plan regarding aqueducts and sewer networks approved by the Ministry of municipal affairs was necessary in order to present the Municipality's requests within the available grant programs;

WHEREAS THAT a professional services contract was granted to Équipe Laurence in 2021 to proceed with this update;

WHEREAS THAT the engineers presented their report as well as recommendations for the update of the intervention plan and that the Director, Public works and infrastructures has taken notice and recommends Council's adoption ;

WHEREAS THAT the Council members have been made aware of said report;

It is proposed by Councillor Peter MacLaurin

IT IS RESOLVED:

THAT the preamble form an integral part hereof;

TO ADOPT the proposed modifications as per the engineers' report presented by the firm Équipe Laurence;

TO APPROVE the integration of these modifications to the Municipality's aqueduct and sewer network intervention plan adopted in 2015 and amended in November 2016;

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TO AUTHORIZE the forwarding of the modified plan to the Ministry of municipal affairs and housing for the purpose of ministerial approval;

49.02.22 DIRECTOR'S MONTHLY REPORT

The Director general presents Council, who acknowledge receipt of the monthly report for January 2022 from the Director of the Urbanism and Environment department as well as the list of authorized expenses as per By-law (577-2019) regarding financial administration.

50.02.22 REPORT REGARDING PERMITS AND CERTIFICATES

The Director general presents Council who acknowledge receipt, of the list of permits and certificates to January 31st, 2022.

51.02.22 ANIMAL PROTECTION AND CONTROL SOCIETY'S ACTIVITY REPORT

General management has not received any report.

52.02.22 REOPENING OF RUE FORGET

CONSIDERING resolution 67.02.21 decreed, among others, the closing of 8,061 square meters of rue Forget;

CONSIDERING resolution 274.01.21 authorizing a subdivision along rue Forget as well as the existence of another subdivision of less than 5 lots within the same area;

CONSIDERING the Infrastructure construction Policy which establishes, among others, the technical municipal norms for public roads;

WHEREAS THAT the housing developer of theses projects has agreed in writing to pay for all of the costs for the upgrading of rue Forget ;

WHEREAS THAT, in accordance to the above-mentioned policy, the Municipality mandated engineers at the cost of the housing developer to produce a detailed report regarding the required upgrading of rue Forget;

It is proposed by Councillor Louise Cossette
IT IS RESOLVED:

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THAT the preamble form an integral part hereof;

TO AUTHORIZE the reopening of rue Forget comprised of land reserve lots 3 208 606 and 3 208 605 and thus, granting it once again public road status;

TO RENDER the present resolution conditional to the undertaking of the work to upgrade rue Forget at the cost of the concerned housing developer;

53.02.22 MONTHLY REPORT FROM THE DIRECTOR

The Director presents Council, who acknowledge receipt of her monthly report from the Director, Recreation, culture and community life as well as the lists of authorized expenses during the month of January 2022 as per By-law (577-2019) regarding financial administration.

QUESTION PERIOD

Council answers questions posed by the public via videoconference.

54.02.22 END OF THE MEETING

The agenda having been completed, It is proposed by Councillor Claude P. Lemire that the meeting end at 21:05.

*I have approved each and every
resolution in these minutes*

Timothy Watchorn
Mayor

Hugo Lépine
Director general /
Registrar-treasurer