

## **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 at Chalet Bellevue at 27, rue Bellevue on Wednesday, December 13<sup>th</sup>, 2023 at which were present:

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

forming quorum under the chairmanship of Mayor Tim Watchorn.

Councillor Gilles Saulnier is absent.

The Director general, Mr. Hugo Lépine is present.

At 19:49, the Mayor states quorum, and Council deliberates on the following dossiers;

#### **693.12.23 ADOPTION OF THE AGENDA**

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

TO ADOPT the agenda as presented by Director general.

#### **AGENDA**

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|----------|---|
| <b>1</b> | <b>OPENING OF THE MEETING AND WORD OF WELCOME</b>                                 |
| <b>2</b> | <b>ADOPTION OF THE AGENDA</b>   |
| <b>3</b> | <b>APPROVAL OF THE MINUTES</b>  |
| 3 1      | Minutes of the regular meeting of November 8 <sup>th</sup> , 2023                 |
| 3 2      | Minutes of the Environment advisory committee of November 13 <sup>th</sup> , 2023 |
| 3 3      | Minutes of the Demolition committee meeting of November 8 <sup>th</sup> , 2023    |
| 3 4      | Minutes of correction – Zoning By-law 642-2022                                    |
| <b>4</b> | <b>DIRECTOR GENERAL'S MONTHLY REPORT</b>  |
| 4 1      | Report regarding the follow-up of dossiers  |
| 4 2      | Report regarding the use of delegated power                                       |
| 4 3      | Report regarding budgetary transfers  |
| <b>5</b> | <b>FINANCES AND ADMINISTRATION</b>  |
| 5 1      | Expense statements  |
| 5 2      | Statement of financial activities   |
| 5 3      | Human resources   |

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- 5 4 By-laws and various resolutions
- 5 4 1 Adoption of By-law (750-2023) regarding taxes, tariffs, service and compensation costs for the 2024 financial year
- 5 4 2 2024 council meeting calendar
- 5 4 3 Tabling – Council members’ declaration of pecuniary interest
- 5 4 4 Nomination of substitute mayors for 2024
- 5 4 5 Adoption – By-law (746-2023) regarding ethics and good conduct of municipal employees
- 5 4 6 Modifications to the Municipality’s 2023 operating budget
- 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 3 1 Nominations – captains
- 6 4 By-laws and various resolutions
- 6 4 1 Intermunicipal agreement with the Municipality of Sainte-Anne-des-Lacs for the administrative management services in fire safety
- 6 4 2 Update of the municipal public safety plan
- 6 4 3 Contract – Professional services – preparation of plans and specifications – expansion of the fire station
- 7 PUBLIC WORKS AND INFRASTRUCTURES**
- 7 1 Director’s monthly report
- 7 2 Public works, buildings and facilities
- 7 2 1 Application for financial assistance – local roads assistance program (PAVL) – specific improvement project component
- 7 3 Environmental hygiene
- 7 3 1 2022 management of drinking water report
- 7 4 Report regarding the treatment of petitions and requests
- 7 5 Human resources
- 7 5 1 Nomination of a seasonal salaried employee to the position of horticulturist
- 7 5 2 Nomination of a seasonal salaried employee to the position of horticulturist
- 7 6 By-laws and various resolutions
- 7 6 1 Adoption of draft By-law (749-2023) modifying By-law (592-2020) providing funding for the repairs to a section of chemin Watchorn and decree of a loan for this purpose to allocate certain available balances from other borrowing by-laws
- 7 6 2 Road permit and maintenance agreement with the Ministère des Transports du Québec
- 7 6 3 Modification – By-law (744-2023) amending By-law (668-2023) providing funding for the 2023 roadwork and decree of a loan for this purpose
- 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 exemption and SPAIP
- 8 5 Human resources
- 8 6 By-laws and various resolutions
- 9 RECREATION, CULTURE AND COMMUNITY LIFE**
- 9 1 Director’s monthly report
- 9 2 Recreation
- 9 3 Culture
- 9 3 1 Tabling - Public consultation report on the By-law (747-2023) concerning the recognition of the Hillside Chapel as a local cultural heritage
- 9 3 2 Adoption of By-law (747-2023) on the recognition of the Hillside Chapel as a local cultural heritage
- 9 4 Outdoor network
- 9 5 Events
- 9 6 Human resources
- 9 6 1 Hiring 2023-2024 winter season

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- 9 7 By-laws and various resolutions
- 9 7 1 Support for the creation of a protected area on public land at parc des Bouleaux
- 10 MONTHLY CORRESPONDENCE**
- 11 COUNCILLORS' DECLARATION**
- 12 MAYOR'S REPORT**
- 12 1 Motion - Congratulations to Mrs. Charlotte Panopalis
- 12 2 Motion - Contratulations and thanks - 2023 Guignolée
- 13 QUESTION PERIOD**
- 13 1 Oral questions and answers
- 13 2 Written questions and answers
- END OF THE MEETING**

### **694.12.23 MINUTES OF THE REGULAR MEETING OF NOVEMBER 8<sup>TH</sup>, 2023**

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The minutes of the regular meeting of November 8<sup>th</sup>, 2023 were notified to Council members, by means of the electronic assembly file folder.

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

TO ADOPT the minutes of the regular meeting of November 8<sup>th</sup>, 2023;

### **695.12.23 MINUTES OF THE ENVIRONMENT ADVISORY COMMITTEE MEETING OF NOVEMBER 13<sup>TH</sup>, 2023**

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The Director general presents the minutes of the latest Environment advisory committee meeting of November 13<sup>th</sup>, 2023 via the electronic file;

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

TO ADOPT the minutes of the latest environment advisory committee meeting of November 13<sup>th</sup>, 2023 and make the pertinent recommendations.

### **696.12.23 MINUTES OF THE DEMOLITION COMMITTEE MEETING OF NOVEMBER 8<sup>TH</sup>, 2023**

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The Director general presents the minutes of the demolition committee meeting of November 8<sup>th</sup>, 2023;

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

TO ADOPT the minutes of the demolition committee meeting of November 8<sup>th</sup>, 2023 and make the pertinent recommendations.

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**697.12.23** MINUTES OF CORRECTION – ZONING BY-LAW 642-2022

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Minutes of correction of By-law 642-2022;

In accordance to Article 202.1 C.M., the Director general presents the municipal council with the following minutes of correction for By-law 642-2022 as it appears in the documents submitted to the municipal council.

**698.12.23** DIRECTOR GENERAL'S MONTHLY REPORT

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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.

**699.12.23** REPORT REGARDING THE FOLLOW-UP OF DOSSIERS

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The Director general presents his monthly activities report.

**700.12.23** REPORT REGARDING THE USE OF DELEGATED POWER

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The Director general presents his monthly report regarding the use of his delegated power in accordance to Article 11 of By-law (577-2019) regarding financial administration.

**701.12.23** REPORT REGARDING BUDGETARY TRANSFERS

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In accordance with By-law (577-2019) regarding financial administration, the Director General tables a report on the budget transfers authorized during the last month.

**702.12.23** EXPENSE STATEMENT

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The list of accounts payable and accounts paid during the month of November 2023 was 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.

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

TO APPROVE the accounts as detailed on the lists presented.



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Expense statements from November 1 <sup>st</sup> to 30 <sup>th</sup> , 2023	
Purchases of the month	\$ 1 527,738.00
Total supplier purchases	\$ 1 527,738.00
Direct bank payments	\$ 1,308.00
Sub-total – purchases and direct payments	\$ 1 529,046.00
Net salaries	\$ 198,015.00
<b>GRAND TOTAL (November 2023)</b>	<b>\$ 1 727,061.00</b>

*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.*

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

### 703.12.23 STATEMENT OF FINANCIAL ACTIVITIES

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The Director general presents Council who acknowledges receipt of the statement of financial activities to November 30<sup>th</sup>, 2023 and comments on them.

### 704.12.23 ADOPTION OF BY-LAW (750-2023) REGARDING TAXES, TARIFFS, SERVICE AND COMPENSATION COSTS FOR THE 2024 FINANCIAL YEAR

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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:

TO ADOPT the French and English versions of By-law (750-2023) regarding taxes, tariffs, service and compensation costs for the 2024 financial year which forms an integral part hereof.

### 705.12.23 2024 COUNCIL MEETING CALENDAR

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CONSIDERING THAT 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:

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THAT the following calendar be adopted with regards to the holding of the municipal council's regular sittings for 2024 which will be held on Wednesday and will begin at 19:30:

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

THAT a public notice with the contents of the following calendar be published by the Director general and Secretary-treasurer, in accordance to By-law (619-2021) regarding the publication of public notices.

**706.12.23      TABLING – COUNCIL MEMBERS’ DECLARATIONS OF  
PECUNIARY INTEREST**

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The Director general presents Council, in accordance to Article 357 of the Referendums and elections in municipalities Act (RLRQ, ch. E-2.2), the 2023 pecuniary interest declarations from all council members: Mayor Timothy Watchorn and councillors Louise Cossette, Leigh MacLeod, Carole Patenaude, Peter MacLaurin, Claude P. Lemire and Gilles Saulnier.

**707.12.23      NOMINATION OF SUBSTITUTE MAYORS**

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CONSIDERING THAT in accordance with the Municipal Code, section 116, an Acting Mayor can be authorized to carry on duties for the Municipality in absence of the Mayor;

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

THAT this Council nominates the following Councillors as acting mayor, for a period of two months each:

Date	Name
January 1st – February 29th, 2024	Gilles Saulnier
March 1st – April 30th, 2024	Carole Patenaude
May 1st – June 30th, 2024	Leigh MacLeod
July 1st – August 31st, 2024	Peter MacLaurin
September 1st– October 31st, 2024	Louise Cossette
November 1st - December 31st, 2024	Claude P. Lemire

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### **708.12.23 ADOPTION OF BY-LAW (746-2023) REGARDING ETHICS AND GOOD CONDUCT OF MUNICIPAL EMPLOYEES**

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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 Louise Cossette  
And unanimously resolved by all councillors:

TO ADOPT the French and English versions of By-law (746-2023) regarding ethics and good conduct of municipal employees as follows:

#### **By-law 746-2023 Regarding ethics and good conduct of municipal employees**

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##### EXPLANATORY NOTE

*This by-law aims at updating the ethics and good conduct regulations for municipal employees and to follow-up on legislative modifications adopted in 2021.*

*Thus, this by-law is an overhaul of the by-law in effect since 2012. It updates the values inspired by the Municipality's 2020-2030 strategic vision statement.*

*The by-law includes provisions regarding the use of digital resources, confidentiality pertaining to personal information, the communication of private information and the disclosure of wrongful acts. It stipulates that the prescribed rules also apply when an employee is working from home.*

*It includes the post-employment rules prescribed by law for all management personnel.*

*Lastly, it enacts the law governing the application of ethics and professional conduct provided for therein.*

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WHEREAS under Article 16 of the Act respecting ethics and professional conduct in municipal matters (R.S.Q., c. E-15.1.0.1, hereinafter referred to as the "AECM"), every municipality must have a code of ethics and professional conduct that sets out the main ethical values of the Municipality and the ethical rules that must guide the conduct of its employees;

WHEREAS the coming into force on November 5<sup>th</sup>, 2021 of the Act to amend the Act respecting elections and referendums in municipalities, the Act respecting ethics and professional conduct in municipal matters and various legislative provisions (LQ, 2021, c. 31) which, among other things, amended the mandatory content of the code of ethics and professional conduct applicable to municipal employees;

WHEREAS that consequently, a revised by-law must be adopted;

WHEREAS in accordance with the formalities stipulated by the LÉDMM for the adoption of the by-law have been respected, notably those stipulated in Article 18 of this Act;

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WHEREAS the Mayor mentioned that the present by-law states that the Municipality's main values pertaining to ethics and good conduct must guide a person's conduct as an employee of the Municipality;

WHEREAS the Municipality adheres to the ethical values and rules of conduct set out in this by-law;

WHEREAS the ethics and professional conduct in municipal matters are essential to ensure and maintain the bond of trust between the Municipality and its citizens;

WHEREAS it is the responsibility of each employee to respect this by-law to ensure that high standards of ethics and professional conduct are met;

WHEREAS failure to comply with the by-law may have consequences for the Municipality and its citizens;

WHEREAS a notice of motion was given by Councillor Louise Cossette at the regular meeting of October 11<sup>th</sup>, 2023;

WHEREAS the draft agreement was presented at the regular meeting of October 11<sup>th</sup>, 2023;

WHEREAS the summary presentation of the draft By-law by the Director general;

CONSEQUENTLY, the municipal council decrees the following:

### **CHAPTER 1: INTRODUCTORY PROVISIONS**

1. ***Preamble*** - The preamble forms an integral part hereof.
2. ***Purpose*** - The purpose of the present by-law is to establish rules of conduct common to the organization, incorporating the Municipality's ethical values, to ensure behaviour of integrity, loyalty and respect, to ensure a healthy, respectful and civilised working environment to prevent conflicts of interest and to ensure the application of control and correction measures in the event of non-compliance.
3. ***Objective*** - The objective of the by-law is to establish more stringent norms in matters of ethics and good conduct favouring respect of the Municipality's strategic vision statement.

### **CHAPTER 2: DEFINITIONS**

4. ***Terms used*** - In the application of these regulations, the following words are defined as follows, unless a provision indicates otherwise:

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« Advantage » Any advantage of any kind whatsoever, including a gift, donation, favour, reward, service, gratuity, hospitality, remuneration, privilege, preference, compensation, benefit, profit, meal, admission, advance, loan, discount, etc. is considered to be a benefit. However, the notion of benefit does not include any training undertaken in connection with the performance of the employee's duties, whether free of charge or not.

« Conflict of interest » Any situation where an employee must choose between the Municipality's interest and his personal interest.

« Council » The Municipality's council.

« Ethics » Refers to all the rules and duties that govern the function of employees, their conduct and their relations with each other and with other people.

« Employee » Refers to anyone, unionized or not, including any member of management, who works full time, part time or on occasion for the Municipality .

« Ethics » Refers to the set of moral principles and values on which employee conduct should be based.

« Confidential information » A verbal or written information, held on any medium whatsoever or known by the Municipality which is not available to the public, which is not rendered public or for which the confidential character is bestowed by Law, by a by-law or a directive.

« Personal interest » Such an interest is linked to the employee's own person and is distinct from the public in general. With the exception of management employees, working conditions linked to the employee's duties does not constitute a personal interest.

« Superior or immediate superior » Employee representing the first level of authority and exercises direct control of the work of another employee. For the application of the present Code, the Municipality's Director general's immediate is the Mayor, with the necessary superior adjustment.

### **CHAPTER 3 : SCOPE AND VALUES**

5. ***Application*** - The present by-law applies to all of the employees of the Municipality.

6. ***Values*** – The Municipality's ethical values for employees are:

a) Integrity, which implicates proving decency and honesty.

b) Honour, which requires one to remain worthy of one's duties. It implies restraint and respect for decorum, as well as the obligation not to act in such a way as to cause the public to lose esteem for the municipal administration.

c) Prudence in the pursuit of the public interest, and in any decision-making or analysis involving one or more choices, prudence requires, in particular, that any employee obtain sufficient information and evaluate the possible options in order to assume the responsibilities incumbent upon it objectively and with discernment in the public interest.

## ***Municipality of Morin-Heights***

- d) Public interest, which implies making decisions for the greater good of the group and not to benefit private or personal interest to the detriment of the general public of the population of and of the Municipality.
- e) Respect, which implies the treatment of others with respect and consideration. Civility implies showing courtesy, politeness and good manners.
- f) Civility, being a set of implicit or explicit norms which govern behavior favouring harmonious and productive relationships to the benefit of all members of a group. These behaviors reference norms of respect, politeness, courtesy, good manners and cooperation.
- g) Loyalty, which requires exercising ones' duties in the fundamental interest of the Municipality with objectivity and independence of mind. It implies ignoring one's personal interests according to the applicable regulations.
- h) Equity, which implies treating a person fairly, objectively, equally and without discrimination.
- i) Discretion, confidentially and reserve, every employee is bound by discretion in regards to the knowledge obtained while exercising his duties and must respect the confidentiality of confidential information to which he has access. He acts with reserve in his actions as well as in communications.
- j) Professionalism, every employee skillfully exercises his duties with competence and rigor while updating his knowledge to exercise his duties.

Such values must guide every employee's conduct.

### **CHAPTER 4 : GOOD CONDUCT**

- 7. ***Respect and civility*** – It is prohibited for any employee to conduct themselves, while exercising their duties, in a disrespectful or uncivil manner towards any other person with notably, words, writings or vexatious, denigrating, discriminatory or intimidating gestures.
- 8. ***Equity*** – Each employee must act fairly while exercising his duties, notably in order to avoid any form of harassment or discrimination.
- 9. ***Credibility and reputation*** – An employee must not discredit the Municipality and thereby damage its credibility or tarnish its image or reputation.
- 10. ***Loyalty, honesty and integrity*** – All employees must act with loyalty, honesty and integrity towards the Municipality, which implies giving precedence to public interest over their personal interests or those of another person.

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11. ***Respect of regulations*** – All employees comply with the regulations, policies, directives, procedures and practices in force.

12. ***Labour input*** – Employees must devote to the Municipality all the necessary and reasonable time required to the normal performance of their duties, including when teleworking.

13. ***Public opinion of opinion*** – All employees must show restraint in the public expression of their opinions. This applies to communications on social media.

### **CHAPTER 5 : CONFLICTS OF INTEREST**

14. ***Objectivity and impartiality*** – All employees must behave impartially and objectively in all circumstances.

15. ***Interest, lobbying and influence*** – All employees must at all times, avoid favouring or attempting to favour their personal interests or in an abusive manner, those of any other person to the detriment of the Municipality, which implies in particular taking advantage of their position to influence or attempt to influence the decision of another person.

16. ***Advantages*** – All employees are prohibited, directly or indirectly, from granting, in the course of their duties, an advantage or favour to any other person for the purpose of obtaining preferential treatment or an advantage for themselves, a member of their family, a close relative or any other person.

17. ***Behaviour in the event of a conflict of interest*** – When an employee is in a situation of real, apparent or potential conflict of interest, he or she must act in such a way as to put an end to the situation.

In case of doubt, the employee must immediately inform his or her immediate superior and comply with the directives that will then be communicated to him or her.

18. ***After their term of office*** – The following employees are prohibited during the 12 months following the end of their term of office, from holding a position as director or officer of a legal entity, a job or any other position in such a way that he or she or any other person derives an undue benefit from his or her previous duties as an employee of the Municipality :

- a) the Director general and his assistant;
- b) the registrar-treasurer and his assistant;
- c) the treasurer and his assistant;
- d) the registrar and his assistant;
- e) any other management employee of the Municipality.

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### **CHAPTER 6 : DONATION AND TOKENS OF HOSPITALITY**

19. ***Donation, token of hospitality and advantage*** – All employees are prohibited from soliciting or accepting any gift, hospitality or other benefit, irrespective of its value, for themselves or another person:

- a) is offered by a supplier of goods or services; or
- b) which may influence his independent judgement in the performance of his duties; or
- c) is likely to compromise his integrity.

20. ***Door prizes*** – When an employee, in the performance of his or her duties, is present at an event and receives a door prize or other benefit of any kind, without the employee having to pay a personal contribution to receive it, the employee must give it to the Municipality, which will decide how to use or dispose of it.

### **CHAPTER 7 : USE OF MUNICIPAL RESOURCES**

21. ***Use of municipal property*** – All employees must use the Municipality's property with care and according to the rules of the trade. They must use them in accordance with the Municipality's policies, rules and directives.

22. ***Use of resources*** – All employees are prohibited from using, directly or indirectly, the Municipality's resources for personal purposes or for purposes other than activities related to the performance of their duties, subject to a specific policy, authorization or directive from the Municipality allowing such use.

The first paragraph does not apply :

- a) When an employee uses, under non-preferential conditions, a resource generally available to citizens; or
- b) In the case of a force majeure where the health and safety of one or more persons is endangered.

23. ***Digital resources*** – The use and access by an employee to digital or electronic resources, including computerized or cloud-based data, must be stored securely and in such a way as to protect the integrity and confidentiality of the information contained therein.

### **CHAPTER 8 : EMPLOYEE ETHICS**

24. ***Professionalism*** – All employees must demonstrate rigour, professionalism, courtesy and good faith in the performance of their duties.

They must be diligent and punctual.



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25. ***Confidential information*** – All employees are prohibited from using, communicating or attempting to use or communicate confidential information, within the meaning of these regulations, obtained in the course of or in connection with the performance of their duties.

26. ***Protection of confidentiality*** – All employees must take the necessary reasonable measures to ensure and preserve the protection of confidential information, notably when using technological tools.

Should confidential information be in doubt, the employee must notify his immediate superior of the person responsible for the Act respecting access to documents held by public bodies and the protection of personal information (RLRQ, ch. A-2.1).

The obligations stipulated in the previous paragraphs continue to apply after the termination of employment with regards to confidential information which he is aware of while exercising his duties.

27. ***After-term confidentiality*** – Despite the end of his employment, an employee must respect the confidentiality of all information, all debates, exchanges and conversations of confidential nature that he has knowledge of while exercising his duties.

28. ***Communication of information*** – While exercising their duties, all employees must previously obtain authorisation from their immediate superior or Director general of the Municipality to publish, divulge, communicate, publish or comment to any representative of media, any information or document linked to the carrying out of his duties.

29. ***Consumption of alcohol and other substances*** – It is prohibited for any employee to drink or distribute, while carrying out his duties or at his place of work, alcohol, drugs, medication or any substance which may affect his judgement or hinder the safe execution of his work or the work of any other person.

Despite the first paragraph, an employee who, while exercising his duties, must participate in an event where alcoholic beverages are offered, does not contravene to the by-law if he respects the Policy regarding alcohol, cannabis, drugs, medication and any other similar substance.

30. ***Health and safety at work*** – During the execution of his duties, an employee must take the necessary measures to protect his health, safety and integrity as well as that of any other person.

31. ***Double remuneration*** – When an employee is remunerated or receives a form of payment from the Municipality to sit on an external organization, he must refuse any remuneration, attendance token, fee or any other form of retribution from this organization which results in said person receiving double remuneration, unless authorized by the Municipality.

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32. ***Partisan activities*** – In order to preserve the public’s trust regarding the municipal election process and to ensure the respect of loyalty principles and political neutrality, an employee may engage in a partisan activity pertaining to a municipal election only when this activity is not likely to impair his ability to perform his in accordance to the present Code.

Despite the first paragraph, the following cannot engage in a partisan type activity:

- a) The Director general (or Director general and registrar-treasurer) and his assistant;
- b) The Registrar (or the Registrar-treasurer) and his assistant;
- c) The treasurer and his assistant;
- d) Any other member of management;

33. ***Public announcement*** – All employees are prohibited from announcing, at the time of political financing, the undertaking of a project, the conclusion of a contract or awarding of a grant by the Municipality, unless a final decision regarding the project, contract or grant has already been taken by the Municipality’s competent authority.

34. ***Political activities*** – Nothing, in the previous section, prohibits an employee from attending a political meeting, paying a contribution to a party or to a candidate according to the Law, from becoming a member of a political party or sign a declaration of candidacy or authorization request. Notwithstanding the above, the first paragraph does not apply to the registrar (or registrar-treasurer), treasurer or their respective assistants, nor to any other employee while they are members of the electoral personnel.

35. ***Wrongdoing*** – All employees are prohibited from committing any wrongdoing in the sense of the Act to facilitate the disclosure of wrongdoings relating to public bodies (RLRQ, c. D-11.1).

Is notably considered as wrongdoing, a serious breach of ethical and professional standards.

36. ***Misappropriation of resources or funds*** – All employees are prohibited from misappropriation to their advantage, or for their own use or advantage or for use by a third party, a resource, a good or an amount of money from the Municipality unless it pertains to a service or an activity generally offered by the Municipality.

37. ***Knowledge of the by-law*** – Upon its entering into effect, a copy of the by-law is given to each employee who should take note of it. A copy of the by-law is also given to every new employee who begins working for the Municipality, who should take note of it.

All employees must acknowledge receipt as well as attest to having read the document, by completing the form provided for this purpose included in Annex in the present by-law.

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This attestation must be given to the Municipality's registry department.

38. ***Obligation to disclose*** – All employees who must be put in a situation which contravenes to the by-law or that is susceptible to contravening to it must notify his immediate superior without delay.

### **CHAPTER 9 : APPLICATION OF BY-LAW**

39. ***Responsible for application*** – The application of the by-law is the responsibility of the Municipality's Director general.

Should the Director general be involved in a complaint or be reported, this must be communicated to the Mayor who is responsible for applying the present by-law pertaining to this situation.

40. ***Retaliation*** – Any employee who makes, in good faith, a complaint or assists in a verification of inquiry pertaining to a situation giving reason to believe that a breach to the present by-law has been committed or is on the verge of being committed must not be subjected to any retaliation whatsoever.

41. ***Confidentiality of complaints*** – Any complaint, report or any information communicated to the Municipality pertaining to a situation giving a reasonable reason to believe that a breach to the present by-law has been committed or is about to be committed is treated confidentially.

42. ***Obligation to collaborate*** – All employees are responsible for cooperating in inquiries and verifications made by the Municipality pertaining to the application of the present by-law.

Failure to cooperate can entail disciplinary sanction.

43. ***Sanctions*** – Any failure by an employee to comply with this by-law may, by decision of the municipal council or the Director general, if the latter has the power to do so in accordance with the law, and in compliance with any employment contract, result in the application of any penalty appropriate to the nature and seriousness of the failure.

44. ***Sanctions post-employment*** – In the case of a breach to the present by-law committed after the end of an employee's employment, the Municipality may, depending on the circumstances and at its entire discretion, contact any legal or administrative authority instance to ensure the application of the present by-law, obtain compensation or protect its rights.

**Municipality of Morin-Heights**

**CHAPTER 10 : FINAL PROVISIONS**

45. **Repeal** – This by-law repeals and replaces By-law (496-2012) Code d'éthique et de déontologie des employés de la Municipalité de Morin-Heights.

46. **Entering into effect** - The present by-law enters into effect on the day of its publication.

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Timothy Watchorn  
Mayor

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Hugo Lépine  
Director general / Registrar-treasurer

**709.12.23      MODIFICATIONS TO THE MUNICIPALITY'S 2023 OPERATING BUDGET**

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WHEREAS the Municipal Council adopted the Municipality's 2023 operating budget on December 14<sup>th</sup>, 2022;

WHEREAS economic conditions marked by rising interest rates and inflation have caused a significant slowdown in the real estate market at the beginning of 2023, affecting revenues from real estate transfers as well as an increase in interest payments on loans and certain expenditures on goods and services;

CONSIDERING the Municipality's unrestricted accumulated operating surplus, which it can use to maintain a balanced budget for the 2023 fiscal year;

It is proposed by Councillor Claude P. Lemire  
IT IS RESOLVED:

TO APPROPRIATE an amount of plus or minus \$ 450,000 from the unappropriated operating surplus to account 03-410-00-004, depending on the amount required to maintain a balanced budget for fiscal year 2023 and offset significant revenue losses, notably on real estate transfer taxes;

**710.12.23      MONTHLY REPORT FROM THE DIRECTOR**

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

***Municipality of Morin-Heights***

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

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General management has received a few informative press releases.

**712.12.23 NOMINATIONS - CAPTAINS**

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TAKING INTO ACCOUNT the provisions of government regulations regarding the training of firefighters;

WHEREAS the Director of Public Security and Fire recommends the appointment of two captains in order to adjust the organization of the department

WHEREAS Lieutenants Maxime Lépine and Dominique Pomerleau have passed the tests required to be promoted to the rank of Captain and the Director of Fire and Public Security recommends their promotion;

It is proposed by Councillor Leigh MacLeod

IT IS RESOLVED :

THAT the preamble form an integral part hereof;

TO APPOINT Mr. Maxime Lépine and Mr. Dominick Pomerleau as captains of the Municipality's Fire and public security department;

**713.12.23 INTERMUNICIPAL AGREEMENT WITH THE MUNICIPALITY OF  
SAINTE-ANNE-DES-LACS FOR THE ADMINISTRATIVE  
MANAGEMENT SERVICES IN FIRE SAFETY**

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WHEREAS Articles 569 and following of the Municipal Code of Québec prescribe various provisions concerning the conclusion of intermunicipal agreements;

WHEREAS the objectives related to the implementation of the Fire Safety Cover Plan of the MRC des Pays-d'en-Haut;

WHEREAS the Municipality of Morin-Heights and the Municipality of Sainte-Anne-des-Lacs have held discussions in order to reach an agreement on the administrative management of the Municipality of Sainte-Anne-des-Lacs Fire department;

TAKING INTO ACCOUNT the draft agreement submitted by the general managers of the two municipalities, which has been made available to Council members;

***Municipality of Morin-Heights***

It is proposed by Councillor Leigh MacLeod

IT IS RESOLVED:

THAT the preamble be an integral part hereof;

TO AUTHORIZE the conclusion of an intermunicipal agreement with the Municipality of Sainte-Anne-des-Lacs for the administrative management of its fire safety service in accordance with the parameters of the draft agreement submitted to Council members;

TO AUTHORIZE the Mayor and Director General, and they are hereby authorized, to sign, for and in the name of the Municipality, the above-mentioned intermunicipal agreement with the Municipality of Sainte-Anne-des-Lacs;

**714.12.23 UPDATE OF THE MUNICIPAL PUBLIC SAFETY PLAN**

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CONSIDERING chapter 4 of the Quebec's Civil protection Act (RLRQ. ch. S-2.3), which states the Municipality's obligations and competences regarding this matter;

WHEREAS THAT the Municipality's civil protection plan was updated in December 2023 by general management;

CONSIDERING THAT this plan must be updated regularly;

CONSIDERING the modifications presented to Council;

CONSIDERING THAT the Director general and Coordinator, emergency measures recommend that Council adopt an updated version of the civil security plan;

It is proposed by Councillor Carole Patenaude

IT IS RESOLVED :

THAT the preamble form an integral part hereof;

TO ADOPT the municipal civil protection plan as modified;

**Municipality of Morin-Heights**

**715.12.23 CONTRACT – PROFESSIONAL SERVICES – PREPARATION OF PLANS AND SPECIFICATIONS – EXPANSION OF THE FIRE STATION**

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CONSIDERING the Municipality's Purchasing and Supply Policy;

CONSIDERING THAT the 2023-2024-2025 three-year capital expenditure program includes a project to expand the fire station;

CONSIDERING THAT this project is the subject of a subsidy request under Section 2 of the Programme d'amélioration et de construction d'infrastructures municipales (PRACIM) to cover 73% of the estimated costs of the project and that it will be the subject of a borrowing by-law to cover the difference;

WHEREAS the project is currently at the stage of preparing plans and specifications in order to issue a call for public tenders as soon as confirmation of acceptance of the aforementioned grant application is received;

WHEREAS By-law 571-2019 respecting contractual management sets out the provisions concerning the conclusion of contracts by mutual agreement;

WHEREAS the professional services required for the preparation of the plans and specifications were the subject of a cost estimate below the threshold provided for the holding of a call for invitational tenders;

Name	Price (before taxes)
LH2 Inc., Services professionnels	\$ 54,900
DWB consultants Inc.	\$ 43,000

WHEREAS the Fire and Public Security Department has received written conforming offers from two suppliers;

WHEREAS the Director of Public Security and Fire and the Director General recommend that Council award a contract for professional services for the preparation of plans and specifications for the fire hall expansion project to the lowest conforming bidder, being:

- DWB Consultants for \$43,000 plus taxes.

It is proposed by Councillor Leigh MacLeod

IT IS RESOLVED:

THAT the preamble be an integral part hereof;

TO AWARD a professional engineering services contract for the preparation of plans and specifications for the fire hall expansion project to DWB Consultants in the amount of \$ 43,000 plus taxes;

## ***Municipality of Morin-Heights***

TO AUTHORIZE the Director of Fire and Public Security, and he is hereby authorized to sign for and in the name of the Municipality, all documents ratifying the present resolution;

### **716.12.23 MONTHLY REPORT FROM THE DIRECTOR**

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The Director general presents Council, who acknowledge receipt of the monthly report for the month of November 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.

### **717.12.23 APPLICATION FOR FINANCIAL ASSISTANCE – LOCAL ROADS ASSISTANCE PROGRAM (PAVL) – SPECIFIC IMPROVEMENT PROJECT COMPONENT**

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WHEREAS the Municipality of Morin-Heights has taken note of the terms and conditions for the application of the Specific Improvement Projects (PIP) component of the Local road assistance program (PAVL) and undertakes to respect them;

WHEREAS the road network for which an application for financial assistance has been granted is under municipal jurisdiction and is eligible for the PAVL;

WHEREAS the work was carried out in the calendar year in which the Minister authorized it;

WHEREAS the work or the costs associated with it are eligible for the PAVL;

WHEREAS the accountability form V-0321 has been duly completed;

WHEREAS the submission of the project's accountability was made at the end of the work or no later than December 31<sup>st</sup>, 2023;

WHEREAS, payment is conditional upon the Minister's acceptance of the Project's accounting;

WHEREAS, if the report is deemed to be in compliance, the Minister will make a payment to the municipalities based on the list of work he has approved, but not exceeding the maximum amount of assistance as set out in the letter of announcement;

WHEREAS other sources of funding for the work have been declared;

It is proposed by Councillor Louise Cossette

IT IS RESOLVED:



## ***Municipality of Morin-Heights***

TO APPROVE the expenditures in the amount of \$ 20 364.85 for the eligible improvement work and related costs identified in Form V-0321, in accordance with the requirements of the Quebec Ministry of Transport and acknowledges that failure to comply with these requirements will result in the termination of the financial assistance;

### **718.12.23 2022 MANAGEMENT OF DRINKING WATER REPORT**

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The Director general presents Council who acknowledge receipt, of the 2022 report regarding the management of drinking water;

WHEREAS THAT the Stratégie Québécoise d'économie de l'eau potable stipulates the requirement to annually produce a report regarding the management of drinking water by the Municipality;

CONSIDERING the legislative framework regarding drinking water, specifically the Act affirming the collective nature of water resources and to promote better governance (RLRQ, ch. C-6.2), the Environment quality Act (RLRQ, ch. Q-2) as well as its by-law regarding the quality of drinking water;

It is proposed by Councillor Carole Patenaude

IT IS RESOLVED:

TO ADOPT the Municipality's 2022 report regarding drinking water management;

### **719.12.23 REPORT REGARDING THE TREATMENT OF PETITIONS AND REQUESTS**

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The Director general presents Council who acknowledge receipt of the summary report regarding petitions and requests to November 30<sup>th</sup>, 2023.

### **720.12.23 NOMINATION OF A SEASONAL SALARIED EMPLOYEE TO THE POSITION OF HORTICULTURIST**

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WHEREAS Council authorized, in resolution 60.02.23, the hiring of Mrs. Julie Martin as a temporary employee and then on probation, as a horticulturist in the Public works and Infrastructures Department;

WHEREAS this position is seasonal in nature, specifically from April 1<sup>st</sup> to November 30<sup>th</sup> of each year;

WHEREAS this position did not exist in the current collective agreement for blue-collar and white-collar workers;

## ***Municipality of Morin-Heights***

WHEREAS for this purpose, the Municipality and CUPE Local 3950 signed Letter of Agreement No. 21 to adjust the collective agreement to allow for the hiring of seasonal employees, according to the Municipality's needs, and to allow for the continued hiring of Mrs. Martin;

WHEREAS Mrs. Martin has been evaluated by her immediate superior, who, along with the Director of the department, recommends that she be hired as a seasonal employee from April 1<sup>st</sup> to November 30<sup>th</sup> of each year, in accordance with the provisions of the applicable collective agreement;

It is proposed by Councillor Peter MacLaurin  
IT IS RESOLVED :

TO AUTHORIZE the hiring of Mrs. Julie Martin as a seasonal employee in the Public works and Infrastructures Department as a horticulturist, in accordance with the terms and conditions of the applicable blue and white collar collective agreement;

### **721.12.23            NOMINATION OF A SEASONAL SALARIED EMPLOYEE TO                                  THE POSITION OF HORTICULTURIST**

---

WHEREAS Council authorized, in Resolution 149.04.23, the hiring of Mrs. Sandra Gallant as a temporary employee and then on probation, as a horticulturist in the Public works and Infrastructures Department;

WHEREAS this position is seasonal in nature, from April 1<sup>st</sup> to November 30<sup>th</sup> of each year;

WHEREAS this position did not exist in the current collective agreement for blue and white-collar workers;

WHEREAS to this end, the Municipality and CUPE Local 3950 signed Letter of Agreement No. 21 to adjust the collective agreement to allow the hiring of seasonal employees, according to the Municipality's needs, and to allow the hiring of Mrs. Gallant to be made permanent;

WHEREAS Mrs. Gallant has been evaluated by her immediate supervisor, who, along with the Director of the Department, recommends that she be hired as a seasonal employee from April 1 to November 30 of each year, in accordance with the provisions of the applicable collective agreement in force;

It is proposed by Councillor Claude P. Lemire  
IT IS RESOLVED :

TO AUTHORIZE the hiring of Mrs. Sandra Gallant as a seasonal employee in the Public works and Infrastructures Department as a horticulturist, in accordance with the terms and conditions of the current blue and white collar collective agreement;

**Municipality of Morin-Heights**

**722.12.23 ADOPTION OF BY-LAW (749-2023) MODIFYING BY-LAW (592-2020) PROVIDING FUNDING FOR THE REPAIRS TO A SECTION OF CHEMIN WATCHORN AND DECREE OF A LOAN FOR THIS PURPOSE TO ALLOCATE CERTAIN AVAILABLE BALANCES FROM OTHER BORROWING BY-LAWS**

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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 Claude P. Lemire  
And unanimously resolved by all councillors:

TO ADOPT the French and English versions of By-law (749-2023) modifying By-law (592-2020) providing funding for the repairs to a section of chemin Watchorn and decree of a loan for this purpose to allocate certain available balances from other borrowing by-laws as follows:

**By-law 749-2023  
modifying By-law (592-2020) providing funding for the repairs to a section of chemin Watchorn and decree of a loan for this purpose to allocate certain available balances from other borrowing by-laws**

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EXPLANATORY NOTE

*The present by-law modifies By-law (592-2020) providing funding for the repairs to a section of chemin Watchorn and decree of a loan for this purpose to allocate the payment of expenses resulting from the available balances in other borrowing by-laws affecting the same taxpayers and having the same purposes.*

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WHEREAS Council adopted By-law (592-2020) providing for the financing of the repair of a portion of chemin Watchorn and decreeing a loan for this purpose and that this By-law came into effect on October 7<sup>th</sup>, 2020;

WHEREAS Council adopted By-law (617-2021) providing for the financing of roadwork for the development of the access road to lot 3 736 911 and decreeing a loan accordingly, which came into force on July 13<sup>th</sup>, 2021;

WHEREAS Council adopted By-law (636-2022) providing for the financing of work to repair water mains on Argyle and Campbell streets and decreeing of a loan for this purpose, which came into force on August 22<sup>nd</sup>, 2022;

CONSIDERING THAT these modifications are required in order for the additional contributions to be added to finance the true costs of said work;

WHEREAS Article 7 of the Act respecting municipal debts and loans (RLRQ, c. D-7) stipulates that any allocation of the balance available in another by-law must be made by means of a by-law;