

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, January 18th, 2023 at which were present:

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

forming quorum under the chairmanship of Mayor Timothy Watchorn.

Councillor Leigh MacLeod is absent.

The Director general, Mr. Hugo Lépine is present.

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

1.01.23 ADOPTION OF THE AGENDA

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

TO ADOPT the agenda as presented by Director general.

AGENDA

- | | |
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| 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 meeting of December 14 th , 2022 |
| 3 2 | Minutes of the special meeting of December 14 th , 2022 |
| 3 3 | Minutes of the local heritage council meeting of December 8 th , 2022 |
| 3 4 | Minutes of the Environment advisory committee meeting of December 7 th , 2022 |
| 3 5 | Minutes of correction of resolution 411.11.22 – Nomination of an eligible lieutenant |
| 4 | DIRECTOR GENERAL’S MONTHLY REPORT |
| 4 1 | Report regarding the follow-up of dossiers |
| 4 2 | Report regarding the use of delegated power |
| 4 3 | Report regarding budgetary transfers |

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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 Notice of motion and presentation of By-law (655-2023) modifying By-law (577-2019) regarding financial administration to update certain provisions regarding spending authorities and delegations of authority
- 5 4 2 Notice of motion and presentation of By-law (658-2023) modifying By-law (571-2019) regarding contractual management for the operation of selection committees and the creation of the supplier file
- 5 4 3 Notice of motion and presentation of By-law (659-2023) regarding real estate transfers
- 5 4 4 Notice of motion and presentation of By-law (660-2023) providing funding for the acquisition of lots 3 736 572, 3 923 313, 3 737 105, 4 474 782, 3 735 925 and 3 735 850 and the decree of a loan
- 5 4 5 Presentation – List of contracts \$ 2,000 and over exceeding \$ 25,000
- 5 4 6 Presentation – Municipality’s 2023 organization chart

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 Hiring – junior firefighters
- 6 4 By-laws and various resolutions
- 6 4 1 Update of the municipal emergency plan

7 PUBLIC WORKS AND INFRASTRUCTURES

- 7 1 Director’s monthly report
- 7 2 Public works, buildings and facilities
- 7 2 1 Contract – purchase of a loader-backhoe
- 7 2 2 Contract – pavement marking services – renewal option and quantity addition
- 7 3 Environmental hygiene
- 7 3 1 Contract – professional engineering services – plans and specifications – wastewater treatment system
- 7 3 2 Adoption – 2021 report regarding the use of drinking water
- 7 3 3 Contract – technical support services – aqueducts - renewal
- 7 4 Report regarding the treatment of petitions and requests
- 7 5 Human resources
- 7 6 By-laws and various resolutions

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 5 1 Obtaining regular employee status and lifting of probation – municipal inspector
- 8 6 By-laws and various resolutions
- 8 6 1 Notice of motion and presentation of By-law (656-2023) which modifies By-law (567-2019) on the environment advisory committee regarding the method of determining the committee president
- 8 6 2 Notice of motion and presentation of By-law (657-2023) regarding pesticides and fertilizers

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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 6 1	Hiring – patrollers and monitor – 2022-2023 winter season
9 7	By-laws and various resolutions
10	MONTHLY CORRESPONDENCE
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

2.01.23 MINUTES OF THE REGULAR MEETING OF DECEMBER 14TH, 2022

The minutes of the regular meeting of December 14th, 2022 were notified 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 December 14th, 2022;

Councillor Gilles Saulnier makes a statement on the meaning of his vote in favour of the draft Zoning By-law (642-2022) at the regular meeting of December 14th, 2022. He expresses his satisfaction on the clarifications obtained on certain amendments made in a particular zone.

3.01.22 MINUTES OF THE SPECIAL BUDGET MEETING OF DECEMBER 14TH, 2022

The minutes of the special budget meeting of December 14th, 2022 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 special budget meeting of December 14th, 2022;

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4.01.23 MINUTES OF THE LOCAL HERITAGE COUNCIL MEETING OF DECEMBER 8TH, 2022

The Director general presents the minutes of the local heritage council meeting of December 8th, 2022 via the electronic file;

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

TO ADOPT the minutes of the local heritage council meeting of December 8th, 2022 and make the pertinent recommendations.

5.01.23 MINUTES OF THE ENVIRONMENT ADVISORY COMMITTEE MEETING OF DECEMBER 7TH, 2022

The Director general presents the minutes of the latest environment advisory committee meeting of December 7th, 2022 via the electronic file;

It is proposed by Councillor Gilles Saulnier
And unanimously resolved by all councillors:

TO ADOPT the minutes of the latest environment advisory committee meeting of December 7th, 2022 and make the pertinent recommendations.

6.01.23 MINUTES OF CORRECTION OF RESOLUTION 411.11.22 – NOMINATION OF AN ELIGIBLE LIEUTENANT

Minutes of correction of resolution 411.11.22;

In accordance to Article 202.1 C.M., the Director general presents the municipal council with the following minutes of correction for resolution 411.11.22 as it appears in the documents submitted to the municipal council.

7.01.23 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.

8.01.23 REPORT REGARDING THE FOLLOW-UP OF DOSSIERS

The Director general presents his monthly activities report.

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9.01.23 REPORT REGARDING THE USE OF DELEGATED POWER

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.

10.01.23 REPORT REGARDING BUDGETARY TRANSFERS

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.

11.01.23 EXPENSE STATEMENT

The Mayor discloses his interest in this dossier and withdraws from the meeting.

Councillor Claude P. Lemire presides over the meeting for this item on the agenda.

The list of accounts payable and accounts paid during the month of December 2022 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 Louise Cossette
And unanimously resolved by all councillors:

TO APPROVE the accounts as detailed on the lists presented.

Expense statements from December 1 st to 31 st , 2022	
Accounts to be paid	\$ 366,912.00
Accounts paid in advance	\$ 1 774,914.00
Total purchases	\$ 2 141,826.00
Direct bank payments	\$ 2,109.00
Sub-total – purchases and direct payments	\$ 2 143,935.00
Net salaries	\$ 258,953.00
GRAND TOTAL (December 2022)	\$ 2 402,888.00

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.

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

The Mayor returns to the meeting and resumed chairing the proceedings.

12.01.23 STATEMENT OF FINANCIAL ACTIVITIES

The Director general presents Council who acknowledges receipt of the statement of financial activities to December 31st, 2022 and comments on them.

A.M. 01.01.23 NOTICE OF MOTION AND PRESENTATION OF BY-LAW (655-2023) MODIFYING BY-LAW (577-2019) REGARDING FINANCIAL ADMINISTRATION TO UPDATE CERTAIN PROVISIONS REGARDING SPENDING AUTHORITIES AND DELEGATIONS AUTHORITY

Notice of motion is given by Councillor Claude P. Lemire that By-law (655-2023) modifying By-law (577-2019) regarding financial administration to update certain provisions regarding spending authorities and delegations of authority will be presented at a future council meeting.

Draft by-law (655-2023) modifying By-law (577-2019) regarding financial administration to update certain provisions regarding spending authorities and delegations of authority is presented herewith.

A.M. 02.01.23 NOTICE OF MOTION AND PRESENTATION OF BY-LAW (658-2023) MODIFYING BY-LAW (571-2019) REGARDING CONTRACTUAL MANAGEMENT FOR THE OPERATION OF SELECTION COMMITTEES AND THE CREATION OF THE SUPPLIER FILE

Notice of motion is given by Councillor Carole Patenaude that By-law (658-2023) modifying By-law (571-2019) regarding contractual management for the operation of selection committees and the creation of the supplier file will be presented at a future council meeting.

Draft by-law (658-2023) modifying By-law (571-2019) regarding contractual management for the operation of selection committees and the creation of the supplier file is presented herewith.

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A.M. 03.01.23 NOTICE OF MOTION AND PRESENTATION OF BY-LAW (659-2023) REGARDING REAL ESTATE TRANSFERS

Notice of motion is given by Councillor Gilles Saulnier that by-law (659-2023) regarding real estate transfers will be presented at a future council meeting.

Draft by-law (659-2023) regarding real estate transfers is presented herewith.

A.M. 04.01.23 NOTICE OF MOTION AND PRESENTATION OF BY-LAW (660-2023) PROVIDING FUNDING FOR THE ACQUISITION OF LOTS 3 736 572, 3 923 313, 3 737 105, 4 474 782, 3 735 925 AND 3 735 850 AND THE DECREE OF A LOAN

Notice of motion is given by Councillor Peter MacLaurin that By-law (660-2023) providing funding for the acquisition of lots 3 736 572, 3 923 313, 3 737 105, 4 474 782, 3 735 925 and 3 735 850 and the decree of a loan will be presented at a future council meeting.

Draft by-law (660-2023) providing funding for the acquisition of lots 3 736 572, 3 923 313, 3 737 105, 4 474 782, 3 735 925 and 3 735 850 and the decree of a loan is presented herewith.

13.01.23 PRESENTATION – LIST OF CONTRACTS \$ 2,000 AND OVER EXCEEDING \$ 25,000

Le directeur général dépose au conseil, en vertu de l'article 961.4 du Code municipal, la liste des contrats de 2 000\$ et plus avec un même fournisseur et dont le total a excédé 25 000\$ au cours de la dernière année.

14.01.23 PRESENTATION – MUNICIPALITY'S 2023 ORGANIZATION CHART

The Director general presents Council with the Municipality's 2023 organization chart.

15.01.23 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, Fire department and the list of authorized expenses for the month as per By-law (577-2019) regarding financial administration.

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

General management has not received any report.

17.01.23 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.

18.01.23 CONTRACT – PURCHASE OF A LOADER-BACKHOE

CONSIDERING the Municipality's requirements and needs with regards to the purchase of vehicles;

CONSIDERING the Municipality's 2022-2023-2024 triennial capital assets program;

CONSIDERING the estimate of costs of a contract for the purchase of a loader-backhoe based on a study of the automobile market status for this type of vehicle;

WHEREAS the Administration proceeded with a public call for tenders via SEAO for the purchase of a loader-backhoe;

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

CONSIDERING the Municipality has received one quote within the delays stipulated in the specifications, specifically:

- Toromont CAT (Québec) at the price of \$338,026.50 including taxes;
- Longus Équipement Inc. at the price of \$ 320,258.26 including taxes;

CONSIDERING Article 936 of the Quebec municipal code;

CONSIDERING THE offers presented complies with the specifications;

CONSIDERING THAT the verifications required by Law were done and that the tenderers have the certification required by the Quebec Revenue agency and are not listed in the non-authorized business registry;

It is proposed by Councillor Louise Cossette
IT IS RESOLVED:

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THAT the preamble form an integral part hereof;

TO GRANT the contract for the purchase of a snow loader-backhoe to Longus Équipement Inc. for the amount of \$ 320,258.26 including taxes, as per the terms of the specifications ;

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

**19.01.23 CONTRACT – PAVEMENT MARKING SERVICES – RENEWAL
OPTION AND QUANTITY ADDITION**

WHEREAS THAT resolution 80.03.22 provided for the granting of a contract for the pavement marking services for \$ 73,576.54 excluding taxes to Lignes Maska Inc. and that this allocation was made as per the provisions of By-law (571-2019) regarding contractual management;

CONSIDERING Article 25 of this by-law, which stipulates the procedure for the processing of requests for modifications to contracts of \$ 50 000\$ and over;

CONSIDERING the request for the modification of contract submitted by the Public works, infrastructures department, approved by its Director, which is justified by the additional pavement marking surfaces required by the Municipality for 2022 and 2023 which were not completely provided for in the call for tenders described in resolution 80.03.22 for which the council members have been made aware;

CONSIDERING the Director general recommends its approval by Council and confirms that the necessary budgetary credits are available for this modification;

It is proposed by Councillor Carole Patenaude
IT IS RESOLVED :

THAT the preamble form an integral part hereof;

TO APPROVE the request for modification number 1 of the contract for the pavement marking services allocated by resolution 80.03.22 and the addition of the amount of \$ 8,000 to said contract;

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**20.01.23 CONTRACT – PROFESSIONAL ENGINEERING SERVICES –
PLANS AND SPECIFICATIONS – WASTEWATER TREATMENT
SYSTEM**

WHEREAS the Municipality's 2023-2024-2025 three-Year Capital Program provides that the wastewater treatment project initiated in 2022 for the preliminary stages must pass, in 2023, the stage of preparation of plans and specifications, submission of grant applications, financing and related calls for tenders;

WHEREAS the Municipality must be able to benefit from the professional services of engineers for the continuation of the realization of the stages planned in 2023;

WHEREAS the needs assessment was completed in 2021 and the cost estimate was established in 2022 by the Public Works and Infrastructures Department with the assistance of qualified professionals;

WHEREAS the preparation of the plans and specifications is necessary in 2023 in order to allow the start of the work by 2024;

WHEREAS the Public Works and Infrastructures Department has solicited offers of services to complete a mandate for the preparation of plans and specifications and, subsequently, the preparation of grant requests, for the above-mentioned project;

WHEREAS sections 6 to 7.3 of By-law (571-2019) on contract management as well as the Purchasing and Supply Policy of the Municipality;

WHEREAS the Municipality awarded a contract for professional services for the realization of the preliminary stages of the project to BHP Conseils and that it is in the best interest of the Municipality to continue with the latter for the stages planned for 2023;

WHEREAS the written offer of services from BHP Conseils, in the amount of \$47,600, plus taxes, for the realization of the stages planned for 2023;

CONSIDERING THAT the necessary credits for this contract are available with temporary funding from the general fund and subsequently allocated to the borrowing by-law for the above-mentioned project;

It is proposed by Councillor Peter MacLaurin
IT IS RESOLVED :

THAT the preamble is an integral part of the present document;

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TO AWARD a contract for professional services in engineering for the preparation of plans and specifications for the installation of street furniture in the center of the Municipality to BHP Conseils, in the amount of \$47,600, plus taxes;

TO MANDATE the Director of Public Works and Infrastructures to follow up on this resolution and to put the supplier in contact with the consultants retained for the revitalization of the village center;

21.01.23 ADOPTION – 2021 REPORT REGARDING THE USE OF DRINKING WATER

The Director general presents Council who acknowledge receipt, of the 2021 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 Gilles Saulnier

IT IS RESOLVED:

TO ADOPT the Municipality's 2021 report regarding drinking water management;

22.01.23 CONTRACT – TECHNICAL SUPPORT SERVICES – AQUEDUCTS – RENEWAL

CONSIDERING THE director of the public works and infrastructures department has asked for a proposal for technical support for professional services for the operations of drinking water production;

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

CONSIDERING THAT the estimate of this forthcoming contract is less than \$ 50,000 with the option of renewal;

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CONSIDERING THAT the Municipality has received an offer for the renewal of the contract for professional services for the exploitation of works for the production of drinking water from the firm Aquatech for an annual flat rate of \$ 26,760 plus taxes;

CONSIDERING the Director general and Director of the Public works and infrastructures department's recommendations;

It is proposed by Councillor Gilles Saulnier

IT IS RESOLVED :

THAT the preamble form an integral part hereof;

TO GRANT the contract for professional services to the firm Aquatech for technical support for professional services for the operations of drinking water production as described in the presented proposal for which a copy was given to council members for an amount of \$ 26 760, plus taxes conditional to the hours truly dedicated to the specified work;

TO AUTHORIZE the Director general and the Director, Public works and infrastructures department to sign any document to follow-up, for and in the Municipality's name;

23.01.23 REPORT REGARDING THE TREATMENT OF PETITIONS AND REQUESTS

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

24.01.23 DIRECTOR'S MONTHLY REPORT

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

25.01.23 REPORT REGARDING PERMITS AND CERTIFICATES

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

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**26.01.23 ANIMAL PROTECTION AND CONTROL SOCIETY'S
ACTIVITY REPORT**

General management has not received any report.

**27.01.23 OBTAINING REGULAR EMPLOYEE STATUS AND LIFTING OF
PROBATION – MUNICIPAL INSPECTOR**

WHEREAS the provisions of the collective agreement for blue and white collar workers of the Municipality;

WHEREAS Mr. Michael Duhaime was hired as a municipal inspector for the urbanism and environment department on April 13th, 2022, with the status of a temporary employee;

WHEREAS Mr. Michael Duhaime was granted probationary status on December 14th, 2022;

It is proposed by Councillor Louise Cossette
BE IT RESOLVED:

THAT the preamble be made a part hereof;

TO CONFIRM the end of the probationary period for Mr. Michael Duhaime, municipal inspector, in accordance with the provisions of the collective agreement in force;

**A.M. 05.01.23 NOTICE OF MOTION AND PRESENTATION OF BY-LAW
(656-2023) WHICH MODIFIES BY-LAW (567-2019) ON THE ENVIRONMENT
ADVISORY COMMITTEE REGARDING THE METHOD OF DETERMINING THE
COMMITTEE PRESIDENT**

Notice of motion is given by Councillor Gilles Saulnier that By-law (656-2023) which modifies By-law (567-2019) on the environment advisory committee regarding the method of determining the committee president will be presented at a future council meeting.

Draft by-law (656-2023) which modifies By-law (567-2019) on the environment advisory committee regarding the method of determining the committee president is presented herewith.

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**A.M. 06.01.23 NOTICE OF MOTION AND PRESENTATION OF BY-LAW
(657-2023) REGARDING PESTICIDES AND FERTILIZERS**

Notice of motion is given by Councillor Carole Patenaude that By-law (657-2023) regarding pesticides and fertilizers will be presented at a future council meeting.

Draft by-law (657-2023) regarding pesticides and fertilizers is presented herewith.

28.01.23 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 December 2022 as per By-law (577-2019) regarding financial administration.

**29.01.23 HIRING – PATROLLERS AND MONITOR – 2022-2023 WINTER
SEASON**

WHEREAS the Municipality's 2023 budget ;

WHEREAS the hiring of patrollers and a monitor is necessary for the cross-country ski and recreational trails ;

WHEREAS the recommendation from the Director of the Recreation, culture and community life department and the director general;

CONSIDERING the Remuneration policy for employees of the Recreation, culture and community life department;

It is proposed by Councillor Peter MacLaurin
AND RESOLVED:

That the preamble form an integral part hereof.

TO PROCEED with the hiring of following persons as patrollers and monitor 2022-2023 season as per the terms of the Remuneration for attendants at the Recreation, parks and outdoor network department policy;

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Patrollers/Monitor	Position	Level 2023
Mathieu Richard	Patroller	5
Normand Forget	Patroller	7
Olivier Marois	Patroller	4
Simon Bourbonnière Basque	Monitor	1

QUESTION PERIOD

Council answers questions posed by the public.

30.01.23 END OF THE MEETING

The agenda having been completed, it is proposed by Councillor Claude P. Lemire that the meeting end at 20:45.

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

Timothy Watchorn
Mayor

Hugo Lépine
Director general /
Registrar-treasurer

Nine people attended the meeting.