

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 the Community Room, 567, Village, on Wednesday, March 12th, 2014 at which were present Councillors Mona Wood, Leigh MacLeod, Peter MacLaurin and Jean Dutil, forming quorum under the chairmanship of Mayor Timothy Watchorn.

Councillors Jean-Pierre Dorais and Claude P. Lemire are absent.

The Director general, Yves Desmarais, is present.

At 7:30 p.m., the Mayor states quorum, welcomes the public and Council deliberates on the following dossiers.

35.03.14 ADOPTION OF THE AGENDA

It is proposed by councillor Mona Wood
And unanimously resolved by all councillors:

That Council adopt the agenda as presented by Director general.

3		ADMINISTRATION
3	1	Approval of the minutes
3	1	2
3	2	Finances
3	2	1 Expense statement
3	2	2 Statement of financial activities to February 28th, 2014
3	2	3 Adjudication of the issuance of banknotes
3	2	4 Modifications pursuant to the financing of borrowing by-laws 435, 440, 444, 333, 349, 371 and 356
3	2	5 Resolution 247.12.13 - Purchase of the Commons property
3	3	Correspondence
3	4	Personnel
3	4	1 Salary structure revision
3	4	2 Abolition of the position of accounts payable and pay clerk
3	4	3 End of employment of Mrs. Natasha Marinier
3	4	4 Hiring of an administrative assistant
3	5	Resolution
3	5	1 Legalisation of the road facing 188, Loup-Garou
3	5	2 Mandate - MSSI aqueduct on chemin des Hauteurs
3	6	Regulations
3	6	1
4		PUBLIC SAFETY
4	1	1
4	1	2 SQ activity report
4	2	Personnel
4	2	1 Policy regarding the fire department personnel and first responders work conditions
4	3	Resolution
4	3	1
4	4	Regulations
4	4	1

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5		PUBLIC WORKS
5	1	Monthly report from the Director
5	2	Personnel
5	2	1 Hiring of a labourer driver operator
5	3	Resolution
5	3	1 Purchase of a grader
5	4	Regulations
5	4	1
6		ENVIRONMENT & PARKS
6	1	Monthly report from the Director
6	1	2
6	2	Personnel
6	2	1
6	3	Resolution
6	3	1 Jackson river
6	4	Regulations
6	4	1
7		URBANISM AND LAND DEVELOPMENT PLANNING
7	1	Monthly report from the Director
7	1	2
7	2	Personnel
7	2	1
7	3	Resolution
7	3	1 Purchase of a Honda truck
7	3	2 Civic number on chemin du Lac-Noiret
7	4	Règlementation
7	4	1
8		RECREATION DEPARTMENT
8	1	1 Monthly report from the Director
8	1	2
8	2	Personnel
8	2	1
8	3	Resolution
8	3	1 Request for authorization - Vallée de Saint-Sauveur half marathon
8	3	2 YMCA request - 2014 Cyclo-Tour du Parc
9		New Business
10		Question period
11		End of the meeting

36.03.14 APPROVAL OF THE MINUTES

The minutes of the regular meeting of February 12th, 2014 to members of Council, by means of the electronic assembly file folder.

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

That Council adopt the minutes of the regular council meeting of February 12th, 2014.

That Council approve the corrected text for resolution 53.04.12.

37.03.14 EXPENSE STATEMENT

The lists of accounts payable and accounts paid during the month of February 2014 was given to Council members by means of the electronic assembly as well as the list of authorized expenses as per the delegation of competency by-law 351.

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Expense statements February 1st to 28th, 2014	
Accounts to be paid	274 159,07 \$
Accounts paid in advance	691 300,80 \$
Total purchases	965 459,87 \$
Direct bank payments for the month	4 225,75 \$
Total expenses	969 685,62 \$
Net salaries	103 838,11 \$
GRAND TOTAL (Février 2014)	1 073 523,73 \$

Councillor Jean Dutil and council members acknowledge having received the requested clarifications at the time of the caucus meeting, confirm having verified the list and recommend that Council approve the accounts.

That Council studied the lists and:

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

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

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

STATEMENT OF FINANCIAL ACTIVITIES TO FEBRUARY 28TH, 2014

The Director general presents Council, who acknowledge receipt of the statement of financial activities to February 28th, 2014.

38.03.14 ADJUDICATION OF THE ISSUANCE OF BANKNOTES

Considering the Municipality proceeded with a public tender for the financing of by-laws 435 - Municipalisation of des Huarts and des Outardes roads, 440 - Which decrees the purchase of vehicles and equipment for the fire and public works departments and a loan in order to do so, 444 - Upgrading of Domaine Balmoral drinking water network, 333 - Municipalisation of Haut-Bois and des Bouleaux roads, 349 - Which decrees purchases for the fire department and a loan in order to do so, 371 - Municipalisation of des Haut-Bois and des Bouleaux roads and 356 - Purchase of the property located at 817, Village;

Considering the Municipality has received the following offers:

1. Banque Royale du Canada
Price : 100,00000
True cost : 2,84000 %
2. Financière Banque Nationale Inc.
Price : 98,82400
True cost : 2,87900 %
3. Caisse Desjardins de la Vallée des
Pays-d'en-Haut
Price : 100,00000
True cost : 2,99000 %

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

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That the municipality accept the offer made by the Banque Royale du Canada for its loan of March 19th, 2014 in the amount of \$ 816 000 by bank notes as per by-laws 435, 440, 444, 333, 349, 371 and 356, similar or at the price of 100,00000 due in 5-year series as follows:

120 600 \$	2,84000 %	March 19th, 2015
124 500 \$	2,84000 %	March 19th, 2016
128 500 \$	2,84000 %	March 19th, 2017
132 600 \$	2,84000 %	March 19th, 2018
309 800 \$	2,84000 %	March 19th, 2019

That the bank notes, capital and interest are payable by cheque to the order of the registered holder or by pre-authorized bank withdrawal.

39.03.14 MODIFICATIONS PURSUANT TO THE FINANCING OF BORROWING BY-LAWS 435, 440, 444, 333, 349, 371 AND 356

Whereas in accordance to the following borrowing by-laws and the amounts indicated for each, the Municipality of Morin-Heights intends to borrow by banknotes, a total amount of \$ 816 000;

By-laws	Amounts
435	\$ 152 800
440	\$ 151 300
444	\$ 168 000
333	\$ 43 200
349	\$ 230 000
371	\$ 20 800
356	\$ 49 900

Whereas the Municipality of Morin-Heights would like to take advantage of the provisions of Article 2 of the *Loi sur les dettes et les emprunts municipaux* (chapter D-7), which provides for the original borrowing term to be extended for at the most, twelve (12) months at the time of refinancing;

Whereas the Municipality of Morin-Heights will have, on March 17th, 2014, an amount of \$ 152, 800 to be renewed on an original loan of \$ 360,600 for a period of 10 years, as per by-law 435;

Whereas for this purpose, it becomes necessary to modify the borrowing by-laws for which these banknotes are issued;

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

That the preamble of the present resolution be an integral part as if it were reproduced in its entirety.

That a loan by banknote in the amount of \$ 816,000 provided for in borrowing by-laws number 435, 440, 444, 333, 349, 371 and 356 be done.

That the banknotes be signed by the Mayor and the Secretary-treasurer.

That the banknotes be dated March 19th, 2014.

That the interest on the banknotes be payable semi-annually.

That the banknotes, with regards to the capital, be reimbursed as follows:

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2015	\$	120,600
2016	\$	124,500
2017	\$	128,500
2018	\$	132,600
2019	\$	136,800
2019	\$	173,000 (to be renewed)

That to realize this loan, the Municipality of Morin-Heights must issue a shorter term than the term provided for in the borrowing by-laws, specifically a term of five (5) years (as of March 19th, 2014) with regards to the annual amortizations in capital scheduled for years 2020 and following, instead of the term provided for said amortizations for by-laws number 435 and 444, each subsequent loan must be for the balance or part of the balance owed on the by-law.

That the Municipality of Morin-Heights borrow \$ 152,800 by banknotes, by renewing the issuance of bonds or banknotes for an additional term of 2 days at the original term of by-law number 435.

40.03.14 RESOLUTION 247.12.13 - PURCHASE OF THE COMMONS PROPERTY

Considering Council authorized the purchase of the Commons property and a loan from the operating fund in order to do so by resolution 247.12.13;

Considering the 2013 financial results allows for the cash payment of this property;

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

That Council modify resolution 247.12.13 as follows:

«That Council authorize the complete payment for the property,
\$ 100,446.26 from the non-allocated surplus ».

CORRESPONDENCE

The Director general reviews the correspondence for the month of February 2014. Council acknowledges receipt of the letters presented to its members by means of the electronic assembly. The Director general will take action and follow up if necessary.

Correspondence received

- 1 S. Patenaude: fire - des Huarts road
- 2 Memo: request for sign, Range 4
- 3 Recyc-Québec: Info PGMR
- 4 RIDR: minutes 20.11.13
- 5 MMQ-FQM: 2014 agreement
- 6 M. Nichols: Lac Théodore road
- 7 MRC des Pays-d'en-Haut: MADA committee
- 8 MADA: Action plan
- 9 MRC des Pays-d'en-Haut: MADA committee
- 10 MRC des Pays-d'en-Haut: plan

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- 11 SPCA: 2013 report
 - 12 MC Savard: trainer
 - 13 MRC des Pays-d'en-Haut: By-law 287-2014
 - 14 CRÉ Laurentides: Atlas en ligne
 - 15 FCM: membership request
 - 16 R. Dalbiais: signs
 - 17 RIDR: summary: collection of non conform material
 - 18 SPCA: 2013 follow-up
 - 19 Recyc-Québec: compensation for recycling
 - 20 Tricentris Express: February 2014
 - 21 Town of Sainte-Adèle: urbanism plan
 - 22 MRC des Pays-d'en-Haut: mountain bike plan
 - 23 MAMROT: dilapidation certificate
 - 24 J.P. Riendeau: signage request
 - 25 P. Rose: Theater Morin-Heights
 - 26 P. Rose: Joyful noise choir
 - 27 Hydro Quebec: bulletin
- Correspondence sent**
- A A. Poudrette: Bennett road
 - B F. Desaulniers: snow removal
 - C L. Manseau: garbage pick-up
 - D Climat-municipalités: final claim
 - E Tender - Honda Ridgeline
 - F Tender - grader
 - G Tender - engineers - Village road aqueduct
 - H L. Drobner: private road
 - I M. Tassé: complaint against neighbour

41.03.14 SALARY STRUCTURE REVISION

Considering that in 2011, Council adopted a salary structure for non-unionized and management employees;

Considering that back then, the position of Director of the Recreation department had been under-evaluated;

Considering the Finance and work relations committee's recommendation with regards to correcting the evaluation for the Recreation Director's position;

Considering the report prepared by the Director general dated February 25th, 2014;

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

That Council modify the evaluation for the position of Recreation Director with the consequence that, for a score of 610, class 4 be attributed.

That this modification be applicable as of January 1st, 2014.

42.03.14 ABOLITION OF THE POSITION OF ACCOUNTS PAYABLE AND PAY CLERK

Considering that in April 2013, the position of Accounts payable and pay clerk was created by the municipality by resolution 70.04.13;

Considering the position is no longer justified pursuant to modifications made to the procedures and reorganization of certain tasks within the Administration department over the past few months;

Considering the Finance and work relations' recommendations;

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

That Council abolish the position of accounts payable and pay clerk created by resolution 70.04.13 as of today.

43.03.14 END OF EMPLOYMENT OF MRS. NATASHA MARINIER

Considering Mrs. Natasha Marinier was hired to the position of Accounts payable and pay clerk by resolution 71.04.13;

Considering that after eleven months, the Municipality decreed the abolition of the position pursuant to the Administration's recommendation;

It is proposed by councillor Mona Wood
And unanimously resolved by all councillors:

That Council end Mrs. Natasha Marinier's employment as of today.

That the Director general be authorized to do whatever is necessary in this dossier.

44.03.14 HIRING OF AN ADMINISTRATIVE ASSISTANT

Considering Mrs. Anita Stranzl's departure as of January 6th, 2014;

Considering the Director general' recommendation;

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

That Council authorize the hiring of Linda Zinkewich to the position of administrative assistant as per the norms of the collective agreement in effect.

45.03.14 LEGALISATION OF THE ROAD FACING 188, LOUP-GAROU

Considering Loup-Garou road encroaches on lot 3 736 430, cadaster of Quebec, located on 188, Loup-Garou road;

Considering an agreement was entered into with the property owner;

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

That council authorize the purchase of a part of lot of more or less 72 square meters at the price of \$ 1,332.

That Council authorize the pertinent expenses for this transaction, specifically professional fees for surveyors and notary.

That the Mayor and Director general be authorized to sign for and in the Municipality's name.

That Council authorize that payment to the property owner be made immediately.

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46.03.14 MANDATE - AQUEDUC MSSI - CHEMIN DES HAUTEURS

Considering that, pursuant to a request for tenders, Council gave a mandate to Équipe Laurence in order to prepare the dossier regarding the connection of the Ski Morin-Heights network to the Village drinking water network;

Considering the citizens' request to municipalize the entire network and its inclusion into the project for the replacement of the des Hauteurs conduit;

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

That Council approve the offer of services for this part of the work presented on February 13th, 2014 in the amount of \$ 21,600 and along with engineering services, includes topographic statements and biologist studies required as per the Environment Act.

That the granting of the contract is conditional to the approval of the borrowing by-law.

SQ ACTIVITY REPORT

The Director general presents council, who acknowledge receipt, of the Sûreté du Québec's report to March 7th, 2014.

Council takes note of the actions to be taken during this period.

47.03.14 POLICY REGARDING THE FIRE DEPARTMENT PERSONNEL AND FIRST RESPONDERS WORK CONDITIONS

Considering the Municipality has a Policy regarding working conditions for the fire department personnel and first responders;

Considering that updates must be made as per the Director, fire department and first responder's recommendations;

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

That Council approve version 2014-03 of the Policy regarding work conditions for the fire department personnel and first responders.

MONTHLY REPORT FROM THE DIRECTOR, SERVICE DES TRAVAUX PUBLICS

The Director general presents Council who acknowledges receipt of the monthly report as well as the list of daily calls for the month of February as well as the list of expenses authorized during the month as per the delegation of competency, by-law 351.

48.03.14 HIRING OF A TEMPORARY LABOURER DRIVER OPERATOR

Considering the report presented by the Director, public works department dated March 5th, 2014;

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Considering that Mr. Martin Bergeron is hired as temporary labourer driver operator, replacing Mr. Normand Pelletier who is on sick leave;

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

That council authorize the hiring of Mr. Martin Bergeron to the position of temporary labourer driver operator as per the terms of the collective agreement.

49.03.14 PURCHASE OF A GRADER

Considering the Municipality called for public tenders through the SEAO system for the acquisition of a grader;

Considering the municipality received the following tenders as detailed in the report on opening of tenders which is annexed to the present resolution;

Name	Price
Déneigement Fontaine Gadbois	201 206,25 \$
Société en commandite Strongco	254 439,68 \$

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

That the contract regarding the acquisition of a used 2009 Volvo G 960 grader with 1,871 hours of use be granted to the company, Déneigement Fontaine Gadbois for the amount of \$ 201,206.25.

MONTHLY REPORT FROM THE DIRECTOR, SERVICE DE L'ENVIRONNEMENT

The Director general presents to Council, who acknowledge receipt, the monthly report from the Director, Service de l'environnement et des parcs.

50.03.14 JACKSON CREEK

Considering the project presented by the Lac-Écho property owners association aimed at the protection of the Jackson river's natural basin area;

Considering the financial chart proposes that the three municipalities - Mille-Iles, Morin-Heights and Saint-Sauveur participate to 14,3% of the budget;

Considering the credits are available in the environment budget;

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

That Council authorize the Municipality's support in the project and accepts participating financially to the amount of \$ 850.

That Mr. James Jackson, Director of the environment and parks department, represent the Municipality with regards to this project.

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MONTHLY REPORT FROM THE DIRECTOR, SERVICE DE L'URBANISME

The Director general presents Council who acknowledge receipt of the monthly report for February 2014 from the Director, Service de l'urbanisme.

51.03.14 PURCHASE OF A HONDA TRUCK

Considering the Municipality called for tenders through by invitation for the acquisition of a Honda truck;

Considering the municipality received the following tenders as detailed in the report on opening of tenders which is annexed to the present resolution:

Name	Price (taxes included)
Nord Sud Honda	\$ 42,531.58
Les Autos P.A. Leblanc Inc.	\$ 41,046.08

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

That the contract regarding the acquisition of a 2014 Honda ridgeline 'sport' truck be granted to Les Autos P.A. Leblanc Inc. at the price of \$ 35,700, before taxes.

That the necessary amount be allocated from the available surplus.

52.03.14 CIVIC NUMBERS ON LAC-NOIRET ROAD

Considering the civic number sequence on Lac-Noiret road is the same for the Municipality and the Municipality of Wentworth Nord;

Considering the given intervals is insufficient to meet the needs of the present parcelling and even less for future ones;

Considering the Director, Urbanism department's recommendation, pursuant to meeting with neighbouring municipality;

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

That Council agree with the Urbanism department's recommendation and authorizes the modification of the civic number sequence on Lac-Noiret road.

That the Urbanism department individually notify each of the property owners of this situation and that the transition period end July 1st, 2014.

That the Urbanism department notify emergency services, Canada Post and any other organization it deems necessary.

MONTHLY REPORT FOR THE DIRECTOR, SERVICE DES LOISIRS ET DE LA CULTURE

The Director general presents Council, who acknowledge receipt, of the monthly report for the month of February 2014 as well as the list of expenses.

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53.03.14 REQUEST FOR AUTHORIZATION - VALLÉE DE SAINT -SAUVEUR HALF MARATHON

Considering the request presented by the Chambre de commerce et de tourisme La Vallée de Saint-Sauveur for the holding of their event, the Vallée de Saint-Sauveur half-marathon, on October 5th and 6th, 2014;

Considering the organizers are responsible for obtaining the proper authorization from the Minister of transport and the Sûreté du Québec;

Considering the organizer estimates the number of participants at 300;

Considering the contribution regarding the special fund for municipal organizations is \$ 2 per participant, therefore, a amount totalling \$ 600;

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

That Council authorize the holding of the event on Saint-Adolphe, Village and Bélisle roads.

That Council notify the organizers that they are responsible for gathering volunteers and the necessary personnel for these activities.

That the services of the Sûreté du Québec or of an accredited signage company are required at the intersection of Route 364 in order to ensure safety.

54.03.14 YMCA REQUEST - 2014 CYCLO-TOUR DU PARC

Considering the request presented by the YMCA du Québec for the holding of their event, Cyclo-Tour du Parc 2014, to be held on May 31st and June 1st, 2014;

Considering it is the organizers responsibility to obtain the proper authorizations from the Ministère des transports and the Sûreté du Québec;

Considering the organizer estimates the number of participants at 40 people;

Considering the contribution regarding the special fund for municipal organizations is \$ 2 per participant, therefore, an amount of \$ 80;

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

That Council does not object to the holding of this event.

That Council notify the organizers that it is there responsibility to make sure that they have the necessary volunteers and personnel for these activities.

That Council notify the organizing committee that the services of the Sûreté du Québec or of an accredited signage company are required at the intersection of Route 364 in order to ensure safety.

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55.03.14 CONGRATULATIONS - MORIN-HEIGHTS VIKING LOPPET

It is unanimously resolved that Council congratulate the organizers, volunteers and Viking Club for the success of the 2014 edition of the Loppet.

A special mention is given to recognize the work of Mrs. Catherine Maillé, Director of the Recreation department and of Mr. James Jackson, Director of the Environment and parks department.

QUESTION PERIOD

Council answers questions asked by the public.

56.03.14 END OF THE MEETING

It is proposed by councillor Mona Wood that the meeting ends at 8:25 p.m.

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

Timothy Watchorn
Mayor

Yves Desmarais
Director general

Two people attended the meeting.