

**Municipality of Morin-Heights**

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

**MINUTES**

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

Minutes of the regular meeting of the Municipal council of Morin-Heights, held at the Council Room, 567, Village, on Wednesday, January 18th, 2017 at which were present:

Councillor Claude P. Lemire  
Councillor Leigh MacLeod  
Councillor Jean Dutil

forming quorum under the chairmanship of Mayor Timothy Watchorn.

The Assistant Secretary-treasurer, Michel Grenier, is present.

Councillors Mona Wood, Jean-Pierre Dorais and Peter MacLaurin are absent.

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

**1.01.17 ADOPTION OF THE AGENDA**

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

That Council adopt the agenda as presented by Director general.

**AGENDA**

- |   |   |  |
|---|---|--|
| 1 |   | Opening of the council meeting   |
| 2 |   | Adoption of the agenda   |
| 3 |   | <b>Administration</b>  |
| 3 | 1 | 1 Approval of the minutes  |
| 3 | 1 | 2 Director general's report regarding the follow-up of current dossiers  |
| 3 | 2 | <b>Finances</b>  |
| 3 | 2 | 1 Expense statement  |
| 3 | 2 | 2 Statement of financial activities to December 31 <sup>st</sup> , 2016  |
| 3 | 2 | 3  |
| 3 | 3 | <b>Correspondence</b>  |
| 3 | 4 | <b>Personnel</b>   |
| 3 | 4 | 1 Remuneration of management personnel and professionals   |
| 3 | 4 | 2 Remuneration of Director general   |
| 3 | 4 | 3 Professional group insurance consultant services for municipalities and organizations as per the UMQ group purchases |
| 3 | 4 | 4 Administrative assistant – Josée Poirier   |
| 3 | 5 | <b>Resolution</b>  |
| 3 | 5 | 1  |
| 3 | 6 | <b>Regulations</b>   |
| 3 | 6 | 1  |
| 4 |   | <b>PUBLIC SAFETY</b>   |
| 4 | 1 | 1 Monthly report from the Director   |
| 4 | 1 | 2 Monthly activity report from the SQ  |
| 4 | 2 | <b>Personnel</b>   |
| 4 | 2 | 1  |
| 4 | 3 | <b>Resolution</b>  |

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4	3	1	
4	4		<b>Regulations</b>
4	4	1	
5			<b>PUBLIC WORKS</b>
5	1		Monthly report from the Director
5	2		<b>Personnel</b>
5	2	1	
5	3		<b>Resolution</b>
5	3	1	Work – Bennett road
5	3	2	Cancellation of the request for tenders for the purchase of a new loader-backhoe
5	4		<b>Regulations</b>
5	4	1	
6			<b>URBANISM, ENVIRONMENT AND LAND DEVELOPMENT PLANNING</b>
6	1		Monthly report from the Director
6	1	2	Minutes of the Planning advisory committee meeting
6	3		<b>Resolution</b>
6	3	1	Minor derogation – 34, du Sommet
6	3	2	Minor derogation – 71, Rockcliff
6	4		<b>Regulations</b>
6	4	1	
7			<b>RECREATION, OUTDOOR NETWORK AND COMMUNITY SERVICES</b>
7	1	1	Monthly report from the Director
			Report from the Director, outdoor network
7	1	2	
7	2		<b>Personnel</b>
7	2	1	
7	3		<b>Resolution</b>
7	3	1	Graphic design service
7	3	2	Printing service
7	3	3	Support to the Municipality's organizations
7	3	4	2017 Morin-Heights Viking Loppet
8			New Business
9			Question period
10			End of the meeting

### **2.01.17 APPROVAL OF THE MINUTES**

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The minutes of the regular and special meetings of December 14<sup>th</sup>, 2016 as well as the adjournment meeting of December 21<sup>st</sup>, 2016 were given to members of Council, by means of the electronic assembly file folder.

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

That Council adopt the minutes of the regular and special meetings of December 14<sup>th</sup>, 2016 as well as the adjournment meeting of December 21<sup>st</sup>, 2016.

### **3.01.17 EXPENSE STATEMENT**

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The list of accounts payable and accounts paid during the month of December 2016 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.

Councillor Claude P. Lemire studied the lists and answered questions asked by the council members.

It is proposed by Councillor Claude Philippe Lemire  
And unanimously resolved by all Councillors:

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

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<b>Expense statements from December 1<sup>st</sup> to 30<sup>th</sup>, 2016</b>	
Accounts to be paid	\$ 390 231,10
Accounts paid in advance	\$ 148 063,83
<b>Total purchases</b>	<b>\$ 538 294,93</b>
Direct bank payments for the month	\$ 6 690,06
<b>Total expenses</b>	<b>\$ 544 984,99</b>
<b>Net salaries</b>	<b>\$ 181 848,72</b>
<b>GRAND TOTAL (December 2016)</b>	<b>\$ 726 833,71</b>

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

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

**4.01.17 STATEMENT OF FINANCIAL ACTIVITIES TO  
DECEMBER 31ST, 2016**

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The Assistant Secretary-treasurer presents Council, who acknowledge receipt of the statement of financial activities to December 31st, 2016.

**CORRESPONDENCE**

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The Assistant Secretary-treasurer reviews the correspondence for the month of December 2016. Council acknowledge 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.

D. Mathieu: donation  
MAMOT: approval of by-law 546-2016  
MDDELCC: Location Jean Miller dossier  
MRC : nomination of the prefect  
Compo-recycle: report  
MRC: 2017 council of mayors meeting  
Agence municipale de financement 911: cumulative statement  
R. MacLaurin : complaint – signage  
FCM : membership  
Citizen's surveys  
R. Dufort – des bories road: snow removal complaint  
Commission scolaire des Laurentides: grant request for a new school  
Residents of Old Settlers road: resolution  
JJ Stréliski: complaint regarding snow removal

**5.01.17 REMUNERATION OF MANAGEMENT PERSONNEL  
AND PROFESSIONALS**

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Considering the Municipality has a policy regarding remuneration for management personnel and non-unionized personnel;

Considering the Director general recommends to Council, the progression of the bi-annual echelon for all employees included in the policy;

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

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

That Council authorize the progression of the echelon for each management employee and professional for 2017.

### **6.01.17 REMUNERATION FOR DIRECTOR GENERAL**

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Considering the Director general's remuneration is not established by the Remuneration policy for management personnel and non-unionized professionals;

Considering the Director general's has been limited to the cost of living index since 2013;

Considering the Director general's working conditions were revised in 2015;

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

That Council modify the Policy regarding work conditions for management and non-unionized professionals in order to recognize the addition of five (5) non-payable personal days for the Director general.

### **7.01.17 PROFESSIONAL GROUP INSURANCE CONSULTANT SERVICES FOR MUNICIPALITIES AND ORGANIZATIONS AS PER THE UMQ GROUP PURCHASES**

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Whereas the Municipality has received a proposal from the Union des municipalités du Québec (UMQ) to form a group, in its name and in the name of many other interested municipalities, to retain professional group insurance consultant services for municipalities and organizations as per the UMQ's group purchases;

Whereas articles 29.9.1 of the Municipal Code's *Loi sur les cités et villes* et 14.7.1 allow for a municipality to enter into such agreement with the UMQ;

Whereas the Municipality would like to join this group;

Whereas as per the Law, the UMQ will proceed with a public request for tenders for the granting of the contract;

Whereas the UMQ intends on launching this request for tenders in the winter of 2017;

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

That the Municipality confirm its membership to the UMQ's group in order to retain professional group insurance consultant services for municipalities and organizations as the group purchase and entrust the UMQ to begin the process to conclude the contract.

That the contract will be granted for the period of one year, renewable each year for a maximum period of five years.

That the Municipality provide the UMQ with the information required for the request for tenders within the specified timeframe.

That the Municipality agree to respect the terms and conditions of said contract as if it had been entered into directly with the supplier with whom the contract was granted to.

That the Municipality agrees to pay management costs of 1.15% to the UMQ for total premiums paid by the Municipality.

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### **8.01.17 ADMINISTRATIVE ASSISTANT – JOSÉE POIRIER**

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Considering Mrs. Josée Poirier was hired to the position of administrative assistant for the Urbanism and public works departments by resolution 134.05.16;

Considering Mrs. Poirier's performance evaluation for this position demonstrates a good citizen approach and a good capacity of advancement within the organization but her probation period must be extended as her dossier has not been finalized;

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

That Council decided to extend the probation period as specified in the letter of intent signed on January 12<sup>th</sup>, 2017.

That Council confirm that Mrs. Josée Poirier's probation period be extended for a period of four (4) months until May 16<sup>th</sup>, 2017.

### **9.01.17 MONTHLY REPORT FROM THE DIRECTOR**

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The Assistant Secretary-treasurer presents Council who acknowledge receipt of the monthly report for the month of December from the Director, Fire department, the list of authorized expenses for the month as per competency delegation, by-law 351.

### **10.01.17 SQ ACTIVITY REPORT**

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The Assistant Secretary-treasurer presents council, who acknowledge receipt, of the Sûreté du Québec's December 2016 report.

### **11.01.17 MONTHLY REPORT FROM THE DIRECTOR, SERVICE DES TRAVAUX PUBLICS**

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The Assistant Secretary-treasurer presents Council who acknowledge receipt of the monthly reports for the month of December, the list of daily calls as well as the list of expenses authorized during the month as per the delegation of competency, by-law 351.

### **12.01.17 WORK – BENNETT ROAD**

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Considering Ski Morin Heights has requested that Bennett road be municipalised (previously known as Allen road, in order to meet up with projected road Kicking Horse;

Considering the work to widen the road, ditches and paving are required in order to meet the Municipality's norms pertaining to public roads;

Considering the first 210 meters of road from Village road belongs to the Municipality;

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Considering the estimate for the work is \$ 23,461.63 and that the Municipality's share is \$ 13,461.63;

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

That Council approve the change to Bennett road and the pertinent expense.

### **13.01.17 CANCELLATION OF THE REQUEST FOR TENDERS FOR THE PURCHASE OF A NEW LOADER-BACKHOE**

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Considering the Municipality proceeded with a call for tenders through the SEAO for the purchase of a new 2016 or 2017 loader-backhoe;

Considering that two offers were presented;

Considering that both offers received exceed the authorized budget for this project;

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

That council reject the offers received and cancel the request for tenders for all intents and purposes.

### **14.01.17 MONTHLY REPORT FROM THE URBANISM, ENVIRONMENT AND LAND DEVELOPMENT PLANNING**

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The Assistant secretary-treasurer presents Council who acknowledge receipt of monthly report for December 2016 from the Director of the Urbanism, environment and land development department.

### **15.01.17 MINUTES OF THE PLANNING ADVISORY COMMITTEE MEETING**

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The Director General presents the minutes of the Planning Advisory committee meeting of December 13th, 2016;

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

That Council accept the minutes of the meeting of December 13th, 2016 and make the pertinent recommendations.

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### **16.01.17 MINOR DEROGATION – 34, DU SOMMET**

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- The president of the assembly opens the consultation meeting regarding the minor derogation at 7:45 p.m.;
- The president of the assembly gives the floor to the Assistant Secretary-treasurer who reads the proposal and explains the requested derogation;
- The president of the assembly invites anyone interested who were duly convened to this meeting by public notice dated December 16<sup>th</sup>, 2016 be heard in this dossier;
- Following interventions from the public, Council proceeds with the following:

Considering that a minor derogation request to Subdivision by-law 417 aiming at the parcelling of a property built in two lots was submitted and presented;

Whereas the committee studied the request and recommends that Council approval of the derogation request;

Whereas a public notice was given in conformity to the law;

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

That Council approve the requested derogation, specifically to reduce the minimum depth to 45.62 meters for lot no. 1, as specified in the draft subdivision plan prepared by surveyor Sylvie Filion, minutes 5193.

### **17.01.17 MINOR DEROGATION – 71, ROCKCLIFF**

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- The president of the assembly opens the consultation meeting regarding the minor derogation at 7:55 p.m.;
- The president of the assembly gives the floor to the Assistant Secretary-treasurer who reads the proposal and explains the requested derogation;
- The president of the assembly invites anyone interested who were duly convened to this meeting by public notice dated December 16<sup>th</sup>, 2016 be heard in this dossier;
- Following interventions from the public, Council proceeds with the following:

Considering that a minor derogation request to Zoning by-law 416 aiming at the reduction of the rear set-back in order to legalize the location of the main building was submitted and presented;

Whereas the committee studied the request and recommends that Council approval of the derogation request;

Whereas a public notice was given in conformity to the law;

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

That Council approve the requested derogation, specifically to reduce the

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rear set-back from 10 meters to 0,74 meters as specified on the certificate of location prepared by surveyor Paul-André Régimbald, minutes 6955.

**18.01.17 RECREATION, OUTDOOR NETWORK DEPARTMENT  
AND COMMUNITY SERVICES**

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The Assistant Secretary-treasurer presents Council, who acknowledge receipt, of the monthly report prepared by the Director, recreation department and of the list of expenses as per the delegation of competency by-law 351.

**19.01.17 MONTHLY REPORT FROM THE DIRECTOR, OUTDOOR  
NETWORK**

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The Assistant Secretary-treasurer presents Council, who acknowledge receipt, of the monthly report prepared by the Director, outdoor network.

**20.01.17 GRAPHIC DESIGN SERVICE**

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Considering it is beneficial for the Municipality to continue its collaboration with Mrs. Julie Allard of Turquoise Design with regards to the graphic design work for Info Morin-Heights and other documents;

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

That Council grant the contract by mutual agreement for the graphic design work for Info Morin-Heights and other publications with Mrs. Julie Allard of Turquoise Design for an amount of more or less \$ 5,865.00 which tariff may vary as per the importance of the publication as detailed in the offer attached herewith forming an integral part hereof.

**21.01.17 PRINTING SERVICE**

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Considering it is beneficial for the Municipality to continue its collaboration with Les imprimés Triton for the publication of Info Morin-Heights and other documents;

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

That Council grant the contract by mutual agreement for the printing of Info Morin-Heights to Les imprimés Triton for the amount of more or less \$ 18,520.00 which tariff may vary as per the importance of a publication as detailed in the offer attached herewith forming an integral part hereof.

**22.01.17 SUPPORT FOR THE MUNICIPALITY'S ORGANIZATIONS**

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Considering the Municipality supports organizations within the Municipality:

Considering these organizations' activities contribute to the community's vitality;

Considering the amounts are provided for in the current budget;

It is proposed by Councillor Leigh MacLeod



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And unanimously resolved by all councillors:

That Council authorize the payment of the following financial support:

COOP Santé de Morin-Heights	20 000 \$
FC Morin-Heights (Club de soccer)	24 500 \$
Cozy Corner	500 \$
Senior Citizens Heritage Club	500 \$
Théâtre Morin-Heights	2500 \$
Arts Morin-Heights	1800 \$
Morin-Heights Historical association	1500 \$
Laurentian reading club	100 \$
Les Jardins Collectifs	2000 \$
COOP Sore – dîner communautaire	500 \$
Petit déjeuner de l'école de Morin-Heights	1500 \$

**23.01.17      2017 MORIN-HEIGHTS VIKING LOPPET**

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Considering that the Municipality is host of the Viking Loppet which will be held next February 26th;

Considering that 600 skiers will be participating in this event;

Considering that Council the logistics surrounding this event;

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

That Council ask the Ministère des transports' authorization to cover the route 329 with snow and close it sporadically in order to allow the skiers to cross vis-à-vis the aerobic corridor and vis-à-vis Allen road between 10:30 a.m. and 2:30 p.m.

That Council authorize the sporadic closing and snow cover of Bennett and Rockcliff roads to cross the aerobic corridor and Echo road in order to cross the Triangle trail.

That Council authorize parking on Campbell, Mountain View and Glen roads on February 26th, 2017.

That Council notify the Municipality's insurers that, on this day, the elementary school's property as well as private properties surrounding the school will be used and that more than 150 volunteers will be guiding skiers.

**QUESTION PERIOD**

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Council answers questions asked by the public.

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**24.01.17      END OF THE MEETING**

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It is proposed by Councillor Claude P. Lemire that the meeting end at 8:16 p.m.

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

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Timothy Watchorn  
Mayor

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Michel Grenier  
Secrétaire-trésorier adjoint /  
Assistant Secretary-treasurer

Seven people attended the meeting.