

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, which began on Wednesday, March 11th, 2020 at 19:30 at which were present Councillor Peter MacLaurin under the chairmanship of Mayor Timothy Watchorn.

On a motion by Councillor Peter MacLaurin, the meeting is adjourned to March 18th, 2020 at 19:30.

At 19:30 on March 18th, 2020 are present:

Councillor Jean Dutil
Councillor Leigh MacLeod
Councillor Claude P. Lemire
Councillor Peter MacLaurin
Councillor Jean-Pierre Dorais

Councillor Louise Cossette is absent.

The Director general, Mr. Hugo Lépine is present.

The Mayor states quorum, and Council deliberates on the following dossiers;

64.03.20 ADOPTION OF THE AGENDA

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

TO ADOPT the agenda as presented by Director general.

AGENDA

- 1** **OPENING OF THE MEETING AND WORD OF WELCOME**
- 2** **ADOPTION OF THE AGENDA**
- 3** **ADMINISTRATION AND REGISTRY**
- 3** **APPROVAL OF THE MINUTES**
- 3 1 Minutes of the regular sitting of February 12th, 2020
- 3 2 Minutes of the Planning advisory committee meeting of February 18th, 2020
- 4** **DIRECTOR GENERAL'S MONTHLY REPORT**
- 4 1 Report regarding the follow-up of dossiers
- 4 2 Report regarding the use of delegated power
- 5** **FINANCES AND ADMINISTRATION**
- 5 1 Expense statements
- 5 2 Statement of financial activities
- 5 3 Human resources
- 5 4 Resolutions and by-laws
- 5 4 1 Adoption - By-law (591-2020) modifying By-law (552-2018) regarding surplus costs for the municipalisation of the Ski Morin Heights drinking water network project
- 5 4 2 Adoption - By-law (593-2020) regarding the financial reserve for waste management
- 5 4 3 Transfer of \$ 28,708.68 from the allocated surplus to the Expense fund regarding the holding of an election
- 5 4 4 Presentation of the results of the registration procedure of those able to vote regarding By-law (590-2020) providing financing for the increase in the working fund and decree of a loan for this purpose
- 5 4 5 Refinancing of loans for By-laws 456 (rue des Outardes) and 443 (Corbeil dam)

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- 5 4 6 Notice of motion and presentation of draft By-law (602-2020) which modifies By-law (585-2019) regarding taxes, tariffs, service costs and compensations for financial year 2020 in order to exceptionally eliminate interests and penalties for the 2020 financial year
- 6 PUBLIC SAFETY AND FIRE**
- 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 Resolutions and by-laws
- 6 4 1 Presentation and approval - 2019 report of the fire safety plan of the MRC des Pays-d'en-Haut
- 7 PUBLIC WORKS**
- 7 1 Director's monthly report
- 7 2 Public works
- 7 2 1 Professional engineering services contract for the UV – Riverview project
- 7 2 2 Professional engineering services contract to Équipe Laurence for extension work on the Beaulieu aqueduct
- 7 2 3 Professional engineering services contract to BHP Conseil regarding the treatment of used water
- 7 2 4 Awarding of a contract for the purchase of trucks
- 7 3 Parks and buildings
- 7 3 1 Notice of motion and presentation of draft By-law (599-2020) providing for the financing for the purchase of a generator and other additional work and the decree of a loan for this purpose
- 7 4 Report regarding the treatment of petitions and requests
- 7 5 Human resources
- 7 5 1 Hiring of a labourer-driver-operator
- 7 6 Resolutions and by-laws
- 7 6 1 Adoption - By-law (594-2020) providing for financing for 2020, 2021 and 2022 roadwork and a loan in order to do so
- 7 6 2 Awarding of a contract for the purchase of granular materiel
- 7 6 3 Awarding of a contract for the tracing of lines
- 7 6 4 Roads authorization from the Quebec ministry of transports
- 8 URBANISM AND ENVIRONMENT**
- 8 1 Director's monthly report
- 8 2 Report regarding permits and certificates
- 8 3 Human resources
- 8 3 1 End of Mr. Dave Williams Roy's probation
- 8 4 Resolutions and by-laws
- 8 4 1 -
- 8 4 2 Adoption - By-law (589-2020) which repeals by-law (382) regarding the protection of shores and aquatic environment on lac Théodore
- 8 4 3 Minor exemption – 263, chemin Rustique
- 8 4 4 Notice of motion – By-law (600-2020) modifying By-law (420) regarding PIIA in order to include zones 38 and 36 within the concerned area
- 8 4 5 Recognition request for the Ruisseau Jackson natural reserve
- 8 4 6 Notice of motion and presentation of draft By-law (601-2020) which modifies By-law (463) which constitutes the Planning advisory committee in order to allow members to participate in meetings by any means of communication
- 9 RECREATION, CULTURE AND COMMUNITY LIFE**
- 9 1 Director's monthly report
- 9 2 Recreation
- 9 3 Culture
- 9 4 Outdoor network
- 9 5 Events
- 9 6 Human resources
- 9 7 Resolutions and by-laws
- 9 7 1 Request for financing – Support program for the upgrading of trails and outdoor activity sites
- 9 7 2 Notice of motion and presentation of draft By-law (597-2020) which modifies By-law (579-2019) regarding the Accès-logis Québec additional financing assistance program in order to specify the forms of available assistance
- 9 7 3 Presentation of the results of the registration procedure of those able to vote regarding By-law (584-2019) providing financing for the construction of exterior skating rinks as well as a service building and the decree of a loan for this purpose
- 9 7 4 Notice of motion and presentation of draft By-law (598-2020) regarding the implementing provisions of the Programme Rénovation Québec aimed at improving the Accès Logis Québec project
- 9 7 5 Creation of a committee for the follow-up of the Family and seniors policy
- 10 MONTHLY CORRESPONDENCE**
- 11 COUNCILLORS' DECLARATION**
- 12 MAYOR'S REPORT**
- 13 QUESTION PERIOD**
- END OF THE MEETING

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65.03.20 MINUTES OF THE REGULAR SITTING OF FEBRUARY 12TH, 2020

The minutes of the regular meeting of February 12th, 2020 were given to Council members, by means of the electronic assembly file folder.

It is proposed by Councillor Jean-Pierre Dorais
And unanimously resolved by all councillors:

TO ADOPT the minutes of the regular meeting of February 12th, 2020;

66.03.20 MINUTES OF THE PLANNING ADVISORY COMMITTEE MEETING OF FEBRUARY 18TH, 2020

The Director general presents the minutes of the latest town planning advisory committee meeting of February 18th, 2020;

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

TO ADOPT the minutes of the latest town planning advisory committee meeting of February 18th, 2020 and make the pertinent recommendations.

67.03.20 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.

68.03.20 REPORT REGARDING THE FOLLOW-UP OF DOSSIERS

The Director general presents his monthly activities report.

69.03.20 REPORT REGARDING THE USE OF DELEGATED POWER

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

70.03.20 EXPENSE STATEMENT

The list of accounts payable and accounts paid during the month of February 2020 was given to Council members by means of the electronic assembly as well as the list of authorized expenses as per By-law (577-2019) regarding financial administration.

Councillor Jean Dutil 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 February 1st to 29th, 2020	
Accounts to be paid	\$ 654,337.74
Accounts paid in advance	\$ 324,049.47
Total purchases	\$ 978,387.21
Direct bank payments	\$ 21,222.54
Sub-total – purchases and direct payments	\$ 999,609.75
Net salaries	\$ 139,442.99
GRAND TOTAL (to February 29th, 2020)	\$ 1,139,052.74

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

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

71.03.20 STATEMENT OF FINANCIAL ACTIVITIES

The Director general presents Council who acknowledges receipt of the statement of financial activities to February 29th, 2020.

72.03.20 ADOPTION - BY-LAW (591-2020) MODIFYING BY-LAW (552-2018) REGARDING SURPLUS COSTS FOR THE MUNICIPALISATION OF THE SKI MORIN HEIGHTS DRINKING WATER NETWORK PROJECT

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

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

TO ADOPT By-law (591-2020) modifying By-law (552-2018) regarding surplus costs for the municipalisation of the Ski Morin Heights drinking water network project as follows:

By-law 591-2020 modifying By-law (552-2018) regarding surplus costs for the municipalisation of the Ski Morin Heights drinking water network project

EXPLANATORY NOTE

The present by-law aims at proceeding with adjustments to the amounts borrowed in order to provide for the complete and final financing of the municipalisation and upgrading of the Sommet Morin Heights drinking water network.

It results from the Municipality's final report approved by the Minister of Municipal affairs and Housing regarding the use of the allocated grant within the Québec-Municipalités infrastructures program, section 1.5 for the undertaking of this project.

It therefore corrects the contributions required by the users of the network regarding the matter that the above-mentioned grant was not \$ 189,000 as previously estimated in By-law (571-2014) decreeing the municipalisation of the Ski Morin Heights area drinking water network as well as the upgrading work and a loan in the amount of \$ 1,432,000 in order to do so instead of \$ 171,675.

It amends By-law (552-2018) regarding the surplus costs to the Ski Morin Heights area drinking water network project for the addition of the amount of \$ 34,125 representing interests and an unrecorded rebate at the time of the initial adoption of the by-law, \$ 17,325 representing the unfinanced amount financed by the grant and \$ 2,400 regarding the accountability costs required by the Government.

Finally, it modifies this same by-law in order to ensure its compliance with the Municipal Code and the Act respecting municipal taxation.

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WHEREAS By-law (517-2014) which decrees the municipalisation of the Ski Morin Heights area drinking water network, the upgrading work and a loan of \$ 1,432,000 in order to do so ;

WHEREAS By-law (552-2018) regarding the surplus costs of the Ski Morin Heights area project regarding the municipalisation of the drinking water network;

CONSIDERING THAT interests and rebate costs of \$ 34,125 and the accountability costs of \$ 2,400 were not included in the Annex of By-law (517-2014) decreeing the municipalisation of the Ski Morin Heights area drinking water network as well as the upgrading work and a loan of \$ 1,432,000 in order to do so;

CONSIDERING THAT the anticipated grant by the Québec-Municipalités' infrastructure program, section 1.5, in the amount of \$ 189,000 was more specifically \$ 171,675;

CONSIDERING THAT modifications are necessary in order to ensure the sequence of by-laws regarding this matter;

WHEREAS THAT a notice of motion was given by Councillor Jean Dutil at the regular meeting of February 12th, 2020 and that this draft by-law was presented;

CONSEQUENTLY, the municipal council decrees the following:

CHAPTER 1 : INTRODUCTORY PROVISIONS

1. **Goal** – The goal of the by-law is to ensure the sequence among various by-laws which have provisions pertaining to the municipalisation of the Ski Morin Heights drinking water network.
2. **Objective** – The provisions of the by-law must be interpreted in such a way as to respect the draft agreement dated October 21st, 2014 signed by the Municipality and Groupe Les Sommets Inc., along with ensuring the preparation of by-laws as per the draft described in Article 1.

CHAPTER 2 : AMENDING PROVISIONS

3. **General fund allocation** – Article 2 of the by-law is replaced by the following provision:

« An amount of \$ 47,993.76 is allocated from the general fund, to the payment of 18% of the surplus of costs specified by the present by-law, representing the compensation of seventy-three (73) residential users implicated by the By-law».

4. **General fund additional allocation** – Article 3 of the by-law is replaced by the following provision :

« The amount of \$ 211,006.24 is allocated from the general fund, to the payment of 82% of surplus costs specified in the present by-law, representing the Groupe Les Sommets Inc.'s compensation as established by Annex A of By-law (517-2014) decreeing the municipalisation of the Ski Morin Heights drinking water network, the upgrading work and the amount of \$ 1,432,000 in order to do so ».

5. **Compensations** – Article 4 of the by-law is replaced by the following provision:

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« A compensation will be imposed and levied annually, over a period not exceeding twenty (20) years, on all taxable properties located within the station touristique Ski Morin Heights area, as specified in Annex A of By-law (517-2014) decreeing the municipalisation of the Ski Morin Heights area, the upgrading work and a loan of \$ 1,432,000 in order to do so, at a sufficient rate as per their value as shown on the Municipality's evaluation role in effect each year. »

6. **Advance payment of the compensation** – Article 5 is modified by the replacement, in the first paragraph of « part of the capital pertaining to this loan, before the first issuance of this loan or any subsequent issuance, if required and if would have been provided by the required compensation » by « the latter ».

CHAPTER 3 : FINAL PROVISION

7. **Entering into effect** - The present by-law enters into effect as per the Law.

Tim Watchorn
Mayor

Hugo Lépine
Directeur general /
Secretary-treasurer

73.03.20 ADOPTION – BY-LAW (593-2020) REGARDING THE FINANCIAL RESERVE FOR WASTE MANAGEMENT

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

It is proposed by Councillor Jean-Pierre Dorais
And unanimously resolved by all councillors:

TO ADOPT By-law (593-2020) regarding the financial reserve for waste management as follows:

By-law 593-2020 Regarding the financial reserve for waste management

EXPLANATORY NOTE

This by-law aims at providing legal status to the financial reserve for waste management.

The limit of this reserve is set at \$ 125,000 for an undetermined period.

It specifies the amounts which are allocated annually from any surplus or part of non-allocated operating surplus, from the general fund or from the present or eventual levy or from any compensation that Council may decree or from any tax or tariff provided for this purpose as per the Act respecting municipal taxation.

WHEREAS THAT the Municipality allocates budgetary credits annually in order to provide a financial reserve allowing for the payment of expenses related to waste management;

CONSIDERING Articles 1094.1 to 1094.6 of the Municipal Code, which allow for and manage the constitution and management of the financial reserves other than those stipulated in said Municipal Code;

CONSIDERING the Municipality would like to render official and legal, the existence of a financial reserve for waste management;

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CONSIDERING THAT a notice of motion for this by-law was previously given by Councillor Jean-Pierre Dorais at the Council meeting of February 12th, 2020;

CONSIDERING THAT the draft by-law was presented at the Council meeting of February 12th, 2020;

CONSIDERING THAT the Director general and Secretary-treasurer mentions that this by-law pertains to the constitution of a financial reserve allowing for the financing of expenses related to waste management;

CONSEQUENTLY, the municipal council decrees the following:

1. **Creation of the reserve and reason** – A financial reserve is constituted in order to provide for the expenses pertaining to waste management.
2. **Financial reserve limit** – The amount projected for the reserve is \$ 40,000.
3. **Method of financing** – The Municipal Council may, by resolution, allocate part of any non-allocated operating surplus to the financial reserve.

It may, in the same way, allocate any amount from the general fund.

4. **Method of recurring financing** – The amounts allocated annually to the financial reserve come from the surplus of the compensation levied to taxable properties as per the Act respecting municipal taxation pertaining to expenses related to waste management.

They may come from any tax or tariff decreed by Council for waste management purposes.

5. **Delegation of the Director, Finances or Secretary-treasurer** - Council delegates to the Director, Finances and to the Secretary-treasurer, the power to transfer any amount included in the financial reserve into the general fund in order to provide for the financing of expenses related to Article 1.

6. **Duration** – The financial reserve is for an undetermined period of time.

7. **Accountability** – The Municipality's annual financial report must include a statement of revenues and expenses from the financial reserve.

8. **Allocation of the surplus of revenues and expenses at the end of the existence** – At the end of the reserve's existence, all surplus of income over expenses will be allocated to the general fund.

9. **Entering into effect** - The present by-law enters into effect as per the Law.

Tim Watchorn
Mayor

Hugo Lépine
Director general /
Secretary-treasurer

**74.03.20 TRANSFER OF \$28,708.68 FROM THE ALLOCATED
SURPLUS TO THE EXPENSE FUND REGARDING THE
HOLDING OF AN ELECTION**

WHEREAS THAT, as of December 31st, 2019, the Municipality's allocated surplus shows an amount of \$ 28,708.68 related to the holding of municipal elections;

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CONSIDERING the new article 278.1 and 278.2 of the Act respecting elections and referendums in municipalities, which provide for the creation of a « Reserved fund for expenses related to the holding of an election »;

CONSIDERING THAT the said allocated amount is dedicated to financing for the holding of municipal elections;

It is proposed by Councillor Peter MacLaurin

IT IS RESOLVED:

THAT the preamble form an integral part hereof;

TO TRANSFER the amount of \$ 28,708.68 to the Municipality's allocated surplus to December 31st, 2019 to the expense fund related to the holding of an election;

TO MANDATE the Director, Finance and administration and he is hereby mandated to follow through with this dossier;

75.03.20 PRESENTATION OF THE RESULTS OF THE REGISTRATION PROCEDURE OF THOSE ABLE TO VOTE REGARDING BY-LAW (590-2020) PROVIDING FINANCING FOR THE INCREASE IN THE WORKING FUND AND DECREE OF A LOAN FOR THIS PURPOSE

The Director general presents Council who acknowledge receipt of the secretary-treasurer's certificate regarding the registration procedure for those able to vote on the registry established on March 2nd, 2020 as per by-law (590-2020) providing financing for the increase in the working fund and decree of a loan for this purpose;

The by-law having been reputed approved by those able to vote, the Director general informs Council that a request for approval was sent to the Minister of municipal affairs on March 19th, 2020.

76.03.20 REFINANCING OF THE LOANS FOR BY-LAWS 456 (RUE DES OUTARDES) AND 443 (CORBEIL DAM)

WHEREAS THAT the loans decreed by By-laws 456 (regarding rue des Outardes) and 443 (regarding the work done on the Corbeil dam) will end on March 18th, 2020;

CONSIDERING the Municipal debts and loans Act allow for the Municipality to manage the short-term loans for these by-laws;

WHEREAS THAT the Municipality's financial institution presented a proposal for the refinancing of the following debt balances:

- \$ 27,900 for By-law 456
- \$ 47,400 for By-law 443

CONSIDERING that after analysis and diligent verification, the favorable recommendation from the Director, Finances and Administration;

It is proposed by Councillor Jean Dutil

IT IS RESOLVED:

THAT the preamble form an integral part hereof;

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TO AUTHORIZE the refinancing of the following loans for a total amount of \$ 77,300 for a period of five (5) years, at the rate of 3,39 %:

- \$ 27,900 for By-law 456;
- \$ 47,400 for By-law 443;

TO AUTHORIZE the Mayor and the Director general and they are hereby authorized, to sign any document for the follow-up, for and in the Municipality's name;

**A.M. 06.03.20 NOTICE OF MOTION AND PRESENTATION OF DRAFT
BY-LAW (602-2020) WHICH MODIFIES BY-LAW (585-
2019) REGARDING TAXES, TARIFFS, SERVICE COSTS
AND COMPENSATIONS FOR FINANCIAL YEAR 2020
IN ORDER TO EXCEPTIONALLY ELIMINATE INTERESTS
AND PENALTIES FOR THE 2020 FINANCIAL YEAR**

Notice of motion is given by Councillor Claude P.Lemire that By-law (602-2020) which modifies By-law (585-2019) regarding taxes, tariffs, service costs and compensations for financial year 2020 in order to exceptionally eliminate interests and penalties for the 2020 financial year will be presented at a future council meeting.

Draft by-law (602-2020) which modifies By-law (585-2019) regarding taxes, tariffs, service costs and compensations for financial year 2020 in order to exceptionally eliminate interests and penalties for the 2020 financial year is presented to Council forthwith.

77.03.20 MONTHLY REPORT FROM THE DIRECTOR

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

78.03.20 SQ POLICE DEPARTMENT'S ACTIVITY REPORT

The Police department's monthly report is presented to Council;

79.03.20 HIRING – JUNIOR FIREFIGHTERS

CONSIDERING the fire department's needs;

WHEREAS THAT the Fire department, in accordance to the policies in effect and to the firefighter's collective agreement, proceeded with a call for candidacies to fill two available and vacant part time and on-call positions;

CONSIDERING THAT the selection committee, comprised of the director general, the director and assistant-director of the fire department, proceeded with the analysis of candidacies received and to the pertinent interviews;

CONSIDERING the selection committee's report and recommendation;

It is proposed by Councillor Leigh MacLeod

IT IS RESOLVED:

THAT the preamble form an integral part hereof;

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TO PROCEED with the hiring of Mr. Mickael Lamer, Oscar Diaz Camejo and Samuel St-Laurent as part-time, on-call and junior firefighters at the conditions stipulated in the policies in effect and pursuant to the terms of the collective agreement in effect for the Municipality's firefighters;

TO MANDATE the Director of finance and the Director of the Fire department to follow-up with this dossier.

80.03.20 PRESENTATION AND APPROVAL – 2019 SCHÉMA DE COUVERTURE DE RISQUE EN INCENDIE DES PAYS-D'EN-HAUT

CONSIDERING the recommendation issued by the members of the Comité de sécurité incendie (CSI) regarding going ahead with the adoption of the 2019 assessment pertaining to fire safety throughout the MRC des Pays-d'en-Haut territory in view of its transfer to the minister of public security (MSP);

It is proposed by Councillor Leigh MacLeod

And unanimously resolved by all Councillors:

TO APPROVE the 2019 assessment as per the preparation of the schema de couverture de risques en incendie (SCRI) and therefore authorize its sending to the Minister of public security (MSP)'s Direction des incendies.

81.03.20 MONTHLY REPORT FROM THE DIRECTOR, SERVICE DES TRAVAUX PUBLICS

The Director general presents Council, who acknowledge receipt of, the monthly report for the month of February from the Director, public works, the list of requests as well as the list of expenses authorized during the month of February 2020 as per By-law (577-2019) regarding financial administration.

82.03.20 PROFESSIONAL ENGINEERING SERVICES CONTRACT FOR THE UV – RIVERVIEW PROJECT

WHEREAS THAT the 2020-2021-2022 Triennial capital assets program stipulates following through with the installation of a UV protection system at the Riverview station in 2021;

CONSIDERING THAT the preliminary work must be done as of 2020 in order to prepare for said project;

WHEREAS THAT a borrowing by-law will finance and grant the appropriate credits for this project;

CONSIDERING By-law (571-2019) regarding contractual management regarding the contract by mutual agreement;

CONSIDERING THAT a contract must be allocated for professional services for this dossier as of now in order to ensure the project is undertaken in 2021;

WHEREAS THAT this contract is estimated at less than \$ 50,000;

CONSIDERING the offer presented by Équipe Laurence to obtain this contract which complies with the initial estimate and for which Council members have been made aware of;

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CONSIDERING the Director, Public works' recommendation which certifies that this offer complies with the Municipality's request for quotes;

It is proposed by Councillor Jean Dutil

IT IS RESOLVED:

THAT the preamble form an integral part hereof;

TO GRANT the contract for professional engineering services for the UV – Riverview project to Équipe Laurence, for the amount of \$ 33,875.00 plus taxes, in accordance to the offer dated February 21st, 2020 attached herewith forming an integral part hereof;

TO AUTHORIZE the Director general and he is hereby authorized to sign any document regarding this dossier for and in the Municipality's name;

**83.03.20 PROFESSIONAL ENGINEERING SERVICES CONTRACT
TO ÉQUIPE LAURENCE FOR THE EXTENSION WORK ON
THE BEAULIEU AQUEDUCT**

WHEREAS THAT the Municipality signed an agreement for a housing development with promoters Daniel and Pierre Fillion in the Domaine Beaulieu are which implicated the improvement and extension of the municipal aqueduct in order to be able to supply future residence with water;

CONSIDERING THAT the preliminary work must be done in 2020 with regards to the preparation of said project;

WHEREAS THAT a borrowing by-law will finance and allocate the appropriate credits for this project;

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

CONSIDERING THAT there is a need to grant professional engineering services in this dossier as of now in order to ensure the carrying out of this project until 2021;

WHEREAS THAT this contract is estimated at less than \$ 50,000;

CONSIDERING THE offer presented by Équipe Laurence to obtain this contract which is in conformity with the initial estimate and for which Council members have been made aware;

CONSIDERING the recommendation by the Director, public works which certifies that this offer is in conformity with the Municipality's price request;

It is proposed by Councillor Jean Dutil

IT IS RESOLVED:

THAT the preamble form an integral part hereof;

TO GRANT the professional engineering services contract for the Beaulieu aqueduct extension project to Équipe Laurence for the amount of \$ 42,700, plus taxes according to offer OS-4124 dated March 10th, 2020 attached herewith forming an integral part hereof;

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

**84.03.20 PROFESSIONAL ENGINEERING SERVICES CONTRACT
TO BHP CONSEIL REGARDING THE TREATMENT OF
USED WATER**

WHEREAS the 2020-2021-2022 Triennial capital assets program which includes a plan for the construction of a used water treatment station in the village core;

CONSIDERING THAT the credits have been voted on and allocated in order to undertake the preliminary studies in 2020;

WHEREAS THAT as per the Public works department's request, the firm BHP Conseil presented an offer of services attached herewith forming an integral part hereof in order to undertake the studies;

CONSIDERING By-law (571-2019) regarding contractual management, which stipulates the obligation of rotating contractors with regards to mutual agreement contracts;

It is proposed by Councillor Peter MacLaurin

IT IS RESOLVED:

THAT the preamble form an integral part hereof;

TO AUTHORIZE the granting of the engineering services contract, by mutual agreement, to BHP Conseil, as per the terms of the above-mentioned proposal, in order to undertake the preliminary studies for the construction of the used water treatment station for an amount not exceeding \$ 20,200, plus taxes;

85.30.20 AWARDING OF CONTRACT – PURCHASE OR TRUCKS

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

CONSIDERING the estimate of costs of a contract for the purchase of trucks based on previous years' history;

WHEREAS a call for tenders by invitation was sent on March 3rd, 2020 to four potential suppliers;

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

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

Les Sommets Chevrolet Buick GMC at the price of \$ 92,687.10 including taxes;

CONSIDERING Article 936 of the Quebec municipal code;

CONSIDERING THE offer presented complies with the specifications;

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

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It is proposed by Councillor Jean Dutil

IT IS RESOLVED:

THAT the preamble form an integral part hereof;

TO GRANT the contract for the purchase of new 2020 trucks to Les Sommets Chevrolet Buick GMC Inc. for the amount of \$ 92,687.10, plus 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;

A.M. 07.03.20 NOTICE OF MOTION AND PRESENTATION OF DRAFT BY-LAW (599-2020) PROVIDING FOR THE FINANCING FOR THE PURCHASE OF A GENERATOR AND LOAN FOR THIS PURPOSE

Notice of motion is given by Councillor Leigh MacLeod that By-law (599-2020) providing for the financing for the purchase of a generator and other additional work and the decree of a loan for this purpose will be presented at a future council meeting.

Draft by-law (599-2020) providing for the financing for the purchase of a generator and other additional work and the decree of a loan for this purpose is presented to Council forthwith.

86.03.20 REPORT REGARDING THE TREATMENT OF PETITIONS AND REQUESTS

The Director general presents Council who acknowledge receipt, of summary report regarding petitions and requests to March 6th, 2020.

87.03.20 HIRING OF A LABOURER-DRIVER-OPERATOR

WHEREAS the vacancy of a permanent full-time labourer-driver-operator position for the Public works department;

WHEREAS THAT the Selection committee mandated to receive and analyze candidacies, has proceeded with the appropriate interviews and a recommendation was presented;

WHEREAS THAT the unionized position is submitted by the regulations stipulated in the collective agreement applicable and entered into between the Municipality and local 3950 of the (SCFP) Canadian union of public employees and the provisions regarding the recruiting and description of required tasks and competency;

It is proposed by Councillor Jean Dutil

AND IT IS RESOLVED:

THAT the preamble form an integral part hereof;

TO AUTHORIZE the hiring of Alexandre Champagne to the position of temporary labourer-driver-operator pursuant to the terms of the above-mentioned collective agreement in effect and the 2020 hourly rate taking into account the applicable probation period and the evaluation of these terms;

Municipality of Morin-Heights

88.03.20 ADOPTION - BY-LAW (594-2020) PROVIDING FOR FINANCING FOR 2020, 2021 AND 2022 ROADWORK AND A LOAN IN ORDER TO DO SO

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

It is proposed by Councillor Jean-Pierre Dorais
And unanimously resolved by all councillors:

TO ADOPT By-law (594-2020) providing for financing for 2020, 2021 and 2022 roadwork and a loan in order to do so as follows:

**By-law 594-2020
Providing for financing for 2020, 2021 and 2022 roadwork and
a loan in order to do so**

EXPLANATORY NOTE

This by-law decrees, according to the Municipal Works Act, roadwork to be financed by a loan for the 2020, 2021 and 2022 fiscal years.

It provides for the repayment terms according to the Act respecting municipal debts and loans and the Municipal Code.

CONSIDERING Articles 1060.1 and following of the Municipal Code;

CONSIDERING the Act respecting municipal debts and loans and the Municipal powers Act which grants power to the Municipality with matters pertaining to roadwork;

CONSIDERING the Municipality's 2020-2021-2022 capital spending program;

CONSIDERING the federal and provincial governments' various infrastructure financing programs;

WHEREAS THAT a notice of motion was given by Councillor Jean Dutil at the regular Council meeting of February 12th, 2020;

WHEREAS THAT the present by-law was presented at the regular Council meeting of February 12th, 2020;

CONSEQUENTLY, the municipal council decrees the following:

CHAPTER I : INTRODUCTORY PROVISIONS

1. **Preamble** – The preamble forms an integral part hereof.
2. **Authorized work** – Council authorizes various roadwork, as specified in Annex A prepared by Mr. Sacha Desfossés, engineer and Director, Public works department, evaluated at \$ 1,350,000 :

CHAPTER II : LOAN

3. **Loan**- In order to pay for expenses specified in the present by-law, Council authorizes a loan in the amount of \$ 1,350,000, to be reimbursed over a period of 15 years.

Municipality of Morin-Heights

4. **Deduction and levying of tax** – To provide for expenses incurred with regards to interest and the reimbursement in capital at the loan’s annual due dates, a special tax at a sufficient rate as per their value as shown on the evaluation role in effect each year, will be imposed and levied annually during the term of the loan on all taxable properties on the Municipality’s territory.

5. **Use of a surplus** – Should the allocation amount authorized by the present by-law be higher than the amount actually spent with regards to this allocation, Council is authorized to use this surplus to pay for any other expense decreed by the present by-law for which the allocation is deemed insufficient.

CHAPTER III : FINAL PROVISIONS

6. **Entering into effect** - The present by-law enters into effect as per the Law.

Tim Watchorn
Mayor

Hugo Lépine
Director general /
Secretary-treasurer

89.03.20 AWARDING OF A CONTRACT FOR THE PURCHASE OF GRANULAR MATERIAL

CONSIDERING the Municipality’s requirements and needs with regards the purchase of granular material;

CONSIDERING the estimate of costs of a contract for the granular material based on previous years’ history;

WHEREAS a call for tenders by invitation was sent on February 28th to four potential suppliers;

- Location Jean Miller Inc.
- David Riddell Excavation et transport
- Lafarge Canada Inc.
- Sintra

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

CONSIDERING the Municipality has received three quotes within the delays stipulated in the specifications, specifically:

- David Riddell Excavation et transport
- Excavation Miller 2014
- Lafarge Canada Inc.

CONSIDERING Article 936 of the Quebec municipal code;

CONSIDERING THE offer presented complies with the specifications;

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

It is proposed by Councillor Peter MacLaurin

IT IS RESOLVED:

Municipality of Morin-Heights

THAT the preamble form an integral part hereof;

TO AUTHORIZE the Public works department to call upon the services of the suppliers having presented the lowest offer in conformity to the applicable Laws, as shown in the minutes of the opening of offers attached herewith forming an integral part hereof;

TO AUTHORIZE the payment will be made after verification of quantities and price per unit submitted on the forms;

TO REQUIRE the delivery, if necessary, be made during the Public works department's regular hours in accordance to By-law SQ-2019 regarding traffic, parking, peace and order;

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;

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

90.03.20 AWARDING OF A CONTRACT FOR THE TRACING OF LINES

CONSIDERING the Municipality's requirements and needs with regards to the tracing of lines;

CONSIDERING the estimate of costs of a contract for the tracing of lines based on previous years' history;

WHEREAS a call for tenders by invitation was sent on February 19th, to eight potential suppliers;

- Les signalisations R.C. Inc.
- Lignco
- Marquage et traçage du Québec
- Proligne
- Marquage Lignax Inc.
- Marquage G.B.
- Lignes-Fit
- Lignes Maska

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

CONSIDERING the Municipality has received four quotes within the delays stipulated in the specifications, specifically:

- Marquage et traçage du Québec
- Lignes Maska
- Lignes-Fit
- Marquage Lignax Inc.

CONSIDERING Article 936 of the Quebec municipal code;

CONSIDERING THE offer presented complies with the specifications;

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

It is proposed by Councillor Claude P. Lemire

Municipality of Morin-Heights

IT IS RESOLVED:

THAT the preamble form an integral part hereof;

TO GRANT the contract for the tracing of lines to the lowest bidder in conformity, Lignes-Fit for a total amount of \$ 27,723.49, including taxes for 2020 and \$ 29,904.33, including taxes for option year 2021;

THAT the director be authorized to sign the contract and make the payments as per the chart of submitted prices per unit subject to the final estimates of quantities as per the conditions of the offer;

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;

91.03.20 ROADS AUTHORIZATION FROM THE QUEBEC MINISTRY OF TRANSPORTS

WHEREAS THAT the Municipality must undertake work on roads maintained by the ministry of Transport;

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

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

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

CONSIDERING Articles 37 and 38 of the Public works Act;

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

IT IS PROPOSED BY Councillor Leigh MacLeod

AND RESOLVED:

THAT the Municipality ask the ministère des Transports, de la Mobilité durable et de l'Électrification des transports to grant the permission to work on the roads during 2020 and that it is authorizes Sacha Desfossés to sign the authorizations in order for the work, which estimated costs to return to its condition do not exceed \$ 10,000 since the Municipality agrees to respect the clauses permitted.

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

92.03.20 MONTHLY REPORT

The Director general presents Council, who acknowledge receipt of, the monthly report for February 2020 from the Director of the Urbanism and Environment as well as the list of authorized expenses as per By-law (577-2019) regarding financial administration.

Municipality of Morin-Heights

93.03.20 REPORT REGARDING PERMITS AND CERTIFICATES

The Director general presents Council who acknowledge receipt, of the list of permits and certificates to March 18th, 2020.

94.03.20 END OF MR. DAVE WILLIAMS ROY'S PROBATION

WHEREAS THAT Mr. Dave Williams Roy was hired to the position of municipal inspector for the Urbanism and Environment department on June 12th, 2019 by Council resolution number 210.06.19;

CONSIDERING the 8-month probation has been completed;

CONSIDERING Mr. Roy's positive evaluation made by the Director of the Urbanism and Environment department;

WHEREAS a positive recommendation to end Mr. Roy's probation period;

It is proposed by Councillor Jean-Pierre Dorais

IT IS UNANIMOUSLY RESOLVED :

THAT the preamble form an integral part hereof;

TO AUTHORIZE the end of Mr. Dave Williams Roy's probation in accordance to the provisions of the collective agreement in effect;

95.03.20 ADOPTION – BY-LAW (589-2020) WHICH REPEALS BY-LAW (382) REGARDING THE PROTECTION OF SHORES AND AQUATIC ENVIRONMENT ON LAC THÉODORE

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

It is proposed by Councillor Jean-Pierre Dorais
And unanimously resolved by all councillors:

TO ADOPT By-law (589-2020) which repeals by-law (382) regarding the protection of shores and aquatic environment on lac Théodore as follows:

**By-law 589-2020
Which repeals by-law (382) regarding the protection of shores and
aquatic environment on lac Théodore**

EXPLANATORY NOTE

The By-law repeals By-law 382 adopted in 2004 by the Municipal Council.

In 2007, the Protection of shores, coastlines and floodplains policy was adopted by the Quebec Government in 2005, modified in 2008 and 2014. It covers the situation stipulated in the 2009 municipal by-law.

WHEREAS THAT a notice of motion was given by Councillor Jean-Pierre Dorais at the regular Council meeting of February 12th, 2020;

CONSEQUENTLY, the municipal council decrees the following:

Municipality of Morin-Heights

CHAPTER 1 INTRODUCTORY PROVISIONS

1. **Goal** – The goal of the present by-law is to proceed with the abrogation of an obsolete by-law regarding the protection of lac Théodore.
2. **Objective** – The provisions of the by-law must be interpreted in such a way as to update the Municipality's regulation.

CHAPTER 2 SUPERSEDING PROVISION

3. **Abrogation** – By-law (382) regarding the protection of shores and aquatic environment on lac Théodore is repealed;

CHAPTER 3 FINAL PROVISION

The present by-law enters into effect as per the Law.

Tim Watchorn
Mayor

Hugo Lépine
Director general /
Secretary-treasurer

96.03.20 MINOR EXEMPTION – 263, CHEMIN RUSTIQUE

- The president of the assembly opens the consultation meeting regarding the minor derogation at 19:52;
- The president of the assembly invites the Director general to read the proposal and explain the requested derogation;
- The president of the assembly invites anyone interested who were duly convened to this meeting by public notice dated February 24th, 2020 be heard in this dossier. The meeting ends at 19:53;

CONSIDERING a request for minor exemption to Zoning by-law 416 aimed at legalizing the main building built around 1976 at inferior distances than those required by the by-law for the property located at 263, chemin Rustique on lot 3 737 582 was submitted and presented;

CONSIDERING the urbanism regulation minor derogations by-law (459);

WHEREAS the Planning advisory committee studied the request and recommends Council's approval of the derogation request;

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

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

TO APPROVE the requested exemption, specifically to reduce the front setback from 7,5 m to 6,11 m for the residence, to reduce the lake side setback from 20 m to 13,88 m for the residence and to allow for the encroachment within the lake's shoreline by reducing the depth from 15 m to 12,09 m for the existing balcony only, as shown on the certificate of location prepared by land surveyor François Sylvain, minute 17;

Municipality of Morin-Heights

**A.M. 08.03.20 NOTICE OF MOTION BY-LAW (600-2020) MODIFYING
BY-LAW (420) REGARDING PIIA IN ORDER TO INCLUDE
ZONES 38 AND 36 WITHIN THE CONCERNED AREA**

Notice of motion is given by Councillor Claude P. Lemire that By-law (600-2020) modifying By-law (420) regarding PIIA in order to include zones 38 and 36 within the concerned area will be presented at a future council meeting.

Draft by-law (600-2020) which modifies By-law (420) regarding PIIA in order to include zones 38 and 36 within the concerned area is presented to Council forthwith.

**97.03.20 RECOGNITION REQUEST FOR THE RUISSEAU JACKSON
NATURAL RESERVE**

WHEREAS all of the transactions done in December 2018 regarding the creation of a natural reserve to protect in perpetuity, all of the pertinent lots;

TAKING INTO ACCOUNT the commitments contracted by the Municipality in this regard, which includes all the necessary steps to be taken to acquire the lots regarding the lots with natural reserve status as per the Natural Heritage Conservation Act (RLRQ., ch. C-61.01);

CONSIDERING Article 55 of this Act, which includes all of the elements to be included in a request to have the natural reserve recognized, which includes the designation of a project manager;

It is proposed by Councillor Jean-Pierre Dorais

IT IS RESOLVED:

TO DESIGNATE Mr. Éric L'Heureux, director, Public works and environment, as a representative and project manager authorized to take the necessary steps, to sign any document for and in the Municipality's name with regards to the request to create and have the ruisseau Jackson recognized;

TO FORWARD a copy of the resolution to the Minister of the Environment and fight against climate change;

**A.M. 09.03.20 NOTICE OF MOTION AND PRESENTATION OF DRAFT
BY-LAW (601-2020) WHICH MODIFIES BY-LAW (463)
WHICH CONSTITUTES THE PLANNING ADVISORY
ADVISORY COMMITTEE IN ORDER TO ALLOW
MEMBERS TO PARTICIPATE IN MEETINGS BY ANY
MEANS OF COMMUNICATION**

Notice of motion is given by Councillor Jean-Pierre Dorais that By-law (601-2020) which modifies By-law (463) which constitutes the Planning advisory committee in order to allow members to participate in meeting by any means of communication will be presented at a future council meeting.

Draft by-law (601-2020) which modifies By-law (463) which constitutes the Planning advisory committee in order to allow members to participate in meeting by any means of communication is presented to Council forthwith.

Municipality of Morin-Heights

98.03.20 MONTHLY REPORT FROM THE DIRECTOR

The Director presents Council, who acknowledge receipt of her report as well as the lists of authorized expenses during the month of February 2020 as per By-law (577-2019) regarding financial administration.

99.03.20 REQUEST FOR FINANCING – SUPPORT PROGRAM FOR THE UPGRADING OF TRAILS AND OUTDOOR ACTIVITY SITES

CONSIDERING the Municipality's 2020-2021-2022 triennial capital assets program which, among others, provides for the construction project for skating rinks and service building in 2020;

CONSIDERING the Quebec government's support program for the upgrading of trails and outdoor activity sites;

WHEREAS THAT this program may finance up to 66.67 % of the project's admissible costs;

It is proposed to Councillor Leigh MacLeod

IT IS RESOLVED:

THAT the preamble form an integral part hereof;

TO AUTHORIZE the presentation of the project regarding the construction of skating rinks and service building to the Minister of Education and Higher Education within the support program for the upgrading of trails and outdoor activity sites;

TO CONFIRM the Municipality's agreement to pay its share of admissible costs of the project and to pay for its continuing operating costs;

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

A.M. 10.03.20 NOTICE OF MOTION AND PRESENTATION OF DRAFT BY-LAW (597-2020) WHICH MODIFIES BY-LAW (579-2019) REGARDING THE ACCÈS-LOGIS QUÉBEC ADDITIONAL FINANCING ASSISTANCE PROGRAM IN ORDER TO SPECIFY THE FORMS OF AVAILABLE ASSISTANCE

Notice of motion is given by Councillor Claude P. Lemire that By-law (597-2020) which modifies By-law (579-2019) regarding the Accès-logis Québec additional financing assistance program in order to specify the forms of available assistance will be presented at a future council meeting.

Draft by-law (597-2020) which modifies By-law (579-2019) regarding the Accès-logis Québec additional financing assistance program in order to specify the forms of available assistance is presented to Council forthwith.

Municipality of Morin-Heights

100.03.20 PRESENTATION OF THE RESULTS OF THE REGISTRATION PROCEDURE OF THOSE ABLE TO VOTE REGARDING BY-LAW (584-2019) PROVIDING FINANCING FOR THE CONSTRUCTION OF EXTERIOR SKATING RINKS AS WELL AS A SERVICE BUILDING AND THE DECREE OF A LOAN FOR THIS PURPOSE

The Director general presents Council who acknowledge receipt of the secretary-treasurer's certificate regarding the registration procedure for those able to vote on the registry established on March 2nd, 2020 as per by-law (584-2019) providing financing for the construction of exterior skating rinks as well as a service building and the decree of a loan for this purpose;

The by-law having been reputed approved by those able to vote, the Director general informs Council that a request for approval was sent to the Minister of municipal affairs on March 19th, 2020.

A.M. 11.03.20 NOTICE OF MOTION AND PRESENTATION OF DRAFT BY-LAW (598-2020) REGARDING IMPLEMENTING PROVISIONS OF THE PROGRAMME RÉNOVATION QUÉBEC AIMED AT IMPROVING THE ACCÈS LOGIS QUÉBEC PROJECT

Notice of motion is given by Councillor Peter MacLaurin that By-law (598-2020) regarding the implementing provisions of the Programme Rénovation Québec aimed at improving the Accès Logis Québec project will be presented at a future council meeting.

Draft by-law (598-2020) regarding the implementing provisions of the Programme Rénovation Québec aimed at improving the Accès Logis Québec project is presented to Council forthwith.

101.03.20 CREATION OF A COMMITTEE FOR THE FOLLOW-UP OF THE FAMILY AND SENIORS POLICY

WHEREAS THAT the Family ministry's seniors secretariat has put together and put into place the Support program for the Municipality Amie Des Aînés (MADA) which aims at:

- adapting policies, services and structures which pertain to the existing and social environments within the municipalities and MRC of Quebec;
- set conditions which will optimize possibilities for active aging;

WHEREAS THAT this program is divided into 2 sections, specifically:

- section 1: support for the setting-up and revision of policies and action plans in favour of seniors;
- section 2: support the setting-up of action plans in favour of seniors;

WHEREAS THAT the MRC des Pays-d'en-Haut and the Municipality have set-up a collective revision process for the revision of the MADA and family policy including the respective action plans and the process concludes with the creation of an (MRC) supra local follow-up committee and a local committee per municipality, for which the mandates are:

- follow and support the setting-up of local supra actions at the time of the implementation process;
- identify the priorities and target cooperation;
- actively participate in the evaluations of the steps with the goal of improving the MADA steps;

Municipality of Morin-Heights

WHEREAS THAT the creation of a MADA and family follow-up committee, for the MRC and participating municipalities is essential for the admissibility to the MADA, Section #2 support program;

It is proposed by Councillor Jean Dutil

IT IS RESOLVED:

TO CONSTITUTE the follow-up committee for the MADA/Family dossier;

TO NAME Councillor Claude Philippe Lemire and Mrs. Louise Cossette respectively as representatives for matters pertaining to seniors within the MADA program and responsible for questions regarding families and are nominated for as long as the present resolution will not have been abrogated or modified;

MAYOR'S REPORT

The Mayor presents his report regarding various dossiers verbally.

102.03.20 END OF THE MEETING

It is proposed by Councillor Jean Dutil that the meeting end at 20:00.

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

Timothy Watchorn
Mayor

Hugo Lépine
Director general /
Secretary-treasurer