

## **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, February 13<sup>th</sup>, 2013 at which were present Councillors Mona Wood, Leigh MacLeod, Peter MacLaurin, Jean Dutil and Claude P. Lemire, forming quorum under the chairmanship of Mayor Timothy Watchorn.

Councillor Jean-Pierre Dorais is 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.

#### **17.02.13 ADOPTION OF THE AGENDA**

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

That Council adopt the agenda as presented by Director general.

<b>3</b>		<b>ADMINISTRATION</b>
3	1	Approval of the minutes
<b>3</b>	<b>2</b>	Finances
3	2	1 Expense statement to December 31st, 2012 and for January 2013
3	2	2 Statement of financial activities to January 31st, 2013
<b>3</b>	<b>3</b>	Correspondence
3	4	Personnel
3	4	1 Get well wishes - Guy Labelle
3	5	Resolution
3	5	1 Senior's policy planning committee
<b>3</b>	<b>6</b>	Regulations
3	6	1 Adoption of by-law 502-2012 regarding tariffs for services
3	6	2 Notice of motion - By-law 504-2013 which provides for the payment of an indemnity for material damage done while exercising functions
<b>4</b>		<b>PUBLIC SAFETY</b>
4	1	1 Monthly report from the Director
<b>4</b>	<b>2</b>	Personnel
4	2	1
<b>4</b>	<b>3</b>	Resolution
4	3	1
<b>4</b>	<b>4</b>	Regulations
4	4	1 Adoption of by-law SQ 05-2012-1 regarding cleanliness, safety, peace and order
4	4	2 Adoption of by-law SQ 02-2012-02 regarding alarm systems
<b>5</b>		<b>PUBLIC WORKS</b>
5	1	
5	2	Personnel
5	2	1 Authorization to proceed with the hiring of temporary personnel
5	2	2 Retirement - Mr. Henri Weekes
5	2	3 Dossier Gilles Thibodeau

## **Municipality of Morin-Heights**

5	3	Resolution
5	3	1 Purchase of a loader backhoe
5	3	2 Professional engineering services for the preparation of plans, tenders and work supervision - Domaine Balmoral
5	4	Regulations
5	4	1
<b>6</b>		<b>ENVIRONMENT &amp; PARKS</b>
6	1	
6	2	Personnel
6	2	1
6	3	Resolution
6	3	1
6	4	Regulations
<b>7</b>		<b>URBANISM AND LAND DEVELOPMENT PLANNING</b>
7	1	Monthly report from the Director
7	1	2 Minutes of the Planning advisory committee meeting
7	2	Personnel
7	3	Resolution
7	3	1 Integrated housing project - cross-country retreat
7	3	2 Projected parcelling project - lots 4924659, 4924660, 4924661 and 4924662, Blue Hills road
7	4	Regulations
<b>8</b>		<b>RECREATION DEPARTMENT</b>
8	1	1 Monthly report from the Coordinator
8	1	2
8	2	Personnel
8	2	1
8	3	Résolution
8	3	1 -
8	3	2 Shakespeare in the park
8	3	3 Grant request - Canada summer employment program
9		New Business
9	1	Morin-Heights Loppet Viking blood donor clinic
10		Question period
11		End of the meeting

### **18.02.13 APPROVAL OF THE MINUTES**

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The minutes of the regular meeting of January 9th, 2013 were given to members of Council, by means of the electronic assembly file folder.

The Director general notifies council of the correction made to resolution 05.01.13.

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

That Council adopt the agenda as presented by the Director general.

### **19.02.13 EXPENSE STATEMENT**

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The lists of accounts payable and accounts paid during the month of January 2013 as well as the list of accounts to December 31st, 2012 were 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.

Council has studied the lists and:

## **Municipality of Morin-Heights**

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

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

<b>December 31st, 2012</b>	
Accounts to be paid	\$ 78,764.79
Accounts paid in advance	\$ 46,102.85
<b>Total purchases</b>	<b>\$ 124,867.64</b>
Direct bank payments for the month	-
<b>Total expenses</b>	<b>\$ 124,867.64</b>
<b>Net salaries</b>	<b>-</b>
<b><u>GRAND TOTAL</u></b>	<b><u>\$ 124,867.64</u></b>

<b>January 1st to 31st, 2013</b>	
Accounts to be paid	\$ 311,463.49
Accounts paid in advance	\$ 224,678.39
<b>Total purchases</b>	<b>\$ 536,141.88</b>
Direct bank payments for the month	\$ 7,763.73
<b>Total expenses</b>	<b>\$ 543,905.61</b>
<b>Net salaries</b>	<b>\$ 121,197.511</b>
<b><u>GRAND TOTAL</u></b>	<b><u>\$ 665,103.12</u></b>

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

### STATEMENT OF FINANCIAL ACTIVITIES TO JANUARY 31ST, 2013

The Director general presents Council, who acknowledge receipt of the statement of financial activities to January 31st, 2013 as well as the comparative statement for the same period.

### CORRESPONDENCE

The Director general reviews the correspondence for the month of January 2013. 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 Ministère de la sécurité publique: power outage
- 2 Tara Kirkpatrick: request for increase
- 3 ADMQ - Advertisement: No to violence
- 4 Inventory - Climat-municipalité program
- 5 MAMROT: flag
- 6 SPCA: contract
- 7 MRC des Pays-d'en-Haut: Temple de la renommée move
- 8 MDDEP: residual matters
- 9 G. Croteau, D. Canales: request for compensation
- 10 École Augustin Norbert Morin: request for donation
- 11 Désilet-Leroux: tender for architects
- 12 Diocèse Saint-Jérôme: invitation
- 13 MMQ: membership request
- 14 Société d'habitation: affordable housing program
- 15 Sûreté du Québec: MH Viking loppet
- 16 CLD des Pays-d'en-Haut: affordable housing program
- 17 Royal Canadian Legion: request for donation
- 18 M.Kirkpatrick: damages to snowblower

## **Municipality of Morin-Heights**

- 19 Town of Esterel: skating under the stars
- 20 Municipality of Saint-Adolphe d'Howard: support to municipalities
- 21 MRC des Pays-d'en-Haut: moving of the Temple de la renommée
- 22 Town of Sutton: legislative modifications - bilingual status
- 23 Solidarité rurale: invitation
- 24 Action plan - Climat-municipalité program
- 25 Fonds de la ruralité - Financial assistance program
- 26 Tricentris: 2013 grant
- 27 O. Chow: infrastructure (french)
- 28 O. Chow: infrastructure (english)
- 29 M. Freeman: infrastructure financing plan
- 30 M. Nichols: Lac Théodore road
- 31 Fonds ÉcolGA: request for support
- 32 F. Perdone: thanks

### **Correspondence sent**

- A MRC des Pays-d'en-Haut and Municipality of Morin-Heights: directory
- B Tender for engineer - Addenda 1
- C Tender for architecture - Addenda 1
- D MRC des Pays-d'en-Haut: 2013 population
- E Direction régional de la sécurité civile: power outage
- F Tender - residual material pick-up and transportation

### **20.02.13 GET WELL WISHES - GUY LABELLE**

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Considering Mr. Guy Labelle has undergone a major medical procedure and is presently on sick leave;

It is unanimously resolved:

That Council offer Mr. Guy Labelle its best wishes for a fast recovery.

### **21.02.13 SENIOR'S POLICY PLANNING COMMITTEE**

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Considering the MRC des Pays-d'en-Haut has begun the process to carry-out "Municipalité amie des aînés" in each of its constituent municipalities;

Considering the Politique des Aînés adopted by the Municipality in 2008 must be updated.

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

That Council authorize the Municipality's support for the steps to be taken.

### **22.02.13 ADOPTION OF BY-LAW 502-2012 REGARDING TARIFFS FOR SERVICES**

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Council members declare having received copy of the by-law 48 hours before the Council meeting, therefore, the members having declared reading the document, the Director general is exempt from its reading and gives a summary.

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

That by-law 502-2012 be adopted as follows:

**Municipality of Morin-Heights**

BY-LAW 502-2012  
REGARDING TARIFFS FOR SERVICES

WHEREAS : The powers bestowed to municipalities by articles 244-1 and following of the *Municipalities taxation Act* (L.R.Q., c. F-2.1) ;

WHEREAS : Council would like to update the tariffs for services with regards to animal control;

WHEREAS : A notice of motion with the exemption of its reading was given by Councillor Jean Dutil at the council meeting of January 9th, 2013;

CONSEQUENTLY, it is ordained, statued and decreed as follows:

**ARTICLE 1**

Article 16 is modified to be read as follows:

**16. Animal control**

The following tariffs are billed as per the present by-law with regards to domestic animal control:

Annual cost for license for non sterile dog	\$ 40
Annual cost for license for sterile dog	\$ 25
Late fee for license purchase	\$ 10
Fee for the replacement of dog license during the year - paid by the citizen	\$ 10
Fee for service call to capture of stray animal (that must be captured with or without a cage)	\$ 70
Fee for service call for found animal	\$ 50
Fee for service call for pick-up of animal that has been hurt	\$ 50
Fee for service call for the pick-up of a dead animal and its disposal	\$ 75
Daily accommodation fee	\$ 15
Veterinary costs for animal that has been hurt (first aid or euthanasia) (maximum)	\$ 200
Fee for veterinary evaluation for a sick or dangerous dog (minimum-maximum)	\$ 50 \$ 200
Hourly rate for court representation	\$ 25
Fee for basic vaccine	\$ 20
Fee for sterilization of stray cats - capture and return to original location	\$ 80
Fee for taking charge of adoption of cat - including sterilization	\$ 80
Abandoning by the owner of an animal of more than 3 months	\$ 50
Abandoning by the owner of an animal's litter (conditional to the mother's hysterectomy at the owner's cost)	\$ 50
Purchase or replacement of a cage/trap for cats	\$ 100
Purchase or replacement of a cage/trap for dogs	\$ 500

**ARTICLE 2**

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

\_\_\_\_\_  
Timothy Watchorn  
Mayor

\_\_\_\_\_  
Yves Desmarais  
Director general  
Secretary-treasurer

**Municipality of Morin-Heights**

**A.M. 03.02.13 NOTICE OF MOTION - BY-LAW 504-2013 WHICH PROVIDES FOR THE PAYMENT OF AN INDEMNITY FOR MATERIAL DAMAGE DONE WHILE EXERCISING FUNCTIONS**

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Notice of motion is given by councillor Leigh MacLeod that by-law 504-2013 which provides for the payment of an indemnity for material damage done while exercising functions will be presented at a future council meeting.

The draft by-law having been given to Council, the Director general is exempt front its reading.

**MONTHLY REPORT FROM THE DIRECTOR,  
SERVICE DE SÉCURITÉ INCENDIE**

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The Director general presents Council who acknowledges receipt of the monthly report for the month of January 2013 as well as the annual report for 2012.

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

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

**23.02.13 AUTHORIZATION WITH THE HIRING OF TEMPORARY PERSONNEL**

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Considering the Municipality must proceed with the hiring of temporary personnel;

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

That Council authorize the Director general to proceed with the hiring of the required temporary personnel for the Public works department;

That the Director general render a report at the next council meeting.

**24.02.13 RETIREMENT - MR. HENRI WEEKES**

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Considering Mr. Henri Weekes has been employed by the Municipality as labourer-driver since May 26th, 1985;

Considering Mr. Weekes was also a volunteer fireman for many years;

Considering Mr. Weekes' decision to take his well deserved retirement as of June 30th, 2013;

It is unanimously resolved :

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

That Council acknowledge Mr. Henri Weekes decision and thank him for his many years of service to the Municipality and offer him their best wishes in his future endeavours.

That Council accept Mr. Henri Weekes' departure effective June 30th, 2013 with his vacation beginning as of March 1st, 2013.

### **25.02.13 GILLES THIBODEAU DOSSIER**

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Considering the Municipality hired Mr. Gilles Thibodeau as labourer-driver-operator on May 14th, 2008;

Considering Council believes that after five years of employment with the Municipality, Mr. Thibodeau should be able to offer quality work as required by the Municipality;

Considering the numerous reprimands which have progressively severed the trust which should exist between the Municipality and the employee;

It is proposed by councillor Peter MacLaurin  
And unanimously resolved:

That Council decree that the Municipality terminate Mr. Gilles Thibodeau's employment as of today.

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

### **26.02.13 PURCHASE OF A LOADER BACKHOE**

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Considering Council proceeded with a public request for tenders for the purchase and or 60 month credit-lease of a new 2012 or 2013 turbo-compressed motor, four-wheel drive loader backhoe;

Considering the Municipality has received the following offer:

Suppliers	Price (taxes inc.)
Hewitt Équipement Ltée	\$ 140 162,57

Considering the necessary amount for the payment of the current year is provided for in the budget;

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

That Council grant the contract for the purchase of a new Caterpillar 430IT model loader backhoe including the preventive maintenance 60-month program along with the equipment described in the tender to the lowest bidder in conformity, Hewitt Équipement Ltée for an amount of \$ 166,907 less the exchange of the 2008 Caterpillar 430, for a net amount of \$ 140,162.57, including taxes.

That Council allocate the necessary amount for the purchase from the working capital fund which will be reimbursed with five equal instalments beginning 2013.

That the expense for the current year be paid by for with the operating activities.

That Council authorize the Director general to sign the pertinent documents for the purchase.

## **Municipality of Morin-Heights**

### **27.02.13      PROFESSIONAL ENGINEERING SERVICES FOR THE PREPARATION OF PLANS, TENDERS AND WORK SUPERVISION - DOMAINE BALMORAL**

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Considering the citizens of the Balmoral area have approved by-law 500 decreasing the infrastructure work on Augusta, Balmoral and Glen Abbey roads;

Considering the Municipality proceeded with a public request for tenders for engineering professional services;

Considering the selection committee presented its report with the following points:

Firme	Pointage final	Prix
Genivar Inc.	15,87	78 757,88 \$
Roche Ltée	16,32	79 332,75 \$
Les consultants S.M. Inc.	27,58	47 139,76 \$
CIMA+	20,72	63 236,25 \$
Équipe Laurence	9,52	147 053,03 \$
BPR-Triax	10,40	122 162,77 \$
Consultants Mirtec Inc.	17,54	71 284,50 \$
Ingemax Inc.	31,38	39 666,38 \$
Dessau Inc.	23,25	56 337,75 \$

Considering all documents pertaining to the tender form an integral part of the present contract;

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

That Council accept the present offer from the firm Ingemax Inc., with final points totalling 31.38 for professional engineering services for a total amount of \$ 39,666.38, taxes included, in accordance to the clauses of the tender document.

### **MONTHLY REPORT FROM THE DIRECTOR, SERVICE DE L'ENVIRONNEMENT**

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The Director general presents to Council, who acknowledge receipt, the monthly report from the Director, service de l'environnement et des parcs as well as the annual report for the 2012 weekly waterflows.

### **28.02.13      ECHORIDGE PARK**

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Considering Council received a transfer offer from a group of property owners of a 24,65 acre property known as "Echoridge", free of charge;

Considering Council authorized the Director general to enter into an agreement by resolution number 190.09.10;

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

That council authorize the Mayor and Director general to sign a contract for the transfer to the municipality, of lot number 5 102 824, which has a surface are of 24,65 acres.

That council approve the issuance of a receipt for donation to the municipality for the value of the property that has been transferred.

## **Municipality of Morin-Heights**

### **29.02.13 MOUNTAIN BIKE TRAILS**

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Considering Council authorized the development of mountain bike trails at Basler park by its resolution 123.06.12;

Considering a modification must be made to the authorized amount;

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

That Council correct the allocated amount for the work for \$ 16,464.85.

That in order to do so, Council allocate the necessary amount from the Parks and playground fund.

### **30.02.13 PROFESSIONAL ARCHITECTURAL SERVICES - MONT-BELLEVUE CHALET**

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Considering the Municipality intends to build a sports chalet at Mont-Bellevue;

Considering the Municipality has proceeded with a public request for tenders for professional architectural services;

Considering the selection committee has presented its report with the following points:

Firm	Final points	Price
Jean Damecour, architecte	26,84	49 358,77 \$
Maxime Duquette, architecte	18,09	66 340,58 \$
Birtz, Bastien, Beaudoin, Laforest, architectes	20,59	60 706,30 \$
Hébert-Zurita, architectes	15,75	80 310,04 \$
Mario Allard, architecte	22,67	56 612,62 \$

Considering all documents pertaining to the tender form an integral part of the present contract;

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

That Council accept the offer presented by Jean Damecour, architect with points totalling 26.84 for professional architectural services for the chalet at Mont-Bellevue for a total amount of \$ 49,358.77, including taxes, in accordance to the clause of the tender document.

That Council authorize that the expense in the amount of \$ 20,615.02 for the preliminary study must be paid by the 2013 operating expenses.

### **MONTHLY REPORT FROM THE DIRECTOR, SERVICE DE L'URBANISME**

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The Director general presents Council who acknowledge receipt of the end of year report for 2012 as well as the monthly report for January 2013 from the Director, Service de l'urbanisme.

## **Municipality of Morin-Heights**

### **31.02.13 INTEGRATED HOUSING PROJECT - CROSS-COUNTRY RETREAT**

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Considering the Urbanism department has received an inspection report for the construction work on a private road on the project indicated herewith;

Considering the report prepared by the engineering firm responsible for the inspection states that a provision of the *Politique de construction des infrastructures* has not been met with regards to the type of stones used for ditches;

Considering the recommendations of the engineering firm with regards to the substitution of stones for the stabilization of ditches is acceptable taking into account the slight slope of ditches as well as the private nature of the road;

Considering the network of private ditches does not affect municipal drainage downstream and their maintenance will be the co-owners' responsibility;

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

That the norms regarding the type of stone used for ditches as stipulated in article 8.2.1 of the *Politique de construction des infrastructures* be modified in order for the use of natural gravel with a caliber of 50-100 mm to be authorized as a substitute for crushed stone with a caliber of 100 - 200 mm.

### **32.02.13 PROJECTED PARCELLING PROJECT - LOTS 4924659, 4924660, 4924661 AND 4924662, BLUE HILLS ROAD**

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Considering the Urbanism department has received a request from a developer with regards to a future parcelling project (integrated or traditional parcelling project) of approximately 20 lots;

Considering the preliminary engineering study shows that a provision of the *Politique de construction des infrastructures* has not been met;

Considering the recommendations of the engineering firm and the public works department with regards to this non-conformity being acceptable without compromising the safety of the public roads network;

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

That the interpretation of the guideline regarding slopes at road intersections of the *Politique de construction des infrastructures* be modified and that the slope on Blue Hills road at the intersection of the projected road be an average of 8,5% over a length of 30 meters instead of an average of 5% over a length of 30 meters, as stipulated in article 7.2.1.5.

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

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The Director general presents Council, who acknowledge receipt, of the monthly report for the month of January 2013 as well as the list of expenses.

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

### **MINUTES OF THE LIBRARY COMMITTEE MEETING**

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The Director general presents Council, who acknowledge receipt of the minutes of the meeting of the library committee meeting dated January 8th, 2013.

#### **33.02.13 SHAKESPEARE IN THE PARK**

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Considering Theater Morin-Heights would like to present the play 'Midsummer nights dream' by Repercussion theater, on August 3rd, 2013 at Mont-Bellevue;

Considering the estimated cost of this project if \$ 7,300;

Considering the Municipality has provided a budget in order to support this project;

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

That Council support the request for financial assistance presented by Theater Morin-Heights with the MRC des Pays-d'en-Haut's culture and heritage fund.

That Council authorize financial assistance for the project of Theater Morin-Heights in the amount of \$ 2,000.

That Council allocate the amount of \$ 1,000 in order to promote this project.

That Council authorize municipal services to undertake certain tasks for this dossier for an evaluated amount of \$ 2,300.

#### **34.02.13 GRANT REQUEST - CANADA SUMMER EMPLOYMENT PROGRAM**

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Considering the Federal Government has set-up the « Canada Summer Employment » financial assistance program;

Considering the report prepared by the Director, Recreation and culture, dated February 5<sup>th</sup>, 2013;

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

That the Director general be authorized to sign the pertinent documents and to do whatever is necessary in this dossier.

#### **35.02.13 CONGRATULATIONS**

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It is unanimously resolved that Council thank Mr. Richard Nesbitt, Darren Green, Regan Moran, Alex Barnes, Gaël Chiron, Sylvain Rioux, Richard Verdun as well as all of the patrollers and volunteers who participated in the clean-up and worked diligently in often difficult conditions in order to repair the cross-country ski network which was heavily damaged by the December snow storms.

**Municipality of Morin-Heights**

NEW BUSINESS

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MORIN-HEIGHTS LOPPET VIKING BLOOD DONOR CLINIC

The Morin-Heights Loppet Viking (Sunday, February 24th, 2013) blood donor clinic will be held on Wednesday, February 27th, 2013 between 1:30 and 7:30 p.m. at the St-Eugene Parish at 148, Watchorn road.

QUESTION PERIOD

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Council answers questions asked by the public.

**36.02.13** END OF THE MEETING

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The agenda having been exhausted;

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

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

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Timothy Watchorn  
Mayor

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Yves Desmarais  
Director general  
Secretary-treasurer

Ten people attended the meeting.