

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, December 9th, 2015 at which were present:

Councillor Claude P. Lemire
Councillor Peter MacLaurin
Councillor Mona Wood
Councillor Jean Dutil
Councillor Jean-Pierre Dorais

forming quorum under the chairmanship of Mayor Timothy Watchorn.

The Director general, Yves Desmarais, is present.

Councillor Leigh MacLeod is absent because of a death in the family.

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

277.12.15 ADOPTION OF THE AGENDA

It is proposed by Councillor Peter MacLaurin
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 | | Administration |
| 3 | 1 | 1 Approval of the minutes |
| 3 | 2 | Finances |
| 3 | 2 | 1 Expense statement |
| 3 | 2 | 2 Statement of financial activities to November 30 th , 2015 |
| 3 | 2 | 3 Adjudication of the issuance of banknotes |
| 3 | 2 | 4 Modifications pursuant to the financing of borrowing by-laws 314, 513-2014 and 500-2012 |
| 3 | 2 | 5 Allocations |
| 3 | 3 | Correspondence |
| 3 | 4 | Personnel |
| 3 | 4 | 1 Nomination of substitute mayors |
| 3 | 4 | 2 Code of ethics – presentation of declarations for 2015 |
| 3 | 4 | 3 Presentation of the elected representative's pecuniary interest declarations |
| 3 | 5 | Resolution |
| 3 | 5 | 1 2016 council meeting schedule |
| 3 | 5 | 2 Mandate – intervention plan regarding 2016 infrastructures |
| 3 | 5 | 3 Purchase of lots |
| 3 | 6 | Regulations |
| 3 | 6 | 1 |
| 4 | | PUBLIC SAFETY |
| 4 | 1 | 1 Monthly report from the Director |
| 4 | 1 | 2 Monthly activity report from the SQ |
| 4 | 2 | Personnel |
| 4 | 2 | 1 |
| 4 | 3 | Resolution |

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4	3	1	
4	4		Regulations
4	4	1	
5			PUBLIC WORKS
5	1		Monthly report from the Director
5	2		Personnel
5	2	1	Nomination of the assistant-foreman in the public works department
5	3		Resolution
5	3	1	Improvement of the local roads network
5	3	2	-
5	3	3	Contract for the pick-up and transportation of residual matters
5	3	4	-
5	3	5	Snow box – 2004 Freightliner
5	3	6	Authorization for snow removal – Du Portageur road
5	4		Regulations
5	4	1	
6			URBANISM, ENVIRONMENT AND LAND DEVELOPMENT PLANNING
6	1		Monthly report from the Director
			Report from the Director, Environment department
6	1	2	
6	3		Resolution
6	3	1	
6	4		Regulations
6	4	1	
7			RECREATION, OUTDOOR NETWORK AND COMMUNITY SERVICES
7	1	1	Monthly report from the Director
			Report from the Director, outdoor network
7	1	2	
7	2		Personnel
7	2	1	Hiring – supervision of the skating rink
7	3		Resolution
7	3	1	Congratulations – blood donor clinic
7	3	2	Thanks – library volunteers
7	3	3	2015 Morin-Heights Viking loppet
7	3	4	Skating rink maintenance contract
8			New Business
9			Question period
10			End of the meeting

278.12.15 APPROVAL OF THE MINUTES

The minutes of the regular meeting of November 11th, 2015 to members of Council, by means of the electronic assembly file folder.

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

That Council adopt the minutes of the regular council meeting of November 11th, 2015.

279.12.15 EXPENSE STATEMENT

The list of accounts payable and accounts paid during the month of November 2015 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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Expense statements from November 1st to 30th, 2015	
Accounts to be paid	732 519,30 \$
Accounts paid in advance	239 401,08 \$
Total purchases	971 920,38 \$
Direct bank payments for the month	13 699,46 \$
Total expenses	985 619,84 \$
Net salaries	114 839,26 \$
GRAND TOTAL (November 2015)	1 100 459,10 \$

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.

280.12.15 STATEMENT OF FINANCIAL ACTIVITIES TO NOVEMBER 30TH, 2015

The Director general presents Council, who acknowledge receipt of the statement of financial activities to November 30th, 2015.

281.12.15 ADJUDICATION OF THE ISSUANCE OF BANKNOTES

Considering the Municipality proceeded with a public tender for the financing of by-laws 314 – which decrees the work on the Lac Vert aqueduct network and a loan in order to do so, 513-2014 - Paving work in Domaine des Bories and a loan of \$ 261,400 in order to do so and 500-2012 – infrastructure and paving work in Domaine Balmoral;

Considering the Municipality has received the following offers:

1. Banque Royale du Canada
Price : 100,00000
True cost : 2,53000 %
2. Caisse Desjardins de la Vallée des Pays-d'en-Haut
Price : 100,00000
True cost : 2,74000 %
3. Financière Banque Nationale Inc.
Price : 98,62200
True cost : 2,78858 %

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

That the municipality accept the offer made by the Banque Royale du Canada for its loan of December 16th, 2015 in the amount of \$ 1 750,000 as per by-laws 314, 513-2014 and 500-2012. This banknote is issued at the price of \$ 100,00000 CAN for each \$ 100, minimum value of banknotes, due in 5-year series as follows:

\$ 85,300	2,53000 %	December 16th, 2016
\$ 87,600	2,53000 %	December 16th, 2017
\$ 89,800	2,53000 %	December 16th, 2018
\$ 92,200	2,53000 %	December 16th, 2019
\$ 1 395,900	2,53000 %	December 16th, 2020

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

**282.12.15 MODIFICATIONS PURSUANT TO THE FINANCING OF
BY-LAWS 314, 513-2014 AND 500-2012**

Whereas in accordance to the following borrowing by-laws and the amounts indicated for each, the Municipality of Morin-Heights intends to borrow by banknotes, a total amount of \$ 1,750,800;

By-laws	Amounts
314	\$ 115,700
513-2014	\$ 261,400
500-2012	\$ 1 373,700

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

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

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

That a loan by banknote in the amount of \$ 1,750,800 provided for in borrowing by-laws number 314, 513-2014 and 500-2012 be done.

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

That the banknotes be dated December 16th, 2015.

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

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

2016	\$ 85,300
2017	\$ 87,600
2018	\$ 89,800
2019	\$ 92,200
2020	\$ 94,600 (to pay in 2020)
2020	\$ 1 301,300 (to be renewed)

That to realize this loan, the Municipality of Morin-Heights must issue a shorter term than the term provided for in the borrowing by-laws, specifically a term of five (5) years (as of December 16th, 2015) with regards to the annual amortizations in capital scheduled for years 2021 and following, instead of the term provided for said amortizations for by-laws number 513-2014 and 500-2012, each subsequent loan may be for the balance or for part of the balance of the amount due on the loan.

283.12.15 ALLOCATIONS

Considering funds were allocated throughout the season in order to undertake certain work;

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

That Council authorize the following allocations:

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Dossier	Source of allocation	Amount
Garage renovations	Available surplus	\$ 35 000.00
	Operations fund	\$ 60 000.00
Infrastructure and paving – Kirkpatrick road	Roads fund	\$ 20 724.29
Bike project- phase II	Parks fund	\$ 8 227.97
Dry fire hydrant Montée d'Alsace	Available surplus	\$ 22 072.73
Development of a higher level cross-country ski network	Operations fund	\$ 15 000.00

CORRESPONDENCE

The Director general reviews the correspondence for the month of November 2015. 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**.

Correspondence received

Observatoire québécois du loisir : bulletin
MRC des Pays-d'en-Haut : by-law 308-2015
Ministère des forêts, de la Faune et des Parcs : Agreement for roads maintenance
Table des aînés - directory
Group of property owners – Domaine Balmoral – Lighting
Residents of Domaine Balmoral : Lighting
B. Hunter: access – cross-country ski trail
B. Hunter: Mont-Hurtubise
Morin-Heights historical association : Bellevue community center
FQM : 2015-2016 training program
Québec municipal : 2016 membership
EEQ: financial assistance program

284.12.15 NOMINATION OF SUBSTITUTE MAYORS

Considering that in accordance with the Municipal Code, an Acting Mayor should be nominated in order to carry on duties for the Municipality in absence of the Mayor;

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

That this Council nominate the following Councillors as substitute mayor, for a period of three months each:

Date	Name
1 ^{er} janvier – 31 mars 2016	Leigh MacLeod
1 ^{er} avril – 30 juin 2016	Jean Dutil
1 ^{er} juillet – 30 septembre 2016	Jean-Pierre Dorais
1 ^{er} octobre – 31 décembre 2016	Claude Philippe Lemire

That Council authorize that the quarterly payments of the professional fees for substitute mayor be paid once per year, around December 15th.

That Council name Councillor Claude Philippe Lemire, substitute to the Council of the MRC des Pays-d'en-Haut.

That Council authorize the following councillors to sign bank documents in the Mayor's absence; Councillors Leigh MacLeod, Claude Philippe Lemire, Jean Dutil, Jean-Pierre Dorais, along with co-signers, Director general, Yves Desmarais and Assistant secretary-treasurer, Michel Grenier.

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285.12.15 CODE OF ETHICS: PRESENTATION OF DECLARATIONS FOR 2015

The Director informs Council that he has not received any declaration to the public register by a council member since the last meeting at which such an excerpt was presented, when an donation was received, a hospitality gesture or any other benefit which is not purely private in nature or which is not prohibited by the 4th paragraph of Article 6 of the Loi sur l'éthique et de la déontologie en matière municipale (known as: "Loi sur l'éthique") (c. E-15.1.0.1) and the Code d'éthique et de déontologie des élus de la Municipalité de Morin-Heights.

286.12.15 PRESENTATION OF THE ELECTED REPRESENTATIVE'S PECUNIARY INTEREST DECLARATIONS

The Director general presents Council, who acknowledge receipt, of the declarations of pecuniary interests in accordance to the provisions of the Referendums and elections in municipalities Act for 2016 from Council members: Mayor Timothy Watchorn and councillors Mona Wood, Leigh MacLeod, Peter MacLaurin, Jean Dutil, Jean-Pierre Dorais and Claude P. Lemire.

287.12.15 2016 COUNCIL MEETING SCHEDULE

Considering Article 148 of the *Quebec Municipal Code* stipulates, at the beginning of each civil year, Council must establish the calendar of its regular sittings for the year, by setting the date and time for each sitting;

Consequently,

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

That the following calendar be adopted with regards to the holding of the municipal council's regular sittings for 2016 which will be held on Wednesday and will begin at 7:30 p.m.:

January 20	July 13
February 10	August 10
March 9	September 14
April 13	October 12
May 11	November 9
June 8	December 14

That a public notice with the contents of the following calendar be published by the Director general and Secretary-treasurer, in accordance to the Act which regulates the Municipality.

288.12.15 MANDATE – INTERVENTION PLAN REGARDING 2016 INFRASTRUCTURES

Considering the Municipality must remake the Infrastructure plan in order to be eligible to Quebec government grants;

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

That Council grant the mandate to Équipe Laurence to prepare the Intervention plan as per the requirements of the Minister of municipal affairs and land occupancy and authorizes the expense of \$ 16,500 plus applicable taxes and consequently, allocate the necessary amount as follows: budget 2016, \$ 6,000 and a non-allocated surplus of \$ 11,325.

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289.12.15 PURCHASE OF LOTS

Considering Council authorized the purchase of vacant lots from Her Majesty in Rights of Canada, by resolution 153.07.15;

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

That Council authorize the allocation in the amount of \$ 15,000 from the playground fund since the transaction was completed.

290.12.15 MONTHLY REPORT FROM THE DIRECTOR

The Director general presents Council who acknowledge receipt of the monthly report for the month of November from the Director, Fire department, the list of authorized expenses for the month as per competency delegation, by-law 351 as well as the revised version of the Schéma de couverture de risques en sécurité incendie.

291.12.15 SQ ACTIVITY REPORT

The Director general presents council, who acknowledge receipt, of the Sûreté du Québec's November 2015 report.

292.12.15 MONTHLY REPORT FROM THE DIRECTOR, SERVICE DES TRAVAUX PUBLICS

The Director general presents Council who acknowledge receipt of the monthly reports for the month of November, 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.

293.12.15 NOMINATION TO THE POSITION OF ASSISTANT -FOREMAN IN THE PUBLIC WORKS DEPARTMENT

Considering the Municipality created the management position of Assistant-foreman in the Public works department by its resolution 266.11.15;

Considering that pursuant to the posting, Mrs. Natasha Caron presented her candidacy;

Considering that after having met with Mrs. Caron, the human resources committee recommends her nomination;

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

That Council name Mrs. Natasha Caron to the position of assistant-foreman at the public works department.

That this nomination enter into effect on January 4th, 2016 and that Mrs. Caron's remuneration be established at class 3, echelon 1.

That all of the work conditions be established as per the '*Politique à l'égard des conditions de travail des cadres et professionnels non syndiqués*' and the '*Politique relative à la rémunération des cadres et professionnels non syndiqués*'.

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That the department's director prepare a performance evaluation report on the nominee for the human resources committee at the end of the third month and before the end of the sixth month of being named to this position.

294.12.15 IMPROVEMENT TO THE LOCAL ROADS NETWORK

Considering the Municipality has obtained a grant from the Minister of transport in the amount of \$ 50,000 for the improvement of Blue Hills road;

Considering the work has been done;

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

That Council approve the expenses for the improvement work on BLUE HILL road for an amount of \$ 50,000, for which copies of the supporting documents are attached herewith in accordance to the Minister of transport's stipulations.

That Council confirm that the work was done on the roads which was managed by the Municipality and that the expenses do not pertain to any another grant.

295.12.15 CONTRACT FOR THE PICK-UP AND TRANSPORTATION OF RESIDUAL MATTERS

Considering the Administration has proceeded with a public request for tenders for the contract for the residual matters pick-up and transportation;

Considering the Municipality hasn't received any offers;

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

That Council ratify the Director general's decision to proceed with a second call for tenders, this time, giving companies a choice of days for the pick-ups.

296.12.15 SNOW BOX – FREIGHTLINER 2004

Considering the 2004 Freightliner's four season box can no longer be used;

Considering the Director, public works' recommendation;

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

That Council authorize the purchase of a V transferable (roll off) to spread abrasives and consequently, authorize an expense of less than \$ 24,000, including taxes, to be paid for by the department's vehicles and equipment maintenance budget.

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297.12.15 AUTHORIZATION FOR SNOW REMOVAL – DU PORTAGEUR ROAD

Considering Portageur road was built to municipal norms and has been recently paved;

Considering that within the next month, the engineer in the dossier will submit a complete statement and acceptance of the work in order for the road to be integrated into the municipal roads network at the property owners' request;

Considering that the Municipality must look after the snow removal of this road as of the 2015-2016 winter;

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

That Council authorize the public works department to look after the snow removal of Portageur road over a distance of 650m during the 2015-2016 winter.

That this resolution must be completed by the transfer of the road to the Municipality should the engineers in this dossier establish its conformity.

298.12.15 MONTHLY REPORT FROM THE URBANISM, ENVIRONMENT AND LAND DEVELOPMENT PLANNING

The Director general presents Council who acknowledge receipt of monthly report for November 2015 from the Director of the Urbanism department.

299.12.15 MONTHLY REPORTS FROM THE RECREATION AND OUTDOOR NETWORK DEPARTMENT AND COMMUNITY SERVICES

The Director general presents Council, who acknowledge receipt, of the monthly report for November 2015 prepared by the Director, recreation department and of the list of expenses as per the delegation of competency by-law 351.

The Director general presents Council, who acknowledge receipt, of the monthly report prepared by the Director, outdoor network.

300.12.15 HIRING – SUPERVISION OF THE SKATING RINK

Considering the report prepared by the Director, Service des loisirs dated November 26th, 2015;

Considering the amounts are provided for in the Recreation department's operations budget;

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

That Council authorize the hiring of an employee for the supervision of the skating rink for the 2015-2016 winter at the conditions established in the job description attached herewith as follows:

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Name	Position	Hourly rate
Roberta Hurwitz	Caretaker	\$ 15.00
Roberto Carboni	Caretaker	\$ 15.00

301.12.15 CONGRATULATIONS – BLOOD DONOR CLINIC

Considering that the 11th edition of the Morin-Heights' blood donor clinic took place on Wednesday, December 2nd;

Considering 39 donors came to donate blood and the work completed by the volunteers during this day;

It is unanimously resolved that Council thank the donors, the volunteers, Councillor Mona Wood as well as the Ste-Eugene Parish for their contribution to this 11th edition of the Morin-Heights' blood donor clinic.

302.12.15 THANKS – LIBRARY VOLUNTEERS

Considering that library volunteers do remarkable work offering quality service to the citizens of Morin-Heights;

Considering that in 2015, the library has seen a 20% increase in memberships;

It is unanimously resolved:

That Council thank the following volunteers for their contribution to the community:

Mrs. Joan Beauregard, Madeline Bock, Agnes Chayer, Jocelyne Girard, Michelle Hogue, Brenda Hunter, Margaret McLellan, Lilli Page, Lois Russell, Lucie Rust, Michelle Ryan, Terry Ryan, Sarah Bendayan, Carole Godin, Leigh Johnson, Dung Nguyen, Jane Philibert, Judy Rogers, Françoise Chatigny, Elizabeth McVeigh, Kathy Weary, Joan Ford, Audrey Gibeault, Daniela Miller and Diana Nielsen.

303.12.15 2016 MORIN-HEIGHTS VIKING LOPPET

Considering that the Municipality is host of the Viking Loppet which will be held next February 7th;

Considering that 500. skiers will be participating in this event;

Considering that Council the logistics surrounding this event;

It is proposed by Councillor Mona Wood
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 3:00 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 7th, 2016.

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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.

304.12.15 SKATING RINK MAINTENANCE CONTRACT

Considering the contract prepared by the Director, Service des loisirs;

Considering that Council grant the contract for the preparation and maintenance of the skating rinks for the 2015-2016 winter and approve the terms;

Considering that the credits are provided for in the current budget;

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

That Council approve the terms of the contract for the preparation and maintenance of the skating rinks which is attached herewith forming an integral part hereof for the 2015-2016 winter for the amount of \$ 12,600, taxes included.

That the Director general be authorized to sign the contract with Mr. Daniel Corbeil.

That the Director general be authorized to make the payments as per the agreement.

QUESTION PERIOD

Council answers questions asked by the public.

305.12.15 END OF THE MEETING

It is proposed by Councillor Claude P. Lemire that the meeting end at 8:26 p.m.

I have approved each and every resolution in these minutes

Timothy Watchorn
Mayor

Yves Desmarais
Director general / Secretary-treasurer

Eight people attended the meeting.