

Minutes of the regular council sitting of the Municipality of the Township of Harrington held at the Lost River Community Center located at 2811, Route 327, on December 11<sup>th</sup>, 2023, at 7:00 p.m.

Present and forming a quorum under Mayor Gabrielle Parr, councillors Chantal Scapino, Julie James, Daniel St-Onge, Richard Francoeur, Robert Dewar et Gerry Clark

The deputy director general Mathieu Dessureault is present.

### **Agenda**

- 1. Opening of the sitting**
- 2. Points of information of the mayor**
- 3. Adoption of the agenda**
- 4. Points of information of the councillors**
- 5. Question period**

- 6. Approval of minutes**

6.1 Ordinary sitting of November 13<sup>th</sup>, 2023

6.2 Extraordinary sitting of December 5<sup>th</sup>, 2023

- 7. Financial and administrative management**

7.1 Filing of the report of authorized expenses by the direction general and the directors of departments

7.2 Acceptance of accounts payable and accounts paid for the month of November 2023

7.3 Filing of the November 2023 financial report

7.4 Local road assistance program component: specific improvement projects by electoral district (PPA-CE) – Accountability

7.5 Transmission to the MAMH of the work programming version no. 5 under the gas tax and the Quebec contribution 2019-2024 program for the year 2023-2024

7.6 Calendar of ordinary sittings of the municipal council for the year 2024

7.7 Renewal for PG solutions services for 2024

7.8 Authorization – Filing an application under the Canada Summer Jobs Program

7.9 Filing - Declaration of gifts and other benefits of councillors

7.10 Filing of declarations of pecuniary interests of councillors

7.11 Appointment of the accounting firm as external auditor for the 2023 fiscal year

7.12 Modification of resolution #2023-08-R186 concerning the repair of the roof of the town hall

7.13 Registration - FQM training - Preparing for and participating in the Council sittings

7.14 Authorization – Purchase of door prizes for the employees' Christmas dinner

7.15 Authorization for transfer of budgetary appropriations

## **8. Notice of motion and by-law**

8.1 Notice of motion and filing of draft by-law number 303-2023 modifying by-law number 199-2012 on the requirements and conditions for the construction of private roads serving more than five lots

8.2 Notice of motion and filing of draft by-law number 304-2023 modifying by-law number 195-2012 on permits and certificates

## **9. Public work**

9.1 Road permit and maintenance agreement with the MTQ

## **10. Public security**

10.1 Summary of fire interventions

10.2 Signing of agreement for access to the descent of lac des Esclaves

## **11. Urbanism and environmental hygiene**

11.1 Summary of permits issued

11.2 Registration for ASP training – Health and safety on construction sites

## **12. Loisirs and culture**

12.1 Financial assistance for Christmas baskets to the Lost River Community Center

12.2 Financial assistance for the skating rink at the Lost River Community Center

12.3 Financial assistance for the organization Petits Déjeuners d'Argenteuil

## **13. Question period**

## **14. Closure of the sitting**

## **1. Opening of the sitting**

Mayor Gabrielle Parr welcomes everyone. The quorum being established, she declares the ordinary sitting open at 7:00 p.m. and adds that the recording of the sitting is in progress.

## **2. Points of information of the mayor**

Mayor Gabrielle Parr informs those present about certain files and the activities in which she participated during the month of November 2023.

2023-12-R249

## **3. Adoption of the agenda**

It is moved by councillor Gerry Clark

And carried that the agenda be adopted as presented.

**ADOPTED UNANIMOUSLY**

## **4. Points of information of the councillors**

Councillors inform those present about certain files and the activities in which they participated during the month of November 2023.

## **5. Question period**

The mayor answers the questions addressed to her by the citizens present at the sitting.

## **6. Approval of minutes**

2023-12-R250

### **6.1 Ordinary sitting of November 13<sup>th</sup>, 2023**

**TAKING NOTICE** that a copy of the minutes was given to each member of the municipal council;

**CONSEQUENTLY,**

It is moved by councillor Robert Dewar

And carried to adopt the minutes of the ordinary sitting of the municipal council held on November 13<sup>th</sup>, 2023.

**ADOPTED UNANIMOUSLY**

2023-12-R251

### **6.2 Extraordinary sitting of December 5<sup>th</sup>, 2023**

**TAKING NOTICE** that a copy of the minutes was given to each member of the municipal council;

**CONSEQUENTLY,**

It is moved by councillor Daniel St-Onge

And carried to adopt the minutes of the extraordinary sitting of the municipal council held on December 5<sup>th</sup>, 2023.

## ADOPTED UNANIMOUSLY

### 7. Financial and administrative management

#### 7.1 Filing of the report of authorized expenses by the direction general and the directors of departments

The reports of expenses authorized by the direction general and by the directors of services for the month of November 2023 are filed.

2023-12-R252

#### 7.2 Acceptance of accounts payable and accounts paid for the month of November 2023

It is moved by councillor Julie James and carried to approve the accounts and salaries paid for the month of November 2023 and the accounts payable, as presented below, and to authorize their payment.

##### **Paid accounts (checks issued November 2023)**

Services de Cartes Desjardins	533.79 \$
Gabrielle Parr	213.39 \$
Hydro-Québec	1 551.53 \$
Desjardins Sécurité Financière	6 694.69 \$
Bell Mobilité	260.64 \$
Association des Propriétaires Lac-Agnès	2 300.00 \$
Association des Bouleaux Blancs	2 000.00 \$
Hydro-Québec	3 742.30 \$
Ass. Pour L'Amel du Ch. Lac Green Sud	1 200.00 \$
Bell Canada	312.18 \$
Lost River Community Center	150.00 \$
Neil Swail	73.54 \$
Harrington Golden Age Club	4 018.44 \$
Retraite Québec	380.67 \$
Financière Banque Nationale	970.56 \$
FTQ	809.24 \$
Desjardins Sécurité Financière	5 490.46 \$
CUPE Local 4852	380.48 \$
Heather-Anne MacMillan	45.36 \$
Municipalité de Boileau	10 297.54 \$
Gilbert P. Miller et Fils Ltée	15 993.48 \$
Bernard Bissonnette	11 436.33 \$
Transport Larivière et Fils	44 738.61 \$
Entreprise JTK	2 806.07 \$
Mun. de Grenville-sur-la-Rouge	12 043.09 \$
Excavation Lambert Kelly	1 448.69 \$
Mathieu Dessureault	177.14 \$
L'Association du Lac Bleu	550.00 \$
Boxall John, Meaney Dorothy	1 066.78 \$
Marimmo Inc.	226.00 \$

##### **Paid salaries (checks issued November 2023)**

Salaries of employees	32 293.62 \$
Salaries of elect members	7 672.63 \$
Salaries of firemen	862.67 \$
Receveur général du Canada	6 121.79 \$
Ministère du revenu du Québec	13 725.35 \$
CSST	825.90 \$

**Bills to be paid (checks to be issued December 2023)**

Waste Management	2 683.04 \$
Municipalité de Boileau	660.00 \$
Urbacom	2 832.98 \$
GDLC Excavation Inc.	7 967.77 \$
Fédération Québécoise des Municipales	5 071.42 \$
MRC d'Argenteuil	4 370.27 \$
S.T.A.R.	287.44 \$
Lachute Ford	594.20 \$
Fonds Information Foncière	80.00 \$
Service d'Entretien Ménager-M.C.	1 379.70 \$
Juteau Ruel Inc.	151.22 \$
Batteries Expert - Lachute	49.38 \$
Morency, Société d'Avocats	4 232.12 \$
Soudure Molloy	344.93 \$
Alexis Châteauvert	1 775.00 \$
TLM Machinerie & Équipement Ltée	3 204.90 \$
Les Services d'Entretien St-Jovite	2 470.87 \$
Canadian Tire	402.14 \$
Fosses Septiques Miron	195.46 \$
Matériaux McLaughlin Inc.	999.11 \$
Laurentides Re/Sources Inc.	913.90 \$
Excavation Lambert Kelly	7 016.36 \$
Auto Parts Extra	264.57 \$
H2LAB Inc.	382.17 \$
Location Madden	205.43 \$
Service Hydraulique d'Argenteuil	1 443.65 \$
Maxiburo	305.18 \$
Martech	422.54 \$
J.B. Dixon Inc.	249.99 \$
Turpin Vitres d'Autos	224.20 \$
Service de Recyclage Sterling	2 050.71 \$
Meuneries Mondou	927.85 \$
D&D Création	298.90 \$
Energies Sonic RN S.E.C.	2 220.29 \$

I, the undersigned, assistant director general and assistant clerk-treasurer, certify that the Municipality of the Township of Harrington has the necessary available funds for the expenses listed above.

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Mathieu Dessureault  
Assistant director general and  
assistant clerk- treasurer

**ADOPTED UNANIMOUSLY****7.3 Filing of the November 2023 financial report**

Assistant director general Mathieu Dessureault, files the financial report for the month of November 2023.

2023-12-R253

**7.4 Local road assistance program component: specific improvement projects by electoral district (PPA-CE) – Accountability**

**WHEREAS** the municipality of the Township of Harrington has taken note of the terms and conditions of application of the Special Improvement Projects (PPA) component of the Local Roads Assistance Program (PAVL) and undertakes to respect them;

**WHEREAS** the road network for which a request for financial assistance was granted is under municipal jurisdiction and is eligible for PAVL;

**WHEREAS** the work was carried out in the calendar year during which the Minister authorized it;

**WHEREAS** the work or related costs are eligible for PAVL;

**WHEREAS** the accountability form V-0321 has been duly completed;

**WHEREAS** the transmission of the accountability report was carried out at the end of the work or no later than December 31, 2023 of the calendar year during which the Minister authorized it;

**WHEREAS** the payment is conditional on the acceptance, by the Minister, of the accountability report relating to the project;

**WHEREAS**, if the accountability report is deemed compliant, the Minister makes a payment to the municipalities based on the list of work he has approved, without however exceeding the maximum amount of assistance as it appears in the letter of announcement;

**WHEREAS** the other sources of funding for the work have been declared;

**FOR THESE REASONS**, on the proposal of councillor Chantal Scapino it is unanimously carried and adopted that the council of the municipality of the Township of Harrington approves the expenses in the amount of \$20,016 relating to the improvement work and the eligible inherent costs mentioned in form V -0321, in accordance with the requirements of the Ministry of Transport of Quebec, and recognizes that in the event of non-compliance with these, financial assistance will be terminated.

**ADOPTED UNANIMOUSLY**

2023-12-R254

**7.5 Transmission to the MAMH of the work programming version no. 5 under the gas tax and the Quebec contribution 2019-2024 program for the year 2023-2024**

**WHEREAS** the municipality has read the Guide relating to the terms of payment of the government contribution under the gas tax program and the Quebec contribution (TECQ) for the years 2019 to 2024;

**WHEREAS** the municipality must respect the terms of this guide which apply to it to receive the government contribution which was confirmed to it in a letter from the Minister of Municipal Affairs and Housing;

**CONSEQUENTLY**, it is moved by councillor Daniel St-Onge

And unanimously resolved that:

- the municipality undertakes to respect the terms of this guide which apply to it;
- the municipality undertakes to be solely responsible and to release Canada and Quebec as well as their ministers, senior officials, employees and agents from any liability regarding claims, demands, losses, damages and costs of any kind having as basis injury to a person, death of the person, damage to property or loss of property attributable to a willful or negligent act arising directly or indirectly from investments made using financial assistance obtained in the framework of the TECQ 2019-2024 program;
- the municipality approves the content and authorizes the sending to the Ministry of Municipal Affairs and Housing of the work program version no. 5 attached and all other documents required by the Ministry, with a view to receiving the government contribution which was confirmed to him in a letter from the Minister of Municipal Affairs and Housing;
- the municipality undertakes to achieve the minimum capital expenditure threshold imposed on it for the entire five years of the program;
- the municipality undertakes to inform the Ministry of Municipal Affairs and Housing of any modification that will be made to the work programming approved by this resolution;
- the municipality certifies by this resolution that the attached version 5 work schedule includes true actual costs and reflects the cost forecasts for eligible work.

**ADOPTED UNANIMOUSLY**

2023-12-R255

**7.6 Calendar of ordinary sittings of the municipal council for the year 2024**

**WHEREAS** article 148 of the Municipal Code of Quebec provides that the council must establish, before the beginning of each calendar year, the schedule of its ordinary sittings for the next year, by fixing the day and time of the beginning of each;

**CONSEQUENTLY**, it is moved by councillor Chantal Scapino

**And carried**

**TO** adopt the following calendar relating to the holding of regular sittings of the municipal council for the year 2024, which will begin at 7 p.m.:

- Monday January 15, 2024
- Monday February 12, 2024
- Monday March 11, 2024
- Monday April 8, 2024
- Monday May 13, 2024

Monday June 10, 2024  
Monday July 8, 2024  
Monday August 12, 2024  
Monday September 9, 2024  
Tuesday October 15, 2024  
Tuesday November 12, 2024  
Monday December 9, 2024

**THAT** the regular sittings are held at the Lost River Community Center located at 2811, route 327, except for the sittings in June 2024, August 2024 and October 2024, which will be held at the Harrington Valley community center, located at 420, chemin de Harrington;

**AND THAT** the content of this resolution be posted by public notice, in accordance with the law which governs the municipality.

**ADOPTED UNANIMOUSLY**

**7.7 Renewal for PG solutions services for 2024**

2023-12-R256

**WHEREAS** it is necessary to authorize the renewal of PG Solutions services for 2024;

**CONSEQUENTLY**, it is moved by councillor Julie James

**AND CARRIED** to authorize the payment of the sum of \$19,229.59 all taxes included for the renewal of PG solutions services for the year 2024.

**ADOPTED UNANIMOUSLY**

2023-12-R257

**7.8 Authorization – Filing an application under the Canada Summer Jobs Program**

**WHEREAS** Canada Summer Jobs makes a financial assistance program available for student hiring during the summer period;

**WHEREAS** municipalities are eligible for a subsidy of up to 50% of the minimum hourly wage;

**WHEREAS** it would be advantageous for the municipality to benefit from this program in order to carry out certain work, particularly in fire prevention, the environment, as well as public works

It is moved by councillor Chantal Scapino

**And carried** to authorize the Assistant Director General to submit a request under the Canada Summer Jobs program for 3 student positions during the 2024 summer season as presented to Council.

**ADOPTED UNANIMOUSLY**

**7.9 Filing - Declaration of gifts and other benefits of councillors**

The assistant director general files to the Council the report confirming that he has not received, in 2023, any declaration from the members of the Council concerning the obligation to declare a

donation, mark of hospitality and other advantages which is not of purely private nature and which exceeds the value set by the Code of Ethics and Professional Conduct for Elected Officials.

**7.10 Filing of declarations of pecuniary interests of councillors**

In accordance with the Act respecting elections and referendums in municipalities, the assistant director general files with the council the statement which specifies that all the members of the council have all filed a declaration updating their pecuniary interests.

**7.11 Appointment of the accounting firm as external auditor for the 2023 fiscal year**

2023-12-R258

**WHEREAS** it is appropriate to appoint an external auditor to audit the financial statements and prepare the financial report for the 2023 financial year;

**CONSEQUENTLY**, it is moved by councillor Gerry Clark

**And carried**

To appoint the firm Gariépy Bussière CPA Inc as external auditor for the work for the 2023 financial year as tendered for the sum of \$20,450 plus applicable taxes.

**ADOPTED UNANIMOUSLY**

**7.12 Modification of resolution #2023-08-R186 concerning the repair of the roof of the town hall**

2023-12-R259

**WHEREAS** it is necessary to modify resolution number 2023-08-R186 given that the repair work on the roof of the town hall cannot be carried out in 2023;

**WHEREAS** it is necessary to add a downspout and that additional costs are to be expected;

**WHEREAS** the contractor has undertaken to carry out the work before May 31, 2024:

**CONSEQUENTLY**, it is moved by councillor Chantal Scapino

**And carried**

**THAT** Council hereby modifies resolution #2023-08-R186 by mandating Aluminum J. Clément to carry out the repair work on the roof of the town hall as duly tendered for the sum of 11,175.57 \$ all taxes included.

**ADOPTED UNANIMOUSLY**

**7.13 Registration - FQM training - Preparing for and participating in the Council sittings**

2023-12-R260

**It is moved** by councillor Daniel St-Onge

**And carried** to authorize the registration of Madam Mayor, Gabrielle Parr for the virtual training offered by the FQM entitled: preparation and participation in Council sittings.

**ADOPTED UNANIMOUSLY**

**7.14 Authorization – Purchase of door prizes for the employees’ Christmas dinner**

**2023-12-R261**

**WHEREAS** the importance that the Council places on recognizing and highlighting the work accomplished by employees during the year;

**CONSEQUENTLY,**

**It is moved** by councillor Julie James

**And carried**

**THAT** Council authorizes the Assistant Director General to purchase door prizes as part of the employee Christmas dinner for a value not exceeding \$1,000.

**ADOPTED UNANIMOUSLY**

**7.15 Authorization for transfer of budgetary appropriations**

**2023-12-R262**

**WHEREAS** it is necessary to make some modifications to the current budget, in order to promote better monitoring of expenses and to reallocate certain budgets;

**CONSEQUENTLY,**

**It is moved** by councillor Daniel St-Onge

**And carried:**

That council authorizes the following budget transfers:

From (credit) (-) :

02 14000 141	SALAIRE RÉGULIER ÉLECTION	11 925
02 19000 992	SUBV. ORG.CHEM TEST D'EAU LAC	10 000
02 22000 643	PETITS OUTILS ET EQUIPEMENTS	17 454
02 23000 643	PETITS OUTILS, EQUIPEMENTS	50 000
02 32000 141	SALAIRES	11 925
02 14000 141	SALAIRE RÉGULIER ÉLECTION	10 000

To (debit) (+) :

02 11000 310	FRAIS DE DÉPLACEMENT & REPAS	352
02 13000 141	SALAIRES	41 845
02 13000 412	SERVICES JURIDIQUES	7 245
02 13000 413	FRAIS DE VÉRIFICATION	133
02 13000 520	FRAIS ANNUELS, ENTRETIEN FIBRE	120
02 13000 527	ENTRETIEN GENERATRICE/ COMPRES.	1 240
02 13000 529	ENTRETIEN DU BATIMENT- ADMIN.	530
02 13000 895	INTERETS ET FRAIS DE BANQUE	445

02 13001 670	MATERIEL INFORMATIQUE	882
02 22000 310	FRAIS DEPLACEMENT -INCENDIE-	455
02 32000 411	SERVICES PROFESSIONNELS - VOIRIE	13 280
02 32000 642	PONCEAUX ET GÉOTEXTILE	9 310
02 32000 650	VETEMENTS CHAUSSURES & ACCES	640
02 32001 525	ENTRETIEN FORD F150	750
02 32007 526	ENTRETIEN SILVERADO 2017	52
02 32009 525	ENTRETIEN - CAMION INTER 2012	1 525
02 32020 699	FOURNITURES, SIGNALISATION	2 095
02 70100 522	ENTRE. BAT. L.RCC TEST D'EAU	8 480

## **ADOPTED UNANIMOUSLY**

### **8. Notice of motion and by-law**

**8.1** Notice of motion and filing of draft by-law number 303-2023 modifying by-law number 199-2012 on the requirements and conditions for the construction of private roads serving more than five lots

Hereby, councillor Richard Francoeur gives notice of motion that it will be adopted, at a subsequent sitting, by-law #303-2023 modifying by-law #199-2012 on the requirements and conditions for the construction of private roads serving more of five lots.

In addition, he proceeds with the presentation and filing of draft by-law #303-2023 modifying by-law #199-2012 on the requirements and conditions for the construction of private roads serving more than five lots.

**8.2** Notice of motion and filing of draft by-law number 304-2023 modifying by-law number 195-2012 on permits and certificates

Hereby, councillor Julie James gives notice of motion that by-law #304-2023 modifying by-law #195-2012 on permits and certificates will be adopted at a subsequent sitting.

In addition, he/she proceeds with the presentation and filing of draft regulation #304-2023 modifying regulation #195-2012 on permits and certificates.

### **9. Public work**

#### **9.1 Road permit and maintenance agreement with the MTQ**

**Whereas** the Municipality must, on occasion, carry out work in the right-of-way of roads maintained by the Ministry of Transport and Sustainable Mobility (hereinafter referred to as the “Ministry”);

**Whereas** the Municipality must obtain road permission from the Ministry to intervene on roads maintained by the Ministry or enter into a maintenance agreement with the Ministry;

**Whereas** the Municipality is responsible for the work for which it is the project manager;

**Whereas** the Municipality undertakes to respect the clauses of road permits issued or maintenance agreements concluded with the Ministry;

**Whereas** the Municipality is committed to returning the road infrastructure to its original state.

**It is moved** by councillor Daniel St-Onge

**AND CARRIED**

**THAT** the Municipality asks the Ministry to grant it road permits during the year 2024 and that it authorizes the director of public works to sign the road permits and maintenance agreements for all work whose estimated costs restoration of right-of-way elements does not exceed \$10,000; since the Municipality undertakes to respect the clauses of the road permit and the maintenance agreements concluded.

In addition, the Municipality undertakes to request the required permission, whenever necessary.

**ADOPTED UNANIMOUSLY**

## **10. Public security**

### **10.1 Summary of fire interventions**

Madam Mayor summarizes the fire interventions.

### **10.2 Signing of agreement for access to the descent of lac des Esclaves**

2023-12-R264

**WHEREAS** it is necessary to initial an agreement with the representative and owner of the Slave Lake descent in order to agree on the terms and conditions giving access to the descent for the municipality's emergency services;

**CONSEQUENTLY,**

**It is moved** by councillor Chantal Scapino

**And carried:**

**THAT** Council authorizes the director of public works and fire safety to sign for and on behalf of the Municipality the access agreement for the descent to lac des Esclaves as presented to Council and attached, as an appendix, to this resolution.

**ADOPTED UNANIMOUSLY**

## **11. Urbanism and environmental hygiene**

### **11.1 Summary of permits issued**

Madam Mayor summarizes the permits issued.

**11.2 Registration for ASP training – Health and safety on construction sites**

2023-12-R265

**It is moved by** councillor Julie James

**And carried:**

**THAT** Council authorizes the registration of Mr. Donald Makoua for the ASP-Health and safety training on construction sites as presented to Council.

**ADOPTED UNANIMOUSLY**

**12. Loisirs and culture**

2023-12-R266

**12.1 Financial assistance for Christmas baskets to the Lost River Community Center**

**It is moved by** councillor Chantal Scapino

**And carried** to grant financial assistance of \$225 to the Lost River Community Center as part of the Christmas basket program.

**ADOPTED UNANIMOUSLY**

2023-12-R267

**12.2 Financial assistance for the skating rink at the Lost River Community Center**

**WHEREAS** the municipality wishes to financially support the construction and maintenance of the skating rink at the Lost River community center;

**CONSEQUENTLY,**

**It is moved by** councillor Daniel St-Onge

**AND CARRIED** to grant financial assistance of \$3,500, upon presentation of vouchers for the skating rink at the Lost River community center.

**ADOPTED UNANIMOUSLY**

2023-12-R268

**12.3 Financial assistance for the organization Petits Déjeuners d'Argenteuil**

**It is moved by** councillor Gerry Clark

**And carried** that the municipality grants financial assistance of \$500 for the year 2024 to the organization Petits dents d'Argenteuil.

**ADOPTED UNANIMOUSLY**

**13. Question period**

The mayor answers the questions addressed to her by the citizens present at the sitting.

2023-12-R269

**14. Closure of the sitting**

It is moved by councillor Gerry Clark and carried that the sitting be closed at 9:57 p.m.

**ADOPTED UNANIMOUSLY**

I, Gabrielle Parr, mayor, certifies that the signing of these minutes is equivalent to the signing by me of all the resolutions it contains within the meaning of article 142 (2) of the *Municipal Code of Quebec*.

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**Gabrielle Parr**  
**Mayor**

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**Mathieu Dessureault**  
**Deputy director general and**  
**Assistant clerk-treasurer**