

Minutes of the Regular Sitting of the Council of the Municipality of the Township of Harrington held at the Lost River Community Centre (CCLR), 2811 Route 327 this 16<sup>th</sup> day of September, 2024 at 7:01 p.m.

Present and forming quorum under the chairmanship of Mayor Gabrielle Parr, Councillors Chantal Scapino, Julie James, Daniel St-Onge, Richard Francoeur, Robert Dewar and Gerry Clark.

Director General and Clerk-Treasurer Steve Deschênes is present.

### **Agenda**

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

#### **2. Information from the Mayor**

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

#### **4. Information from councillors**

#### **5. Question period**

#### **6. Approval of minutes**

6.1 Regular meeting of August 19<sup>th</sup>, 2024

#### **7. Financial and administrative management**

7.1 Tabling of the report on expenses authorized by the general manager and department heads.

7.2 Acceptance of accounts payable and accounts paid for the month of August, 2024

7.3 Tabling of August 2024 financial report

7.4 Payment authorization to Inter Chantiers for work on chemin de la Rivière-Rouge

7.5 Payment authorization to Parallèle 54 Expert Conseil Inc. for design report, plans, specifications and cost estimate for PAVL applications

7.6 Budget credit transfers

7.7 Confirmation of hiring - end of probationary period - administrative assistant position

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

8.1 Adoption of **BY-LAW NUMBER 360-2024** on municipal and infrastructure work agreements

8.2 Adoption of **BY-LAW NUMBER 361-2024** on construction requirements and conditions for public and private roads

8.3 Deposit and notice of motion and presentation of **DRAFT BY-LAW NUMBER 363-2024** amending the by-law constituting the Planning Advisory Committee 196-2012 of the Municipality of the Township of Harrington, in order to amend the provisions relating to remuneration and mandatory training of members constituting the committee.

8.4 Adoption of **DRAFT BY-LAW NUMBER 363-2024**, amending the by-law constituting the Planning Advisory Committee 196-2012 of the Municipality of the Township of Harrington, to modify the provisions

relating to the remuneration and mandatory training of the members constituting the committee.

## **9. Public works**

9.1 Request for extension of the deadline for completion of work concerning financial assistance granted within the framework of the Local Roads Assistance Program – Recovery component - File # RNP67873

9.2 Authorization - Submission of a request for financial assistance for Chemin Harrington within the framework of the Local Roads Assistance Program, recovery component

9.3 Hiring of Mr. Dariusz Gerard Gniazdowski as part-time labourer and driver

9.4 Extension of Hunter Rodger's employment as a landscaping, horticulture and public works attendant

## **10. Public safety**

- Fire response summary.

10.1 Authorization to proceed with payment for Fire Chief/Public Works Director's replacement truck

## **11. Urban planning and Environment**

11.1 Postponement of the Municipal Council's decision concerning the minor derogation for lot 6 414 078

11.2 Summary of permits issued

- Status report for files in progress from August 1 - 31, 2024
- Report - List of current applications - August 2024
- Report - List of general permits and certificates issued - August 2024
- Summary Report – August 2024

11.3 Authorization / Purchase of signage for boat wash station

11.4 Renovation permit no. 2024-0131 for the building located at 312, Chemin de Harrington (Roll 1673-60-4015) concerned by PIIA-02

11.5 Renovation permit no. 2024-0145 for the property located at 15, Chemin des Hurons (Roll 1779-80-6395) concerned by PIIA-01

11.6 Certificate of authorization no. 2024-0095 concerned by PIIA-02 for the property located on Chemin de Harrington, lot 6 210 531 (Roll 1373-37-1178)

11.7 Certificate of authorization no. 2024-0138 concerned by PIIA-04 for the property located on Chemin Trineer, lot 6 070 001 (Roll 1483-98-9030)

11.8 Certificate of authorization no. 2024-0143 concerned by PIIA-04 for the property located on Route 327, lot 6 210 965 (Roll 2271-79-9825)

11.9 Subdivision permit (cadastral operation) no. 2024-10007 concerned by PIIA-01 for the property located on Chemin Mapp, lot 6 469 252 (Roll 0977-49-6005)

11.10 Videotron telecommunications tower

## **12. Environmental health**

- Eco-Centre Summary Report - August 2024
- Monthly recycling tonnage sent to Tricentris - August 2024
- Summary report of garbage transported to Lachute - August 2024

12.1 Renewal of agreement with MRC des Pays-d'en-Haut for collection, transportation and processing of waste, recycling, bulky items and organic materials

### **13. Recreation and culture**

13.1 Support request for financial assistance for Harrington Valley Golden Age Club

### **14. Question period**

### **15. Adjournment**

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

Mayor Gabrielle Parr welcomes everyone to the sitting. Quorum being established, the mayor declares the regular meeting open at 7:00 p.m. and adds that the recording of the meeting is in progress.

#### **2. Information from the Mayor**

Mayor Gabrielle Parr informs those present about certain files and activities carried out during the month of August 2024.

2024-09-R295

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

**IT IS MOVED BY:** Councillor Robert Dewar

**AND CARRIED THAT** the agenda be adopted as proposed.

**ADOPTED UNANIMOUSLY**

#### **4. Information from councillors**

Councillors provide information on certain files and activities in which they participated during the month of August 2024.

#### **5. Question period**

The mayor answers questions from the citizens present at the meeting.

#### **6. Approval of Minutes**

2024-09-R296

#### **6.1 Ordinary sitting of August 19<sup>th</sup>, 2024**

**NOTING THAT** a copy of the minutes has been given to each member of the municipal council.

**THEREFORE,**

**IT IS MOVED BY:** Councillor Julie James

**AND CARRIED THAT** the minutes of the regular meeting of the Municipal Council held on August 19<sup>th</sup>, 2024, be adopted.

**ADOPTED UNANIMOUSLY**

#### **7. Financial and administrative management**

**7.1 Tabling of report on expenses authorized by management and department heads.**

Reports of expenditures authorized by Branch and Service Directors for the month of August 2024 are filed with the Board.

2024-09-R297

**7.2 Acceptance of accounts payable and accounts paid for the month of August 2024**

**IT IS MOVED BY:** Councillor Gerry Clark \_\_\_\_\_

**AND CARRIED** to approve the accounts and salaries paid for the month of August, 2024 and the accounts payable, as presented below, and to authorize their payment.

**BILLS PAID (CHEQUES ISSUED AUGUST 2024)**

240449	20/08/2024	Inter Chantiers	262794.79
240450	15/08/2024	Michele Thibault	9383.22
240451	15/08/2024	Services de Cartes Desjardins	602.78
240452	15/08/2024	Hydro-Québec	343.37
240453	15/08/2024	Steve Deschenes	264.63
240454	15/08/2024	Drusilla Davis	134.88
240455	15/08/2024	Desjardins Sécurité Financière	6501.86
240456	15/08/2024	Bell Mobilité	113.94
240457	21/08/2024	L'Ass. Résidents Lac-des-Esclaves	550.00
240458	21/08/2024	Assc. des Propriétaires Lac-Agnes	550.00
240459	30/08/2024	Heather-Anne MacMillan	93.38
240460	30/08/2024	Hydro-Québec	2165.09
240461	30/08/2024	Retraite Québec	528.28
240462	30/08/2024	Bell Canada	324.06
240463	30/08/2024	Mathieu Dessureault	172.68
240464	30/08/2024	Hunter Rodger	88.90
240465	30/08/2024	Financière Banque Nationale	871.84
240466	30/08/2024	Cameron MacMillan	179.58
240467	30/08/2024	FTQ	871.68
240468	30/08/2024	Desjardins Sécurité Financière	6032.48
240469	30/08/2024	Jonathan Rodger	176.43
240470	30/08/2024	CUPE Local 4852	524.29
240471	30/08/2024	Forest Lake Association Inc.	327.68

**SALARIES PAID  
(CHEQUES ISSUED AUGUST 2024)**

Salaires pour les employés (salary of employees)	39841.61
Salaires pour les élus (salary of elect members)	8664.88
Salaires pour les pompiers (salary of firemen)	724.69
Receveur Général du Canada	8188.12
Ministère du Revenu du Québec	17777.08
CSST	1310.48

**BILLS TO BE PAID (CHEQUES TO BE PAID SEPTEMBER 2024)**

240472	17/09/2024	Waste Management	11230.39
240473	17/09/2024	Municipalité de Boileau	2380.00
240474	17/09/2024	9284-3838 Québec Inc.	4048.31
240475	17/09/2024	Urbacom	4654.19
240476	17/09/2024	Sécu-Pro (ND)	1082.20
240477	17/09/2024	S.C. Motosport	14.22
240478	17/09/2024	MRC des Pays-d'en-Haut	2843.05
240479	17/09/2024	PFD Avocats	2339.82
240480	17/09/2024	Zone Technologie Électronique	5542.35
240481	17/09/2024	MRC d'Argenteuil	39458.91
240482	17/09/2024	Microage Siège Social	839.32
240483	17/09/2024	6943195 Canada Inc.	615.07
240484	17/09/2024	Fonds Information Foncière	66.00
240485	17/09/2024	9376-7507 Québec Inc.	5049.08
240486	17/09/2024	9079-9099 Québec Inc.	306.30
240487	17/09/2024	Sanidépôt	221.22
240488	17/09/2024	Service d'Entretien Ménager-M.C.	1379.70
240489	17/09/2024	Juteau Ruel Inc.	142.12
240490	17/09/2024	Angèle Chauvette	85.00
240491	17/09/2024	Soudure Molloy	758.84
240492	17/09/2024	Crédit Express	167.86
240494	17/09/2024	Caltha Conseils Inc.	3679.20
240495	17/09/2024	Terapro Construction	398897.55
240496	17/09/2024	P.E.S. Canada Inc.	3245.14
240497	17/09/2024	9129-6558 Québec Inc.	3196.31
240498	17/09/2024	Canadian Tire	106.27
240499	17/09/2024	FQM Assurances	1700.40
240500	17/09/2024	Fosses Septiques Miron	195.46

240501	17/09/2024	PG Solutions Inc.	235.70
240502	17/09/2024	Matériaux McLaughlin Inc.	3207.56
240503	17/09/2024	Auto Parts Extra	221.14
240504	17/09/2024	Goodyear Canada Inc.	759.16
240505	17/09/2024	H2LAB inc.	889.27
240506	17/09/2024	Location Madden Rental	101.05
240507	17/09/2024	Service Hydraulique d'Argenteuil	35229.15
240508	17/09/2024	Martech	169.59
240509	17/09/2024	J.B. Dixon Inc.	771.10
240510	17/09/2024	Service de Recyclage Sterling	2964.78
240511	17/09/2024	Gariépy Bussière C.A. Inc.	3799.92
240512	17/09/2024	Robitaille Équipement	1464.78
240513	17/09/2024	ACE, Accent Contrôles Électroniques	459.90
240514	17/09/2024	Énergies Sonic RN S.E.C.	5074.70
			<u>919694.78</u>

I, the undersigned, Director General, certify that the Municipality of the Township of Harrington has the budget credits for the expenses described above.

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Steve Deschênes  
Director General

**ADOPTED UNANIMOUSLY**

**7.3 Tabling of the financial report for August, 2024**

Steve Deschênes, General Manager, Clerk-Treasurer, submits the financial report for the month of August, 2024.

2024-09-R298

**7.4 Payment authorization to Inter Chantiers for work on chemin de la Rivière-Rouge**

**CONSIDERING THAT** Council adopted Resolution No. 2024-05-R206 awarding the contract for work on chemin de la Rivière-Rouge, within the framework of the local road repair assistance program, to Inter Chantiers in the amount of \$3,495,312.22, taxes included.

**CONSIDERING** the progress of the work to August 30<sup>th</sup>, 2024.

**CONSEQUENTLY,**

**IT IS MOVED BY:** Councillor Daniel St-Onge

**AND CARRIED** to authorize payment of the amount of \$477 898.43, taxes included, to Inter Chantiers representing progressive settlement # 3.

**ADOPTED UNANIMOUSLY**

2024-09-R299

**7.5 Authorization to pay Parallèle 54 for design report, plans, specifications and cost estimate for PAVL applications**

**CONSIDERING THAT** Council adopted resolution 2024-05-R204 to award the contract for professional services for the conceptualization of plans and specifications for Harrington Road to Parallèle 54 Expert Conseil in the amount of \$95,113.07, taxes included.

**CONSIDERING THAT** the progress of the work as of August 31, 2024.

**CONSEQUENTLY,**

**IT IS MOVED BY:** Councillor Chantal Scapino

**AND CARRIED** to authorize the payment of \$22,132.69, taxes included, to Parallèle 54 Expert Conseil Inc. representing account #3.

**ADOPTED UNANIMOUSLY**

**2024-09-R300**

**7.6 Budget credit transfers**

**CONSIDERING THAT** it is necessary to make a few changes to the current budget to better track expenses and reallocate certain budgets.

**CONSEQUENTLY,**

**IT IS MOVED BY:** Councillor Daniel St-Onge

**AND CARRIED THAT** Council authorize the following budget transfers:

FROM

02 13000 670	OFFICE SUPPLIES	765
02 22000 142	SALARY OF FIRE CHIEF	1 268
02 23000 643	SAMLL TOOLS - EQUIPMENT	670
02 32000 516	MACHINERY RENTAL	1 700
02 32000 641	EQUIPMENT	310
02 32001 522	MAINTENANCE – CLEARING	7 567
02 32009 525	MAINTENANCE – TRUCK INTER 2012	104
02 45112 525	MAINTENANCE GARBAGE TRUCK	207
02 92112 840	LOAN BY-LAW – GRANT PIIRL	11 000

TO

02 13001 670	COMPUTER EQUIPMENT	765
02 21000 959	MRC FIRE DEPT. CALLS	1 268
02 22007 526	MAINTENANCE SILVERADO 2017 – 50%	113
02 23000 414	ADMINISTRATION AND IT	557
02 32000 422	ROAD INSURANCE	1 700
02 32000 640	SUPPLIES	310
02 32002 525	MAINTENANCE FORD F-250 – 2023	7 567
02 32020 699	SUPPLIES – SIGNAGE	104
02 45100 446	RESIDUAL MAT. LAC SPECTAC/HUBERD	207
02 92110 840	LOAN INTEREST– 272 & 278-1-2017	11 000

**2024-09-R301**

**7.7 Confirmation of hiring - end of probationary period - administrative assistant position**

**WHEREAS** Ms. Drusilla Davis was hired as of April 2, 2024 as Administrative Assistant through Resolution 2024-03-R083.

**WHEREAS** the recommendation of General Management to confirm the tenure of Ms. Drusilla Davis as a regular employee following the end of her probationary period.

**WHEREAS** the current collective agreement specifies in article 4.05 that a period of 160 days worked is required to become a regular employee.

**WHEREAS** Council wishes to accelerate to October 2, 2024 the date on which Ms. Davis will acquire her status as a regular employee.

**FOR ALL THESE REASONS,**

**IT IS MOVED BY** Councillor Chantal Scapino

**AND CARRIED THAT** the Municipality hereby confirms the regular employee status of Ms. Drusilla Davis, effective October 1<sup>st</sup>, 2024.

**ADOPTED UNANIMOUSLY**

**8. Notice of Motion and by-law**

2024-09-R302

**8.1 Adoption of BY-LAW NUMBER 360-2024 on municipal and infrastructure work agreements**

**WHEREAS** sections 145.21 and following of the Act respecting land use planning and development.

**WHEREAS** a notice of motion was duly given at the meeting of July 15, 2024.

**WHEREAS** a public consultation session was held on September 16, 2024;

**WHEREAS** a copy of this draft by-law was submitted to the members of the Municipal Council in accordance with the Quebec Municipal Code (RLRQ, c. C-27.1).

**WHEREAS** a copy of the draft by-law is available for public consultation at the beginning of the meeting.

**IT IS MOVED BY:** Councillor Richard Francoeur

**AND CARRIED** unanimously by the councillors (6):

**TO ADOPT** with modifications by-law number 360-2024 concerning agreements for municipal and infrastructure work.

**THEREFORE**, the Municipality of the Township of Harrington decrees as follows:

The preamble forms an integral part of this by-law.

**1 DECLARATORY, FINAL AND INTERPRETATIVE PROVISIONS**

**SECTION 1.1: DECLARATORY PROVISIONS**

**1 TITLE OF BY-LAW**

This by-law shall be known as the "By-law respecting agreements for municipal and infrastructure work" and shall bear the number 360-2024.

**2 PURPOSE**

The main purpose of this by-law is to make the carrying out of municipal infrastructure work and all road infrastructure work subject to the conclusion of an agreement to carry out the work, in accordance with section 145.21 of the Act respecting land use planning and development L.R.Q. A-19.1.

**3. TERRITORY COVERED**

This by-law applies to the entire territory under the jurisdiction of the Municipality of the Township of Harrington.

**4. PERSONS AFFECTED**

This by-law applies to all individuals and legal entities.

## 5. PARTIAL INVALIDITY OF BY-LAW

Should any part, clause or provision of this by-law be declared invalid by a recognized court, the validity of all other parts, clauses or provisions shall not be questioned, except in the case where the meaning and scope of the by-law are altered or modified thereby.

The Council has adopted this by-law section by section and would have enacted the remainder of the by-law notwithstanding the invalidity of part or all of one or more sections.

## 6. PARTIAL INVALIDITY OF REGULATIONS

Nothing in this by-law shall have the effect of exempting any person from the application of any law of Canada or Quebec.

## 7. PRECEDENCE

Where any provision of this by-law is inconsistent with any other by-law, the most restrictive or prohibitive provision shall apply. Where provisions of the present by-law are incompatible, the specific provision shall apply in relation to the general provision.

## 8. COMING INTO FORCE

The present by-law comes into force in accordance with the law.

## SECTION 1.2: RULES OF INTERPRETATION

### 9. DEFINITIONS

With the exception of words defined in Permits and Certificates Bylaw 195-2012, for the purposes of this bylaw, the following words and expressions have the meaning and significance attributed to them herein. All other words used in this by-law retain their usual meaning.

**Bicycle Lane or path:** Bicycle Lane located in the right-of-way of the roadway, with a minimum width of 2.5 m and delimited by road markings or a continuous physical barrier.

**Beneficiary:** Any person who benefits from work carried out by a holder in execution of an agreement under this bylaw.

**Agreement:** Contractual document entered into pursuant to this by-law and defined in section 145.21 of the Act respecting land use planning and development L.R.Q. A-19.1.

**Contractor:** The person appointed by the applicant to carry out certain infrastructure work.

**Infrastructure and equipment:** All elements, private, public or destined to become so, necessary for the development and servicing of a new sector under development, a planned development or an already built sector: roadways (foundation and paving), curbs, signs, bridges, sidewalks, paths, trails, lighting systems, guardrails, fences, aqueducts, storm and sanitary sewers (including appurtenances), fire hydrants, aqueduct booster stations, sewer pumping stations, deaerator chambers, air bleeders, generators, reservoirs, wastewater or drinking water treatment plants and all other deemed equipment necessary to serve the beneficiaries.

**Engineer:** Any person who is a member in good standing of the Order of Engineers of Quebec and who produces all documents required for the execution, supervision and quality control of municipal work.



**Agent:** Any person designated by the Municipality.

**Applicant:** Any natural or legal person, partnership, group of persons or association requesting authorization from the Municipality to carry out work, with a view to serving one or more properties on which it is proposed to erect one or more constructions or on which constructions already exist.

**Waterworks:** A system of pipes and equipment used primarily to supply drinking water to buildings and to fight fires. Without limiting the generality of the foregoing, the aqueduct network includes valves, valve boxes or chambers, air and water traps, standpipes and pressure-reducing stations and booster pumps, as well as network connection fittings.

**Sanitary sewer system:** A system of pipes, including connection pieces, that contains and conveys wastewater and includes, among other things, manholes and pumping stations.

**Storm sewer system:** A system of pipes, including connection pieces, that contains and conveys rainwater, runoff and snowmelt, and includes manholes, street catch basins and any other necessary installations.

**Street:** A public or private vehicular thoroughfare, suitable for vehicular traffic and serving as a means of access to the properties bordering it.

**Private street:** Street belonging to a private owner or an association of owners, the right-of-way of which has not been ceded to a municipality, the provincial government or the federal government.

**Public street:** Street owned by a municipality, provincial or federal government.

**Unpaved section:** Portion of land located between the outer limit of the roadway or curb or sidewalk and the adjacent property line.

**Signage:** Signs and accessories intended to make road traffic safer or in compliance with the Highway Safety Code.

**Oversizing:** Infrastructures and equipment whose dimensions or capacities exceed those of the basic service required to supply equipment to the sector for which the applicant is requesting a permit. Examples include but are not limited to: a larger-diameter pipe, a pumping station, a wastewater treatment plant or a reservoir. On the other hand, a collector or arterial roadway is not considered as oversizing in the present by-law. Supervision: action taken by an individual with the required skills who monitors the work carried out on a full-time basis to ensure that it complies with the plans and specifications submitted and accepted, as well as with the rules of the trade.

**Lighting system:** includes lighting units, electrical cables and all elements required for its operation.

**Work:** the action of building infrastructure and equipment.

**Municipal work:** any work involving infrastructure or equipment owned or administered by the Municipality or destined to become so.

**Level I work:** The expression "Level I work" refers to aqueduct, domestic and storm sewer systems, street foundations, drainage, and the installation of electrical power (electricity, Bell, etc.). Level I work also includes domestic service connections and accesses, including culverts, to waterfront properties.

**Level II work:** The term "level II work" refers to the single or base layer of asphalt, sidewalks or curbs, crosswalks, fences, signage and the lighting system (electrical conduits for lighting and installation of streetlamps).

**Level III work:** Level III work means asphalt wearing course and landscaping.

**Sidewalk:** Concrete space generally 1.50 m wide on the sides of a street reserved for pedestrians.

## **2 APPLICATION**

### **9. CONCLUSION OF AN AGREEMENT FOR INFRASTRUCTURE WORK**

An agreement concerning the construction of infrastructure and equipment, and the assumption or sharing of the costs of such work, must be reached if infrastructure or equipment of a collective nature is to be installed to serve buildings potentially covered by permits or certificates, or other buildings on the territory of the Municipality. Such work may be carried out on or off the applicant's project site, provided it is intended to serve the properties covered by the applicant's request and, where applicable, other properties, and may be municipalized or remain private.

Without limiting the generality of the foregoing, infrastructure work includes aqueducts, sewers, sidewalks, curbs, footpaths, parks, streets, street foundations, paving, drainage, lighting, signage, crosswalks, fences and similar equipment.

### **11. CONDITIONS FOR ISSUANCE OF PLANNING PERMITS**

No subdivision permit, (concerning proposed streets or lots fronting on a proposed street), building construction permit (on a lot defined in the preceding line) or infrastructure construction permit may be issued unless the applicant has first entered into an agreement with the Municipality as provided for in the present by-law. Any subdivision project resulting from an agreement shall include lots intended for construction purposes, public purposes, access purposes and traffic purposes, by phase, to be the subject of a subdivision permit.

### **12. CONDITIONS PRECEDENT TO THE CONCLUSION OF AN AGREEMENT**

*The provisions of Chapter IV of the Act respecting land use planning and development apply to the conclusion of an agreement.*

All documents and conditions related to the application and detailed in the present by-law must be completed prior to the conclusion of an agreement.

An agreement may also be entered into in respect of infrastructure work for the purpose of servicing one or more properties.

### **13. OFFICIALS RESPONSIBLE FOR APPLICATION OF THE BY-LAW**

The Director General, the Assistant Director General, the Director of the Urban Planning and Environment Department and the Director of the Public Works Department are responsible for the application of this by-law.

## **3 APPLICATION PROCEDURE AND TECHNICAL REQUIREMENTS**

### **14. WORKS AND EQUIPMENT**

Infrastructure works and equipment for a project may be carried out within the boundaries of the development project or outside them, as the case may be.

## **15. STANDARDS AND TECHNIQUES**

The technical standards for the design and execution of infrastructure work that must be complied with when carrying out a real estate development project are those applicable in the Municipality in accordance with the by-laws and policies in force.

However, within the framework of the agreement, the Municipality reserves the right, depending on the context and the conditions established, in the exercise of its jurisdiction, to require inferior or superior work standards or construction qualities to consider the particularities of a project.

Compliance with municipal by-laws does not exempt the applicant from complying with all government legislation and regulations.

## **16. CONTENT OF APPLICATION**

Any applicant requesting the construction of municipal works or wishing to carry out infrastructure work of a private nature must submit to the Municipality a request containing the following information:

- 1) Applicant's name, address, occupation and telephone number (with proof of registration with Carrefour Lobby Québec).
- 2) The lot numbers of the streets for which services are requested, with the relevant plan numbers prepared by the land surveyor.
- 3) Engineering plans and specifications (one hard copy, one digital copy in PDF and DWG format) as well as the cost of carrying out the work at market value at the time of request, all prepared by the project engineer.
- 4) Cadastral plans for approval, if applicable.
- 5) A list of all work carried out by the applicant, if applicable, indicating the location of the work and the dates on which it was carried out.
- 6) Applicant's signature.
- 7) Proof of liability insurance of a minimum of two million dollars and/or as defined in the memorandum of understanding (\$2,000,000).
- 8) A copy of the signed contract with the contractor, if applicable.
- 9) Copies of certificates of authorization from the Ministry of Sustainable Development, Environment and the Fight against Climate Change, if applicable.
- 10) Letter of undertaking authorizing the Municipality's agent or the issuer of the surety, in the event of default, to enter the property affected by the work and carry out the work stipulated in the agreement.
- 11) An amount covering the cost of analysis of the file by the Municipality corresponding to the following calculation:
  - a) for a street project without water or sewer service: \$1,000 + \$4 / linear metre.
  - b) for a street project with one or 2 water or sewer services: \$1,000 + \$8 / linear metre.

## **17. PLANS, SPECIFICATIONS AND ESTIMATES**

The applicant shall have the engineer of his choice prepare all plans, specifications and estimates, tender documents for the work and all other preliminary studies required for his project.

All costs related to the preparation of documents must be borne by the applicant.

Should the applicant refuse to sign an agreement for this work, he remains responsible for these costs.

## **18. SUBMISSION OF REQUEST**

The request must be submitted to the Urban Planning and Environment Department, which will forward the relevant information to the municipal authorities concerned.

The Municipality may request the participation of the engineer in charge of the file, or any other engineer or professional, for the purpose of ruling on the file, at the applicant's expense.

## **19. ACCEPTANCE OF PLANS AND SPECIFICATIONS**

Upon receipt of the documents listed in Article 16, the municipal departments validate their conformity and notify the applicant of any deviations or corrections, if applicable.

The Municipality then sends the applicant a document setting out the financial breakdown of the cost of municipal work and equipment. For an agreement to be reached between the parties, the applicant must send a notice approving this breakdown no later than thirty (30) days from receipt of the document showing the breakdown.

The notice of approval must state, among other things, that the applicant:

- Acknowledges having received and read the detailed estimates of the cost of the municipal work and declares that he/she is satisfied therewith.
- Accepts the apportionment of costs for the completion of the project.
- Authorizes the Council to take the necessary steps for the adoption and approval of a by-law required to decree and finance the municipality's share and appropriate the sums of money necessary for the payment of the cost of the municipal work not attributable to it, and this, as soon as the agreement is signed by the parties.

Subject to the cost-sharing provisions of this by-law, the applicant is responsible for obtaining all required government authorizations and approvals and assumes the costs thereof.

## **20. REVIEW AND DECISION ON REQUEST BY MUNICIPAL COUNCIL**

1) Upon receipt of the report from the departments concerned and the draft memorandum of understanding, the Municipal Council decides on the request.

2) If Council accepts the request, it must:

1. Accept the draft agreement and authorize by resolution the Mayor and the Clerk-Treasurer to sign said agreement with the applicant for the implementation of the work according to the option selected.
- b) Adopt, if applicable, a borrowing by-law decreeing the construction of the work or part of the services to be performed by the Municipality and which will be paid in whole or in part by

a special tax imposed by reason of the frontage, surface area or valuation of the immovables for which the infrastructures are requested.

3) The Municipality assumes no responsibility for the non-approval of a borrowing by-law that causes it to suspend or not follow through on a request that it would have accepted.

4) If Council does not accept the request, it must give reasons for its decision.

## **21. PERIOD OF VALIDITY OF AN APPROVED DRAFT AGREEMENT**

From the date of the Municipal Council resolution authorizing signature of the agreement with the applicant, the latter has a maximum period of six months in which to sign the said agreement, failing which it will be null and void and the applicant will assume all costs incurred in preparing the application.

If the applicant wishes to pursue his project, he must submit a new application, which will be subject to the same review and decision process.

## **22. CONTENT OF THE AGREEMENT**

The agreement covers road infrastructure or other work.

The agreement may also cover infrastructure and equipment, wherever located in the Municipality, intended to serve not only the buildings covered by the permit, but also other buildings within the territory of the Municipality.

Upon receipt of the notice of approval provided for in section 19 of this agreement, the municipality shall forward to the applicant a draft agreement for the completion in whole or in phases of the project in question, said agreement including, but not limited to, the following elements, namely:

- a. Designation of parties.
- b. A description of the municipal work to be performed and identification of the party responsible for all or part of the work.
- c. A plan showing the land covered by the agreement.
- d. A determination of the costs relating to the work to be borne by the party responsible for carrying it out and, in the event that a party other than the party carrying out the municipal work assumes the costs, a determination of the costs relating to the work to be borne by that person; where applicable, the terms of payment by the person responsible for defraying the cost of the work, as well as the interest payable on any instalment due.
- e. The names of the professionals whose services and fees will be retained by the applicant to carry out any of the steps provided for or required to complete the said agreement (including, in particular, site supervision and inspections by an engineer).
- f. A detailed schedule for the work to be carried out by the applicant, indicating the various stages of the project in chronological order.
- g. The financial guarantees required of the permit applicant.
- h. How the work will be carried out.
- i. The date by which the work must be completed.

- j. Management of provisional and final acceptance of work.
- k. Conditions relating to the issuance of building construction permits.
- l. Terms and conditions for the transfer of streets, infrastructures and spaces intended for municipal facilities, where applicable.
- m. Default clause.
- n. An undertaking by the applicant to provide the Municipality, upon completion of the work, with a certificate from an engineer mandated by the Municipality, attesting to the compliance of said work with the by-laws, standards and rules of the art applicable to the work covered by the agreement.
- o. An undertaking by the applicant to authorize the Municipality, in the event of default by the applicant, to enter the building, to carry out any work provided for in the agreement and, at its discretion, to use the surety provided for this purpose. It also authorizes the Municipality to enter the building and carry out any corrective work required to secure the building and ensure environmental protection of the site.

If there is more than one applicant, each applicant shall be jointly and severally liable to the Municipality for each and every one of the obligations stipulated in the agreement.

#### **4 FINANCIAL ARRANGEMENTS AND COST SHARING**

##### **23. WORK COMPLETION COSTS**

In the case of road infrastructure intended to remain private, the applicant is responsible for the entire cost of the work, with no possibility of financial participation by the Municipality.

In the case of infrastructure destined to become public, the applicant is responsible for the entire cost of the work.

However, at its discretion, and on the recommendation of the Director of the Public Works Department, the Municipal Council may choose to have the Municipality assume some or all of the costs of carrying out municipal work.

##### **24. EXCEPTION CLAUSE RELATED TO A BORROWING BY-LAW**

If the execution of the municipal work covered by this agreement must, at the Municipality's discretion, be the subject of a borrowing by-law to finance the portion attributable to the Municipality, the following paragraph shall apply.

If the said borrowing by-law does not come into force within six (6) months of the date of signature of the agreement on the grounds that it has not been approved by the persons entitled to vote or by the Minister of Municipal Affairs and Housing, the said agreement shall become null and void and any damages that may be caused to the applicant in such a case may not be claimed from the Municipality, the applicant releasing the Municipality accordingly.

#### **FINANCIAL GUARANTEES**

##### **25. PERFORMANCE BOND**

Prior to signing the agreement, the applicant must provide the Municipality with financial guarantees to preserve the Municipality's right to proceed

with the work in the event of default by the applicant. The guarantees may take one or other of the following forms, or a combination thereof:

- a. A performance bond provided by the applicant issued in favour of the Municipality by an insurance company holding guarantee insurance and included on the list published by the Inspector General of Financial Institutions for a value equal to 100% of the estimated total cost or actual cost of the work, valid for a minimum period of six (6) months after the estimated date of completion of said work.

or

- b. An irrevocable and unconditional bank letter of guarantee provided by the applicant in favour of the Municipality for a value equal to 100% of the estimated total cost of the work, valid for a minimum period of six (6) months after the estimated date of completion of said work.

or

- c. A cash sum equal to 100% of the estimated total cost of the municipal work.

## **26. MAINTENANCE GUARANTEE**

Prior to the release of the performance guarantee, the applicant must provide the Municipality with financial guarantees to enable the Municipality to maintain and repair the municipal work in the event of defects or problems arising after final acceptance. These guarantees cover any defects, omissions or faulty workmanship that may exist or occur in the work and must be valid for a period of twelve (12) months after final acceptance of the work. They are equal to 10% of the estimated total cost of the municipal work and may take the form, at the applicant's option, of a performance bond, a bank guarantee or an amount of money satisfying the terms and conditions indicated in article 25.

## **27. WARRANTY RENEWAL**

If a warranty referred to in articles 25 and 26 expires at a date prior to the fixed period, the estimated date of completion of the work or the end of the work, as the case may be, the applicant must renew this warranty at least sixty (60) days prior to its expiry date. Failure to renew and notify the Municipality within this time limit may result in the Municipality taking appropriate measures to protect its warranty, including the possibility of invoking the default clause and forfeiting the warranty.

## **28. MAINTENANCE OF WARRANTIES DURING TEMPORARY OPERATION**

If the Municipality agrees to operate the works before acquiring them, the cost of operation is assumed by the Municipality from the time of provisional acceptance. The applicant must, however, correct all deficiencies before transferring the infrastructures, and the guarantees provided for in the preceding articles apply according to the relevant terms and conditions.

## **29. RELEASE OF FINANCIAL GUARANTEES**

On the date of provisional acceptance of the work, the Municipality may elect to retain or release all or part of the balance of the performance bond held by it and provided by the applicant on signing the agreement. At that point, the maintenance guarantee takes over.

The total balance is released upon final acceptance of the work, when the maintenance guarantee takes over from the performance guarantee, if

applicable. The release of a financial guarantee is conditional on the Municipality not having had recourse to this guarantee.

The Municipality may also authorize provisional acceptance of Level I work and modify the performance bond so that it corresponds to 125% of the estimated total cost of the remaining work. The form of the guarantee must comply with the provisions of article 26.

## **PROCEDURE FOR MONITORING AND ACCEPTANCE OF WORK**

### **30. MONITORING AND FOLLOW-UP OF WORK**

The engineer appointed by the Municipality (at the applicant's expense) shall monitor the work, ensure compliance with the plans and specifications and ensure compliance with municipal by-law requirements.

If, at any given time, the Municipality is of the opinion that the work is not being carried out in accordance with the approved plans and specifications and the terms of this agreement, it may order that the work be halted in whole or in part until the situation has been verified and corrected, if necessary.

Following receipt of a notice from the Municipality to the effect that the work does not conform or requires modifications, adjustments or repairs, the applicant shall, within 48 hours of receipt of such notice, carry out the required modifications, repairs or adjustments, in accordance with the Municipality's requirements.

### **31. ACCEPTANCE PROCEDURE**

Upon completion of the work, the Director of the Public Works Department, the applicant, the engineer appointed by the applicant and the engineer appointed by the Municipality (at the applicant's expense) will carry out an inspection of all said work with a view to its provisional acceptance.

The engineer appointed by the Municipality (at the applicant's expense) shall, if necessary, recommend provisional acceptance of the municipal work. The Public Works Director takes note of this recommendation and comments, if necessary.

If this site visit establishes that the municipal work complies with the project plans and specifications, the Public Works Director gives the Municipal Council his recommendation on provisional acceptance or final acceptance of the work, as he determines. Final acceptance of municipal roadwork is granted only after a freeze/thaw cycle (winter season) has enabled the condition of the work to be assessed, and appropriate corrective action taken if required.

If, in the opinion of the Director of Public Works or the engineer mandated by the Municipality, any elements appear to be non-compliant with the project plans and specifications, the latter will issue a notice of deficiency to the applicant, who must carry out the necessary work to correct them within the timeframe indicated in the notice.

Should the applicant fail to carry out the corrective work within the timeframe indicated, the Municipality may carry out the work or have it carried out by a third party, using the financial guarantee on hand at the time, without further notice or delay. If this guarantee is insufficient, the Municipality may claim the balance from the applicant.

The procedure set out in this article also applies to provisional acceptance of Level I work. In this case, the applicant must provide an estimate of the



total cost of the remaining work, prepared by the engineer of his choice and validated by the engineer mandated by the Municipality.

## **TRANSFER OF INFRASTRUCTURE**

### **32. TRANSFER OF INFRASTRUCTURE**

Neither the acceptance in principle of the construction of a road, nor the acceptance of the construction plans and specifications, nor the inspections that may be carried out by any municipal officer or his authorized representative during the execution of the work, shall constitute an obligation on the part of the Municipal Council to accept the transfer and municipalization of a road.

### **33. TRANSFER FEES**

All applicable fees related to the transfer of infrastructures are defined in the memorandum of understanding.

## **8 CONTRAVENTIONS AND PENALTIES**

### **34. CONTRAVENTIONS TO URBAN BY-LAWS**

Any person who contravenes any of the applicable provisions of this by-law is guilty of an offence.

### **35. APPLICATION OF PENALTIES**

Council generally authorizes the Director General, the Director of the Public Works Department, the Foreman of the Public Works Department, the Director of the Planning and Environment Department and any Building and Environment Inspector to undertake penal proceedings against any person who contravenes any of the provisions of the present by-law, and consequently generally authorizes these persons to issue statements of offence useful for this purpose.

The Municipality may, for the purposes of enforcing the provisions of this by-law, exercise cumulatively or alternatively, with those provided for in this by-law, all appropriate recourses of a civil or penal nature and, without limitation, the Municipality may exercise all recourses provided for in articles 227 to 233 of the Act respecting land use planning and development (R.S.Q., chapter A-19.1).

### **36. PENAL SANCTIONS**

Cumulatively or alternatively, the Municipality may also undertake any recourse of a penal nature for the purpose of enforcing its by-law.

Any person acting in contravention of the present planning by-law commits an offence and is liable to a fine of not less than one thousand (\$1,000) dollars, and not less than two thousand (\$2,000) dollars for a legal person, plus costs.

In the event of a repeat offence, the fine may be increased to two thousand (\$2,000) dollars for a natural person and four thousand (\$4,000) dollars for a legal entity, plus costs.

If an offence lasts more than one day, the offence committed on each day constitutes a separate offence, and the penalties enacted for each offence may be imposed for each day that the offence lasts, in accordance with the present by-law.

**WHEREAS** the Municipality of the Township of Harrington is governed by the *Land Use Planning and Development Act* (L.R.Q., c. A-19.1).

**WHEREAS** the Municipality of the Township of Harrington wishes to ensure an adequate and safe road service for all citizens and users on its territory.

**WHEREAS** it is necessary to update the current road construction by-law and establish new normative provisions governing roads.

**WHEREAS** a notice of motion of the present by-law was given at the regular meeting of the municipal council held July 15, 2024, and the draft by-law was tabled at the same meeting.

**WHEREAS** a copy of this draft by-law was given to the members of the Municipal Council in accordance with the Quebec Municipal Code (RLRQ, c. C-27.1).

**WHEREAS** a copy of the draft by-law is available for public consultation at the beginning of the meeting.

**IT IS MOVED BY:** Councillor Chantal Scapino

**AND UNANIMOUSLY CARRIED TO ADOPT with modifications** by-law number 361-2024, concerning construction requirements and conditions for public or private roads, which repeals by-laws 198-2012 and 199-2012.

**THEREFORE**, the Municipality of the Township of Harrington decrees as follows:

The preamble forms an integral part of this by-law.

**BY-LAW NUMBER 361-2024 RESPECTING CONSTRUCTION REQUIREMENTS AND CONDITIONS FOR PUBLIC OR PRIVATE ROADS**

**1 DECLARATORY PROVISIONS**

**1.1 PURPOSE OF THE BY-LAW**

The purpose of this by-law is to make the issuance of a permit for the construction of a public or private road subject to the conclusion of an agreement between the applicant and the Municipality on the execution of work relating to infrastructures and equipment and on the assumption of responsibility for this work by integrating drainage and water flow management measures in an ecologically responsible manner.

**1.2 FIELD OF APPLICATION**

This by-law applies to the construction of public or private roads located throughout the territory of the Municipality of the Township of Harrington, including, without limiting the generality of the foregoing, road foundations, covers, drainage, signs, pedestrian walkways, fences and similar equipment.

**1.3 REFERENCE DOCUMENTS**

Where detailed technical information concerning materials, equipment and calculation methods is required to ensure compliance with the requirements of these regulations, and where the text refers to a reference document, such document forms an integral part of these regulations.

In the event of any discrepancy between the provisions of this by-law and the requirements of any referenced document, the provisions of this by-law shall prevail.

#### **1.4 INTERPRETATION**

The use of the verb “must” indicates an absolute obligation; the verb “may” indicates an optional meaning. Any other definition retains its regular meaning or that prescribed in the regulations in force.

#### **1.5 TERMINOLOGY**

Unless otherwise expressly specified or the context indicates a different meaning, the expressions, terms and words defined in the Permits and Certificates By-law apply.

#### **1.6 COMING INTO FORCE**

This by-law shall come into force in accordance with the law.

### **2 DEFINITIONS**

- 1) **Vehicular access:** a private access road providing access to buildings, including those within integrated projects, from the public thoroughfare. A vehicular access must always be passable to allow emergency vehicle traffic.
- 2) **AQTR:** Association québécoise des transports. (Quebec Transportation Association)
- 3) **Shoulder:** part of the roadbed between the roadway and the ditch embankment, used to support the structure and surface of the roadway.
- 4) **Bank:** part of the edge, more or less steep, of running or stagnant water, which can be or is submerged without the water overflowing.
- 5) **Riparian protection strip:** strip of land bordering lakes and watercourses, extending inland from the natural high-water mark.
- 6) **BNQ:** Bureau de normalisation du Québec.
- 7) **CCDG:** specifications and general specifications of the Ministry of Transport.
- 8) **Turning circle:** turning area where vehicles travel counterclockwise to allow a vehicle to return to travel in the opposite direction in the other lane.
- 9) **Roadway:** surface on which vehicles travel, excluding shoulders.
- 10) **Path:** a land-based communication route of local interest, usually in the countryside, of secondary importance to the road.
- 11) *Private road: thoroughfare under private jurisdiction, built within a minimum 15-metre right-of-way that has not been ceded to the Municipality, which provides access to properties dependent on it.*
- 12) *Public road: road belonging to the municipality, the provincial authority or the federal authority.*
- 13) **Council:** the Council of the Municipality of the Township of Harrington.

**14) Road construction:** includes, but is not limited to, drainage, excavation or foundation work required to build the infrastructure.

**15) Watercourse:** year-round or intermittent river or stream, with the exception of drainage ditches dug artificially into the ground and used for runoff.

**16) Cul-de-sac:** roundabout with a minimum diameter of 30 metres, dead end, dead-end street.

**17) Commencement of work:** the time at which clearing work begins prior to the start of infrastructure shaping work, including, where applicable, blasting work.

**18) Right-of-way:** space occupied by traffic lanes and public utilities.

**19) Private road right-of-way:** corridor used as a private road.

**20) Driveway:** access permanently built into the pavement or the curb of a street or ditch to allow a vehicle access to the property adjacent to the street.

**21) Foundation:** a layer of predetermined materials, including the lower and upper foundations, of a set thickness, designed to support the loads transmitted by motor vehicle traffic and their loads.

**22) Ditch:** A ditch is a small longitudinal depression in the ground used to drain surface water from neighbouring properties, i.e. road ditches, line ditches that drain adjacent properties only, and ditches used to drain a single property only.

**23) Engineer:** an engineer who is a member in good standing of the Order of Engineers of Quebec.

**24) Laboratory:** an accredited soil laboratory mandated by the Municipality or the developer.

**25) Lake:** any body of water fed by one or more watercourses or springs.

**26) High-water line:** the high-water line is the line used to delimit the coastline and the shoreline. This high-water line is located at the natural high-water line, i.e:

At the point where there is a change from a predominance of aquatic plants to a predominance of terrestrial plants or, if there are no aquatic plants, the point where the terrestrial plants stop in the direction of the body of water.

Plants considered aquatic are all hydrophytes, including submerged plants, plants with floating leaves, emergent plants and emergent herbaceous and woody plants, characteristic of marshes and swamps open to a body of water.

Where there is a water retention structure, at the maximum operating level of the hydraulic structure for the upstream part of the water body.

Where there is a legally erected retaining wall, the line from the top of the structure.

If it is not possible to determine the high-water mark using the above criteria, it may be located as follows:

If the information is available, the 2-year flood limit, which is considered equivalent to the line established according to the botanical criteria defined above.

- 27) **Bed:** The part of a lake or watercourse that is usually covered by water.
- 28) **Littoral:** Part of a lake or watercourse that extends from the high-water mark to the centre of the lake or watercourse.
- 29) **Lot:** Land registered on a cadastral plan, in accordance with articles 3026 et seq. of the Civil Code, to which a distinct number is assigned.
- 30) **Waterfront lot:** Site adjacent to a lake or watercourse, wetland, marsh, bog, swamp or any other body of water.
- 31) **MELCC:** Ministry of the Environment and the Fight against Climate Change.
- 32) **MTQ:** Minister of Transport and Sustainable Mobility of Quebec.
- 33) **Municipality:** The Municipality of the Township of Harrington.
- 34) **Wetland:** A place that is flooded or saturated with water for a sufficiently long period of time to influence the nature of the soil and the composition of the vegetation. This definition includes marshes, swamps, peat bogs and ponds. A wetland may be open or closed.
- 35) **Municipalize:** Place a good or service under the control of a municipality.
- 36) **Designated officer:** Official designated by Council to administer and enforce this by-law as described in the Permits and Certificates By-law.
- 37) **Cadastral operation:** A cadastral modification provided for in the first paragraph of article 3043 of the Civil Code of Québec.
- 38) **Work:** Any building, construction, use, excavation or transformation of the ground, including deforestation, as well as backfilling and clearing.
- 39) **Pedestrian crossing:** area of land laid out for pedestrian traffic.
- 40) **Culvert:** conduit installed to allow water to flow into a drainage system (including ditch, watercourse, etc.).
- 41) **Bridge:** structure or construction used to cross a depression in the ground or an obstacle (including a watercourse, railway line, road, etc.).
- 42) **Road surfacing:** means covering with gravel, stone screening, crushed paving, bituminous concrete or any other equivalent material approved by the Municipality.
- 43) **Applicant:** any individual or legal entity that requires the Municipality to issue a subdivision permit for a development project that includes at least the construction of a road.
- 44) **Public services:** Public utility networks such as: aqueduct, sanitary sewer, storm sewer, electricity, gas, fibre optics, post office, telephone, as well as related equipment and accessories.
- 45) **Sub-base:** Granular borrow layer with a predetermined grain size, placed on the infrastructure or on the supporting soil and under the lower foundation.
- 46) **Lot:** Land consisting of one (1) or more contiguous lots or parts of lots.

- 47) **Public thoroughfare:** Any thoroughfare for vehicles, bicycles or pedestrians, or any space reserved for this purpose by the Municipality or having been transferred to it for public use.

### **3 PRINCIPLES OF APPLICATION**

#### **3.1 PRINCIPLE**

All construction work on public or private roads within the territory of the Municipality must be carried out by the applicant or his agent(s), in accordance with the terms and conditions set out in this by-law.

##### **3.1.1 ADMINISTRATIVE PROVISIONS**

- a) Administration and application of the by-law

The administration and application of this by-law are entrusted to any person hereinafter referred to as the "designated officer", by resolution of the Municipal Council.

- b) Powers of the designated officer

The powers of the designated officer are set out in the Permits and Certificates By-law.

- c) Visits to land and buildings

The designated officer may visit and examine, between 7:00 a.m. and 7:00 p.m., any immovable or movable property, as well as the interior and exterior of any building, structure or work whatsoever, in order to ascertain whether the by-law whose application has been entrusted to him is being complied with, and to oblige owners, tenants or occupants to receive him and answer any questions put to them concerning the application of this by-law.

The designated officer is authorized to be accompanied by any person during the visit likely to help him assess the condition of the premises or to note a fact or situation.

#### **3.2 PERMITS**

##### **3.2.1 OBLIGATIONS**

Any person wishing to undertake an activity requiring the issuance of a permit under the present by-law must obtain such permit from the designated officer before undertaking said activity.

No permit may be issued until the requirements of this by-law and any other applicable municipal by-law have been complied with.

The applicant must carry out the work in accordance with the conditions stipulated in the permit and the declarations made at the time of application.

No deforestation and/or road construction work may begin until a permit has been obtained from the Municipality's urban planning department. To this end, issuance of the permit is conditional on the developer agreeing to sign the memorandum of understanding with the Municipality.

Prior to the commencement of work, the applicant must have obtained all required permits and/or certificates of authorization from other government authorities, and must also provide the designated officer with the following documents in duplicate (2), said documents to be signed and sealed by a qualified engineer who is a member of the Order of Engineers of Quebec:

- A road subdivision plan showing the limits of the road right-of-way.

- Elevations of the natural terrain as well as projected elevations of the longitudinal and transverse profile with % slopes of the road.
- 25m sections and a typical cross-section of the proposed road structure.
- Stormwater management plan (including pre- and post-development flow calculations, sizing of culverts and flow and sediment control structures) in accordance with MELCC stormwater management guides.
- Easements required for drainage of proposed structures and other related equipment or overburden.
- Culvert location, diameter, type and installation details.
- Location and length of proposed guardrails.
- Road design speed.
- Location and details of utilities to be located on or under the road right-of-way, as well as any required easements.
- A construction schedule.

Work is to be carried out in stages. Each stage will be followed by an inspection and must receive the approval of the designated municipal official, the engineer mandated by the Municipality or his authorized representative before proceeding with the following stages:

- a) Road staking.
- b) Clearing and removal of vegetation cover.
- c) Profiling, backfill, drainage channeling.
- d) Granular foundation and compaction.
- e) Paving (if required).

### **3.2.2 MODIFICATIONS TO PLANS AND DOCUMENTS**

Any changes made to plans and documents after the permit has been issued must be approved by the designated officer before the modified work is carried out. In such cases, a new permit will be required.

The designated officer may approve modifications only if they comply with the provisions of this by-law and all applicable regulations.

Such approval does not extend the term of the permit.

### **3.2.3 TIME LIMIT FOR PERMIT ISSUANCE**

Unless otherwise stipulated, when the subject of an application complies with the provisions of the present by-law, the permit requested must be issued within sixty (60) calendar days of the date of receipt of the application by the designated officer.

If an application is incomplete, the date of receipt of the additional information is the date of receipt of the application.

### **3.2.4 DURATION OF PERMIT**

All permits are null and void if not acted upon within six (6) months of the date of issue.

Road construction must be completed within one (1) year of the permit issue date, i.e. one (1) year for foundations, single-layer paving, slope stabilization and ditches.

For bridge construction (not forming part of a road construction permit), the construction deadline is to be established with the municipal authorities.

Once these deadlines have passed, the Municipality may initiate any appropriate legal proceedings in accordance with the provisions of the present by-law.

### **3.2.5 POSTING OF PERMITS**

A permit must be prominently displayed for the entire duration of the work on the site where it is to be carried out.

### **3.2.6 COST OF PERMITS**

The cost of a permit for work covered by this by-law is \$200. In addition, the fees and/or financial guarantees required under the by-law respecting agreements for municipal and infrastructure work apply.

### **3.2.7 FOLLOWING APPLICATION SUBMISSION**

Upon receipt of a complete written application, the designated officer will study the project plan, suggest any necessary modifications to the applicant, if applicable, within sixty (60) calendar days of receipt of the documents, and issue a building permit if:

- 1) The subdivision permit is issued in accordance with the conditions and requirements of the subdivision by-law.
- 2) The project complies with the urban plan, other urban planning bylaws, the MRC's layout diagram, any MRC interim control bylaws and any other municipal bylaws in force, and has been accepted in principle, by resolution, by the Council, which has so informed the applicant.
- 3) The application is accompanied by all plans and documents required by this by-law.
- 4) The project complies with this by-law.
- 5) A memorandum of understanding is signed in accordance with the by-law respecting municipal and infrastructure work agreements.
- 6) Permits or certificates of authorization from the Ministry of Sustainable Development, Environment and Parks, the Ministry of Transport or any other government department or level, if required, have been issued.

If not, he must inform the applicant in writing of his refusal within 30 calendar days, giving reasons.

### **3.2.8 ISSUANCE OF A MAIN BUILDING CONSTRUCTION PERMIT**

*A construction permit for a main building may be issued on a lot adjacent to a new public or private road only if it complies with this by-law.*

### **3.2.9 NOTICE OF COMMENCEMENT OF WORK**

Before work begins, the applicant must send the Municipality written notice of his intention to begin said work. The Municipality will convene a site start-up meeting within 7 days of receiving this notice.

At this meeting, the Municipality will issue an authorization to start the work, provided that all permits and authorizations have been obtained, and that all requirements set out in the memorandum of understanding for



municipal work, agreed and signed by the developer and the Municipality, have been met.

### **3.2.10 WORK INSPECTION**

Within a fortnight of completion of the work, the engineer appointed by the Municipality (at the applicant's expense), the contractor, the applicant and a representative of the Municipality will inspect the work for provisional acceptance. This inspection will take place following written notice from the engineer at least 5 days in advance. At the end of the work, a certificate of compliance must be issued for the work carried out by an engineer who is a member in good standing of the Order of Engineers of Quebec, and who has been duly mandated at the time of signing the memorandum of understanding provided for in bylaw number 360-2024 on agreements relating to municipal and infrastructure work.

### **3.2.11 WARRANTY PERIOD**

The time between provisional acceptance of the work and final acceptance (if all deficiencies are corrected) during which the contractor must guarantee the good condition and operation of the work performed under the contract is twelve (12) months.

### **3.2.12 "AS-BUILT" PLANS**

Three paper copies and one digital copy in PDF format of all "as-built" plans shall be delivered to the Municipality no later than 60 days after completion of the work and shall be corrected following final acceptance, if applicable. These plans must incorporate all changes made during construction. A written list of changes and the triangulated location of all appurtenances (main valves, service valves, sewer service inlets, manholes, catch basins, etc.) must be provided.

### **3.2.13 FINAL ACCEPTANCE**

At the end of the twelve (12) month warranty period, the engineer appointed by the Municipality (at the applicant's expense) will inspect the work in the presence of the contractor, the applicant and a representative of the Municipality. The contractor will be advised to make any repairs deemed necessary and noted by the engineer and the Municipality's representative. Once all deficiencies have been corrected, the engineer will issue a certificate of compliance. The applicant may then release and pay the 10% contractual holdback to the contractor.

## **3.3 CATEGORY OF LAND REFERRED TO IN THIS BY-LAW**

All building permit applications involving at least one public or private road or part of a road are subject to this by-law and to the obligation to enter into an agreement, as hereinafter stipulated.

## **3.4 PREREQUISITE CONDITIONS FOR ISSUING A SUBDIVISION PERMIT RELATING TO THIS BY-LAW**

**In addition to the conditions for issuing a subdivision permit** provided for in the Subdivision By-law in force on the territory of the Municipality, the designated officer may only issue a subdivision permit providing for a road or part of a road if:

- a) The proposed road is connected to a public road or to a road providing access to a public road.
- b) The application addressed to the Municipality, for the attention of the General Manager, is accompanied by all the documents required by the present by-law.

c) The applicant and the Municipality have signed an agreement concerning the execution of the work, in accordance with the conditions established by this by-law.

### **3.5 ASSUMPTION OF COSTS**

Any person requesting the issuance of a construction permit covered by this by-law is required to assume all costs related to direct or related road construction work shown on the plans and specifications and must, to this end, first enter into an agreement with the Municipality under the terms of the by-law respecting agreements for municipal and infrastructure work.

### **3.6 PROTOCOL OF AGREEMENT FOR THE CONSTRUCTION OF A PRIVATE ROAD OR ITS EXTENSION**

The applicant must contract with the Municipality to meet the following conditions:

- a) Provide a plan of the proposed cadastral operation of the road, prepared by a land surveyor (one hard copy and one digital copy in PDF format).
- b) Provide road construction plans, completed and sealed by an engineer (one hard copy, one digital copy in PDF and DWG format).
- c) Provide a biologist's report inventorying the flora and fauna as well as any environmental details that may be disturbed by the construction of said road(s).
- d) To provide any expert reports requested for analysis and understanding of the application.
- e) To build the road shown on the plan for which the construction permit is requested within the time frame agreed upon by the parties.
- f) To carry out all work, inform the Municipality in writing of the completion of the work, while allowing the Municipality the right to visit the site to verify the progress of the work and its compliance with the construction standards of the present by-law.
- g) Where applicable, to build or install, at its own expense, all infrastructure related to construction, such as lighting, bridges, culverts or any other equipment or infrastructure directly related to the construction of said road, except for traffic signs.
- h) To take all necessary mitigation measures to minimize negative impacts on the environment as a preventive measure, such as controlling drainage, erosion and sedimentation.

### **4 DESIGN STANDARDS MINIMUM STANDARDS FOR PRIVATE ROAD CONSTRUCTION**

The design and construction of private roads and all municipal services must comply with the following standards:

- Subdivision by-law number 193-2012 and its amendments.
- The Environmental Quality Act, directives 001, 004 and all others applicable from the Ministry of Environment and the Fight against Climate Change (MELCC).
- The urban planning by-law in effect at the time of filing of the project documents.

- The present by-law.
- Ministry of Transport of Quebec standards for road construction, volumes I, II and III, as well as the general specifications (CCDG).
- Bureau de normalisation du Québec (BNQ) standards.
- AQTR's Canadian geometric road design standards.
- Good engineering practice.
- Sketches appended to the by-law.

Any reference to regulations, standards, directives or laws must refer to the most recent version. In the event of contradiction between regulations, standards, directives and laws, the safest standard must be applied.

#### **4.1 STAKING OF ROAD**

Before beginning construction work, the applicant must have permanent metal markers (monuments) installed by a land surveyor on each side of the road at intervals of no more than 150 metres, as well as at the beginning and end of each curve, at tangent points and when the right-of-way line is broken.

Any survey monuments removed must be reinstalled by a land surveyor, at the applicant's expense. These requirements also apply when a road is retroceded to the Municipality by its owner(s).

#### **4.2 LAYOUT STANDARDS**

##### **4.2.1 ROAD LAYOUT**

###### **a) Nature of soil**

In addition to respecting the natural topography of the site as much as possible, the street layout must avoid peat bogs, marshy ground, unstable ground and any land unsuitable for drainage or exposed to flooding, scree, subsidence or other ground movement.

Street alignments must also avoid any area where the thickness of loose deposits or friable rock is insufficient to permit the digging of trenches required for the passage of public utility pipes.

###### **b) Wooded areas**

Street alignments must avoid areas where wildlife habitats and other sensitive environmental components are present, such as a white-tailed deer containment area and a heronry.

###### **c) Watercourses**

The minimum distance between the limits of a street right-of-way and the high-water mark of a watercourse is 75 m.

In the case of the completion of a road network providing access to a body of water or crossing a watercourse, the minimum distances prescribed in paragraph 1 do not apply. However, a minimum distance of 300 m must be maintained between 2 crossings.

When a new street is to be connected to an existing street over a distance not exceeding 300 m, the minimum distance between the limits of the street right-of-way and the high-water mark of a watercourse may be reduced to 15 m.

The provisions of the present article do not apply to a street leading to a landing, bridge or water crossing. The street must be designed so as not to encroach unnecessarily on the 75 m strip, and to run as close as possible to perpendicular to the watercourse.

The minimum distance between a new logging road and a watercourse or lake is 60 m.

The distance between a street or logging road and a watercourse is calculated horizontally from the limit of the street right-of-way and the high-water mark of the watercourse.

#### **d) Topography**

No street may be built on a lot with a transverse slope greater than 30%.

In areas with slopes between 15% and 30%, the layout must follow natural curves, avoiding straight lines.

### **4.2.2 RIGHT-OF-WAY**

The minimum right-of-way for a local street is fifteen (15) metres and twenty (20) metres for a collector street.

### **4.2.3 INTERSECTION ANGLE**

The following standards apply to the corner of intersections:

1. The angle of intersection between two streets must be at right angles (90°). In cases where the physical characteristics of intersections do not permit this, a maximum deviation of 20 degrees is authorized. In all cases, the alignment must be maintained over a minimum distance of 30 m, calculated from the center of the intersection.

2. The centerlines of intersections between two streets leading onto the same collector street must be at least 75 m apart.

However, on Route 327, the minimum distance between an intersection planned for the opening of a new street and an intersection existing on April 29, 2009 is 450 m.

3. The axes of intersections between two streets fronting on the same local street

### **4.2.4 SLOPE**

The following standards apply to street slopes:

1. The minimum longitudinal slope of any street is 0.5%.

2. The maximum longitudinal slope of streets is:

a) 5% for a collector street.

b) 10% for a local street.

3. The maximum longitudinal slope of a local street may be increased to 14%, over a maximum distance of 100 m, if topography so requires. The slope preceding this section may not exceed 8% over a minimum length of 50 m.

4. In all cases, the slope of a local street may not exceed 3% within the first 20 m of the radius of an intersection.

5. The slope of a collector road may exceed the standard prescribed in paragraph 2 by 3% within the first 30 m of the radius of an intersection.

#### **4.2.5 MISCELLANEOUS**

Each layer of road subgrade must be graded and compacted to obtain a minimum cross slope of 3% from the center to the ditches, except on sharp curves where a different slope may be proposed in accordance with the provisions of Canadian geometric road design standards.

#### **4.2.6 SPEED-DEPENDENT CURVES**

All future roads must be designed to have a minimum curve radius of 50 m if the desired posted speed is 30 km/h, and 85 m if the posted speed is 50 km/h.

#### **4.2.7 CUL-DE-SAC STREET**

A cul-de-sac street must terminate with a turning island or turning circle whose right-of-way diameter must not be less than 30 metres.

#### **4.2.8 PIPE-HEAD STREET**

The construction of a pipe-head street must comply with the following conditions:

1. The maximum length of the entrance street is 250 m.
2. The length of the pipe-head street may not exceed 850 m, excluding the entrance street.
3. A carriageway with a minimum width of 5 m, serving both as a footpath and an escape route, must link the pipe head street to another street.

### **4.3 EARTHWORK**

#### **4.3.1 SITE PREPARATION**

The site for the road must be prepared as follows:

- a) Vegetation cover, stumps and roots, rocks (200 to 300 millimetres in diameter within the first 300 millimetres below the subgrade line, rocks larger than 300 millimetres in diameter within 600 millimetres below the subgrade line) and other such materials must be removed across the entire width of the base of the road subgrade, and the excavation filled with materials similar to the surrounding natural soil and free of rocks.
- b) If the road alignment crosses a wetland or peat bog, the construction method must be defined by an engineer.
- c) Ditches must be built to a regular profile to allow water to always run off. They must be free of stones, branches and other objects that could impede water flow. Ditches must be able to drain into lower ditches or watercourses.
- d) Road shoulders likely to cause erosion must be paved.
- e) The right-of-way must be completely free of debris, garbage, piles of earth, rocks, branches and other obstacles.
- f) Any land adjoining a road must be higher than the road. All owners must ensure that surface water from their parking lot

drains into the ditch. Under no circumstances may water from the lot drain onto the road.

#### **4.3.2 EXCAVATION SURPLUS**

Any surplus material must be transported, placed and spread out in a suitable manner at the locations agreed upon with the engineer and the owner. If the owner does not wish to retain excess excavated material, the contractor shall dispose of it.

If excess excavated material is deposited on land not owned by the owner or the contractor, the latter must provide the Municipality and the engineer with a letter from the owner of the site to the effect that he accepts the material and releases the contractor, the owner, the engineer and the Municipality from any disputes that may arise from the fact that excavated material has been transported and deposited on his land and that he has obtained all required authorizations and permits.

#### **4.3.3 ENVIRONMENTAL PROTECTION**

Throughout the duration of the work, the contractor shall take, and ensure that all persons under his jurisdiction take, all necessary measures to maintain the protection of the environment, and in particular, but without limitation, the following items:

- All existing vegetation on the project site must be preserved, such as bushes, trees, lawns and other vegetation which, in the opinion of the engineer, does not interfere with the work, or else we will be forced to carry out redevelopment work (such as tree planting, seeding, compensatory measures, etc.).
- The use of pesticides, herbicides and insecticides is prohibited.
- The contractor must, for the duration of the work, use recognized industrial control methods to avoid or curb the production of dust, noise and smoke, as well as any air pollution on the site.
- Whenever necessary, or at the request of the engineer, owner or designated official of the Municipality, the contractor must apply dust suppressant (excluding water). Failure to do so may result in such spreading being carried out at the contractor's expense.
- At all times, machine tools and tracked vehicles (except rubber tracks) are prohibited on all roads with asphalt pavement, unless wood plywood with a minimum thickness of  $\frac{3}{4}$  inch or rubber mats with a minimum thickness of  $\frac{3}{4}$  inch are laid on the ground to prevent damage to the asphalt. Any offender will be systematically subject to the fines provided for in the present by-law. Also, the cost of repairing damaged paving will be borne by the offender.
- It is forbidden to carry out construction work between 7 p.m. and 7 a.m. that generates noise from machinery or specialized equipment.

In addition, the contractor must comply in all respects with the environmental guide for work related to the Water Treatment Program of Quebec issued by the MELCC, Water Quality Branch in 1985, with subsequent revisions.

#### **4.3.4 MATERIAL REMOVAL AND SITE CLEAN-UP**

Upon completion of all work, the contractor shall remove all rubble to a site approved by the engineer and clean up the site within 7 days.

### **4.4 ROAD STRUCTURE**

#### **4.4.1 COLLECTIVE STREET**

The minimum width of the roadway is 7 meters with 1m shoulders. The pavement structure must meet the following minimum requirements:

- Sub-base: 300 mm thick MG-112 material. Any material, in place or not, may be considered as long as a soil laboratory accredits the material as MG-112. The engineer must, depending on the "natural" soil conditions of the site, justify that this layer is not required when applicable.
- Lower foundation: 250 mm thick, MG-56 diameter crushed stone. The engineer may, depending on the "natural" soil conditions of the site, justify that this layer may be less than 250 mm.
- Upper foundation: 200mm thick MG20 crushed stone.

The above-mentioned sub-base and lower and upper foundation layers must be compacted separately to 95% of the modified "Proctor".

The grading of the various materials must comply with standard NQ 2560-114. Grades specified in the General specifications and estimates (CCDG) of the Ministry of Transport of Quebec.

A copy of the grading analysis and compaction tests must be submitted to the Municipality and/or the engineer. Upon presentation of calculations certified by a soils engineer, the Municipality may, if it deems appropriate, accept a different structure, provided it is shown that the bearing capacity of the proposed structure is equal to or greater than that required by the present by-law, all in accordance with the type of soil on which the road structure rests.

The Municipality reserves the right to require, under certain conditions, the paving of shoulders, gutters, windrows and curbs. The shoulder will be 1 m wide on each side of the pavement, with a 5% slope.

#### **4.4.2 LOCAL STREET**

The minimum width of the roadway is 6 m with 0.5 m shoulders. The pavement structure must meet the following minimum requirements:

- Sub-base: 300 mm thick MG-112 material. All materials, whether in place or not, may be considered if a soil laboratory accredits the material as MG-112. The engineer must, depending on the "natural" soil conditions of the site, justify that this layer is not required when applicable.
- Lower foundation: 250 mm thick MG-56 crushed stone.
- Upper foundation: 200mm thick MG-20 crushed stone.

The above-mentioned subbase, lower foundation and upper foundation layers must be compacted separately at 95% modified Proctor.

The grading of the various materials must comply with NQ 2560-114.

A copy of the grading analysis and compaction tests must be submitted to the Municipality and/or the engineer. Upon presentation of calculations certified by a soils engineer, the Municipality may, if it deems it appropriate, accept a different structure, provided it is shown that the bearing capacity of the proposed structure is equal to or greater than that required by the present by-law, all in accordance with the type of soil on which the road structure rests.

The Municipality reserves the right to require, under certain conditions, the paving of shoulders and the installation of gutters, windrows and curbs.

### **4.4.3 BITUMINOUS SURFACING**

Bituminous paving must be supervised by a recognized soil laboratory approved by the Municipality. Parameters to be monitored include: asphalt mix conformity, paving rate, asphalt mix temperature during paving, asphalt mix joint temperature before and during paving of the 2nd span, asphalt binder spreading and all other requirements established within BNQ and/or CCDG standards.

A layer of crushed stone MG-20, MG-20b or GBR (on steep slopes only) will be laid, graded and compacted to 95% of the modified Proctor, on the shoulder to reinforce the bituminous pavement. Crushed stone must not be deposited on the bituminous pavement and spread with a grader on the shoulder in such a way as to damage the pavement or reveal grooves. Any saw cuts in the paving must be made in a straight line.

## **4.5 ROAD DRAINAGE**

### **4.5.1 DITCHES AND EMBANKMENTS**

The road must be provided with ditches at least 3 metres wide and, as a rule, with sufficient drainage to receive rainwater from the road and adjacent private properties.

Maintenance should be carried out using the lower third of the slope method.

In addition to referring to the sketch appended to the by-law, ditches and embankments must comply with the following requirements:

Ditches must be dug using an appropriate bucket with blade (without teeth/when the nature of the soil permits) on each side of the road with a minimum longitudinal slope of 0.5% to allow free flow of surface water. The profile of ditches must be such that no stagnant water remains in them. Ditches must have a minimum depth of 800 mm. Ditch side slopes must not exceed 1.0V for 1.5H. Maintenance easements in favor of the municipality must be provided if the top or bottom of the slope exceeds the right-of-way. In addition, retaining walls must be provided to minimize slopes.

Where private land is lower than the level of the proposed ditch bottom, an embankment must be built to retain water within the ditch. This embankment must be stabilized and able to withstand heavy rainfall.

During and after construction, all necessary measures must be taken to ensure that surface water drains away without eroding or washing away fine particles. This implies the installation of sedimentation basins and sediment barriers at the appropriate locations, as indicated on the plans submitted.

To this end, the contractor must take the necessary measures and build the necessary facilities to prevent material and/or fine particles from polluting watercourses or constituting substances or materials harmful to the life of aquatic flora and/or fauna.

The developer is required to stabilize ditch embankments with H-3 hydroseeding (native species) on 100 mm of topsoil, within a maximum of 14 days of completion of the roadway structure. In unstable areas, biodegradable netting with mulch will be installed, as recommended by the engineer.

In addition, for any ditch with a slope greater than 8%, the bottom of the ditch must be graded with 100 to 200 mm crushed stone, 300 mm thick, and fitted with velocity sills when the slope exceeds 8%. The junction between the slope of the ditch and that of the surrounding land must be rounded.



In certain steeply sloping areas, a paved gutter, at the limit of the paving, may be required at the natural outlets of surface water, to prevent erosion of shoulders and slopes. If an existing ditch must be reshaped, the lower third technique must be used.

Whenever surface or channelled drainage water from the right-of-way destined to become municipal is directed towards or onto private property, a minimum 6-metre-wide drainage and maintenance easement must be granted to the Municipality when the road is retroceded.

#### **4.5.2 CULVERT**

When a culvert is installed, its end must be stabilized to prevent erosion.

The proposed street right-of-way includes the extra widths required to ensure vegetation recovery on the slopes created on either side of the roadway, shoulders and drainage ditches.

All culverts must be designed for a minimum recurrence of 1 in 25 years (including private driveways). They must be HDPE (high-density polyethylene) with a smooth Class 320 interior, with a minimum width of 6 metres and a maximum width of 9 metres for residential driveways and 11 metres for commercial or industrial driveways. For commercial driveways longer than 11 metres, a manhole must be installed for maintenance purposes.

Transverse culverts crossing the roadway must be at least 12 metres long and have a minimum diameter of 450 mm, HDPE class 320. If a culvert is longer than 30 metres, an access shaft approved by the Municipality must be installed every 15 metres.

Where significant water flows are anticipated, culverts must be of sufficient diameter not to delay the flow of these flows.

Culverts must be installed in accordance with the sketch appended to the by-law.

There must be no standing water upstream or downstream of the culvert.

Culverts at private entrances are the responsibility of the owner of the property served and must be installed or replaced by the owner. Driveway slopes must not encroach into the road right-of-way. Driveway slopes may only begin at the property line.

#### **4.6 PROVISIONAL SIGNAGE**

The contractor must provide all necessary signage (barricades, descriptive signs, light signals, flagmen, beacons, fences, etc.) when carrying out work near or on the road, in accordance with the Regulation respecting road signage issued by the Ministère des Transports du Québec on November 24, 1989 and all subsequent amendments (Highway Safety Code L.R.Q., c. C-2a.289), as well as occupational health and safety standards.

Should the signage prove inadequate or non-compliant, the Municipality will proceed with the installation of all necessary signage at the expense of the contractor and the promoter, for as long as the signage remains non-compliant.

The contractor must always maintain traffic flow and access to property entrances. The contractor is responsible for notifying in writing all emergency services and other road users (firefighters, police, school bus, public transit, Canada Post, Chamber of Commerce, garbage and recycling collection, etc.) in the event of mandatory road closure. No road closure may

be carried out without the prior authorization of the Municipality and its approval of the proposed signage plan.

#### **4.7 RESTRAINT DEVICES**

The engineer must refer to Volume 1 of the Ministry of Transport of Quebec's Standards, entitled Road Design, regarding the justification for installing a restraint device (guardrail). The Municipality reserves the right to require, under certain conditions, the installation of a safety element where it deems it necessary.

### **5 CESSION AND MUNICIPALIZATION OF ROADS**

#### **5.1 OBLIGATION TO MUNICIPALIZE**

Neither the acceptance of the principle of construction of a road, nor the acceptance of the construction plans and specifications, nor the inspections that may be carried out by any municipal officer or his authorized representative during the execution of the work shall constitute an obligation on the part of the Municipal Council to accept the cession and municipalization of a road.

#### **5.2 CRITERIA FOR THE MUNICIPALIZATION OF A ROAD**

Roads built prior to the adoption of this by-law need not comply in full with the clauses of this new by-law or any subsequent road construction by-law in order to be considered for municipalization. However, all roads built after the adoption of the present by-law will have to comply with all applicable clauses of the by-law in force at the time of construction of the said road.

#### **5.3 CONDITIONS**

For roads built before the adoption of the present by-law, it will have to be demonstrated by an engineer that the structural capacity of the road meets the minimum requirements in keeping with its intended use. In addition, the slope of the road must not exceed 15% in any section, it must be built within a right-of-way at least fifteen (15) metres wide, and visibility angles must respect minimum distances to ensure the safe circulation of road users.

The Municipality will consider municipalizing a road only when maintenance work considered usual is required once the transfer has been completed.

When construction work (paving, change of profile or alignment, reconstruction of the structure, blasting, ditching, installation of culverts, etc.) is required, it may be carried out, following written agreement with the owners or residents, at the expense of the applicant(s), either by means of a lump-sum payment or a local improvement tax for the sector benefiting from the work. No road will be municipalized and maintained by the Municipality until final acceptance of the work has taken place and the engineer responsible for supervising the work has issued a certificate of compliance.

The assignor(s) must provide the Municipality with a cadastral plan of the right-of-way of the road to be assigned, as well as an "as-built" plan of the infrastructure, all prepared by a professional. In addition, permanent metal markers (milestones) must be installed by a land surveyor, at a minimum distance of 150 metres from each other, as well as at each street intersection and at each change of alignment (beginning and end of curve).

#### **5.4 TRANSFER**

The acquisition of the road is entirely at the discretion of the Municipal Council, which may require the transfer of the road upon simple request, or never request such a transfer, in which case the road will remain private.

The owner of the land must transfer the road to the Municipality by notarized contract for the nominal sum of one dollar (\$1). All costs relating to this transaction will be borne by the assignor.

The following documents must be provided to the Municipality before both parties sign the notarial deed attesting to the municipalization of a road:

- Certificate of location and technical description from a land surveyor showing that all infrastructures, including ditches, embankments and any other constructions, are within the road right-of-way.
- As-built" plan in 3 hard copies and computer format.
- Certificate of compliance from consulting engineer.
- Final receipt from contractor and subcontractors.
- Cadastral plan.
- Servitudes for drainage of proposed works and other related equipment.
- Draft notarial deed.
- Final acceptance of the work by the designated official.
- A minimum warranty, following final acceptance of the work, of twelve (12) months for underground services (water, sanitary and storm sewer systems), earthworks and shoulders, and twenty-four (24) months for sidewalks and curbs. During the warranty period, the owner must maintain the work performed in good condition.
- Where paving is required as the final surface of the street, a three (3)-year warranty against any cracks appearing in the pavement from the time the final layer of paving is in place. The warranty shall be in the form of a certified cheque for ten percent (10%) of the actual cost of the bituminous surfacing. Cracks must be sealed in accordance with the designated official's instructions, using a treatment recognized and approved by the latter.

### **5.5 ACCEPTANCE**

The Council of the Municipality of the Township of Harrington may refuse any road if it deems that the owner has not complied with the standards required by this by-law.

No road will be accepted between November 1st and May 1st of each year.

## **6 PENAL PROVISIONS AND COMING INTO FORCE**

Any person who contravenes the provisions of this by-law commits an offence.

### **6.1 PENAL SANCTIONS**

Cumulatively or alternatively, the Municipality may also take penal action to enforce compliance with its by-law.

Any person acting in contravention of the present planning by-law commits an offence and is liable to a fine of not less than one thousand (\$1,000) dollars, and not less than two thousand (\$2,000) dollars for a legal person, plus costs.

In the event of a repeat offence, the fine may be increased to two thousand (\$2,000) dollars for a natural person and four thousand (\$4,000) dollars for a legal entity, plus costs.

If an offence lasts more than one day, the offence committed on each day constitutes a separate offence and the penalties enacted for each offence may be imposed for each day that the offence lasts, in accordance with the present by-law.

## **6.2 APPLICATION OF PENALTIES**

Council generally authorizes the Director General, the Director of the Public Works Department, the Foreman of the Public Works Department, the Director of the Urban Planning and Environment Department, as well as any Building and Environment Inspector, to undertake penal proceedings against any contravener of any of the provisions of the present by-law, and consequently generally authorizes these persons to issue any statements of offence useful for this purpose.

The Municipality may, for the purposes of enforcing the provisions of this by-law, exercise cumulatively or alternatively, with those provided for in this by-law, all appropriate recourses of a civil or penal nature and, without limitation, the Municipality may exercise all recourses provided for in articles 227 to 233 of the Act respecting land use planning and development (R.S.Q., chapter A-19.1).

## **6.3 COMING INTO FORCE**

This by-law shall come into force in accordance with the law.

## **8.3 Deposit and notice of motion and presentation of DRAFT BY-LAW NUMBER 363-2024 amending the by-law constituting the Planning Advisory Committee 196-2012 of the Municipality of the Township of Harrington, to amend the provisions relating to remuneration and mandatory training of members constituting the committee.**

Councillor Robert Dewar hereby gives notice of motion that by-law number 363-2024 will be adopted at a subsequent meeting to amend the by-law constituting the Planning Advisory Committee 196-2012 of the Municipality of the Township of Harrington, in order to modify the provisions relating to the remuneration and mandatory training of the members constituting the Committee.

Furthermore, he proceeds with the filing and presentation of by-law number 363-2024 amending the by-law constituting the Planning Advisory Committee 196-2012 of the Municipality of the Township of Harrington, to amend the provisions relating to remuneration and mandatory training of the members constituting the committee.

2024-09-R304

## **8.4 Adoption of DRAFT BY-LAW NUMBER 363-2024, amending the by-law constituting the Planning Advisory Committee 196-2012 of the Municipality of the Township of Harrington, to modify the provisions relating to the remuneration and mandatory training of the members constituting the committee.**

**IT IS MOVED BY:** Councillor Robert Dewar

**AND CARRIED TO ADOPT** by-law number 363-2024, amending the by-law constituting the Planning Advisory Committee 196-2012 of the Municipality of the Township of Harrington in order to modify the provisions relating to the remuneration and mandatory training of the members constituting the committee.

**ADOPTED UNANIMOUSLY**

**DRAFT BY-LAW NUMBER 363-2024, amending the by-law constituting the Planning Advisory Committee 196-2012 of the Municipality of the Township of Harrington, in order to modify the provisions relating to the remuneration and mandatory training of the members constituting the committee.**

**WHEREAS** the Municipality of the Township of Harrington is governed by the Land Use Planning and Development Act (R.S.Q., c. A-19.1).

**WHEREAS** the by-law constituting the Planning Advisory Committee 196-2012 of the Municipality of the Township of Harrington is in force throughout the territory and may be amended in accordance with the law.

**WHEREAS** the Municipality of the Township of Harrington wishes to ensure the efficient management of discretionary requests on its territory.

**WHEREAS** a notice of motion of the present by-law was given at the regular meeting of the municipal council on September 16, 2024, and the draft by-law was tabled at the same meeting.

**WHEREAS** the draft by-law is presented in accordance with the Quebec Municipal Code.

**WHEREAS** a copy of this draft by-law was given to the members of the Municipal Council in accordance with the Quebec Municipal Code (RLRQ, c. C-27.1).

**WHEREAS** a copy of the draft by-law is available for public consultation at the beginning of the meeting.

**THEREFORE**, the Municipality of the Township of Harrington enacts as follows:

**ARTICLE 1 - PREAMBLE**

The preamble forms an integral part of the present by-law.

**ARTICLE 2**

The by-law constituting the Planning Advisory Committee 196-2012, as amended, is modified in article **2.3.4 "Remuneration of members"**, by replacing the first paragraph which will read as follows:

**"2.3.4: Remuneration of members**

Committee members receive no remuneration. They may, however, receive an attendance allowance set by the City Council".

**ARTICLE 3**

The by-law constituting the Planning Advisory Committee 196-2012, as amended, is modified by the addition of article **2.3.5 "Training obligation"** following article **2.3.4 "Remuneration of members"** which will read as follows:

**"2.3.5: Training obligation**

Every member of the Committee must, within three months of the start of his or her term of office, take part in training relating to his or her role and responsibilities on the Committee. This training is offered by the Municipality, the MRC of Argenteuil, or any professional or organization mandated by the Municipality.

The obligation set out in the first paragraph does not apply to a Committee member who has already taken such training.

#### **ARTICLE 4 - COMING INTO FORCE:**

This by-law shall come into force in accordance with the Act.

#### **9. Public works**

2024-09-R305

##### **9.1 Request for extension of the deadline for completion of work concerning financial assistance granted within the framework of the Local Roads Assistance Program – Recovery component - File # RNP67873**

**CONSIDERING THAT** the Minister of Transport and Sustainable Mobility has granted financial assistance in the amount of \$5,501,033 for the rehabilitation of sections of chemin de la Rivière-Rouge, within the framework of the “Local Roads Assistance program - Recovery component”, file # RNP67873.

**CONSIDERING THAT** the work cannot be completed within the prescribed timeframe, i.e., within 12 months from the date of the announcement letter of December 4, 2023.

**CONSIDERING THAT** unforeseen circumstances related to flooding and other hazards have considerably slowed down the execution of the work, preventing the project from being completed within the prescribed timeframe.

**CONSIDERING THAT** the work will be completed no later than December 4, 2025.

**THEREFORE,**

**IT IS MOVED BY:** Councillor Daniel St-Onge

**AND CARRIED** to authorize the General Manager to submit to the Minister of Transport and Sustainable Mobility a request for an extension of the completion date to December 4, 2025, under the program “Local roads assistance program – Recovery component”, file # RNP67873, for the rehabilitation of sections of chemin de la Rivière-Rouge.

**ADOPTED UNANIMOUSLY**

2024-09-R306

##### **9.2 Authorization - Submission of a request for financial assistance for Chemin Harrington under the Local Roads Assistance Program, recovery component**

**WHEREAS** the Local Roads Assistance Program (PAVL) is designed to assist municipalities in planning, improving and maintaining the local and municipal road network infrastructures for which they are responsible.

**WHEREAS** the members of Council have familiarized themselves with the terms and conditions of the PAVL, in particular those of the component concerned by the request for financial assistance submitted within the framework of this program and undertake to respect them.

**WHEREAS** the work covered by this request for financial assistance involves roads under municipal jurisdiction and work eligible for financial assistance.

**WHEREAS** only work carried out after the date appearing on the letter of announcement is eligible for financial assistance.

**WHEREAS** the recipient of financial assistance must have the work carried out within twelve months of the letter of announcement and has taken cognizance of the restrictions on access to the program set out in section 1.10 of the applicable terms and conditions.

**WHEREAS** the Municipality chooses to establish the source of calculation of financial assistance according to the following option:

- Detailed estimate of the cost of the work

**WHEREAS** Steve Deschênes, General Manager, represents the Municipality with the Ministère in this matter.

**THEREFORE,**

**IT IS MOVED BY:** Councillor Julie James \_\_\_\_\_

**AND CARRIED THAT** the Council of the Municipality of Harrington authorizes the submission of an application for financial assistance, confirms its commitment to comply with the terms and conditions in effect, acknowledges that in the event of non-compliance, the financial assistance will be terminated, and certifies that Steve Deschênes is duly authorized to sign any document or agreement to this effect, including the financial assistance agreement, when applicable, with the Minister of Transport and Sustainable Mobility.

**ADOPTED UNANIMOUSLY**

2024-09-R307

**9.3 Hiring of Mr. Dariusz Gerard Gniazdowski as part-time labourer-driver**

**WHEREAS** it is necessary to proceed with the hiring of a part-time labourer-driver for the Public Works Department following a retirement earlier this summer.

**THEREFORE,**

**IT IS MOVED BY:** Councillor Daniel St-Onge \_\_\_\_\_

**AND CARRIED THAT** Council proceed with the hiring of Mr. Dariusz Gerard Gniazdowski as a part-time labourer-driver, effective retroactively on September 9<sup>th</sup>, at the hourly rate established in accordance with the conditions of the current collective agreement.

**ADOPTED UNANIMOUSLY**

2024-09-R308

**9.4 Extension of Hunter Rodger's employment as a landscaping, horticulture and public works attendant**

**WHEREAS** Hunter Rodger was hired for a period of 13 weeks under the Canada Summer Jobs program for the summer of 2024.

**WHEREAS** the workload in the Public Works Department justifies the extension of Hunter Rodger's student employment as a Development, Horticulture and Public Works Attendant.

**THEREFORE,**

**IT IS MOVED BY:** Councillor Robert Dewar

**AND CARRIED THAT** Council authorize the extension of Hunter Rodger's employment until the last Friday of November 2024, under the same terms and conditions provided for in the collective agreement.

**ADOPTED UNANIMOUSLY**

**10. Public Safety**

Mayor Parr provided a synopsis of the fire response.

**2024-09-R309**

**10.1 Authorization to proceed with payment for Fire Chief/Public Works Director's replacement truck**

**CONSIDERING** resolution number 2023-09-R202 adopted at the council sitting held on September 11, 2023, authorizing the council to join the Government Acquisitions Center (CAG) du Québec for the purpose of group purchases of Ford F-350 and Ford F-150 vehicles.

**CONSIDERING THAT** the Board has proceeded with the purchase of the Ford F-150 vehicle.

**CONSIDERING THAT** payment for the truck must be made upon receipt of the vehicle, which the Municipality of the Township of Harrington took possession of on August 29, 2024.

**CONSIDERING THAT** a Quebec Sales Tax (QST) of \$5,725.35 is payable to the Quebec Automobile Insurance Corporation (SAAQ) upon registration of the vehicle.

**CONSEQUENTLY,**

**IT IS MOVED BY:** Councillor Gerry Clark\_\_\_\_\_

**AND CARRIED THAT** the Council of the Municipality of the Township of Harrington

- confirms the purchase of the Ford F-150 - 2024 vehicle

- authorize the following payments:

1. the Amount of \$60,266.85 including GST, to Lachute Ford Inc.
2. the amount of \$5,725.35 to the Quebec Automobile Insurance Corporation (SAAQ):

- to allocate said expenses to the Working Capital Fund.

**ADOPTED UNANIMOUSLY**

**11. Urban Planning and Environment**

**11.1 Postponement of the Municipal Council's decision concerning the minor derogation for lot # 6 414 078**

- Status report for files in progress from August 1 - 31, 2024

- Report - List of current requests - August 2024

- Report - List of General Permits and Certificates Issued - August 2024

**11.2 Summary of permits issued**

**2024-09-R310**

**11.3 Authorization / Purchase of signage for boat wash station**

**CONSIDERING** the importance of preventing the introduction of invasive exotic species into our bodies of water.



**CONSIDERING THAT** as part of the initiative to promote and improve the use of the boat wash, the municipality wishes to install new signs to better inform users and enhance the station's visibility.

**CONSIDERING THAT** the project includes road signs and explanatory signs at the roadside near the boat wash as well as twenty (20) small signs directing users to the wash station, destined for lake associations.

**THEREFORE,**

**IT IS MOVED BY:** Councillor Julie James

**AND CARRIED THAT** Council authorize the purchase of 20 signs for the Car Wash Station for a maximum amount of \$22,000 taxes, delivery and installation included.

**ADOPTED UNANIMOUSLY**

**2024-09-R311**

**11.4 Renovation permit no. 2024-0131 concerned by PIIA-02 for the building located at 312, Chemin de Harrington (Roll 1673-60-4015)**

**CONSIDERING THAT** the owner has submitted a renovation permit request to replace the exterior siding on two (2) barns located at 312, chemin de Harrington (lot 6 210 611).

**CONSIDERING THAT** the property affected by this request is subject to the Site Planning and Architectural Integration Program (PIIA) by-law.

**CONSIDERING THAT** the owner has submitted all required documents for this request.

**CONSIDERING THAT** the members of the CCU are of the opinion that the renovation project meets the objectives and criteria stipulated in the Site Planning and Architectural Integration Program (PIIA) by-law and consequently, recommend its approval to the Borough Council.

**FOR ALL THESE REASONS,**

**IT IS MOVED BY:** Councillor Chantal Scapino\_\_\_\_\_

**AND CARRIED THAT** the Council of the Municipality of Harrington authorize the request for PIIA 2024-0131 as submitted.

**ADOPTED UNANIMOUSLY**

**2024-09-R312**

**11.5 Renovation permit no. 2024-0145 for the property located at 15, Chemin des Hurons (Roll 1779-80-6395) concerned by PIIA-01**

**CONSIDERING THAT** the owner has submitted a renovation permit request to replace windows and install new siding on the property located at 15 Chemin des Hurons (lot 6 069 032).

**CONSIDERING THAT** this property is subject to the Site Planning and Architectural Integration Program (PIIA) by-law.

**CONSIDERING THAT** the owner has submitted all required documents for the analysis of this request.

**CONSIDERING THAT** the members of the CCU are of the opinion that this renovation project meets the guidelines, objectives and evaluation criteria stipulated in the Site Planning and Architectural Integration Program

(PIIA) by-law and consequently, recommends its approval by the Borough Council.

**FOR ALL THESE REASONS,**

**IT IS MOVED BY:** Councillor Daniel St-Onge

**AND CARRIED THAT** the Council of the Municipality of Harrington authorize PIIA request 2024-0145 as submitted.

**ADOPTED UNANIMOUSLY**

**2024-09-R313**

**11.6 Certificate of authorization no. 2024-0095 concerned by PIIA-02 for the property located on Chemin de Harrington, lot 6 210 531 (Roll 1373-37-1178)**

**CONSIDERING THAT** a request for a certificate of authorization was submitted by the owner of a property located on Chemin de Harrington (lot 6 210 531) for permission to cut timber.

**CONSIDERING THAT** the property affected by this request is subject to the Site Planning and Architectural Integration Program (PIIA) by-law.

**CONSIDERING THAT** the owner has submitted all required documents for the analysis of this request.

**CONSIDERING THAT** the members of the CCU are of the opinion that this forestry cut complies with the guidelines, objectives and evaluation criteria stipulated in the Site Planning and Architectural Integration Program (PIIA) by-law and consequently, recommends its approval by the Borough Council.

**FOR ALL THESE REASONS,**

**IT IS MOVED BY:** Councillor Julie James\_\_\_\_\_

**AND CARRIED THAT** the Council of the Municipality of Harrington authorize PIIA request 2024-0095 as submitted.

**ADOPTED UNANIMOUSLY**

**2024-09-R314**

**11.7 Certificate of authorization no. 2024-0138 concerned by PIIA-04 for the property located on Chemin Trineer, lot 6 070 001 (Roll 1483-98-9030)**

**CONSIDERING THAT** a request for a certificate of authorization was submitted by the owner of a property located on Chemin Trineer (lot 6 070 001) for permission to cut timber.

**CONSIDERING THAT** the property affected by this request is subject to the Site Planning and Architectural Integration Program (PIIA) by-law.

**CONSIDERING THAT** the owner has submitted all required documents for the analysis of this request.

**CONSIDERING THAT** the members of the CCU are of the opinion that this forestry cut complies with the guidelines, objectives and evaluation criteria stipulated in the Site Planning and Architectural Integration Program (PIIA) by-law and consequently, recommends its approval by the Borough Council.

**FOR ALL THESE REASONS,**

**IT IS MOVED BY:** Councillor Gerry Clark

**AND CARRIED THAT** the Council of the Municipality of Harrington authorize PIIA request 2024-0138 with the following condition:

- A minimum distance of 30 metres must be maintained between the beginning of the forestry cut and the high-water mark of any watercourse, lake or wetland.

**ADOPTED UNANIMOUSLY**

2024-09-R315

**11.8 Certificate of authorization no. 2024-0143 concerned by PIIA-04 for the property located on Route 327, lot 6 210 965 (Roll 2271-79-9825)**

**CONSIDERING THAT** a request for a certificate of authorization was submitted by the owner of a property located on Chemin de Harrington (lot 6 210 965) for permission to cut timber.

**CONSIDERING THAT** the property affected by this request is subject to the Site Planning and Architectural Integration Program (PIIA) by-law.

**CONSIDERING THAT** the owner has submitted all required documents for the analysis of this request.

**CONSIDERING THAT** the members of the CCU are of the opinion that this forestry cut complies with the guidelines, objectives and evaluation criteria stipulated in the Site Planning and Architectural Integration Program (PIIA) by-law and consequently, recommends its approval by the Borough Council.

**FOR ALL THESE REASONS,**

**IT IS MOVED BY:** Councillor Daniel St-Onge\_\_\_\_\_

**AND CARRIED THAT** the Council of the Municipality of Harrington authorize PIIA request 2024-0143 as submitted.

**ADOPTED UNANIMOUSLY**

2024-09-R316

**11.9 Subdivision permit (cadastral operation) no. 2024-10007 concerned by PIIA-01 for the property located on Chemin Mapp, lot 6 469 252 (Roll 0977-49-6005)**

**CONSIDERING THAT** the owner has presented a request to carry out a cadastral operation to create two new lots (projected lot no. 6,632,495 and projected lot no. 6,632,496) for a property located on Chemin Mapp (existing lot 6,469,252).

**CONSIDERING THAT** the property affected by this request is subject to the Site Planning and Architectural Integration Program (PIIA) by-law.

**CONSIDERING THAT** the members of the CCU are of the opinion that the proposed cadastral operation complies with the orientations, objectives and evaluation criteria set out in the by-law concerning site planning and architectural integration programs (PIIA) and consequently recommend its acceptance by the Council.

**FOR ALL THESE REASONS,**

**IT IS MOVED BY:** Councillor Robert Dewar

**AND CARRIED THAT** the Council of the Municipality of Harrington authorize PIIA request 2024-10007 as submitted.

**ADOPTED UNANIMOUSLY**

**11.10 Vidéotron telecommunications tower**

**WHEREAS** Vidéotron is planning the installation of radiocommunication and broadcasting antenna system(s) on the territory of the Municipality of the Township of Harrington.

**WHEREAS** the Municipality of the Township of Harrington has taken cognizance of the project to install a radiocommunication and broadcasting antenna system(s), the whole, as described in the document entitled "Public Notification".

**WHEREAS** within the framework of this procedure, a favourable opinion concerning the proposed locations for the installation of radiocommunication and broadcasting antenna systems on municipal territory is required.

**WHEREAS** the CPC-2-0-03 procedure of Innovation Sciences and Economic Development Canada applies to the installation of radiocommunication and broadcasting antenna systems, which procedure stems from the application of the Radiocommunication Act.

**WHEREAS** the site in question constitutes the site of least impact given the technical imperatives with which the promoter must also contend.

**CONSEQUENTLY,**

**IT IS MOVED BY:** Councillor Daniel St-Onge

**AND CARRIED THAT** the Municipality of the Township of Harrington is favourable to the project submitted by Videotron for the installation of a radiocommunication and broadcasting antenna system on lot #6 320 711.

**AND TO** forward a copy of this resolution to Videotron, to the attention of Mr. Yan Triponez.

**ADOPTED BY A MAJORITY**

- **FOR:**  
Councillors Julie James, Richard Francoeur, Robert Dewar, Gerry Clark and Daniel St-Onge
- **AGAINST:**  
Councillor Chantal Scapino

**12. Environmental hygiene**

- Eco-Centre Summary Report - August 2024
- Monthly recycling tonnage sent to Tricentris - August 2024
- Summary report of garbage transported to Lachute - August 2024

**12.1 Renewal of the agreement for the collection, transportation and processing of waste, recycling, bulky items and organic materials with the MRC des Pays-d'en-Haut**

**WHEREAS** the Municipal Code of Québec authorizes municipal organizations to enter into an agreement with any other municipality or MRC relative to their area of jurisdiction.

**WHEREAS** the agreement relating to the collection, transportation and processing of waste, recycling, bulky items and organic matter on part of

the Municipality's territory (Lac des Spectacles) expired on September 3, 2023.

**WHEREAS** the agreement stipulates that the MRC des Pays d'en-Hauts undertakes to provide the service with respect to the collection, transportation and disposal of waste, recycling, bulky items and organic materials on a targeted portion of the Municipality's territory.

**WHEREAS** Council has had the opportunity to review the new agreement, which will expire on September 1, 2029, and wishes to authorize its signature.

**THEREFORE,**

**IT IS MOVED BY:** Councillor Robert Dewar\_\_\_\_\_

**AND CARRIED THAT** the Council of the Municipality of Harrington authorize the Mayor, Gabrielle Parr, and the Director General, Steve Deschênes, to proceed with the signature, for and in the name of the Council, of the agreement, for the years 2024 to 2029, concerning the collection, transportation and processing of waste, recycling, bulky items and organic materials on part of the territory of the Municipality of the Township of Harrington with the MRC des Pays-d'en-Hauts.

**AND THAT,** as provided for in the agreement, the Municipality authorizes the payment of the amounts stipulated therein.

**ADOPTED UNANIMOUSLY**

### **13. Recreation and Culture**

2024-09-R319

#### **13.1 Support request for financial assistance for the Harrington Valley Golden Age Club**

**WHEREAS** the Golden Age Club of the Municipality of Harrington wishes to apply for financial assistance for the purchase of a generator within the scope of the New Horizon financial assistance program for seniors.

**WHEREAS** this is a positive and promising project for the Municipality, allowing it to better serve the municipality's senior population by offering quality infrastructures in emergency situations.

**FOR THESE REASONS,**

**IT IS MOVED BY:** Councillor Julie James

**AND CARRIED THAT** the Municipality of Harrington confirms its support for the project to purchase a generator for the Harrington Valley Golden Age Club as part of the New Horizon for Seniors program.

**ADOPTED UNANIMOUSLY**

### **14. Question period**

The mayor answers questions from the citizens present at the meeting.

2024-09-R320

### **15. Adjournment of the meeting**

**IT IS MOVED BY:** Councillor Julie James

**AND CARRIED THAT** the meeting be adjourned at \_8:10 p.m.

**ADOPTED UNANIMOUSLY**

I, Gabrielle Parr, Mayor, certify that the signing of these minutes is equivalent to the signing by me of all the resolutions contained therein within the meaning of section 142 (2) of the Municipal Code of Québec.15.

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Gabrielle Parr  
Mayor

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Steve Deschênes  
Director General and Clerk-  
Treasurer