

**MINUTES OF THE REGULAR MEETING OF THE COUNCIL OF THE TOWN OF BARKMERE HELD ON FEBRUARY 10<sup>th</sup> 2018 AT 10 :01 AT THE COMMUNITY CENTRE OF BARKMERE (QUEBEC).**



In attendance :	The Mayor	Luc Trépanier
	Councillors	Marc Fredette Chantal Raymond Andrea Leber Marc-Olivier Duchesne Jake Chadwick
	General Director and Secretary-Treasurer	Steve Deschenes
Absent		Stephen Lloyd

**1. RESOLUTION 2018 - 007– Approval of the agenda**

It is proposed by Councillor Jake Chadwick, and seconded by Councillor Marc-Olivier Duchesne, and it is adopted unanimously by the present members:

**THAT** the agenda be adopted as proposed;

**1. Approval of the agenda**

**2. Adoption of the minutes of the regular meeting held December 9<sup>th</sup>, 2017 and January 20<sup>th</sup>, 2018**

**3. Current business**

- 3.1 Announcements
- 3.2 Correspondence
- 3.3 BLPA
- 3.4 Follow-up from last meeting
- 3.5 Question period (30 minutes)

**4. Finance and Administration**

- 4.1 Town Manager's report
- 4.2 Accounts payable
- 4.3 2018 budget presentation
- 4.4 Resolution – Adoption of the 2018 budget
- 4.5 2018 Capital expenditures program presentation
- 4.6 Resolution – Adoption of the 2018 Capital expenditures program
- 4.7 Resolution – Adoption of Bylaw 245 for 2018 tax
- 4.8 Question period
- 4.9 Resolution – Abolition of the position of administrative assistant
- 4.10 Resolution – Town wharf rental rates for year 2018
- 4.11 Resolution – Adoption of Bylaw 246 Code of Ethics and Professional Conduct
- 4.12 Notice of motion – Bylaw on Publishing of Municipal Publics Notices
- 4.13 Resolution – Hiring an Environmental Technician

**5. Communication**

5.1 Resolution – Citizens' Forum

**6. R.C.M. and governmental affairs**

6.1 Mayor's report

**7. Meeting adjournment**

**ADOPTED**

**2. Adoption of the minutes**

**2.1 Resolution 2018-008 – Adoption of the minutes of the regular meeting held on December 9<sup>th</sup> 2017**

**CONSIDERING THAT** a copy of the Minutes was given to each member of the Town Council not less than twenty-four hours before the present council meeting, thus conforming to Article 333 of the Cities and Towns Act,

**THEREFORE**, it is proposed by Councillor Marc Fredette, and seconded by Councillor Chantal Raymond, and it is adopted unanimously by the present members:

**THAT** the minutes of the regular meeting of the municipal council held on December 9<sup>th</sup>, 2017, be adopted as proposed.

**ADOPTED**

**2.2 Resolution 2018-009 – Adoption of the minutes of the regular meeting held on January 20<sup>th</sup> 2018**

**CONSIDERING THAT** a copy of the Minutes was given to each member of the Town Council not less than twenty-four hours before the present council meeting, thus conforming to Article 333 of the Cities and Towns Act,

**THEREFORE**, it is proposed by Councillor Jake Chadwick, and seconded by Councillor Marc Fredette, and it is adopted unanimously by the present members:

**THAT** the minutes of the regular meeting of the municipal council held on January 20<sup>th</sup>, 2018, be adopted as proposed.

**ADOPTED**

### **3. Current business**

#### **3.1 Announcements**

Mayor Luc Trépanier reports that the Town administration and the members of the Council have received multiple requests for information and questions regarding the cadastral reform. First, he repeats that it is a process of the Ministry of Energy and Natural Resources, for which the services of consulting land surveyors have been retained. Neither the Town nor the MRC are directly involved in this process. The Town is only involved as “landowner” for the lands and lots that it owns.

It is impossible to say at this point what will be the effect of the grouping of lots on the municipal evaluations. These are established by a rather complex calculation with many variables, like the size of lots, but also the location, the access to services, etc. If a landowner owns more than one lot that are being grouped, it is possible to contest this grouping, if, for example, the landowner wishes to sell the lots separately one day.

If you want to contest a decision or request more information on a decision that affects you, it is very important to be at the two information sessions of February 14<sup>th</sup> and 15<sup>th</sup>, at the Montcalm Community Centre. Do not forget to bring any pertinent document supporting your request.

#### **3.2 Correspondence**

No particular correspondence was received since the last meeting

#### **3.3 BLPA**

No representative was present.

#### **3.4 Follow-up from last meeting**

At the meeting of January 20<sup>th</sup>, there were many questions regarding the boat decontamination and the formal notice received from the Association for Sports Fishing of Quebec. Amongst the questions, one was about how Barkmere compares to other municipalities in terms of fees, services, etc. Councillor Andrea Leber has undertaken such a comparison with five or six other municipalities in the Laurentians. Barkmere is among those with the lowest decontamination fees and the best service, in terms of opening hours and proximity. The Association should probably have taken actions against other municipalities before ours.

#### **3.5 Question period (30 minutes)**

Beginning of question period: 10:14 am

Mrs. Suzanne Sylvestre: Ms. Sylvestre asks if the City must respond to the notice sent by the APSQ.

Mrs. Suzanne Sylvestre:

Mrs. Brenda Bartlet:

Mr. Peter Grou:

End of question Period: 10:31 am

#### **4. Finance and Administration**

##### **4.1 Town Manager's report**

We issued any permit and certificate this month.

##### **4.2 RESOLUTION 2018-010 – Accounts payable**

It is proposed by Councillor Marc Fredette, seconded by Councillor Jake Chadwick, and it is resolved unanimously by the members present.

**THAT** the accounts listed below be ratified and paid:

Ville de Barkmere					
Registre des chèques pour 15411111 Banque Nationale - Mont-Tremblant					
Town of Barkmere					
Cheque Log for 15411111 National Bank - Mont-Tremblant					
No.	Bénéficiaire/Payee	Montant/Amount	Date	Explication	Explanation
EFP-752	Hydro-Québec	\$1 072,78	2018-01-24	Électricité 199 ch. Barkmere	Electricity 199 Barkmere Road
EFP-753		\$1 895,30	2018-01-24	Paie période finissant 20 janvier 2018	Pay period ending January 20, 2018
EFP-754		\$1 623,44	2018-01-24	Paie période finissant 20 janvier 2018	Pay period ending January 20, 2018
EFP-755	Hydro-Québec	\$374,38	2018-01-24	Électricité luminaires de rue	Electricity street lighting
EFP-756	Revenu Québec	\$2 621,62	2018-02-15	Retenues à la source provinciales de janvier 2018	Provincial payroll remittances for January 2018
EFP-757	Mastercard	\$34,57	2018-02-05	Postes Canada	Canada Post
EFP-758		\$1 873,77	2018-02-08	Paie période finissant 3 février 2018	Pay period ending February 3, 2018
EFP-759		\$1 573,04	2018-02-08	Paie période finissant 3 février 2018	Pay period ending February 3, 2018
EFP-760	Bell	\$101,07	2018-02-13	Ligne téléphonique hôtel de ville	Phone line Town Hall
EFP-761	Hydro-Québec	\$374,38	2018-02-21	Électricité luminaires de rue	Electricity street lighting
PPA	Paiements Globaux Canada SENC	\$40,24	2018-02-01	Location mensuelle carte débit janvier 2018	Monthly location debit card January 2018
		<b>\$10 511,81</b>		<b>Total - Règlement 213</b>	<b>Total - Bylaw 213</b>
4402	8584176 Canada Inc.	\$208,74	2018-02-10	Bail Parc des Résidents	Lease Parc des Résidents
4403	ADGMO	\$780,00	2018-02-15	Cotisation 2018	2018 membership
4404	Alissa Meurs	\$100,00	2018-02-10	Nettoyage hôtel de ville	Town Hall cleaning
4405	Carl De Montigny	\$1 200,00	2018-02-28	Gestion documentaire	Document management
4406	Chantal Raymond	\$339,26	2018-02-10	Compte de dépenses	Expenses account
4407	Gilbert P. Miller & Fils Ltée.	\$8 059,34	2018-02-16	Travaux chemin Duncan et déneigement	Work on Duncan Road and snow removal
4408	MRC des Laurentides	\$266,86	2018-02-10	Services télécommunication	Phone line
4409	Québec Municipal	\$160,96	2018-02-28	Adhésion 2018	2018 membership
4410	Dave Williams Roy	\$543,22	2018-02-10	Compte de dépenses	Expenses account
4411	Steve Deschênes	\$274,89	2018-02-10	Compte de dépenses	Expenses account
4412	L'Information du Nord	\$255,24	2018-02-10	Publication d'avis pour élections	Publication of notice for elections
4413	FILAU Fibres Internet Laurentides	\$12 000,00	2018-02-10	Financement installation d'une tour	Funding for installation of a tower
		<b>\$24 188,51</b>		<b>Total - Chèques</b>	<b>Total - Cheques</b>
		<b>\$34 700,32</b>		<b>Grand Total</b>	<b>Grand Total</b>

**ADOPTED**

### 4.3 2018 budget presentation

Councillor Marc Fredette presents the 2018 budget of the Town of Barkmere.

Ville de Barkmere		Town of Barkmere											
Budget Annuel et Résultats		Annual Budget and Results		A		B		C		D		E	
		Budget	Budget	Réels	% util.	2017-12-01	Estimé	Budget	vs 2017	vs 2017			
		2016	2017	2017-11-30		2017-12-31	2017	2018	Budget - %	Budget - \$			
		Budget	Budget	Actuals		2017-12-01	2017	Budget	vs 2017	vs 2017			
		2016	2017	2017-11-30	% util.	2017-12-31	Estimated	2018	Budget - %	Budget - \$			
<b>REVENUS</b>	<b>INCOME</b>												
<b>Fonctionnement</b>	<b>Operation</b>												
Taxes	Taxes	\$ 449,220	\$ 467,956	\$ 467,470	99.9%	\$ 5,536	\$ 473,006	\$ 493,519	5.5%	\$ 25,563			
Paiements tenant lieu de taxes	Payments in Lieu of Taxes	\$ 2,836	\$ 2,836	\$ 2,836	100.0%	\$ -	\$ 2,836	\$ 2,836	0.0%	\$ -			
Transferts, Subventions	Transfers, Grants	\$ 0	\$ -	\$ 3,634	-	\$ -	\$ 3,634	\$ 200	0.0%	\$ 200			
Services rendus	Services Rendered	\$ -	\$ -	\$ -	-	\$ -	\$ -	\$ -	0.0%	\$ -			
Impositions de droits	Duties and Permits	\$ 9,150	\$ 9,150	\$ 25,504	278.7%	\$ 14,924	\$ 40,428	\$ 9,250	1.1%	\$ 100			
Amendes et pénalités	Fines and Penalties	\$ 2,000	\$ 2,000	\$ 5,000	250.0%	\$ 3,683	\$ 8,683	\$ 2,000	0.0%	\$ -			
Intérêts	Interest Income	\$ 5,000	\$ 4,000	\$ 6,553	163.8%	\$ -	\$ 6,553	\$ 6,000	50.0%	\$ 2,000			
Autres revenus	Other Income	\$ 26,251	\$ 33,034	\$ 32,999	99.9%	\$ 751	\$ 33,750	\$ 35,751	8.2%	\$ 2,717			
<b>Total Fonctionnement</b>	<b>Total Operation</b>	<b>\$ 494,457</b>	<b>\$ 518,976</b>	<b>\$ 543,996</b>	<b>104.8%</b>	<b>\$ 24,894</b>	<b>\$ 568,890</b>	<b>\$ 549,556</b>	<b>5.9%</b>	<b>\$ 30,580</b>			
<b>Investissement</b>	<b>Investment</b>												
Transferts, Subventions	Transfers, Grants	\$ -	\$ 22,000	\$ 30,000	136.4%	\$ 3,239	\$ 33,239	\$ -	0.0%	\$ (22,000)			
Affectation du surplus accumulé	Allocation of cumulated surplus	\$ 62,000	\$ 80,000	\$ -	-	\$ -	\$ -	\$ 86,000	7.5%	\$ 6,000			
<b>Total Investissement</b>	<b>Total Investment</b>	<b>\$ 62,000</b>	<b>\$ 102,000</b>	<b>\$ 30,000</b>	<b>29.4%</b>	<b>\$ 3,239</b>	<b>\$ 33,239</b>	<b>\$ 86,000</b>	<b>-15.7%</b>	<b>\$ (16,000)</b>			
<b>TOTAL DES REVENUS</b>	<b>TOTAL INCOME</b>	<b>\$ 556,457</b>	<b>\$ 620,976</b>	<b>\$ 573,996</b>	<b>92.4%</b>	<b>\$ 28,133</b>	<b>\$ 602,129</b>	<b>\$ 635,556</b>	<b>2.3%</b>	<b>\$ 14,580</b>			
<b>CHARGES</b>	<b>EXPENSES</b>												
Administration générale	General Administration	\$ 254,586	\$ 274,739	\$ 189,370	68.9%	\$ 24,843	\$ 214,213	\$ 274,871	0.0%	\$ 132			
Sécurité publique	Public Security	\$ 96,518	\$ 104,738	\$ 90,881	86.8%	\$ 1,800	\$ 92,681	\$ 105,070	0.3%	\$ 332			
Transport	Transportation	\$ 72,510	\$ 74,179	\$ 63,116	85.1%	\$ 10,616	\$ 73,732	\$ 71,331	-3.8%	\$ (2,848)			
Hygiène du milieu	Sanitation, Environment	\$ 28,514	\$ 46,820	\$ 45,521	97.2%	\$ -	\$ 45,521	\$ 54,291	16.0%	\$ 7,471			
Aménagement et urbanisme	Land Use and Planning	\$ 72,812	\$ 70,749	\$ 65,275	92.3%	\$ 4,098	\$ 69,374	\$ 70,156	-0.8%	\$ (593)			
Loisirs et culture	Recreation and Culture	\$ 4,924	\$ 4,523	\$ 2,455	54.3%	\$ -	\$ 2,455	\$ 5,258	16.3%	\$ 735			
Amortissement des immobilisations	Amortization Expense	\$ 26,593	\$ 45,228	\$ -	-	\$ 50,493	\$ 50,493	\$ 54,578	20.7%	\$ 9,350			
<b>TOTAL DES CHARGES</b>	<b>TOTAL EXPENSES</b>	<b>\$ 556,457</b>	<b>\$ 620,976</b>	<b>\$ 456,620</b>	<b>73.5%</b>	<b>\$ 91,851</b>	<b>\$ 548,470</b>	<b>\$ 635,556</b>	<b>2.3%</b>	<b>\$ 14,580</b>			
<b>Excédent (déficit)</b>	<b>Surplus (deficit)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 117,377</b>		<b>\$ (63,718)</b>	<b>\$ 53,659</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ -</b>			

### 4.4 Resolution – 2018-011 – Adoption of the 2018 budget

It is proposed by Councillor Marc Fredette, and seconded by Councillor Jake Chadwick, and it is adopted unanimously by the present members:

**THAT** the 2018 annual budget, be adopted as proposed.

**ADOPTED**

#### **4.5 2018 Capital expenditures program presentation**

The councillor Marc Fredette explains in detail the three-year capital program for the years 2018, 2019 and 2020.

#### **4.6 Resolution – 2018-012 – Adoption of the 2018 Capital expenditures program**

It is proposed by Councillor Marc Fredette, and seconded by Councillor Marc-Olivier Duchesne, and it is adopted unanimously by the present members:

**THAT** the 2018 Capital expenditure program, be adopted as proposed.

**ADOPTED**

#### **4.7 Resolution – 2018-013 – Adoption of Bylaw 245 for 2018 tax**

It is proposed by Councillor Marc Fredette, and seconded by Councillor Jake Chadwick, and it is adopted unanimously by the present members:

**THAT** Bylaw 245 entitled: **Bylaw number 245 establishing the general and special tax rates of the Town of Barkmere for fiscal year 2018**, be adopted.

Note: Copies of Bylaw 245 are available for consultation at the current session.

**ADOPTED**

#### **4.8 Question period**

Beginning of the question period: 11h16

Ms. Carole-Ann Michaelsen: Why there is a significant income gap between November and December.

These are the transfer received in December.

Ms. Brenda Bartlet: how much transfer has we received in 2017?

More or less 11.

End of the Question Period: 11:17

#### **4.9 Resolution – 2018-014 – Abolition of the position of administrative assistant**

**CONSIDERING** the adoption of the 2018 budget of the Town of Barkmere;

**CONSIDERING THAT** the size and the administration of the Town of Barkmere do not justify the presence of two employees dedicated to administrative tasks;

**CONSIDERING THAT** the tasks that have been attributed to the administrative assistant can and must be accomplished by the Secretary-Treasurer;

**THEREFORE**, Councillor Marc-Olivier Duchesne moved, Councillor Marc Fredette seconded, and it was unanimously resolved by all present:

**THAT** the Town of Barkmere abolish the position of administrative assistant as of February 12<sup>th</sup> 2018.

**ADOPTED**

**4.10 Resolution – 2018-015 – Town wharf rental rates for year 2018**

**CONSIDERING THAT** it is necessary to fix the applicable rates for the municipal rental wharf for the period of May 15<sup>th</sup>, 2018 to October 31<sup>st</sup>, 2018;

**CONSIDERING THAT** the applicable rate in 2017 was \$ 506.00 for a regular size mooring and \$ 279.00 for a small mooring;

**CONSIDERING** the restoration and renovation of the marina infrastructure;

**CONSIDERING THAT** the Town has purchased part of the rental docks;

**CONSIDERING** resolution 2015-016;

**CONSIDERING THAT** the economic costs be absorbed by the rental fees so as not to affect the general operating budget of the Town;

**THEREFORE**, Councillor Marc Fredette moved, Councillor Jake Chadwick seconded, and it was unanimously resolved by all present:

**THAT** the Town of Barkmere establish the applicable rates for the rental of the municipal wharfs to the residents for the period from May 15<sup>th</sup>, 2018 to October 31<sup>st</sup>, 2018 as the sum of \$ 519.00 for a regular size mooring and \$ 286.00 for a small mooring;

**AND**

**THAT** the Town of Barkmere authorize the Director General to sign the leases for the wharfs.

**ADOPTED**

**4.11 Resolution – 2018-016 – Adoption of Bylaw 246 Code of Ethics and Professional Conduct**

It is proposed by Councillor Marc-Olivier Duchesne, and seconded by Councillor Chantal Raymond, and it is adopted unanimously by the present members:

**THAT** Bylaw 246 entitled: **Bylaw number 246 CODE OF ETHICS FOR ELECTED MUNICIPAL COUNCILLORS**, be adopted.

Note: Copies of Bylaw 246 are available for consultation at the current session.

## ADOPTED

### 4.12 Notice of motion – Bylaw on Publishing of Municipal Publics Notices

**A notice of motion** is given by Councilor Marc Fredette and the latter presents the draft by-law in order to adopt at a later meeting a by-law allowing the publication of public notices on the Internet and by e-mail.

The draft is available on this meeting for consultation by citizens.

### 4.13 Resolution – 2018-017 – Hiring an Environmental Technician

**CONSIDERING** the discovery in the summer of 2016 of an invasive aquatic plant in Lac des Écorces, namely the Eurasian water milfoil;

**CONSIDERING** the council of the town of Barkmere wishes to continue the work of eradication of the Eurasian water milfoil this summer;

**CONSIDERING that** in order to continue this task, the Town wants to add a resource dedicated to this work;

**CONSIDERING** Ms. Anne Létourneau held this position in the summer of 2017. The Town Administration recommends her re-employment for the summer of 2018;

**THEREFORE**, Councillor Jake Chadwick moved, Councillor Marc-Olivier Duchesne seconded, and it was unanimously resolved by all present:

**That** Mrs. Anne Létourneau be hired as an Environmental Technician for the period May 14<sup>th</sup> to August 25<sup>th</sup> 2018;

## ADOPTED

## 5. Communication

### 5.1 RESOLUTION 2018-018 – Citizens' Forum

**CONSIDERING THAT** the format and the rules of the sessions of the Municipal Council do not promote open discussion between the citizens and the members of the Council;

**CONSIDERING THAT** the preoccupations of the permanent residents of Barkmere are often different from those of the seasonal residents and vice-versa;

**CONSIDERING THAT** the members of the Municipal Council wish to know these preoccupations by allowing the residents to express them freely and positively;



**THEREFORE**, Councillor Marc-Olivier Duchesne moved, Councillor Marc Fredette seconded, and it was unanimously resolved by all present:

**THAT** the Town of Barkmere hold a first Citizens' Forum on Saturday April 14, 2018 exclusively for its permanent residents;

**THAT** the time and place of the meeting be publicized on the Town website along with the distribution of a leaflet to all residences in the village area.

**ADOPTED**

**6. R.C.M and governmental affairs**

**6.1 Mayor's report**

There were no meetings of the Mayors' Council since the last meeting.

**7. Meeting adjournment**

The next regular Council session shall be held on March 10<sup>th</sup>, 2018, at 10:00 AM, in the Community Center at Barkmere, Quebec.

**7.1 Resolution 2018-019 – End of session**

The meeting was adjourned at 11:33 a.m.

It is proposed by Councillor Chantal Raymond, seconded by Councillor Andrea Leber and resolved unanimously by the present members:

**THAT** the session of the Town Council be adjourned.

**ADOPTED**

Approved By :

Certified by :

\_\_\_\_\_  
Luc Trépanier, Mayor

\_\_\_\_\_  
Steve Deschenes General  
Director and Secretary-Treasurer

## Permis et Certificats d'Autorisation pour Janvier 2018 - Ville de Barkmere

### **PERMIS DE CONSTRUCTION**

Date	Permis			Type <small>Constuction, réno, reconstruction, agrandissement</small>	LDE	Description
	Year	Category	Number			

### **CERTIFICAT D'AUTORISATION**

Date	Permis			Type <small>Constuction, réno, reconstruction, agrandissement, ouvrage</small>	LDE	Description
	Year	Category	Number			

### **VIDANGES SEPTIQUE - JANVIER 2018**

Receiving date	LDE	Owner	Pumped date	Pumped by