

MUNICIPALITY OF LITCHFIELD

Minutes of the regular council meeting held on November 2, 2015 at 7pm at the municipal office located at 1362 rte 148 Campbells Bay, Quebec.

Present: Mayor Colleen Larivière, councillors Denis Dubeau, Émile Morin, Ken O'Leary, Joe Belanger, Terry Racine and Donald Graveline.

Also present: Interim director general, Julie Bertrand and Municipal inspector Doug Corrigan.

Quorum is met and Mayor Colleen Larivière presides the meeting.

2015-11-406

Adoption of Agenda

It is moved by Donald Graveline and unanimously resolved to adopt the agenda for November 2, 2015 as presented.

Carried

2015-11-407

Adoption of Minutes

It is moved by Ken O'Leary and unanimously resolved to adopt the minutes of October 5, 2015 as presented.

Carried

URBANISM

Subdivision Plans- cadastre #5794411 amd#5794412

2015-11-408

It is moved by Emile Morin and unanimously resolved to approve survey plans for lots #5794411 and #5794412 submitted by Mathieu Fortin according to his minutes #783 dated 2015.

Carried

2015-11-409

Transfer of chemin de la Rivière to the MRC Pontiac

CONSIDERING the Municipality of Litchfield by resolution 2015-06-360 approved the transfer of 'Chemin de la rivière' to the MRC Pontiac; CONSIDERING that the MRC Pontiac has accepted the transfer of « le chemin de la Rivière » with resolution #C.M. 2015-08-23; CONSIDERING several owners must maintain right of way via the "chemin de la Rivière";

CONSIDERING under Article 68 of the Quebec Municipal Powers Act municipal responsibilities can be transferred to the MRC;

It was moved by Donald Graveline and unanimously resolved that under section 68 of the Municipal powers Act of Quebec that any municipal responsibility, concerning chemin de la Rivière, is transferred to the MRC Pontiac;

THAT the transfer agreement prepared by Notary Me Pigeon must clearly indicate a right of access for all adjacent owners to 'chemin de la Rivière' as well as all subsequent owners;

THAT the Municipality of Litchfield also reserves a right of access to 'chemin de la rivière';

THAT the Mayor Colleen Larivière and the Interim Director General, Mrs. Julie Bertrand, be authorized to sign all relevant documentation to the transfer of 'chemin de la Rivière' in the Municipality of Litchfield to the MRC Pontiac.

Adopted

ROADS

PAERRL GRANT

2015-11-410

It is unanimously resolved to accept the PAERRL financial report as follows:

WHEREAS Transports Quebec has paid \$195, 551 as compensation for local road maintenance for the year 2015;

WHEREAS the funds distributed to the Municipality are for the current and preventive maintenance of local roads 1 and 2 as well as for components of the bridges located on these roads for which the Municipality is responsible;

WHEREAS this present resolution is accompanied by Appendix A describing the work done by the Municipality on the above mentioned roads;

WHEREAS an outside auditor shall submit within the prescribed deadlines for submitting the accounting report in Appendix B or a duly executed special external audit report.

IT IS THEREFORE moved by Emile Morin and unanimously resolved that the municipality of Litchfield inform Transports Québec regarding compensation for the current and preventive maintenance of local roads 1 and 2, as well as for components of bridges located on these roads, for which the Municipality is responsible, in accordance with the objectives of the Local Road Maintenance Assistance Program.

Carried

HUMAN RESOURCES

Municipal Inspector- Job posting

2015-11-411

It is moved by Donald Graveline and unanimously resolved to post the job for "Municipal Inspector" in the Equity and Pontiac Journal.

Carried

Winter Hours for employees

2015-11-412

It is moved by and unanimously resolved that the winter hours schedule for the employees will start on November 30, 2015. It is also noted that if the employees work extra hours due to snowplowing before December 1st, they are to take the "time off" in that same week.

Carried

TRANSFER SITE

Heat source

2015-11-413

It is moved by Denis Dubeau and unanimously resolved to purchase a propane heater for the building at the transfer site.

Carried

WINTER HOURS OF OPERATION

2015-11-414

It is moved by Ken O'Leary and unanimously resolved to change the operating hours of the transfer site to 8am to 4pm commencing on November 5, 2015 to April 1st 2016. It is also resolved to change the hours posted on the sign at the transfer site.

Carried

Finance

Payment of invoices

2015-11-415

It is moved by Denis Dubeau and unanimously resolved to authorize payment of invoices to be paid and to accept the payment of invoices paid prior to this meeting.

Carried

Monthly Invoices

Invoices paid prior to meeting: \$24961.31

Invoices to be paid: \$18 974.99

Total amount of invoices: \$43 936.30

Certificate of availability

I, Julie Bertrand, Interim Director General of the Municipality of Litchfield, certify that there are sufficient credits available to pay the approved amount of bill totalling, \$43 936.3 for the month of November 2015.

Signed: _____

Date: _____

Julie Bertrand

Interim Director General

Tenders for 2016 municipal diesel supply

2015-11-416

It is moved by Donald Graveline and unanimously resolved to accept the tender submitted by MacEwan Petroleum for the 2016 municipal supply of low sodium diesel fuel at the rate of 2.45 cents per litre above the daily rack price plus all applicable taxes.

Carried

New Building - Tender

2015-11-417

It is moved by Denis Dubeau and unanimously resolved to accept the final plans for the new municipal office as presented and prepared by WSP and Pierre Morimanno. It is also resolved to proceed with the tendering of the contract on the SEAO.

Carried

Tax arrears – collection procedures

2015-11-418

It is moved by Terry Racine and unanimously resolved to send the files of tax arrears to the legal firm Deveau Avocats for collection and to forward other tax arrears files to the MRC for the land sale in May of 2016.

Carried

Christmas Party

2015-11-419

It is moved by Joe Belanger and unanimously resolved to authorize the expense of \$1500. for the 2015 Christmas Party on December 4, 2015. This expense authorized from the budgetary item "Christmas Party" from the 2015 provisional budget.

Carried

Remembrance Day appreciation advertisement

2015-11-420

It is moved by Ken O'Leary to authorize the Remembrance Day appreciation advertisement in the Pontiac Journal. This expense of \$50.00 is authorized from the budgetary item "donations and goodwill gestures" from the 2015 provisional budget.

Carried

Temporary Line of Credit

2015-11-421

It is moved by Ken O'Leary and unanimously resolved to authorize the temporary line of credit in the amount of \$325 000.00 from the Laurentian Bank. It is also resolved to authorize the Interim Director General Julie Bertrand to open a separate bank account for the building project and that she have signing authority on the accounts. It is also resolved to remove Mme. Jacqueline Brisebois as signatory on the accounts.

Adopted

RECYCLING CONTRACT RENEWAL

2015-11-422

It is moved by Terry Racine and unanimously resolved to renew the contract with Évolu-Tic for the removal of recycling at the transfer center.

Adopted

MISCELLANEOUS

Bouffe Pontiac

2015-11-423

It is moved by Ken O'Leary and unanimously resolved to authorize Bouffe Pontiac to hold their annual food drive at the corner of rte 148 and rte 301 North on December 3, 2015.

Carried

CRSBPO- Library Fees

2015-11-424

It is moved by Ken O'Leary and unanimously resolved that the Municipality of Litchfield will not participate in a joint library effort with the municipality of Campbell's Bay for the year of 2016. It is also resolved that the municipality will not enter in to a contract with CRSBPO for 2016.

Adopted

Notice of Motion is given that a subsequent meeting of council that a by-law for the remuneration of council will be presented.

Notice of Motion is given that at a subsequent meeting of council a by-law for the tax rate and interest rate will be presented.

It is noted that the correspondence was read to council.

Motion to go In-camera

2015-11-425

It is moved by Ken O'Leary and unanimously resolved to go in-camera at 21h10.

Adopted

Motion to go out of camera

2015-11-426

It is moved by Ken O'Leary and unanimously resolved to go out of camera at 21h25.

Adopted

2015-11-427 Director General sick leave
It is moved by Ken O’Leary and unanimously resolved to hire Deveau Avocats to send a letter to Director General Jacqueline Brisebois in regards to her sick leave.
Adopted

2015-11-428 Employee evaluation
It is moved by Joe Belanger and unanimously resolved that Mr.Gerald Graveline’s 6 month probation period has been completed and that he be appointment lead hand on a permanent basis.
Adopted

2015-11-429 Civic Address request-chemin Giroux
It is moved by Denis Dubeau and unanimously resolved that the municipality assign civic #s for chemin Giroux and have the signs erected at each property.
Adopted

2015-11-430 Motion to adjourn
It is moved by Joe Belanger and unanimously resolved to close the meeting at 21h50.
Adopted

Colleen Larivière
Mayor

Julie Bertrand
Interim Director General