

MUNICIPALITY OF LITCHFIELD

Minutes of the regular council meeting held on August 8, 2016 at 7pm at the municipal office located at 1362 rte 148 Campbells Bay, Quebec.

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

Also present: Director general, Julie Bertrand.

Visitors: Jenna Pilon and agents from the SQ.

Quorum is met and Mayor Colleen Larivière presides the meeting.

2016-08-131

Adoption of Agenda

It is moved by Donald Graveline and unanimously resolved to adopt the agenda with additions for August 8, 2016 as presented.

Carried

2016-08-132

Adoption of Minutes

It is moved by Joe Belanger and unanimously resolved to adopt the minutes of July 4th, 2016 as presented.

Carried

2016-08-133

Request to support taxpayers interest to re-establish the Litchfield RA.

Whereas a taxpayer was present to inquire about re-establishing the Litchfield RA committee and to inform council that a group of taxpayers would like to work towards fundraising to aid in the installation of a splash pad at the municipal Halte.

Whereas the taxpayer requested that the municipality support the taxpayer's interests;

Therefore,

It is moved by Terry Racine and unanimously resolved, at the request of the taxpayer present, to support the taxpayer's interests to re-establish the Litchfield RA committee and their intention to explore fund raising opportunities to collect funds that will be put towards the costs of the installation of a splash pad at the municipal Halte.

Carried

It is noted that 2 agents from the Sureté du Québec were present to ask if the municipality has special needs or requests regarding surveillance on the territory.

URBANISM

Municipal Inspectors Report

2016-08-134

It is moved by Denis Dubeau and unanimously resolved to accept the municipal inspectors report as presented and to authorize his expense for kilometers as requested.

Carried

Request to clean property

2016-08-135

It is moved by Emile Morin and unanimously resolved that the municipal inspector send a letter to property owner , matricule #9572-81-1257, requesting that he clean the his property of the contents left from the dismantling of his garage and the abandoned vehicles.

Carried

2016-08-136 **Request from MDDELCC**
Whereas the Municipality of Litchfield has received a questionnaire from the MDDELCC in regards to lot # 3913549;
Whereas the questionnaire asks if the municipality has interests or projects related to lot #3913549;
Whereas the Industrial Park is on the territory of the municipality;
Whereas the MRC is working on the BVC project;
Whereas it is imperative to secure the access to the pump house located on lot #3913549 and the ability to draw water from the river to supply the Industrial Park;
Therefore,
It is moved by Ken O’Leary and unanimously resolved to request that the MDDELCC guarantee continued access to the pump house situated on lot #3913549 and to reserve the right to draw water from the Ottawa River via lot#3913549 in order to provide a supply of water to the industrial park and its future investors;
Carried

2016-08-137 **Notice to taxpayer regarding an obstruction on a municipal road**
Whereas a taxpayer has extended the pavement from his driveway onto the municipal road;
Whereas the extension of pavement may cause an damage to the municipal equipment during road maintenance;
Whereas according to Article of the municipal code it is not allowed to leave obstacles on municipal roads;
Therefore,
It is moved by Terry Racine and unanimously resolved to send written notification to property owner, matricule #9659-49-5042, demanding that he remove the portion of pavement that is extended onto the municipal road.
Carried

FINANCE

2016-08-138 **Payment of invoices**
It is moved by Joe Belanger 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: \$ 181 861.60
Invoices to be paid: \$ 43 942.49
Total amount of invoices: \$225 804.09

Certificate of availability

I , Julie Bertrand, Director General of the Municipality of Litchfield, certify that there are sufficient credits available to pay the approved amount of bill totalling, \$225 804.49 for the month of August 2016.

Signed: _____ Date: _____

Julie Bertrand, Director General

2016-08-139 **Endorsement of expenses related to the new security system**
It is moved by and unanimously resolved to endorse the expense of approximately \$1899.00 plus taxes for installation of the security system for the new office building. This expense authorized from the budgetary item "new office" from the 2016 provisional budget.
Carried

2016-08-140 **Policy for reimbursement of expenses related to travel, meals and accommodations for training and convention purposes**
Whereas the municipality must implement a policy of reimbursement for expenses related to travel, meals and accommodations;
Whereas the municipality accepts to implement an updated policy for reimbursement of expenses related to travel, meals and accommodations for training and convention purposes;
Therefore,
It is moved by Ken O'Leary and unanimously resolved that upon the remittance of receipts the following table will be used to calculate reimbursements;
1) Travel will be reimbursed at the rate of .47 per kilometer.
2) Meals will be reimbursed at the maximum rate as follows:
 Breakfast: \$15.00 (plus taxes)
 Lunch: \$25.00 (plus taxes)
 Dinner: \$40.00 (plus taxes)
3) Accommodations will be reimbursed at a rate maximum of \$250 per night (plus taxes) unless otherwise approved.
Carried

2016-08-141 **Purchase of blinds for the windows in new office building**
Whereas the municipality requested 2 price quotes for the supply of window blinds for the new office;
Whereas 2 price quotes were received;
1) Draperies Plus: \$3495.00 plus taxes
2) Custom Draperies: \$5087.00 plus taxes
Therefore,
It is moved by Ken O'Leary and unanimously resolved to accept the offer from Draperies Plus. This expense of \$3495.00 plus taxes is authorized from the budgetary item "office furniture" from the 2016 provisional budget.
Carried

2016-08-142 **Purchase of stacking chairs for conference room**
It is moved by Donald Graveline and unanimously resolved to purchase 20 stacking chairs at the cost of \$12.99 plus taxes each. This expense authorized from the budgetary item "office furniture" from the 2016 provisional budget.
Carried

Purchase of composter for the transfer site
2016-08-143 It is moved by Donald Graveline and unanimously resolved to authorize the purchase a community composter for the transfer site. This expense of \$889.00 plus taxes is authorized from the budgetary item “domestic garbage-composters” from the 2016 provisional budget.
Carried

Grant application – Financial aid for domestic and community composters.
2016-08-144 It is moved by Ken O’Leary and unanimously resolved to authorize director general, Julie Bertrand, to apply for a grant for the purchase of 2 community composters from the program for financial aid for the purchase of domestic and community composters.
Carried

Backhoe repair
2016-08-145 It is moved by Denis Dubeau and unanimously resolved to approve the repair of the backhoe. This expense of approximately \$1000.00 for parts plus labor and taxes is authorized from the budgetary item “equipment repair” from the 2016 provisional budget.
Carried

TECQ programming approval for improvements and repairs to municipal garage
2016-08-146 Whereas the municipal garage requires improvements and repairs:
Whereas the municipality has access to the TECQ funds:
Whereas the municipal council may authorize the use of the TECQ funds for the improvements and repairs of the municipal garage;
Therefore,
It is moved by Donald Graveline and unanimously resolved to authorize the director general, Julie Bertrand, to make the request for the project approval from the TECQ programming.
Carried

SECURITY
Repairs to the aerial ladder truck
2016-08-147 It is moved by Emile Morin and unanimously resolved to authorize the repair of the aerial ladder truck. This expense of \$2150.00 plus taxes is authorized from the budgetary item “fire vehicle maintenance” from the 2016 provisional budget.
Carried

NOTICE OF MOTION is given by Councillor Emile Morin that at a subsequent meeting of council a project by-law for the reduction of speed on Laforet road will be presented.

MISCELLANEOUS

Open House – September 2, 2016

2016-08-148

It is moved by Ken O’Leary and unanimously resolved that the “Open House” celebrating the completion of the new building be held on September, 2, 2016. It is also resolved to authorize a budget of \$500.00 for related expenditures. This expense authorized from the budgetary item “New Office” from the 2016 provisional budget.

Carried

Request from taxpayer to purchase the deck from office trailer

2016-08-149

It is moved by Emile Morin and unanimously resolved to sell the old deck from the office trailer to a taxpayer for the amount of \$50.00.

Carried

FQM Convention

2016-08-150

It is moved by Joe Belanger and unanimously resolved to approve the expense for Mayor Larivière and Councillor Terry Racine to attend the FQM convention in Quebec City on September 29 and 30, 2016. This expense authorized from the budgetary item “travel and convention” from the 2016 provisional budget.

Carried

CORRESPONDENCE

It is noted that the correspondence was read and discussed with the members of council.

Motion to adjourn

2016-07-151

It is moved by Joe Belanger and unanimously resolved to adjourn the meeting at 10:45pm.

Carried

Colleen Larivière
Mayor

Julie Bertrand
Director General