

## **MUNICIPALITY OF LITCHFIELD**

Minutes of the regular council meeting held on April 4, 2016 at 7pm at the municipal office located at 1362 rte 148 Campbells Bay, Quebec.

Present: Mayor Colleen Larivière, councillors Denis Dubeau, Morin, Joe Belanger, Donald Graveline and Terry Racine

Also present: Interim director general, Julie Bertrand

Visitors: Mr Daniel Dubeau is present in regards to the condition of the roads.

Quorum is met and Mayor Colleen Larivière presides the meeting.

2016-04-46

### **Adoption of Agenda**

It is moved by Donny Graveline and unanimously resolved to adopt the agenda for April 4, 2016 as presented.

Carried

2016-04-47

### **Adoption of Minutes**

It is moved by Denis Dubeau and unanimously resolved to adopt the minutes of March 7th, 2016 as presented.

Carried

## **ROADS**

### **Culvert purchases**

2016-04-48

It is moved by Denis Dubeau and unanimously resolved to authorize the purchase of 5 culverts for repairs to Stitt, Hayley, Brown, Pilon and Ridge roads. This expense authorized from the budgetary item "culverts" from the 2016 provisional budget.

Carried

### **RBC Financing for the 2017 truck lease**

2016-04-49

It is moved by Donald Graveline and unanimously resolved to approve the offer of financing from RBC for the lease of the new 2017 Truck. It is also resolved that Mayor Colleen Larivière and Director General Julie Bertrand have authorization to sign the documents.

Carried

## **FINANCE**

### **Payment of invoices**

2016-04-50

It is moved by Terry Racine 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: \$

Invoices to be paid: \$

Total amount of invoices: \$

### **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, \$ for the month of April 2016.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Julie Bertrand, Director General

- 2016-04-51**      **Cold Patch purchase**  
It is moved by Donald Graveline and unanimously resolved to authorize the purchase of 4 skids of cold patch. This expense is authorized from the budgetary item " paving and cold patch" from the 2016 provisional budget.  
Carried
- 2016-04-52**      **Donation request- le Mont d'Or**  
It is moved by Emile Morin and unanimously resolved to donate \$100 to the Mont d'Or towards the alarm system program. This expense of \$100 is authorized from the budgetary item "goodwill gestures and donations" from the 2016 provisional budget.  
Carried
- 2016-04-53**      **Donation request- Red Cross**  
It is moved by Denis Dubeau and unanimously resolved to donate \$150 to the Red Cross. This expense of \$150 is authorized from the budgetary item "goodwill gestures and donations" from the 2016 provisional budget.  
Carried
- 2016-04-54**      **2016 Beaver control contract**  
It is moved by Donald Graveline and unanimously resolved to accept the offer of service from Chris Sauriol to provide beaver control services on the municipal territory. This expense of \$400/month is authorized from the budgetary item "beaver control" from the 2016 provisional budget.  
Carried
- 2016-04-55**      **Municipal Inspector training**  
It is moved by Emile Morin and unanimously resolved to approve the expense of two training sessions for Mr. Robert Carle. This expense of \$790.00 plus taxes for the training and the cost of travel, meals and accommodations. This expense authorized from the budgetary item " municipal inspector – travel and supplies" from the 2016 provisional budget.  
Carried
- 2016-04-56**      **LETTER TO INTER- OUTAOUAIS 2017 TRUCK**  
It is moved by Denis Dubeau and unanimously resolved to send a letter to Inter-Outaouais informing them that the municipality is not satisfied with the condition of the new truck upon arrival at the municipal garage. It is also resolved to ask that they pay the invoice for trucking expenses incurred by the municipality because the new truck was not operational.  
Carried

**Transfer of funds from accumulate surplus for the purchase of a new grass cutter**

2016-04-57

It is moved by Donald Graveline and unanimously resolved to transfer the amount \$12,000.00 from the accumulated surplus to the budgetary item "equipment purchases" from the 2016 provisional budget.  
Carried

**BY-LAW 2016-015**

2016-04-58

**DELEGATION OF AUTHORITY FOR EXPENDITURES TO MUNICIPAL EMPLOYEES**

WHEREAS article 96.1.1 of the Quebec Municipal code provides that a municipality can adopt a by-law to delegate the authority for expenditures to one or several municipal employees and to consequently enter into contracts, in the name of the municipality;  
WHEREAS such a by-law must indicate the areas of competence to which the delegation applies, the amounts that the employees may authorize as well as any other condition to which the said delegation is given;

WHEREAS the municipal Council deems that such a delegation is necessary for the operational efficiencies and in the event of unforeseen or urgent expenses;

WHEREAS a notice of motion was duly given at a regular meeting of council held on March 7, 2016;

THEREFORE

It is moved by Terry Racine and unanimously resolved to adopt by-law 2016-015. By the present by-law, the following, is decreed and statted;

**ARTICLE 1 - Preamble**

The preamble if an integral part of the present by-law;

**ARTICLE 2- Areas of competence**

**2.1 The Director Genera/Assistant Director General**

Council delegate authorities to the director General enabling him to authorize the current administrative expenditures of the municipality and authorizing him to enter into contracts related thereto;

The present authorization concerns, without limitations, current administrative expenditures included in the "list of fixed expenses" as adopted by resolution;

The authorization also applies to discrepancies in invoices up to a limit of 10% of the amount that was already agreed on at the time of authorizing the budgetary commitment, up to a maximum of \$500;

Also as a part of the present delegation, expenses related to a call for tenders or a tender that was approved by the municipal Council, professional services and fees or other technical services related to the current municipal administration;

**2.2 Other staff members**

The other staff members authorized to making expenditures through the present by-law can make use of their delegation only for expenditures of an urgent nature falling directly under their department of which are essential for the proper functioning of their department, not to say the maintenance of current operations and services offered to citizens;

### **2.3 Specific areas of application**

The authorization provided for in this present by-law, are applicable in a limited capacity according to the department, under the responsibilities of the staff concerned. The specifications are found in the following section with the authorized amounts, according to the concerned staff member;

#### **ARTICLE 3 – Amounts**

##### **3.1 Director General**

The maximum amount of expenditures authorized under the present delegation of authority in favor of the Director General or the Assistant Director General in his absence, is set at \$1000 per day.

This authorization includes unforeseen expenses, urgent and essential to the proper functioning of the municipality, not to say the maintenance of current operations and services offered to citizens. It covers all of the municipality's budgetary items. It also provides the authorization to hire temporary employees to fill temporary vacant positions, therefore allowing maintaining current operations.

The authorization given to the Director General or Assistant Director General in his absence, may exceptionally be combined with the Director of Infrastructures and public works for a maximum of \$2000, in the event of an emergency where the health and safety of personnel, citizens or the public are at risk.

##### **3.2 Director of Infrastructures and Public works**

The maximum amount of expenditures through this present delegation of authority, in favor the Director of Infrastructure and Public works is set at \$1000 per day.

This authorization applies only to expenditures that are urgent or essential to the proper functioning of the Public works department and covers expenses related to the Public works department that is "exclusively to municipal road works, street lighting, traffic and parking, public hygiene, water and sewers, elimination of dry materials and other technical services".

This authorization may be exceptionally combine with that of the Director General or the Assistant Director General in his absence, for a maximum of \$2000 per day, in the event of an emergency where the health and safety of personnel, citizens or the public are at risk.

#### **ARTICLE 4 –Other conditions**

##### **4.1 Availability**

Notwithstanding the preceding, the present does not exempt staff subject to a spending authorization, from the obligation to respect the by-law on budgetary control and monitoring of expenditures, particularly with respect to the availability of funds and the obligations to make budget forecasts pertaining to operations and to submit them to the municipal council for approval(budget commitments).the recourse to delegates remains exceptional and the staff authorized by the present by-law must forecast expenditures related to their department in a diligent fashion in order to inform Council and the Director General in advance, so that they may be the subject of Councils approval.

##### **4.2 Procurement and contract management policies**

Notwithstanding what precedes, the present authorization does not exempt staff subject to a spending authorization, from the obligation to respect the Procurement Policy and the Contractual Management Policy.

#### 4.3 Fiscal Year

Every spending authority that extends past the current fiscal year, must previously have been the object of a verification of the availability of funds for the part attributable to the current year. At the time of preparing the annual budget, the staff member having previously used his delegation to incur and expense that extends past the current fiscal year, must make sure that his budget for the following year will cover the expenditures in questions, by attributing them to the appropriate budget items.

#### 4.4 Taxes

All amount specified within these regulations exclude taxes.

#### 4.5 Deadline – report to Council

Any staff member having received spend authority under the present by-law must submit a report to the municipal council of each expense made, at the first regular meeting to be held 25 days following the said expense, in conformity with the present by-law.

#### ARTICLE 5 –Authority of the Director General

For the purpose of enforcing this by-law, it is understood that the director General or the Assistant Director General in his absence, keeps the role of authority toward the municipal employees, including employees who have received spending authority under the present by-law. Consequently, the Director general or the Assistant Director General in his absence, may intervene at all times to cancel a spending authority by one of the employees covered under the present by-law.

#### ARTICLE 6 –Restriction

Despite the delegation of authority to commit expenditures given pursuant to the present by-law, council possesses the right to exercise their power of authority.

#### ARTICLE 7

The masculine is used without discrimination and includes the feminine in this by-law, for the sole purpose of simplifying the text.

#### ARTICLE 8

The present by-law will come into effect according to the Law.

Adopted

### HUMAN RESOURCES

#### Summer hours schedule

2016-04-59

It is moved by Emile Morin and unanimously resolved that the public works employees begin the summer hours schedule as of April 4, 2016.  
Carried

It is noted that a report was made to council in regards to banked overtime hours for 2015.

### SECURITY

2016-04-60

It is moved by Terry Racine and unanimously resolved to approve the 2015 Fire cover safety Plan report as presented by the Director General. It is noted that Jacques Piché asks that modifications to the 2016 plan be requested before May 2016. Council has no other modification request at this time.  
Carried

**Delegation of power to the MRC Pontiac to sign an agreement for emergency off road interventions**

2016-04-61

Whereas during the month of March 2013 the Ombudsman made public his report on the Organisation of emergency off road interventions;  
Whereas the Pontiac MRC does not have any emergency off road intervention structure;  
Whereas a provincial committee was created to study the report and make recommendations;  
Whereas the provincial committee prepared a framework for emergency off road interventions;  
Whereas a regional committee was created to study the framework document;  
Whereas a presentation was made to the Board of mayors by the Public security coordinator of the Pontiac MRC;  
Whereas it is recommended to work with Sauvetage Bénévole Outaouais-Ottawa Volunteer Search and Rescue to put into place a structure for emergency off road interventions and that the organisation is willing to sign an agreement with the MRC;  
Whereas the members of the Board of Mayors adopted a resolution to ask the municipalities to delegate to the Pontiac MRC the authority to sign an agreement with Sauvetage Bénévole Outaouais-Ottawa Volunteer Search and Rescue.

Therefore,

It is proposed by Terry Raine and resolved to authorise the Warden and the Director General of the Pontiac MRC to sign an agreement with Sauvetage Bénévole Outaouais-Ottawa Volunteer Search and Rescue.

Carried

**MISCELLANEOUS**

**Call for tender for the sale of 1998 International truck and equipment**

2016-04-62

It is moved by Joe Belanger and unanimously resolved to call for tenders for the sale of the 1998 International truck and equipment. It is also noted that the municipality have a reserved bid amount. This call for tender is to be published in the local newspapers.

Carried

**Correspondence**

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

**Motion to adjourn**

2016-04-63

It is moved by Joe Belanger and unanimously resolved to close the meeting at 10:20pm.

Carried

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Colleen Larivière  
Mayor

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Julie Bertrand  
Director General