

## **MUNICIPALITY OF LITCHFIELD**

Minutes of the regular council meeting held on December 5<sup>th</sup>, 2016 at 7pm at the municipal office located at 1362 rte 148 Campbells Bay, Quebec.

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

Also present: Director general, Julie Bertrand

Visitors: Tziana Fortin, PPJ

Quorum is met and Mayor Colleen Larivière presides the meeting.

### **Adoption of Agenda**

2016-12-226 It is moved by Donald Graveline and unanimously resolved to adopt the agenda for December 5<sup>th</sup>, 2016 as presented.  
Carried

### **Adoption of Minutes**

2016-12-227 It is moved by Emile Morin and unanimously resolved to adopt the minutes of November 7th, 2016 as presented.  
Carried

## **URBANISM**

### **Municipal Inspector Report**

2016-12-228 It is moved by Terry Racine and unanimously resolved to approve the municipal inspector's report as presented.  
Carried

### **Approval of subdivision plans**

2016-12-229 It is moved by Emile Morin and unanimously resolved to approve the subdivision plans for Joan Nicholds for lots # 3551965 prepared by Michel Fortin from his minutes # 27594 dated October 6, 2016.  
Carried

## **ROADS**

### **Plowing and sanding of Stevenson road**

2016-12-230 Whereas the Stevenson Road is on the territory of the Municipality of Clarendon;  
Whereas the municipality of Clarendon has requested that the Municipality of Litchfield plow and sand the Stevenson Road each winter;  
Whereas the municipal council of Litchfield agrees to plow and sand the Stevenson road at the rate of \$1600/km;  
Therefore,  
It is moved by Emile Morin and unanimously resolved that the municipality of Litchfield plow and sand the Stevenson road for the Municipality of Clarendon.  
Carried

**2017 Calcium supply**

**2016-12-231** It is moved by Donny Graveline and unanimously resolved to accept the offer of the 2016 price extension of .279/litre from Multi-Routes for the 2017 supply of liquid calcium.  
Carried

**Plowing of Cemetery road**

**2016-12-232** Whereas the Cemetery road is on private property;  
Whereas this cemetery is not used during the winter;  
Whereas no request has been made to plow the road;  
Therefore,  
It is moved by Emile Morin and unanimously resolved that the municipality will not plow the Cemetery road.  
Carried

**FINANCE**

**Payment of invoices**

**2016-12-233** It is moved by Terry Racine and unanimously resolved to authorize payment of invoices to be paid (excluding invoice #444 from Connexion Fibre Picanoc for the amount of \$3163.31) and to accept the payment of invoices paid prior to this meeting.  
Carried

**Monthly Invoices**

Invoices paid prior to meeting: \$4,871.32  
Invoices to be paid: \$ 36,337.31  
Total amount of invoices: \$41,208.63

**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, \$ 41,208.63 for the month of December 2016.

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

Julie Bertrand, Director General

**Transfer of budgetary funds**

**2016-12-234** It is moved by Joe Belanger and unanimously resolved to transfer \$3500.00 from "tools and supplies" and 3000.00 from "brushing" to "vehicle maintenance" in the 2017 provisional budget.  
Carried

**Tire purchase**

**2016-12-235** It is moved by Donald Graveline and unanimously resolved to endorse the purchase of 8 drive tires for the 1998 International truck.  
This expense of \$1694.16 taxes is authorized from the budgetary item "Vehicle maintenance" from the 2017 provisional budget.  
Carried

December 2016

**Building “content” insurance coverage increase**

2016-12-236 It is moved by Terry Racine and unanimously resolved to increase the “contents” coverage of the office building to “\$75,000.00”. This expense authorized from “building insurance” from the 2017 provisional budget.  
Carried

**Tax arrears – MRC Land Sale**

2016-12-237 It is moved by Terry Racine and unanimously resolved to send the tax files in arrears to the MRC for sale in 2017.  
Carried

**Notice of motion** is given by Joe Belanger that at a subsequent meeting of council a by-law regarding group insurance will be presented.

**SECURITY**

**Joint fire service study**

2016-12-238 It is moved by Donny Graveline and unanimously resolved to support the MRC Pontiac’s study of joint fire services in the MRC Pontiac .  
Carried

**It is noted** that the beaver control contractor has made his report on the amount of beavers trapped (33) on the municipal territory in the year 2016.

**HUMAN RESOURCES**

2016-12-239 It is moved by Joe Belanger and unanimously resolved to approve the Director General’s contract as recommended by the Human Resources committee. It is also resolved that the Mayor, Colleen Lariviere is authorized to sign the contract.  
Carried

**Spare truck driver**

2016-12-240 Whereas the municipality of Litchfield has decided to restructure its road department operations;  
Whereas the municipality of Litchfield may alter schedules and duties;  
Therefore,  
It is moved by Denis Dubeau and unanimously resolved that the municipality hire a spare truck driver. The drive will be offered a retainer of \$300/week when required and \$18/hour of work performed. It is also resolved that this driver will be paid for training at the rate of \$18/hour. It is also resolved that this drive will not be guaranteed a specific amount of hours.

**Office -Holiday Hours**

**2016-12-241**

It is moved by Donald Graveline and unanimously resolved to authorize that the office be closed from December 23<sup>rd</sup> to Jan 2, 2017 inclusive.  
Carried

**By-law 2017-022**

**2016-12-242**

Concerning a modification to amend By-law number 2000-002, schedule for holding regular Council meeting for the year 2017;  
WHEREAS the municipal code permits a Municipality to adopt a By-law to change the evenings of the regular meetings;  
WHEREAS Notice of Motion was given by Council at the regular council meeting held in November 2016;  
WHEREAS By-law number 2000-002 must be revised every year;  
It is moved by Donald Graveline and unanimously resolved to adopt By-law 2017-022 and Council orders and statues by the present By-Law as follows:

**ARTICLE 1**

The article 2 is modified and will read as follows:

**ARTICLE 2**

The Council Regular Meetings for the year 2017 are as follows:

JANUARY	9 <sup>th</sup> 2017	MONDAY	EVENING	7:00PM
FEBRUARY	6 <sup>th</sup> 2017	MONDAY	EVENING	7:00PM
MARCH	6 <sup>th</sup> 2017	MONDAY	EVENING	7:00PM
APRIL	3 <sup>rd</sup> 2017	MONDAY	EVENING	7:00PM
MAY	1 <sup>st</sup> 2017	MONDAY	EVENING	7:00PM
JUNE	5 <sup>th</sup> 2017	MONDAY	EVENING	7:00PM
JULY	10 <sup>th</sup> 2017	MONDAY	EVENING	7:00PM
AUGUST	8 <sup>th</sup> 2017	TUESDAY	EVENING	7:00PM
SEPTEMBER	5 <sup>th</sup> 2017	TUESDAY	EVENING	7:00PM
OCTOBER	2 <sup>ND</sup> 2017	MONDAY	EVENING	7:00PM
NOVEMBER	6 <sup>TH</sup> 2017	MONDAY	EVENING	7:00PM
DECEMBER	4 <sup>TH</sup> 2017	MONDAY	EVENING	7:00PM

**ARTICLE 3**

This By-Law will come into force in conformity with the Law.

**CORRESPONDENCE**

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

**Motion to adjourn**

**2016-12-243**

It is moved by Joe Belanger and unanimously resolved to adjourn the meeting at 9:15pm.  
Carried

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Colleen Larivière  
Mayor

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Julie Bertrand  
Director General