

## **MUNICIPALITY OF LITCHFIELD**

Minutes of the regular council meeting held on February 1, 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 and Municipal inspector Robert Carle.

Quorum is met and Mayor Colleen Larivière presides the meeting.

2016-02-19

### **Adoption of Agenda**

It is moved by Donald Graveline and unanimously resolved to adopt the agenda for February 1, 2016 as presented.

Carried

2016-02-20

### **Adoption of Minutes**

It is moved by Emile Morin and unanimously resolved to adopt the minutes of January 5, 8 and 19<sup>th</sup> 2016 as presented.

Carried

## **URBANISM**

### **Request to purchase municipal property**

2016-02-21

It is moved by Denis Dubeau and unanimously resolved that the municipality does not agree to sell a portion of municipal property located on rte 301North as per the request of the adjacent property owner matricule #0269-05-0236.

Carried

### **Request to install a street light at chemin Flood and rte 301 Sud**

2016-02-22

It is moved by Joe Belanger and unanimously resolved that the municipality will not request Hydro Quebec to install a street light on chemin Flood because it is a private road. It is also resolved to suggest to the taxpayer to make a request directly to Hydro Quebec.

Carried

## **FINANCE**

### **Réseau Biblio**

2016-02-23

It is moved by Donald Graveline and unanimously resolved to authorize Mayor Colleen Larivière and Interim Director General, Julie Bertrand to sign all documents related to the municipality's agreement with Réseau Biblio for the year 2016. This expense of 4.49\$/capita is authorized from the budgetary item "rink and library contribution" from the 2016 provisional budget.

Carried

February 2016

- 2016-02-24**      **Payment of invoices**  
It is moved by Emile Morin 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: \$11 698.39  
Invoices to be paid: \$15 230.71  
Total amount of invoices: \$26 929.10
- 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, \$26929.10 for the month of February 2016.  
Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Julie Bertrand, Interim Director General
- 2016-02-25**      **CHIP membership renewal**  
It is moved by Denis Dubeau and unanimously resolved to renew the CHIP 2016 membership. This expense of \$120.00 is authorized from the budgetary item "association fees" from the 2016 provisional budget.  
Carried
- 2016-02-26**      **Leadhand –\$1000 expense pre-authorization**  
It is moved by and unanimously resolved to authorize, lead hand Gerald Graveline, to make emergency purchases in the amount of \$1000.00 maximum without pre-authorization.  
Carried
- 2016-02-27**      **Donation request- Heritage College**  
It is moved by Joe Belanger and unanimously resolved to donate \$300 to the Heritage College Foundation Fund. This expense of \$300 is authorized from the budgetary item "goodwill gestures and donations" from the 2016 provisional budget.  
Carried
- 2016-02-28**      **Combech Annual Fee**  
It is moved by Emile Morin and unanimously resolved to subscribe to the Combech Association for the municipal inspector. This expense of \$373.76 is authorized from the budgetary item "association fees" for the 2016 provisional budget.  
Carried

**2016-02-29**      **PAARRM 2015 road grant – expense approval**  
It is moved by Donald Graveline and unanimously resolved that the Municipality of Litchfield adopt resolution #2016-02-29 as follows:  
Whereas council approves expenses in the amount of \$47 511.95 for subsidized works executed on municipal roads in conformity with the regulations set forth by the Minister of Transport;  
Whereas the works executed were done on the municipal roads within the Municipality of Litchfield and that the file was prepared and verified.

Carried

I, the undersigned, Julie Bertrand , the Interim Director General of the Municipality of Litchfield, declare and certify that the present resolution was adopted by the municipal council.

\_\_\_\_\_ Date: \_\_\_\_\_  
Julie Bertrand, Interim Director General

**2016-02-30**      **Invitation to tender- 2016 03/4 gravel supply**  
It is moved by Terry Racine and unanimously resolved that the municipality prepare “an invitation to tender for the 2016 03/4 gravel supply” from 3 suppliers.

Carried

**2016-02-31**      **MAROC – 89 “cadastre approval” file retrieval**  
It is moved by Denis Dubeau and unanimously resolved to approve the order the retrieval of 89 cadastre files from the MAROC. This expense of approx. \$500.00 is authorized from the budgetary item “urbanism-professional services” from the 2016 provisional budget.

Carried

**SECURITY**

**2016-02-32**      **Joint Fire Services project**  
WHEREAS: a study of the municipal fire safety services was done by the Pontiac MRC;  
WHEREAS: the study was presented to the mayors, counsellors, director generals and fire chiefs of the fire safety services on October 3<sup>rd</sup>, 2015;  
WHEREAS: that currently, the fire safety services for the Municipality of Bryson, Campbell’s Bay, Ile-du-Grand-Calumet, Litchfield and Portage-du-Fort do not meet the requirements of the fire safety cover plan regarding the minimum number of required fire fighters for the initial attack for fires that occur during the day, during the week.

THEREFORE,

It is proposed by Donald Graveline and resolved to ask Jacques Piché, Pontiac MRC, Catherine Bellemare, Ministry of Municipal affairs, and Serge Fortier, Ministry of Public Security, to meet and to prepare scenarios of integration of the two services. The municipality is asking its accountant, Gerry Labelle, to work with the team, when consulted. The municipality wishes to have the information for the end of February.

Carried

**SQ request - Priorities 2016**

2016-02-33 It is moved by Emile Morin and unanimously resolved to submit to the SQ the Municipality's 2016 Priorities and to request that the focus be maintained on the issues of 4 wheelers on gravel roads and at the Halte and in addition snowmobiles and garbage on municipal roads.  
Carried

**Fire fighter practice remuneration**

2016-02-34 It is moved by Joe Belanger and unanimously resolved to pay the firefighters from the Campbells Bay/Litchfield fire department for thier hours of practice and the hourly rate in place.  
Carried

**Chainsaw security course**

2016-02-35 It is moved by Denis Dubeau and unanimously resolved to organize a chainsaw security course, for 2 employees, to be held in the s spring/summer of 2016. This course is to be scheduled in conjunction with participants from other organizations.  
Carried

**TRANSFER SITE**

2016-02-36 It is moved by Joe Belanger and unanimously resolved to approve the new transfer site pass design for 2016.  
Carried

**Correspondence**

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

**Motion to adjourn**

2016-02-37 It is moved by Joe Belanger and unanimously resolved to close the meeting at 9pm.  
Carried

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Colleen Larivière  
Mayor

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Julie Bertrand  
Interim Director General