

MUNICIPALITY OF LITCHFIELD

Minutes of the regular council meeting held on January 9th 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 and the municipal inspector Robert Carle.

Visitors: Terry Frost, Gerald Graveline and Charles Stephens.

Quorum is met and Mayor Colleen Larivière presides the meeting.

Adoption of Agenda

2017-01-01 It is moved by Donald Graveline and unanimously resolved to adopt the agenda for January 9th, 2017 as presented.
Carried

Adoption of Minutes

2017-01-02 It is moved by Donald Graveline and unanimously resolved to adopt the minutes of December 5th, 2016, Special meeting December 14th and the Budget meeting on December 14th, 2016 as presented.
Carried

URBANISM

Municipal Inspector Report

2017-01-03 It is moved by Denis Dubeau and unanimously resolved to approve the municipal inspector's report as presented.
Carried

Approval of subdivision plans

2017-01-04 It is moved by Emile Morin and unanimously resolved to approve the subdivision plans for Gilbert Morin lot # 3551 966 prepared by Michel Fortin from his minutes # 27714 dated November 28, 2016.
Carried

Certificate of conformity

2017-01-05 Whereas the municipality of Litchfield received a request for approval of a certificate of conformity, by resolution, for lot # 3545390;
Whereas the sandpit located on lot #3545390 is in conformity to the zoning by-law 2001-02 ;
Therefore
It is moved by Emile Morin and unanimously resolved to provide a document stating the conformity of the said sandpit on lot #3535390 according to zoning by-law 2001-02.
Carried

201-01-06 **By-law 2017-023**
WHEREAS section 19 of the *Municipal Powers Act* authorizes a municipality to adopt bylaws with respect to matters of environment;
WHEREAS section 59 of the *Municipal Powers Act* authorizes a municipality to adopt nuisance bylaws;
WHEREAS section 62 of the *Municipal Powers Act* authorizes a municipality to adopt regarding safety;
WHEREAS section 67 of the *Municipal Powers Act* authorizes a municipality to adopt bylaws to govern encroachments on public roads;
WHEREAS Council considers it appropriate to adopt a bylaw concerning congestion and encroachment on public roads and spaces and the maintenance of some of these spaces;
WHEREAS a notice of motion was given by Emile Morin at a regular Council meeting, on November 5th,2016, to the effect that this bylaw would be submitted for adoption;
THEREFORE,
It is moved by Emile Morin and unanimously resolved to adopt **By-law 2017-023.**
Carried

It is noted that the by-law is available for reading at the municipal office during regular office hours.

It is noted that a copy of the by-law was given to all members of council and therefore, it was agreed that the reading of the said by-law be dispensed of.

FINANCE

2017-01-07 **Payment of invoices**
It is moved by Joseph Belanger 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: \$ 17 010.83

Invoices to be paid: \$ 19 862.94

Total amount of invoices: \$36 873.77

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, \$ 36 873.77 for the month of January 2017.

Signed: _____

Date: _____

Julie Bertrand, Director General

- 2017-01-08** Tire purchase
It is moved by Emile Morin and unanimously resolved to authorize the purchase of 2 front tires for the backhoe and 2 front tires for the tractor. This expense of approximately \$1300.00 plus taxes is authorized from the budgetary item “vehicle maintenance and repairs” from the 2017 provisional budget.
Carried
- 2017-01-09** Grader blades purchase
It is moved by Denis Dubeau and unanimously resolved to authorize the purchase of 2 sets of blades for the graders. This expense authorized from the budgetary item “equipment repair and maintenance” from the 2017 provisional budget.
Carried
- 2017-01-10** Purchase of map file cabinet
It is moved by Joe Belanger and unanimously resolved to authorize the purchase of a map file cabinet. This expense of \$1600.00 + taxes is authorized from the budgetary item “office furniture” from the 2017 provisional budget.
Carried
- 2017-01-11** Purchase of tablets
Whereas the Municipality of Litchfield has taken on the challenge to move towards a “paperless environment”;
Whereas the municipality may make such a decision;
Whereas such a decision entails the purchase of tablets to be used in place of paper files for all council meetings and document transfers;
Therefore,
It is moved by Joe Belanger and resolved to purchase 9 tablets for the council members as well as Director General Julie Bertrand and lead hand Gerald Graveline. It is also resolved to authorize the setup expense and technical support. These expenses of \$ 3500.22 are authorized from the budgetary item “office equipment not capitalized” from the 2017 provisional budget.
Carried
- 2017-01- 12** Pontiac Toursim membership
It is moved by Emile Morin and unanimously resolved that the municipality become a member of the Pontiac Toursim Association. This expense of \$200 is authorized from the “ membership fees” from the 2017 provisional budget.
Carried
- 2017-01-13** Call for tender
It is moved by Denis Dubeau and unanimously resolved to call to tender for the supply of new municipal vehicle. The calls to tender are to be sent to 3 suppliers according to specifications discussed with council.
Carried

2017-01- 14

Offer of service for architectural services

Whereas the municipality requested a quote from architect Pierre Morimanno to provide architectural services for the repairs to the municipal garage;

Whereas Pierre Morimanno submitted a quote in the amount of \$12 000 plus taxes:

Therefore,

It is moved by Denis Dubeau and unanimously resolved to approve the offer of service from Pierre Morimanno and to authorize the expense of \$12 000. This expense is authorized from the “ TEQC funds” project.

Carried

2017-01-15

Change of financial institution

Whereas the municipality has held its financial dealings with the Laurentian Bank;

Whereas the Laurentian Bank has notified the municipality that it will be closing the local branch in June of 2017;

Whereas the municipality has received information and invitation to become a members from the Caisse Desjardin in Fort Coulonge, QC;

Therefore

It is moved by Donald Graveline and unanimously resolved to become a member of the Caisse Desjardins and to move the municipality’s financial file to that institution.

It is also resolved that Mayor Lariviere and Director General Julie Bertrand have signing authority for all related documents pertaining to the move and that the cheque signing authorities remain as are.

Carried

2017-01-16

Purchase of Flags and Banners

It is moved by Terry Racine and unanimously resolved to authorize the purchase of 40 banners and 10 flags. This expense \$1900 is authorized from the budgetary item “road signs” from the 2017 provisional budget.

Carried

2017-01-17

Edible Trees program

Whereas the Edible Trees program is available and offers grants in the amount of \$4000;

Whereas the municipality wishes to participate in such a program;

Therefore,

It is moved by Terry Racine and unanimously resolved that the Director General , Julie Bertrand , be authorized to sign all applications and documents pertaining to application of the grant.

Carried

SECURITY

Holding Tank

2017-01-18 It is moved by Joe Belanger and unanimously resolved to authorize the expense for the holding tank installed by the Municipality of Otter Lake at Leslie Lake. This expense of \$9 449.83 is authorized from the budgetary item “investing activities – holding tank”.
Carried

Nature Conservatory of Canada

2017-01-19 It is moved by Denis Dubeau and unanimously resolved to authorize Deveau Avocats to send a letter to the Nature Conservatory of Canada in regards to their letter dated December 5, 2016. It is also resolved to request a meeting with them to discuss the situation on chemin de la Montagne.
Carried

HUMAN RESOURCES

2017-01-20 It is moved by Joe Belanger and unanimously resolved to authorize the extended sick leave for Ken O’Leary until March 31, 2017.
Carried

Increase of working hours at the transfer site

2017-01-21 It is moved by Denis Dubeau and unanimously resolved to approve 1 extra hour of work per day at the Transfer site for Charles Stephens. This is only approved for days when there is a snow storm. This is to allow Charles enough time to plow the area prior to taxpayers arriving on site.
Carried

By-law 2017-024 - Provision for the creation of collective insurance program for municipal employees.

2017-01-22 WHEREAS the municipal code requires municipalities to comply with the dispositions of article 708 of the Municipal Code of Quebec in order to establish a collective insurance program for municipal employees; WHEREAS Notice of Motion was given by Councillor Joseph Belanger at the regular council meeting held on December 5th, 2016; THEREFORE
It is moved by Joe Belanger and unanimously resolved to adopt By-law 2017-024 as presented.
Carried
It is noted that by-law is available for reading at the municipal office during regular office hours.

CORRESPONDENCE

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

Motion to adjourn

2017-01-23 It is moved by Joe Belanger and unanimously resolved to adjourn the meeting at 9:27pm.
Carried

Colleen Larivière
Mayor

Julie Bertrand
Director General