

MUNICIPALITY OF LITCHFIELD

Minutes of the regular council meeting held on February 5th, 2018 at 6pm.at the municipal office located at 1362 rte 148 Campbell's Bay, Quebec.

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

Also present: Director General, Julie Bertrand, Gerald Graveline and Robert Carle.

Quorum is met and Mayor Colleen Larivière presides the meeting.

2018-02-20

Adoption of Agenda

It is moved by Donald Graveline and unanimously resolved to adopt the agenda for February 5th, 2018 with additions.

Carried

2018-02-21

Adoption of Minutes

It is moved by Terry Racine and unanimously resolved to adopt the minutes of January 8th and January 25th, 2017 as presented.

Carried

URBANSIM

Municipal Inspectors Report

2018-02-22

It is moved by Emile Morin and unanimously resolved to approve the municipal inspector's year monthly report and to authorize payment for kilometres submitted.

Carried

Final adoption of planning by-laws: 2017-225, 2017-226, 2017-227, 2017-228 and 2017-229 resulting from corrections requested by the MRC Pontiac.

2018-02-23

Whereas the municipal council adopted the final draft version of the revision of the municipal planning by-laws; by-laws 2017-225, 2017-226, 2017-227, 2017-228 and 2017-229 on May 1, 2017;

Whereas the final draft was sent to the MRC Pontiac for approval and was returned to the Municipality with comments and requests for modifications in order to ensure conformity to the MRC Pontiac Land Use Plan;

Whereas Urbanist Stéphane Doré reviewed and revised the documents according to the guidelines of the MRC Pontiac Land Use Plan;

Therefore

It is moved by Emile Morin and unanimously resolved to approve the said revisions and submit the revised by-laws, by-laws 2017-225, 2017-226, 2017-227, 2017-228 and 2017-229 to the MRC Pontiac for final approval.

Carried

FINANCE

Payment of accounts

2018-02-24

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: \$ 3 721.80

Invoices to be paid: \$ 54 965.21

Total amount of invoices: \$ 58 687.01

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, \$ 58 687.01 for the month of February 2018.

Signed: _____

Date: _____

Julie Bertrand, Director General

Carried

Taxes Arrears Claims – Legal Procedures

2018-02-25

WHEREAS arrears of municipal or property taxes concerning the immovables # F9176 98 8847 and # F9575 55 5762 of the municipality of Litchfield are past due;

WHEREAS the previous procedures were unsuccessful to this day;

THEREFORE

It is moved by Terry Racine and unanimously resolved to mandate the firm Deveau Avocats to take all the necessary legal procedures with the Quebec Court in order to claim all the due taxes from the owners of the immovables # F9176 98 8847 and # F9575 55 5762 of the Municipality of Litchfield.

Carried

CHIP Radio- membership renewal

2018-02-26

It is moved by Emile Morin and unanimously resolved to authorize the renewal of the CHIP Radio membership for 2018. This expense of \$120 is authorized from the budgetary item “memberships” from the 2018 provisional budget.

Carried

By-law 2018-234 Code of Ethics for elected officials

2018-02-27

Whereas following a general election held on November 5, 2017 all municipalities must, no later than March 1, 2018, adopt a revised code of Ethics that replaces the one in force, with or without modifications;

Whereas a notice of motion was given on January 8th, 2018;

Whereas a draft by-law 2018-234 was presented and adopted, without modifications, on January 8th, 2018;

Therefore,

It is moved by Donald Graveline and unanimously resolved to adopt by- law 2018-234 as presented.

This by-law 2018-234 comes into force according to the law.

Carried

SECURITY

Fire service radio for the municipal ½ ton truck

2018-02-28 It is moved by Emile Morin and unanimously resolved to authorize the purchase of equipment required to install a used (in stock) FM 2 way radio for the municipal ½ ton truck. This expense is authorized from the 2018 Fire Service budget.
Carried

Authorization for Director General to attend training and the Congress

2018-02-29 It is moved by Terry Racine and unanimously resolved to authorize Director General to attend training on March 14 and 15th regarding changes to Law 122 M.C. and to attend the Congress in Quebec on June 13-15th, 2017. These expenses authorized from the budgetary items “travel and conventions and director general training” from the 2018 provisional budget.

Extended Warranty for John Deere grader

2018-02-30 It is moved by Denis Dubeau and unanimously resolved to authorize the purchase of extended warrant for the powertrain of the John Deere grader. This expense of \$1416.00 plus taxes is authorized from the budgetary item “vehicle maintenance” from the 2018 provisional budget.
Carried

Beaver Control

2018-02-31 Whereas the municipality of Litchfield requires beaver control services;
Whereas in the past a separate contract has been awarded to a licenced trapper to perform related duties independently from the municipality;
Whereas the municipality has hired an employee who is a qualified trapper;
Therefore
It is moved by Emile Morin and unanimously resolved to integrate beaver control duties as part of the Mr Chris Sauriol’s regular duties. It is also agreed that should these duties require time worked about normal working hours the time worked will be considered overtime and will be taken as time off calculated at 1.5 the regular hourly rate. The municipality will provide all equipment required to perform beaver control duties.
Carried

*It is noted that Mr Chris Sauriol is in agreement with this decision.

Correspondence

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

2018-02-32 **Replacement of a mail box**
It is moved by Emile Morin and unanimously resolved to replace the post and mail box at 130 chemin Baird which was damaged due to snow removal. This expense authorized from administration “ damages account 50860” from the 2018 provisional budget.
Carried

2018-02-33 **MRC Pontiac resolutions – request of support**
It is moved by Donald Graveline and unanimously resolved to support MRC Pontiac resolutions # 2017-12-12, # 2017-12-13, #2017-12-25, #2018-01-11 and #2018-01-28.
Carried

2018-02-34 **FSS Attendance report for 2017 (2016)**
WHEREAS the public safety / fire committees of both the Municipalities of Campbell’s Bay and Litchfield met to discuss and study the attendance report for the year 2017;
WHEREAS article 5.5.2.3 of the fire safety cover action plan states that the effectiveness of a response depends on the level of preparation among personnel called upon to fight fires, therefore a FSS is required to provide, at least once a month, training for its members;
WHEREAS according to NFPA 1500 guideline; if a firefighter takes a leave of absence from his duty as a firefighter, it is recommended that a firefighter resubmit to the qualification exam in order to return to active duty;
WHEREAS the Minister of Public Security follows the NFPA 1500 Standards regarding firefighter training;
WHEREAS the Fire Safety Service of the Municipality of Campbell’s Bay and Litchfield provides a minimum of one training session per month along with opportunities of training retakes during the year;
WHEREAS there are Firefighters that have not met the required amount of training for 2 consecutive years, such as 2016 and 2017;
WHEREAS ample amount of time and opportunity was given to the Firefighters enabling them to makeup the missed training;
WHEREAS the public safety/fire committee has made a recommendation to council;
Therefore,
It is motioned by Donald Graveline and unanimously resolved that, Sarah Bertrand administrative director of the CLFD, send notice to the Firefighters whom have not met the required amount of training sessions for 2 consecutive years, being 2016 and 2017, informing them: to return their pagers to the Fire Chief, that they may not respond to any fire calls from the date of the said notice and in addition inform them that they have been placed on an “inactive duty list” until the time that they submit to a recertification exam and continue with the required amount of practices.
Carried

2018-02-235

FSS Attendance report for 2017

WHEREAS the public safety / fire committees of both the Municipalities of Campbell's Bay and Litchfield met to discuss and study the attendance report for the year 2017;

WHEREAS article 5.5.2.3 of the fire safety cover action plan states that the effectiveness of a response depends on the level of preparation among personnel called upon to fight fires, therefore a FSS is required to provide, at least once a month, training for its members;

WHEREAS the Fire Safety Service of the Municipality of Campbell's Bay and Litchfield provides a minimum of one training session per month along with opportunities of training retakes during the year;

WHEREAS not all Firefighters have met the required amount of training for 2017; such has a total of 12 practices;

WHEREAS the public safety/fire committee has made a recommendation to council;

Therefore motioned by Donald Graveline and unanimously resolved that the Director General, Sarah Bertrand send a letter informing the Firefighters whom have not met the required amount of training sessions for 2017, to withdraw from participating in the red zone during a fire, effective immediately. And that they meet and collaborate with the Director of FSS to make up the required amount of training immediately. Upon completion of the makeup practices and the continued attendance to practices this year (2018), they will then be able to resume participating in the red zone during a fire.

Carried

2018-02-36

Motion to adjourn

It is moved by Joe Belanger and unanimously resolved to close the meeting at 8:04 pm.

Carried

Colleen Larivière
Mayor

Julie Bertrand
Director General