

MUNICIPALITY OF LITCHFIELD

Minutes of the regular council meeting held on September 4th, 2018 at 7 p.m. at the municipal office located at 1362 rte 148 Campbell's Bay, Quebec.

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

Also present: Director General, Julie Bertrand and

Quorum is met and Mayor Colleen Larivière presides the meeting.

2018-09-157

Adoption of Agenda

It is moved by Donald Graveline and unanimously resolved to adopt the agenda for September 4th, 2018 with additions.

Carried

2018-09-158

Adoption of Minutes

It is moved by Denis Dubeau and unanimously resolved to adopt the minutes of August 7th, 2018.

Carried

URBANSIM

Municipal Inspectors Report

2018-09-159

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

Carried

Approval of subdivision plans

2018-09-160

It is moved by Emile Morin and unanimously resolved to approve the subdivision plans submitted by Michel from his minutes 28857 dated August 8th, 2018 for Gilbert Morin, lot #3546022.

Carried

*It is noted that a notice of motion was given by councillor Denis Dubeau that a subsequent meeting of council a project for a "minor variance by-law" will be presented.

ROADS AND EQUIPMENT

Call for tender for Guard rail installation

2018-09-161

Whereas the Municipality put out a call for tender 2018-08-141 for the supply and installation of 254 meters of guard rails;

Whereas the municipality received the following 3 tenders;

Glissières Provinciales: \$25 042.13

Glissière Desbiens: \$26 099.32

Ployard 2000 Inc: \$26 295.93

Therefore it is moved by Terry Racine and unanimously resolved to accept the tender received from Glissieres Provinciale. This expense of \$25 042.13 is authorized from the influx of funds from the PAAERRL/PAV MTQ grant.

Carried

*It is noted that a request was made to council to install a culvert at 1198 Route 301 North. The road committee will examine the situation.

*It is noted that the MTQ has informed Director General, Julie Bertrand that the municipality is responsible for the replacement of the top boards on the bridge located on Bank road.

Shovel Rental

2018-09-162

It is moved by Denis Dubeau and unanimously resolved to authorize the rental of a shovel for the replacement of a culvert on Stevenson Road. This amount of a maximum of \$5000.00 is authorized from the influx of funds from the PAAERRL/PAV MTQ Grants.
Carried

Generator purchase

2018-09-163

It is moved by Joe Belanger and unanimously resolved to purchase an 8000 watt Generator. This expense of \$1200.00 plus taxes is authorized from the budgetary item "garage tools" from the 2018 provisional budget.
Carried

FINANCE

Payment of accounts

2018-09-164

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: \$4853.46

Invoices to be paid: \$ 1510865.54

Total amount of invoices: \$

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, \$156 719.00 for the month of September 2018.

Signed: _____

Date: _____

Julie Bertrand, Director General

*It is noted that Mayor Lariviere deposited the 2018 Mayor's Report for the 2017 financial year.

*It is also noted that the 2018 Litchfield Bulletin was presented to council.

Donation to the École des Petits -Ponts

2018-09-165

It is moved by John Stitt and unanimously resolved to donate \$100 to the École des Petits-Ponts for activity fundraising.
Carried

2018-09-166 **Mountain road Culvert replacement – payment to contractor**
Whereas the municipality put out a call for tender 2018-03-50;
Whereas the tender was awarded to Art Fleming and Sons Inc.;
Whereas the work has been completed and approved by the engineering firm WSP;
Whereas the engineering firm WSP has recommended payment in the amount of \$64 421.65 as per the tender documents;
Therefore it is moved by Denis Dubeau and unanimously resolved to approve the payment in the amount of \$64 421.65. This expense is authorized from the PAARRM and influx of PAERRL/PAV funds.
Carried

2018-09-167 **Bank account for the Laforet Exit project**
Whereas the municipality has a project for the relocation of the Laforet/rte 148 exit;
Whereas the municipality has secured a temporary loan for the project;
Whereas it is necessary to have a separate bank account for the project;
Therefore,
It is moved by Terry Racine and unanimously resolved to authorize the opening of a bank account at the Caisse Desjardins Fort Coulonge and that Mayor Lariviere, pro-Mayor Denis Dubeau, Director General Julie Bertrand and Connie Levesque are authorized to sign on the new account.
Carried

2018-09-168 **SECURITY**
Inter-municipal Agreement with Allumette Island Fire Service
Whereas the Municipality of Allumette Island and the Municipality of Litchfield wish to have an inter-municipal agreement in regards to the Campbell's Bay/Litchfield Fire Department's aerial ladder truck for high and extreme high risk locations;
Therefore,
It is moved by Donald Graveline and unanimously resolved to enter into the standardized inter-municipal agreement with Allumette Island.
It is also resolved to authorize Mayor Lariviere and Director General Julie Bertrand to sign the agreement.
Carried

*It is noted that Director General, Julie Bertrand informed council that the Ministry of Environment classifies "Vinton" as an urban area. It is also noted that Julien Gagnon and Kevin Kluke have been made aware and that this will be provided for in the next Safety Cover Action Plan.

*Notice of motion is given by Emile Morin that at a subsequent meeting of council of project by-law for minor variances will be presented.

*Notice of motion is given by Emile Morin that at this meeting of council a project by-law 2018-238 Code of Ethics and Professional Conduct for municipal employees will be presented.

HUMAN RESOURCES

2018-09-169

It is moved by Denis Dubeau and unanimously resolved that Jared Lance continue to work at the transfer site for on Thursdays and Sunday for the month of September.

Carried

PROJECT BY-LAW 2018-238 CODE OF ETHICS AND PROFESSIONAL CONDUCT FOR THE MUNICIPAL EMPLOYEES OF LITCHFIELD

2018-09-170

WHEREAS the Municipality of Litchfield adopted a Code of Ethics and Professional Conduct for municipal employees in conformity with the law (R.L.R.Q., c E-15.1.0.1) of the Code of ethics and professional conduct for municipalities;

WHEREAS project of Law 155, article 16.1 of the Law on Ethics and Professional Conduct for municipalities was modified and will enter into force on October 19, 2018, and will obligate municipalités to provide for rules similar to those for elected official , in the Code of Ethics and Professional Conduct for municipal employees;

WHEREAS this law modifies the Code of Ethics and Professional Conduct for municipalités and requires that the municipality modify its Code of Ethics and Professional Conduct;

WHEREAS a notice of motion for this by-law is given by xxxxxxxx at the regular meeting of Council held on September 4th, 2018;

WHEREAS the rules stated by law for the Code of Ethics and Deontology have been respected;

THEREFORE it is moved by Emile Morin and unanimously resolved to adopt the project by-law 2018-238 modifying (by insertion) By-law 2016-019 regarding the Code of Ethics and Deontology for municipal employees as follows;

ARTICLE 1: By-law 2016-019 of the Code of Ethics and Deontology for municipal employees is modified by insertion, after article 5.6, of the following:

ARTICLE 5.7 AFTER MANDATE:

It is forbidden for the following municipal employees of the municipality:

1. *Director General and assistant*
2. *Secretary treasurer and assistant*
3. *Treasurer and assistant*
4. *Clerk and assistant*

to hold office as a director or officer of a corporation, employment or other function so that he or any other person derives undue advantage from his or her previous position as an employee of the municipality.

ARTICLE 2: Entry into force

This by-law enters into force according to the law.

Adopted

MISCELLANEOUS

Legal Services -Nature Conservancy of Canada

2018-09-171

Whereas the municipality has an ongoing file with the Nature Conservancy of Canada regarding the management of a beaver dam situated on the NCC's property on the Mountain road;
Whereas the Mountain road was being damaged and required repairs due to the continued high water resulting from the beaver dam;
Whereas the municipality sent numerous request to the NCC to maintain an acceptable water level;
Whereas those requests did not result in an acceptable maintenance of the water level;
Whereas it was necessary to obtain legal services;
Whereas a meeting was held at the municipal office with members from the NCC on September 8, 2017;
Whereas the NCC agreed that the municipality would dismantle the beaver dam in order to reduce the water levels to enable the repairs on the Mountain road;
Whereas the municipality hired the services of a professional to perform a study and the dismantling of the beaver dam;
Whereas the cost for these services amount to a total of \$3332.73
Whereas the NCC agreed that once the repairs were completed they would control the water levels at the acceptable level;
Whereas the repairs are now complete;
Whereas the NCC has not taken appropriate measures to lower and maintain acceptable water levels;
Whereas the Municipality has been managing the water levels at the beaver dam located on the property of the Nature Conservancy of Canada situated on the Mountian Road;
Therefore,
It is moved by Denis Dubeau and unanimously resolved to engage the services of Deveau Avocats to send a letter to the NCC requesting they implement a water control system acceptable to standards required to maintain the water level and to request reimbursement to the municipality for expenses incurred in the amount of \$3332.73.
Carried

Rescheduling of the October 1, 2018 regular meeting

2018-09-172

Whereas the municipality has been informed that Elections Quebec may require the use of the municipal office during the October 1, 2018 provincial elections;
Whereas the regular council meeting is scheduled for October 1, 2018;
Therefore ,
It is moved by Terry Racine and unanimously resolved that the October 2018 regular meeting will be held on October 2, 2018 and to publish a public notice to this affect.
Carried

Correspondence

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

Motion to adjourn

2018-09-173

It is moved by Joe Belanger and unanimously resolved to close the meeting at 8:35 p.m.

Carried

Colleen Larivière
Mayor

Julie Bertrand
Director General