

MUNICIPALITY OF LITCHFIELD

Minutes of the regular council meeting held on November 5th, 2018 at 7 p.m. at the municipal office located at 1362 rte 148 Campbell's Bay, QC.

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

Also present: Director General, Julie Bertrand

Quorum is met and Mayor Colleen Larivière presides the meeting.

Visitors: Gilles Boisseau attended to request the continued plowing of Burke road.

2018-11-191

Adoption of Agenda

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

Carried

2018-11-192

Adoption of Minutes

It is moved by Emile Morin and unanimously resolved to adopt the minutes of October 1st, 2018.

Carried

URBANSIM

Municipal Inspectors Report

2018-11-193

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

Carried

Trailer replacement

2018-11-194

Whereas the municipality owned a 2016 7x14ft utility trailer;

Whereas that trailer was stolen on October 29th, 2018;

Whereas a police report was made;

Whereas a report to the insurance company was also made;

Whereas the insurance will compensate the municipality for the value of the trailer;

Therefore,

It is moved by Denis Dubeau and unanimously resolved to purchase a replacement trailer for the cost of \$3850. plus taxes. The residual funds are authorized from the budgetary item "vehicle maintenance" from the 2018 provisional budget.

Carried

Collection of unpaid land taxes

2018-11-195

It is moved by Emile Morin and unanimously resolved to send tax accounts in arrears, for collection to the legal firm Deveau Avocats.

Carried

208-11-196

Tender 2018-10-185 for the 2019 supply of diesel fuel.

Whereas the municipality put out a call for tender 2018-10-185 for the 2019 supply of clear fuel;

Whereas the municipality received 2 tenders in conformity;

Petro Pontiac price/litre = \$1.28

Noco Fuels price/litre = \$1.34

Therefore,

It is moved by Emile Morin and unanimously resolved to accept the tender price from Petro Pontiac.

Carried

2018-11-197

Tender 2018-10-186 for the 2019-2020 supply of propane fuel

Whereas the municipality put out a call for tender 2018-10-186 for the 2019-2020 supply of propane fuel and the supply of the tank;

Whereas the municipality received 2 tenders in conformity;

Superior Propane price/litre = .639 cents

Budget Propane price/litre = .653 cents

Therefore,

It is moved by Denis Dubeau and unanimously resolved to accept the tender price from Superior Propane.

Carried

2018-11-198

SÉCURITÉ CIVILE - DEMANDE D'AIDE FINANCIÈRE- VOLET 1

ATTENDU QUE le *Règlement sur les procédures d'alerte et de mobilisation et les moyens de secours minimaux pour protéger la sécurité des personnes et des biens en cas de sinistre* a été édicté par le ministre de la Sécurité publique le 20 avril 2018 et qu'il entrera en vigueur le 9 novembre 2019; ATTENDU QUE la municipalité souhaite se prévaloir du Volet 1 du programme d'aide financière offert par l'Agence municipale 9-1-1 du Québec afin de soutenir les actions de préparation aux sinistres, dont prioritairement les mesures afin de respecter cette nouvelle réglementation;

ATTENDU QUE la municipalité atteste avoir maintenant complété l'outil d'autodiagnostic fourni par le ministère de la Sécurité publique en mai 2018 et qu'elle juge nécessaire d'améliorer son état de préparation aux sinistres;

Il est proposé par Denis Dubeau et résolu à l'unanimité;

Que la municipalité présente une demande d'aide financière à l'Agence municipale 9-1-1 du Québec au montant de 4500\$, dans le cadre du Volet 1 du programme mentionné au préambule et s'engage à en respecter les conditions, afin de réaliser les actions décrites au formulaire joint à la présente résolution pour en faire partie intégrante qui totalisent 5400\$, et confirme que la contribution de la municipalité sera d'une valeur d'au moins 900\$;

Que la municipalité autorise Julie Bertrand, directrice générale, à signer pour et en son nom le formulaire de demande d'aide financière et atteste que les renseignements qu'il contient sont exacts.

Carried

2018-11-199

SÉCURITÉ CIVILE - DEMANDE D'AIDE FINANCIÈRE- VOLET 2

ATTENDU QUE le *Règlement sur les procédures d'alerte et de mobilisation et les moyens de secours minimaux pour protéger la sécurité des personnes et des biens en cas de sinistre* a été édicté par le ministre de la Sécurité publique le 20 avril 2018 et qu'il entrera en vigueur le 9 novembre 2019;

ATTENDU QUE la municipalité souhaite se prévaloir du Volet 2 du programme d'aide financière offert par l'Agence municipale 9-1-1 du Québec afin de soutenir les actions de préparation aux sinistres, dont prioritairement les mesures afin de respecter cette nouvelle réglementation;

ATTENDU QUE la municipalité atteste avoir maintenant complété l'outil d'autodiagnostic fourni par le ministère de la Sécurité publique en mai 2018 et qu'elle juge nécessaire d'améliorer son état de préparation aux sinistres;

Il est proposé par Denis Dubeau et résolu à l'unanimité;

Que la municipalité présente une demande d'aide financière à l'Agence municipale 9-1-1 du Québec au montant de 10 000\$, dans le cadre du Volet 2 du programme mentionné au préambule et s'engage à en respecter les conditions, afin de réaliser les actions décrites au formulaire joint à la présente résolution pour en faire partie intégrante qui totalisent 12 000\$, et confirme que la contribution de la municipalité sera d'une valeur d'au moins 2000\$;

Que la municipalité atteste par la présente qu'elle se regroupera avec la municipalité locale de Campbell's Bay pour le volet 2, et qu'elle demande l'aide financière additionnelle de 2 000 \$ prévue au programme dans ce cas;

Que la municipalité autorise Julie Bertrand, directrice générale à signer pour et en son nom le formulaire de demande d'aide financière et atteste que les renseignements qu'il contient sont exacts.

Carried

2018-11-200

ADOPTION OF THE ANNUAL REPORT FOR YEAR 5 – FIRE SAFETY COVER PLAN

WHEREAS the 5th year of fire safety cover plan for the Pontiac MRC ended on October 9th, 2016;

WHEREAS the revised fire safety cover plan came into effect on May 1st 2018;

WHEREAS year 1 of the revised fire safety cover plan ended on April 30th 2018;

WHEREAS article 35 of the Fire safety act states that an activity report for the previous year must be prepared, adopted by resolution and sent to the minister each year.

WHEREAS during the transition period that began on October 10, 2016 and ended on the date of the coming into force of the revised cover plan, on May 1, 2017, the MRC and its municipalities continued steps to maintain the exemption of liability provided for in section 47 of the Fire Safety Act.

Therefore,

It is moved by Emile Morin and unanimously resolved to adopt the annual report for year 1 of the revised fire safety cover plan and to transmit this report to the minister.

Furthermore, this report will include the steps taken during the transition period between the first cover plan and the revised cover plan.

Carried

INTENTIONS OF THE MUNICIPALITY FOLLOWING THE PRESENTATION OF THE STUDY FOR THE SHARING OF THE FIRE SAFETY SERVICES OF THE MRC OF PONTIAC.

2018-11-201

WHEREAS the MRC has conducted a study on the feasibility of integrating fire safety services on its territory.

WHEREAS Julien Gagnon, public and civil security coordinator at the MRC Pontiac, gave the municipal council the presentation of the result of this study on October 25th, 2018;

WHEREAS the municipal council has studied the various possible scenarios of integration as well as the real needs in fire safety of its municipality.

It is moved by Emile and resolved to declare that the

Municipality of Litchfield is, in general, interested in the possibility of integration of the fire services.

Carried on a vote

4 in favor and 2 against.

Terry Racine and Joe Belanger are against.

FINANCE

Payment of accounts

2018-11-202

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: \$9 924.55

Invoices to be paid: \$ 52 683.11

Total amount of invoices: \$62 607.66

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, \$62 607.66 for the month of November 2018.

Signed: _____

Date: _____

Julie Bertrand, Director General

PHS Student Bursery

2018-11-203

It is moved by and unanimously resolved to authorize \$100 payment in favor of a bursary for graduating student Joel Rivest. This expense authorized from the budgetary item "goodwill gestures and donations" from the 2018 provisional budget.

Carried

PAVL road grant works

2018-11-204

It is unanimously resolved to accept the PAVL financial report as follows:

WHEREAS Transports Quebec has paid \$344 256 as compensation for local road maintenance for the year 2018;

WHEREAS the funds distributed to the Municipality are for the current and preventive maintenance of local roads 1 and 2 as well as for components of the bridges located on these roads for which the Municipality is responsible;

Continued..

WHEREAS this present resolution is accompanied by Appendix A describing the work done by the Municipality on the above mentioned roads;

WHEREAS an outside auditor shall submit within the prescribed deadlines for submitting the accounting report in Appendix B or a duly executed special external audit report.

IT IS THEREFORE moved by Emile Morin and unanimously resolved that the municipality of Litchfield inform Transports Québec regarding compensation for the current and preventive maintenance of local roads 1 and 2, as well as for components of bridges located on these roads, for which the Municipality is responsible, in accordance with the objectives of the Local Road Maintenance Assistance Program.

Carried

*Notice of Motion is given by Emile Morin that at a subsequent meeting of council a by-law regarding the 2019 tax rate will be presented.

*Notice of Motion is given by Donald Graveline that at a subsequent meeting of council a by-law regarding the holding of the 2019 monthly meetings will be presented.

*Notice of Motion is given by Emile Morin that at a subsequent meeting of council a by-law regarding the 2019 remuneration of council members will be presented.

Correspondence

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

MISCELLANEOUS

Sale of old cement culverts

2018-11-205

It is moved by Denis Dubeau and unanimously resolved to sell the old cement culverts removed from Bank road for \$2/foot and it be the responsibility of the purchaser to pick up the culverts on location.

Carried

Request from Calumet Island to pay retroactive gravel duties from 201-2017 and the recent project on chemin Wilson and chemin des Outaouais.

2018-11-206

Whereas the municipality received a second request to pay retroactive gravel duties to Calumet Island for gravel transported by a Litchfield business on the territory of Calumet Island;

Whereas the municipality has receive a request to pay 50% of gravel duties for the recent project on chemin Wilson and chemin des Outaouais;

Whereas the director General has consulted with the municipality's legal advisor;

Whereas the municipality of Litchfield is only liable to pay gravel duties if the said municipalities have entered into an agreement previous to the collection of gravel duties;

Whereas the said municipalities have not entered into such an agreement;

Whereas there is no allowance according to the law for retroactive payments;

Whereas, to the knowledge of this council, it is not of general practice between municipalities of Pontiac County to enter into such agreements due to the administrative difficulty regarding the collection of gravel duties;

Therefore, it is moved by Denis Dubeau and unanimously resolved to send a copy of this resolution to the Municipality of Calumet Island.

Carried

*It is noted that the Municipality has receive a report from the SSST and that it is required to install a ventilation system in the municipal garage. It is also noted that Director General, Julie Bertrand will enquire about pricing and requirements of installation.

*It is noted that at a future meeting of council a policy regarding the use of drugs, alcohol, medication and other substances for municipal employees will be adopted.

*It is noted that the LLC has requested that the municipality sponsor the 05 year Committee for the gingerbread house program for the year 2019. Council will add this to the 2019 budget expenses.

Request to purchase municipal property on chemin McGuire

2018-11-207

It is moved by Denis Dubeau to maintain council's decision to not sell the municipal property on chemin McGuire.

Carried

Request to plow portion of a Fleury road

2018-11-208

Whereas the municipality receive a written request to plow Fleury road;
Whereas Fleury road is private;

Whereas the municipality plows a portion of Fleury road for security purposes;

Whereas a portion of Fleury road is not acceptably accessible by the municipal plow truck;

Therefore,

It is moved by Denis Dubeau and unanimously resolved that the municipality will not plow the remainder of Fleury road as requested.

Carried

Winter snow plowing of Barney road

2018-11-209

It is moved by Denis Dubeau and unanimously resolved to not plow Barney road for the winter 2018-2019. It is noted that the municipality did not receive a request (as required) to open the road before the deadline of October 31st.

Carried

Motion to adjourn

2018-11-210

It is moved by Joe Belanger and unanimously resolved to close the meeting at 8:40 p.m.

Carried

Colleen Larivière
Mayor

Julie Bertrand
Director General