

MUNICIPALITY OF LITCHFIELD

Minutes of a regular meeting of the council held on April 13, 2020, by way of videoconference at 7:00pm

Present at this videoconference are:

Mayor Colleen Lariviere, by videoconference

Councillors:

Joe Belanger, by videoconference

Emile Morin by videoconference

Denis Dubeau by videoconference

Terry Racine by videoconference

Donny Graveline by videoconference

John Stitt by videoconference

Also attending the meeting, by videoconference: Director General and secretary-treasurer, Julie Bertrand

OPENING OF THE MEETING

CONSIDERING the decree number 177-2020 of March 13, 2020 which declared the state of sanitary emergency on all the Quebec territory for an initial period of ten days;

CONSIDERING the decree number 222-2020 of March 20, 2020 which extends this state of emergency for an additional period of ten days, that is until March 29, 2020;

CONSIDERING the decree number 2020-004 of the Minister of Health and Social Services which allows Council to sit in camera and which authorizes the members to take part, deliberate and vote at a meeting by any means of communication;

CONSIDERING that it is in the public interest and to protect the health of the population, of the members of the council and of the municipal officers that this meeting be held in camera and that the members of the council and the municipal officers be authorized to attend be present and take part, deliberate and vote at the meeting by videoconference

THEREFORE, it is moved by Donald Grveline and unanimously resolved:

That the council accepts that this meeting be held in camera and that the members of the council and the municipal officers may participate by videoconference.

Adopted

QUESTION PERIOD

It is noted that there are no visitors since this council meeting is held in camera.

Adoption of Agenda

2020-04-61

It is moved by Donald Graveline and unanimously resolved to adopt the agenda for April 13th, 2020.

Carried

Adoption of Minutes

2020-04-62

It is moved by Joe Belanger and unanimously resolved to adopt the minutes of March 2nd, 2020 regular meeting.

Carried

URBANSIM

- 2020-04-63 **Approval of subdivision plans for lot #6 365 513 and #6 365 514**
It is moved by Denis Dubeau and unanimously resolved to authorize the subdivision lots #6 365 513 and #6 365 514 for Theode Turgeon submitted by Michel Fortin from his minutes 30138 dated February 28, 2020.
Carried
- 2020-04-64 **Authentication of Email Approval dated March 30, 2020**
Email resolution 2020-03-30
Approval of subdivision plans for lot #5434 869
It is moved by Joe Belanger to authenticate the following email resolution:
It is moved by Joe Belanger and approved by email to adopt the plans for lot #5434869 submitted by Michel Fortin from his minutes #30186 dated March 24th, 2020 on behalf of Danny Moore.
Carried
- 2020-04-65 **Approval of subdivision plans for lot #6364900 and #6364901**
It is moved by Joe Belanger and unanimously resolved to authorize the subdivision lot #6364900 and # 6363901 on behalf of Nova Scotia Company submitted by Andre Durocher from his minutes #25 028 dated February 26, 2020.
Carried
- 2020-04-66 **Approval of subdivision plans for lot #6365166,6365167,6365168 and 6365169**
It is moved by Terry Racine and unanimously resolved to authorize the subdivision lots # 6365166,6365167,6365168 and 6365169 on behalf of Richard Coveyduck submitted by Michel Fortin from his minutes #30132 dated February 27, 2020.
Carried
- 2020-04-67 **Adoption of By-law 2017-228-1 modifications to zoning by-law 2017-228**
WHEREAS the Municipality has adopted Zoning By-law 2017-228;
WHEREAS it is necessary to make certain modifications to Zoning By-law 2017-228;
WHEREAS a notice of motion was given at the January 2020 council meeting, in accordance with article 445 of the Municipal Code;
THEREFORE,
It is motioned by Donald Graveline and unanimously resolved that the present By-law no. 2017-228-1 is adopted and that it be decided and decreed that as from the entry into force of said by-law no. 2017-228-1, the following modifications are made to Zoning By-law 2017-228:
ARTICLE 1 - Preamble
The preamble is an integral part of these regulations.
ARTICLE 2 - Modification of article 18 of Zoning By-law 2017-228
Article 18 of Zoning By-law 2017-228 is amended by adding thereto, after subparagraph 5 of the 1st paragraph, the following paragraph:
6. Warehouses with a maximum area of 1,000 square meters, in areas where such use is permitted according to the specification grid.
ARTICLE 3 - Modification of the definition of the terms "extensive recreation" in Appendix A of Zoning By-law 2017-228
Annex A to Zoning By-law 2017-228 is amended by replacing the definition of terms "extensive recreation" with the following definition:

April 2020

Continued....

“Extensive recreation”: Category grouping recreational activities and uses (for example, a trail), including non-complex facilities (for example, a shelter). An

outfitter is considered as an extensive recreational activity for the purposes of the application of these regulations. This category also includes the commercial campground activity, where such activity is specifically indicated in the specification grid in Appendix C.

ARTICLE 4 - Modification of the zoning plan in Appendix B of the 2017-228
Zoning By-law Schedule B to Zoning By-law 2017-228 is amended to divide zone V-1 into two distinct zones, namely zone V-1 and zone V-2, as it appears in the extract from Amended zoning plan annexed to this by-law as Annex A to form an integral part thereof.

ARTICLE 5 - Modification of the specifications grid of Zoning By-law 2017-228 (Appendix C)

The specification grid in appendix C of Zoning By-law 2017-228 is modified as follows:

- a) by inserting zone V-2 and the uses authorized therein, as provided for in section 18 of Zoning By-law 2017-228, including warehouse use with a maximum area of 1,000 meters square;
- b) by authorizing, in zone F-9, the use of commercial campsites;

A copy of the modified specification grid is annexed to this Regulation as Annex B to form an integral part thereof.

ARTICLE 6 - Entry into force

The present by-law will come into force in accordance with the law.

Carried

FINANCE

Payment of accounts

2020-04-68

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: \$11 219.38

Invoices to be paid: \$131 637.67

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 \$148 857.05 for the month of April 2020.

Signed: _____

Date: _____

Postponement of submission date for Tender for the 2020 gravel supply

2020-04-69

Whereas the municipality has put out a call for tender for the 2020 supply of 03/4 gravel;

Whereas , due to the Covid-19 pandemic and the requirements for social distancing and the fact that a public meeting is not allowed at this time, the deadline for the tender was postponed by Addenda on March 25th, 2020;

Therefore ,

It is moved by Donald Graveline and unanimously resolved that the deadline for the call for tender is confirmed to be May 4th, 2020 unless the situation remains as is and the public opening of a tender is not permitted at that time.

Carried

April 2020

COVID-19- RATIFICATION OF THE ORIENTATIONS OR DECISIONS TAKEN BY THE MAYOR OR THE DIRECTOR GENERAL

2020-04-70

WHEREAS in order to regularize actions put in place by the Mayor or the Director General in times of crisis such actions and measures must be ratified by the council at the next meeting;

WHEREAS the Director General has been updating Council regarding the implementation of internal procedures and measures relating to reducing the Spread of Covid-19 in the workplace since March 13, 2020;

WHEREAS the Director General and the Mayor are taking every precaution necessary to ensure the safety and health of all municipal employees;

WHEREAS the government of Quebec declared a state of health emergency on March 13, 2020 by decree No. 177-2020;

WHEREAS the Director General and Mayor are following recommendations and directives from Authorities regarding COVID-19 in the workplace;

WHEREAS in virtue of article 937 of the Municipal Code of Quebec, the Mayor or Deputy Mayor (in the absence of the mayor) can authorized an expense in a case of "force majeure" intended to ensure the proper functioning of the municipality (maintenance of services) and avoid deterioration of municipal equipment;

THEREFORE,

It is moved by Emile Morin and unanimously resolved;

THAT the council ratify the measures taken by the Mayor and Director General as described in the regular internal procedure updates sent by email

THAT the Mayor and the Director General take all future precautionary measures to contain the spread of COVID-19 in the workplace and that such procedures be communicated with Council by email on a regular basis.

THAT the Mayor submit a reasoned report to council if any emergency expense is made.

Adopted

Authentication of email resolution 2020-03-27-1

Deferral of Interest charges on late payments

It is moved by Emile Morin and is unanimously resolved to authenticate the email resolution 2020-03-27-1;

2020-04-71

Whereas the taxpayers of Litchfield are affected by the Covid-19 pandemic;

Whereas it is possible that some taxpayers may suffer job losses;

Whereas it is possible that the some taxpayers may be late in making payments due to job losses;

Whereas it is the Municipalities power to eliminate the interest charged on late payments;

Therefore,

It is moved by Denis and unanimously resolved that the municipality not charge interest on late payments as March 26th,2020 until June 1st, 2020. It is also resolved that council reserves the right to extend the period where interest will not be charged.

Carried

Authentication of email Resolution 2020-03-27-2

Repair of 2 recycling bins

It is moved by Joe Belanger and unanimously resolved to authenticate the email resolution 2020-03-27-2;

2020-04-72

Whereas 2 recycling bins require repairs;

Whereas, the estimate for the materials required, to repair the 2 bins is approximately \$700;

Therefore,

April 2020

It is moved by Denis Dubeau and resolved to authorize the purchase of the materials and the repairs. This expense authorized from the budgetary item

“ transfer site-maintenance” from the 2020 provisional budget.

Carried

SECURITY

AUTHENTICATION OF EMAIL RESOLUTION 2020-03-17

TEMPORARY MEASURE DIRECTIVE IN THE EVENT OF AN EPIDEMIC

It is moved by Emile Morin and unanimously resolved to authenticate the email resolution 2020-03-17;

2020-04-73

WHEREAS the employer has a duty to protect the health, safety and physical integrity of his employees and to ensure the safety of everyone in their workplace;

WHEREAS all employees have the obligation to take the necessary measures to protect their health, safety and physical well-being and to take care not to endanger the health, safety and physical well-being of other employees or third parties who are in his workplace;

WHEREAS the World Health Organization (WHO) described COVID-19 as a pandemic on March 11, 2020;

WHEREAS COVID-19 is transmitted in particular through close contact with an infected person or during contact of hands with infected surfaces;

WHEREAS the employer wishes to prevent the spread of this virus within his organization;

THEREFORE,

It is moved by Emile Morin and unanimously resolved that the employer adopts this Temporary Measures Directive in the event of an epidemic.

Carried

*It is noted that the members of council were provided with a copy of the directives in advance. The reading of the directive is therefore dispensed of.

Authentication of Email Resolution: April 2, 2020

2020-04-74

Temporary Ban on the issuing of burning permits

It is moved by Joe Belanger and unanimously resolved to authenticate the email resolution 2020-04-02;

Whereas the municipality of Litchfield issues burning permits between April 1st and October 30th;

Whereas due to the Covid-19 virus and the banning of all non-essential services;

Whereas upon issuing a burning permit the Fire service could be implicated;

Whereas it is the responsibility of the Municipality to limit unnecessary risk to the members of the fire service and employees;

Therefore,

It is moved by Donald Graveline and resolved to temporarily ban the issuing of burning permits until April 30, 2020. It is also resolved that at the end of the temporary ban period council will re-evaluate the situation and if the weather permits, it may extend burning into the month of May.

Carried

April 2020

COVID-19 - PREPARATORY GUIDE FOR THE DEVELOPMENT OF THE SPECIFIC EPIDEMIC AND PANDEMIC INTERVENTION PLAN

2020-04-75

WHEREAS Municipal Affairs has prepared a preparatory guide for the development of a specific epidemic and pandemic intervention plan;

WHEREAS according to the Guide, Council can nominate a person responsible for the elaboration of this intervention plan

WHEREAS the person responsible for the elaboration of such plan should be the civil security coordinator;

THEREFORE;

It is moved by Joe Belanger and resolved that the Director General, Julie Bertrand be responsible for the elaboration of a specific epidemic and pandemic intervention plan.

Adopted

FLOOD PREPERATION – 2020

2020-04-76

WHEREAS according to Ottawa River Regulatory Board’s forecast of April 7 2020, levels are expected to remain below flood thresholds and close to seasonal values in all locations. Northern reservoirs are beginning to fill as snowmelt runoff begins in these areas;

WHEREAS in the event of a flood during a pandemic, certain measure must be taken to ensure the safety of municipal employees and residents;

CONSIDERING the current context of COVID-19 and the declaration of a health emergency by the Government of Quebec on March 13 2020;

THEREFORE,

It is moved by Joe Belanger and unanimously resolved that the following procedures be implemented in the event of a flood:

THAT the Municipality supply sand bags to taxpayers in need;

THAT the Municipality purchase 2000 sand bags if required;

THAT the Municipality enter into agreement as per the request of the Municipality of Campbell’s Bay regarding the filling of the sand bags with the Municipal truck as last year;

THAT given the current COVID-19 context, there will be no shelter and center for victims at the RA Hall as foreseen in the Municipal Civil Security Plan;

THAT, if needed, the Municipality may enter into an agreement with Motel Bryson or another Motel regarding a shelter location for evacuees.

Adopted

Temporary suspension of First Responder calls

2020-04-77

WHEREAS the Government of Quebec declared a state of health emergency on March 13, 2020;

WHEREAS the directives of the National Medical Directorate / SPU are:

- 1. The protection of workers and first responders by avoiding contamination, and**
- 2. The provision of optimal care to people in distress while taking into account the personal protection of first responders;**

WHEREAS due to the current COVID-19 pandemic, it is expected that the number of people requiring intervention from pre-hospital care services will increase in the near future;

WHEREAS the municipal fire department also offers a first responder service;

April 2020

Continued.....

WHEREAS the risk of contamination of first responders is increased during this pandemic period;

WHEREAS all measures must be taken to preserve the health and safety of the Fire Department personnel, in order to ensure continuity of fire protection services;

FOR THESE REASONS, it is moved by Terry Racine and resolved to order the first responders of the Campbell's Bay - Litchfield Fire Department to stop answering medical calls immediately and until further notice.

Carried

MEDIATION PROCESS – COMMISSION MUNICIPALE DU QUÉBEC
AGREEMENT WITH THE MUNICIPALITY OF L'ÎLE-DU-GRAND-CALUMET

2020-04-78

WHEREAS the Municipality received a letter dated March 4th, 2020, from the Commission municipale du Québec, regarding a request for a conventional arbitration presented by the Municipality of L'Île-du-Grand-Calumet under section 78.13 of the *Act respecting Municipal Powers*, RLRQ c. C-47.1, concerning the share of duties payable by the operators of quarries and sandpits of the Municipality of L'Île-du-Grand-Calumet;

WHEREAS the Commission municipale du Québec suggests to postpone the dispute to a mediator before a Commission's administrative judge proceeds to the arbitration, if need be;

WHEREAS the arbitration request follows the adoption of a resolution by the council of the Municipality of L'Île-du-Grand-Calumet, dated November 12, 2019, bearing number 2019-214;

WHEREAS related to the adoption of the resolution by the council of the Municipality of L'Île-du-Grand-Calumet, the Municipality of Litchfield's council adopted resolution number 2020-01-23 to its January 13th, 2020, meeting, in which the Municipality of Litchfield requests that the agreement proposed by the Municipality of L'Île-du-Grand-Calumet be modified so that it is applicable to both municipalities;

WHEREAS the Municipality of Litchfield transmitted a project of bilateral intermunicipal agreement to the Municipality of L'Île-du-Grand-Calumet, in order to establish rules for the sharing of the applicable duties regarding the transportation of subjected substances on the territory of both municipalities;

WHEREAS the modifications requested to the project of agreement by the Municipality of L'Île-du-Grand-Calumet did not allow fair and equitable measures;

WHEREAS despite the explanations given by the Municipality of Litchfield's lawyer to the Director General of the Municipality of L'Île-du-Grand-Calumet, it appears that no final answer was transmitted to the Municipality of Litchfield, other than the reception of March 4th, 2020, letter from the Commission municipale du Québec;

WHEREAS the Municipality of Litchfield wishes to participate to the mediation process proposed by the Commission municipale du Québec, as long as it is understood that said mediation process must aim the conclusion of a bilateral intermunicipal agreement allowing both municipalities, in a fair and equitable manner, to receive parts of the duties collected from the subjected substances that are transported on their respective territory from a quarry or sandpit located on the territory of the other municipality, and that, in the absence of an

April 2020

Continued.....

agreement following the mediation process, the present resolution represents a formal arbitration request under section 78.13 of the *Act respecting Municipal Powers*, as previously stipulated in the resolution adopted by the Municipality of Litchfield's council on January 13th, 2020;

THEREFORE,

It is moved by Terry Racine and unanimously resolved;

That the council accepts to participate to a mediation process in order to reach a bilateral inter-municipal agreement with the Municipality of L'Île-du-Grand-Calumet, to establish rules for a fair and equitable sharing of the applicable duties regarding the transportation of subjected substances on the territory of both municipalities;

That the council mandates the firm Deveau Avocats (Me Marc Tremblay) to represent the Municipality of Litchfield in said mediation process or, ultimately, in the arbitration process;

That copy of the present resolution be sent to the Commission municipale du Québec, as requested.

Carried.

Approval of subdivision plans lot # 6365 513 and #6365 514

2020-04-79

It is moved by Denis Dubeau and unanimously resolved to approve the subdivision plans for lots # 6365 513 and #6365 514 for Theode Turgeon submitted by Michel Fortin from his minutes #30138 dated February 28, 2020.

Carried

ADJOURNMENT

2020-04-80

It is moved by Joe Belanger and unanimously resolved to adjourn the meeting at 7:15 p.m.

Carried

Colleen Larivière
Mayor

Julie Bertrand
Director General