

MUNICIPALITY OF LITCHFIELD

Minutes of the Regular Council Meeting on April 12th, 2021 at 7:20 p.m. held by video conference.

Present by video conference: Mayor Colleen Larivière, councilors Denis Dubeau, Joe Belanger, Emile Morin, Terry Racine, Donald Graveline.

Councilor John Stitt motivated his absence.

*A recording of this meeting will be posted on the municipal website.

Also present: Director General, Julie Bertrand

Quorum is met and Mayor Colleen Larivière presides the meeting.

Adoption of Agenda

2021-04-44 It is moved by Donny Graveline and unanimously resolved to adopt the agenda for April 12th, 2021.

Carried

Adoption of Minutes

2021-04-45 It is moved by Emile Morin and unanimously resolved to adopt the meeting minutes from March 1st, 2021.

Carried

URBANISM

2021-04-46 **Approval of the municipal inspector's report**

It is moved by Joe Belanger and unanimously resolve to approve the municipal inspector's report and the related travel expenses.

Carried

Approval of subdivision plans for Chris Morin

2021-04-47 It is moved by Donald Graveline and unanimously resolved to approve subdivision plans submitted by Hubert Carpentie from his minutes 14706 dated Feb 22, 2021 on behalf of Chris Morin for lot #6427226 replacing lots #6363083 and #6363084.

Carried

Approval of subdivision plans for Jill Baxter

2021-04-48 It is moved by Joe Belanger and unanimously resolved to approve subdivision plans submitted by Richard Fortin from his minutes #11156 dated October 10th, 2020 on behalf of Jill Baxter for lot # 6428130.

Carried

Approval of subdivision plans for Fred Koch

2021-04-49 It is moved by Denis Dubeau and unanimously resolved to approve subdivision plans submitted by Christian Schnob, on behalf of Fred Koch, from his minutes #3885 dated December 10, 2020 for lots 6412817, 6412816 added to lot # 3546067 to replace lot # 3546065.

Carried

ROADS/EQUIPMENT

Purchase of road banners and lift rental

2021-04-50 It is moved by Joe Belanger and unanimously resolved to purchase 40 road banners and to authorize a lift rental for the installation. This expense of approximately \$2000 is authorized from the budgetary item "signs" from the 2021 provisional budget.
Carried

Authentication of expense for blades and cutting edges for the plows and grader

2021-04-51 It is moved by Denis Dubeau and unanimously resolved to authenticate the expense of \$3038.00 for blades and cutting edges for the plows and grader. This expense is authorized from the budgetary item "equipment repairs and maintenance" from the 2021 provisional budget.
Carried

Purchase of 2 rims for the front of the 2010 International truck

2021-04-52 It is moved by Emile Morin and unanimously resolve to approve the purchase of 2 rims for the 2010 International Truck. This expense of \$750 is authorized from the budgetary item "equipment repair and maintenance" from the 2021 provisional budget.
Carried

Authentication of culvert purchase

2021-04-53 It is moved by Donny Graveline and unanimously approved to authenticate the purchase of a culvert for the mountain road. This expense is authorized from the budgetary item "culverts" from the 2021 provisional budget.
Carried

Installation of a temporary culvert on Hayes road/TransporAction property during construction

2021-04-54 It is moved by Emile Morin and unanimously resolved to authorize the installation of a temporary culvert on Hayes road/TransporAction property during the construction. The municipality will install the culvert that will be purchased by TransporAction.
Carried

FINANCE

Payment of accounts

2021-04-55

It is moved by Denis Dubeau 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: \$9 011.51

Invoices to be paid: \$ 137 885.13

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 totaling \$146 896.64 for the month of April 2021.

Signed: _____ Date: _____

Julie Bertrand, Director General

Gravel tender

2021-04-56

Whereas the municipality put out a call for tender to 3 suppliers for the minimum supply of 5000 m.t. of 03/4 gravel;

Whereas the following tenders and prices were received;

Campbell's Bay Cement	6.90/m.t. taxes included
Morin Sand and Gravel	5.62/m.t. taxes included
Brian Stanton Company Inc.	5.00/m.t. taxes included

Therefore,

It is moved by Terry Racine and unanimously resolved to accept the tender submitted by Brian Stanton Company Inc. for the minimum supply of \$5000 m.t. of 03/4 gravel at the price of \$5.00/m.t. taxes included.

Carried

Authentication of donation to TransporAction

2021-04-57

It is moved by Joe Belanger and unanimously resolved to authenticate the donation of \$300 to TransporAction to aid with the cost of the transportation of Litchfield seniors to the Covid -19 vaccination site. This expense of \$300 is authorized from the Covid-19 funds received from the Quebec government.

Carried

Pontiac Chamber of commerce annual fee renewal

2021-04-58

It is moved by Terry Racine and unanimously resolved to authorize the annual renewal fee to the Pontiac Chamber of Commerce. This expense of \$86.23 is authorized from the budgetary item "membership fees" from the 2021 provisional budget.

Carried.

April 12, 2021

*It is noted that the 2020 Financial Report was deposited at the Municipal Office on April 9, 2021 by Dignard Ethier, CPA INC.

HALTE GAZEBO PROJECT

2021-04-59

Whereas the municipality has received a New Horizons Grant for Seniors in the amount of \$25 000;
Whereas the municipality will receive \$10 000 in funds from the Reno Villageois program envelope distributed by the MRC Pontiac;
Whereas both of these funds will be used for the construction of a Gazebo for seniors;
Therefore,
It is moved by Donny Graveline and unanimously resolved that the municipality authorize the preparation of plans and obtain price quotes for the construction of a Gazebo for seniors to be built at the municipal Halte.
Carried

HUMAN RESOURCES

Job posting – Accounting clerk and administrative assistant

2021-04-60

Whereas Mrs. Connie Levesque has given notice that she will retire in August of 2021;
Whereas it is necessary to replace her in her functions;
Therefore,
It is moved by Terry Racine and unanimously resolved that director general Julie Bertrand prepare and post the position and that applications be received until April 28th, 2021. It is also resolved that a successful candidate will be retained and trained during a transition period until the date of Connie Levesque's retirement.
Carried

Summer hours start date for Chris Sauriol

2021-04-61

It is moved by Emile Morin and unanimously resolved that Chris Sauriol start summer hours on April 19, 2021.
Carried

FQM/CNESST – Mutual Prevention Program for Safety in the workplace.

2021-04-62

Whereas the Federation of Quebec Municipalities and the CNESST have recommended that the municipality adhere to a Mutual Prevention Program for Safety in the workplace;
Whereas it is the responsibility of the Municipality to have a Workplace Safety Prevention plan in place according to requirements of the CNESST;
Whereas the FQM provides a service at the cost of 919.43/year;
Therefore,
It is moved by Joe Belanger and unanimously resolved that the Municipality of Litchfield adhere to the Mutual in Prevention Program for Safety in the workplace.
Carried

April 12, 2021

CTQ- update of municipal roads-addition of Private roads to the list

2021-04-63

It is moved by Emile Morin and unanimously resolved to submit the addition of private roads: Fleury, Kluge, Cemetery, Industrial Nord, Industrial Sud and Cleary to the Commission de Toponymie

of Quebec. This in response to a request from the MRC to update the municipal road list for 911 purposes.

Carried

ADJOURNMENT

2021-04-64

It is moved by Joe Belanger and unanimously resolved to adjourn the meeting at 7:46 p.m.

Carried

Colleen Larivière
Mayor

Julie Bertrand
Director General