

## **MUNICIPALITY OF LITCHFIELD**

Minutes of the Regular Council Meeting on December 6<sup>th</sup>, 2021 at 7:00 p.m. at the municipal office located at 1362 rte. 148, Campbell's Bay, QC J0X 1K0.

Present: Mayor Colleen Larivière, councilors Denis Dubeau, Emile Morin, Terry Racine, John Stitt, Rick Frost and Courtney Harris

Also present: Director General, Julie Bertrand

Quorum is met and Mayor Colleen Larivière presides the meeting.

### **Adoption of Agenda**

2021-12-164 It is moved by Rick Frost and unanimously resolved to adopt the agenda with additions for December 6<sup>th</sup>, 2021.

Carried

### **Adoption of Minutes**

2021-12-165 It is moved by Denis and unanimously resolved to adopt the meeting minutes from the November 15<sup>th</sup> meeting.

Carried

### **URBANSIM**

2021-12-166 **Approval of the municipal inspector's report**

It is moved by Denis Dubeau and unanimously resolve to approve the municipal inspector's report and the related travel and phone expenses.

Carried

### **Approval of subdivision plans for Kelle Anne Thompson Cooper**

2021-12-167 It is moved by Emile Morin and unanimously resolved to approve subdivision plans submitted by Richard Fortin from his minutes #11293 dated September 30, 2021 on behalf of Kelle Anne Thompson Cooper for lot #6474566 replacing lots #3545479 and #3545480.

Carried

### **FINANCE**

#### **Payment of accounts**

2021-12-168 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: \$50.00

Invoices to be paid: \$73 568.17

#### **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 \$73 618.17 for the month of December 2021.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Julie Bertrand, Director General

- Plow blades and shoes.**
- 2021-12-169 It is moved by Emile Morin to authenticate the purchase of plow blades and shoes. This expense of \$2057.45 + taxes is authorized the budgetary item "equipment maintenance" from the 2021 provisional budget.  
Carried
- 2022-2023 diesel fuel supply call for tender**
- 2021-12-170 Whereas the municipality put out a call for tender for the 2022-2023 deisal fuel supply;  
Whereas the 2 following tenders were received;  
Petro Pontiac markup of .01/litre  
MacEwan Petroleum markup of - .015/litre  
Therefore,  
It is moved by Emile Morin and unanimously resolved to accept the tender received from MacEwan Petroleum.  
Carried
- Collection of tax arrears**
- 2021-12-171 It is moved by Courtney Harris to authorize collection procedures for tax arrears. These procedures will be via the MRC Land Sale and the legal firm Deveau Avocats.  
Carried
- Budget Audit 2020 – Commission Municipale Report**
- 2021-12-172 Whereas the Director General has been informed by the Commission Municipale that the municipality is not in conformity in regards to the PTI requirements related to budget procedures;  
Whereas the Director General has been informed by the Commission Municipale that the municipality is not in conformity regarding the adoption of the annual budget;  
Whereas the Budget meeting must be specific only to the adoption of the PTI and the annual budget;  
Whereas the director general has advised council of the report and requirements;  
Therefore,  
It is moved by Denis Dubeau and unanimously resolved that the municipality will proceed according to regulations for the PTI and the adoption of the annual budget.  
Carried
- Remuneration for Todd Vibert**
- 2021-12-173 It is moved by Terry Racine and unanimously resolved to increase the pay rate for Todd Vibert, mechanic. The increase of \$10/hour will be effective January 1, 2022.  
Carried
- Recognition for Connie Levesque's retirement**
- 2021-12-174 It is moved by Courtney Harris and unanimously resolved to present Connie Levesque with flowers and a monetary consideration in the amount of \$500 in recognition of her retirement and years of service to the municipality.  
Carried

- 2021-12-175** PAVL-CE File 00031425-1-84040 (07) -2021-04-27-11  
ATTENDU QUE la Municipalité de Litchfield a pris connaissance des modalités d'application du volet Projets particuliers d'amélioration (PPA) du Programme d'aide à la voirie locale (PAVL) et s'engage à les respecter;  
ATTENDU QUE le réseau routier pour lequel une demande d'aide financière a été octroyée est de compétence municipale et est admissible au PAVL;  
ATTENDU QUE les travaux ont été réalisés dans l'année civile au cours de laquelle le ministre les a autorisés;  
ATTENDU QUE les travaux réalisés ou les frais inhérents sont admissibles au PAVL;  
ATTENDU QUE le formulaire de reddition de comptes V-0321 a été dûment rempli;  
ATTENDU QUE la transmission de la reddition de comptes des projets a été effectuée à la fin de la réalisation des travaux ou au plus tard le 31 décembre 2021 de l'année civile au cours de laquelle le ministre les a autorisés;  
ATTENDU QUE le versement est conditionnel à l'acceptation, par le ministre, de la reddition de comptes relative au projet;  
ATTENDU QUE, si la reddition de comptes est jugée conforme, le ministre fait un versement aux municipalités en fonction de la liste des travaux qu'il a approuvés,  
Sans toutefois excéder le montant maximal de l'aide tel qu'il apparaît à la lettre d'annonce;  
ATTENDU QUE les autres sources de financement des travaux ont été déclarées;  
EN CONSÉQUENCE,  
Il est proposé par Émile Morin et résolu à l'unanimité que :  
le conseil de la Municipalité de Litchfield approuve les dépenses d'un montant de 47226.14\$ relatives aux travaux d'amélioration réalisés et aux frais inhérents admissibles mentionnés au formulaire V-0321, conformément aux exigences du ministère des Transports du Québec, et reconnaît qu'en cas de non-respect de celles-ci, l'aide financière sera résiliée.  
Adopté
- 2021-12-176** New Horizons Seniors Grant 2021  
It is moved by Courtney Harris that the Director General complete the final report for the New Horizons Seniors Grant funding for 2021 which was used to construct of Gazebo for Seniors at the municipal park.  
Carried
- 2021-12-177** Offer from Multi-Route for the 2022 supply of calcium chloride.  
It is moved by Rick Frost and unanimously resolved to accept the extended offer from Multi-Route for the 2022 supply of calcium chloride at the cost of .301/litre.  
Carried

- 2021-12-178**      **PAVL-ERL: 2021-84040-07-0331**  
It is unanimously resolved to accept the PAV/ERL financial report as follows:  
WHEREAS Transports Quebec has paid \$357 753 as compensation for local road maintenance for the year 2021;  
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;  
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
- 2021-12-179**      **Signatories for the municipal bank accounts at the Caisse Desjardins des Rivières du Pontiac**  
It is moved by Courtney Harris and unanimously resolved that the authorized signatories for the municipal bank account will be:  
Colleen Lariviere, Mayor  
Denis Dubeau, Pro-Mayor  
Julie Bertrand, Director General  
Brittany Hearty, DGA  
Carried
- 2021-12-180**      **Christmas recognition for employees in lieu of the Christmas Party**  
It is moved by Courtney Harris and unanimously resolved to give a \$100 gift card to the employees in lieu of the cancelled Annual Christmas party.  
Carried
- 2021-12-181**      **Payment for the construction of the Gazebo at the park**  
It is moved by Denis Dubeau and resolved to pay 50% of the construction invoice to Greenhill G.P. This amount of \$13 207.75 is authorized from the New Horizons for Senior Grant funds.  
Carried on division of votes  
Terry Racine and Emile Morin not in favor

**SECURITY**

**2021-12-182** **Adoption of the annual FCS Plan**  
**ADOPTION OF THE ANNUAL REPORT FOR YEAR 4 – REVISED FIRE SAFETY COVER PLAN**  
**WHEREAS** the revised fire safety cover plan came into effect on May 1<sup>st</sup> 2017;  
**WHEREAS** year 4 of the revised fire safety cover plan ended on April 30<sup>th</sup> 2021;  
**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.  
**Therefore,**  
**It is moved by Terry Racine and unanimously resolved to adopt the annual report for year 4 of the revised fire safety cover plan and to transmit this report to the minister.**  
**Carried**

**2021-12-183** **County Radio installation in the municipal half ton truck**  
**Whereas** the municipality received a request form the fire department to have a county radio installed in the municipal half ton truck;  
**Whereas** the radio is a necessary source of communication for the fire department;  
**Therefore,**  
**It is moved by Denis Dubeau and unanimously resolved that it is authorized to purchase a radio for the truck.**  
**The expense of approximately \$700 is authorized from the fire department budgetary funds.**  
**Carried**

**2021-12-184** **Approval to hire a legal firm to prepare a file for the application for funding for the project of the construction of a new joint fire hall for the Campbell's Bay/Litchfield Fire Department.**  
**Whereas** it is necessary to prepare a file and documentation for the application for funding for a construction of a new joint fire hall for the Campbell's Bay/Litchfield fire department;  
**Whereas** the municipalities of Campbells Bay and Litchfield have requested a price for the offer of service to aid in the preparation and presentation of a request for funding;  
**Whereas** a quote has been received from Deveau Avocats in the estimated amount of \$3000-\$6000;  
**Whereas** the cost will be assumed jointly between Campbells Bay and Litchfield;  
**Therefore,**  
**It is moved by Terry Racine and unanimously resolved to accept the offer of service from Deveau Avocats. This expense is authorized from the 2022 provisional joint fire budget.**  
**Carried**

**MISCELLANEOUS**

2021-12-185

**Appointment of Pro-mayor and committees**

Whereas Mayor Lariviere has recommended that:

Denis Dubeau be appointed Pro-Mayor

The following councillors be appointed to the committees listed below;

**FINANCE:** Courtney Harris and Terry Racine

**ROADS/PUBLIC WORKS:** Rick Frost, Denis Dubeau and Emile Morin

**FIRE PREVENTION:** Denis Dubeau and Rick Frost

**HUMAN RESOURCES:** Terry Racine and John Stitt

**TRANSFER CENTER:** Emile Morin and John Stitt

**EQUIPMENT/INFRASTRUCTURE:** Denis Dubeau and John Stitt

**RECREATION:** Courtney Harris and Terry Racine

Therefore,

It is move by Emile Morin and unanimously resolved that the recommendation put forth by Mayor Lariviere for the pro-mayor and committees be accepted.

Carried

2021-12-186

**Pro-mayor as designated replacement for the mayor at the MRC**

It is moved by Emile Morin and unanimously resolved that the pro-mayor, Denis Dubeau, be the designated replacement for the mayor at the MRC meetings when required.

Carried

\*It is noted that director General, Julie Bertrand informed all members of council that is obligatory that they declare in writing to the Director, all donations and gifts they may have received in their position as elected officials.

\*It is also noted that the Director General has informed members of council that it is obligatory that they participate in the Code of Ethics and Deontology training that will be scheduled at a future date.

\*It is noted that the Director General has informed council that according to the PI 49 all municipalities must set up a budgetary fund "Election Expenses" based on the amount of the recent election expenses. This to commence for the 2022 financial year and all consequent years.

\*It is noted that Mayor Lariviere has informed council that the Warden requests that the municipal council partake in recruiting "youth for council" to participate at the MRC level.

2021-12-187

**ADJOURNMENT**

It is moved by Courtney Harris and unanimously resolved to adjourn the meeting at 8:15 p.m.

Carried

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Colleen Larivière  
Mayor

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Julie Bertrand  
Director General