

MUNICIPALITY OF LITCHFIELD

Minutes of the Regular Council Meeting on June 6th, 2022 at 7:00 p.m. held at the Municipal office located at 1362 route 148, Campbell's Bay, Qc.

Present: Mayor Lariviere, councilors Rick Frost, Terry Racine, John Stitt, Denis Dubeau and Emile Morin
Councilor Courtney Harris motivated her absence

Also present: Director General, Julie Bertrand

Quorum is met and Mayor Lariviere presides the meeting.

Adoption of Agenda

2022-06-308 It is moved by Emile Morin and unanimously resolved to adopt the agenda, with additions, for June 6th, 2022.
Carried

Adoption of Minutes

2022-06-309 It is moved by Rick Frost and unanimously resolved to adopt the meeting minutes from May 2nd, 2022.
Carried

URBANISM

Municipal Inspector's Reports

2022-06-310 It is moved by Emile Morin and unanimously resolved to approve the Municipal Inspector's Report and the related expenses.
Carried

Approval of subdivision plans for Marc Lajeunesse

2022-06-311 It is moved by Denis Dubeau and unanimously resolved to approve the subdivision plans submitted by Hubert Carpentier, surveyor, from his minutes #16360, dated May 12, 2022 for lots #3518804 and #6518805 originating from lot # 6500937 on behalf of Marc Lajeunesse.
Carried

ROADS/EQUIPMENT

Authorization to hire Mike Derouin to brush roads

2022-06-312 Whereas the municipality has received to prices for the hiring of a brusher and operator to brush along municipal roads;
Whereas the prices received have been examined;
Therefore,
It is moved by Emile Morin and unanimously resolved to hire Mike Derouin for the brushing contract. This expense of \$20,000 tax included is authorized from the budgetary item "brushing" from the 2022 provisional budget.
Carried

Request from the Commission of Toponymie of Quebec to add the “Milieux Humides du Lac-Litchfield” to the official list.

2022-06-313

Whereas the Municipality received correspondence from the Commission de Toponymie du Quebec asking if the Municipality had concerns regarding the naming of the wetlands on Lac Litchfield “Milieux Humides du Lac-Litchfield”;
Whereas the Municipality of Litchfield does not find reason to object to the naming of the wetlands as requested by the Commission de Toponymie du Quebec;
Therefore,
It is moved by Emile Morin and unanimously resolved that the municipality approve the request of the Commission de Toponymie du Quebec to name the wetlands officially “ Mileux humides de Lac Litchfield”.

Carried

Purchase of a trailer for the lawn tractor

2022-06-314

It is moved by Rick Frost and unanimously resolved to authorize the purchase of a trailer for the lawn tractor. This expense of \$350+ taxes is authorized from the budgetary item “equipment” from the 2022 provisional budget.

Carried

FINANCE

Payment of accounts

2022-06-315

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: \$28 858.73

Invoices to be paid: \$ 88 494.57

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 \$117 353.30 for the month of June 2022.

Signed: _____ Date: _____

Julie Bertrand, Director General

Resolution requesting the Ministry of Municipal Affairs and Habitation an extension of the PRABAM program

2022-06-316

WHEREAS In March 2021, the Government of Quebec introduced the Construction Sector Action Plan which aims to take full advantage of the Quebec Infrastructure Plan and to boost the economy in the context of the current economic crisis of the pandemic;

Whereas one of the measures of this plan is to set up a program with a budget of \$90 million to provide financial assistance to municipalities to enable them to carry out rapid work on their municipal buildings;

Whereas the work must be performed between June 1, 2021 and May 31, 2023;

Whereas the Municipality wishes to avail its self of this program, but has been faced with a shortage of manpower when they need to use the services of architectural or engineering firms and construction firms;

Therefore,

It is moved by Mr. Denis Dubeau and unanimously resolved, THAT the Council of the Municipality of Litchfield requests the Ministry of Municipal Affairs and Habitation to extend the deadline for municipalities within the framework of the Financial Assistance Program for Municipal Buildings (PRABAM);

THAT a copy of this resolution be forwarded to the Minister of Municipal Affairs and Housing, to the provincial deputies, to the FQM and to the MRC Pontiac.

Carried

Plans and specifications for the construction of a truck shelter

2022-06-17

Whereas the municipality wishes to proceed with the construction of a truck shelter;

Whereas the municipality has received a grant for \$75 000 under the PRABAM program;

Whereas it is necessary to have plans and specifications provided by and engineer for the construction;

Whereas the municipality has requested offers of service from different firms;

Whereas the municipality has obtained an offer for the preparation of such plans from Eric Aubuchon;

Therefore,

It is moved by Denis Dubeau and unanimously resolved to accept the offer from Eric Aubuchon at the cost of \$8665 + tax for the drawing and specifications for the construction of a truck shelter and \$400 for an after-construction inspection.

Carried

HUMAN RESOURCES

Authentication of the employment of Alain Gauthier

2022-06-318

It is moved by Rick Frost and unanimously resolved to authenticate the employment of Alain Gauthier as Transfer Site Attendant and public works.

The Transfer Site salary is \$22/hour for 2 days per week for 52 weeks;

The Public Works salary is \$22/hour, hours per weeks variable.

Carried

Maternity Replacement for Brittany Hearty

2022-06-319

Whereas Brittany Hearty has informed the Director General that she will be requiring leave as of December 5, 2022;

Whereas Connie Levesque has agreed to replace Brittany for the 1(one) year duration of her Maternity Leave;

Therefore,

It is moved by Terry Racine to hire Connie Levesque as replacement for the 1 year. The salary and terms of the temporary position are as described per contract details. It is also resolved that the Mayor and Director General are authorized to sign the work agreement.

Carried

Summer Employment position transfer of grant request

2022-06-320

Whereas the municipality has posted numerous times for the summer employment "Transfer Site Attendant" position;

Whereas the municipality has not received applications for the position;

Whereas the citizens of Litchfield participate in the Summer Camp Program offered by the Municipality of Campbell's Bay and the MJP;

Whereas the Municipality of Litchfield and the Municipality of Campbells Bay collaborate and share certain expenses related to the Summer Camp that enables Litchfield citizens to part take;

Whereas the Municipality of Campbell's Bay suggests that the Municipality of Litchfield make a request to the Summer Employment Program to allow the summer employment position to be transferred to the Summer Camp Program;

Therefore,

It is moved by Terry Racine and unanimously resolved that the Municipality of Litchfield make a request to the Summer Employment Program to allow the summer employment position to be transferred to the Summer Camp Program;

Carried

Job posting-full time term position

2022-06-320

It is moved by Terry Racine and unanimously resolved to post an offer of employment for full time term position to cut grass along the roadsides.

Carried

HALTE

Authentication of expense

2022-06-321 It is moved by Denis Dubeau and unanimously resolved to authenticate the email authorization of the purchase and installation of clear washed stone around the gazebo at the Halte. This expense is authorized from the budgetary item "Halte" from the 2022 provisional budget.
Carried

Installation of railings on the gazebo

2022-06-322 It is moved by Denis Dubeau and unanimously resolved to instal single board railing around the gazebo. This expense of \$500 + taxes is authorized from the budgetary item "Halte" from the 2022 provisional budget.
Carried

MISCELLANEOUS

Netiquette-policy for a Municipal Facebook Page

2022-06-323 Whereas the municipality wishes to provide information to citizens via social media/facebook;
Whereas the municipality wishes to adopt a Netiquette policy on social media practices;
Therefore,
It is moved by Terry Racine that the municipality adopt the Netiquette Policy as presented.
Carried

CORRESPONDANCE

Mayor Lariviere read the correspondence

RESOLUTION AUTHORIZING PERSONS TO ISSUE STATEMENTS OF OFFENCE ON BEHALF OF THE MUNICIPALITY

2022-06-324 Whereas article 147 of the Code of Criminal Procedure (R.S.Q., c.25.1) prescribes that a person must be authorized in writing by the prosecutor to issue a statement of offence to a defendant;
Whereas that the Municipality of LITCHFIELD initiates proceedings for the sanction of an infringement of by-law 271-2021 providing for the prevention of fires on the territory of the MRC Pontiac;
Whereas it is necessary to effectively and legally ensure these criminal proceedings to authorize persons to issue on behalf of the Municipality of LITCHFIELD offence statements;
It is moved by John Stitt and unanimously resolved that the municipal council give the persons occupying the following positions the power to issue statements of offence on behalf of the municipality of LITCHFIELD:

- Kevin Kluge, fire chief
- Gerald Graveline, assistant fire chief

In addition, this resolution will be sent to the MRC for application of by-law 271-2021 providing for the prevention of fires on the territory of the MRC Pontiac.
Carried

**ADOPTION OF THE INTERMUNICIPAL AGREEMENT RELATING TO
THE APPLICATION OF THE FIRE PREVENTION BYLAW**

2022-06-325

WHEREAS that according to article 16 of the Fire Safety Act (CQLR c. S-3.4), the municipalities are required to adopt regulatory measures in matters of fire safety;

WHEREAS that the entry into force on May 1, 2017 of the revised fire safety cover plan for the MRC Pontiac under the Fire Safety Act;

WHEREAS the MRC of Pontiac has declared its jurisdiction over part of the field of fire safety, namely that relating to fire prevention with respect to all local municipalities located on its territory through resolution C.M. 2020-12- 22;

WHEREAS resolution C.M. 2021-06-26 concerning the adoption of by-law 271-2021 providing for fire prevention on the territory of the MRC Pontiac;

WHEREAS it is necessary to agree on the terms of application of this fire prevention by-law on the territory of local municipalities;

WHEREAS this agreement has been presented to the Municipal Council.

It is proposed by John Stitt and unanimously resolved that the municipality of LITCHFIELD adopt the submitted agreement.

IN ADDITION, the Municipal Council authorizes the director general and the mayor to sign any document related to the agreement on behalf of the municipality of LITCHFIELD.

Carried

Request to share travel expenses for the Campbell's Bay Summer Camp and MDJ excursions

2022-06-327

Whereas the Municipality of Campbell's Bay has requested the Municipality of Litchfield contribute 50% of the travel/excursion costs;

Whereas the Campbells Bay and MDJ Summer Camp Program serves children from the Municipality of Litchfield;

Therefore,

It is moved by Terry Racine and unanimously resolved that the municipality of Litchfield, upon presentation of invoices, will pay 50% of the expenses for travel/excursions.

Carried

Preparation of a New Joint Fire Service Agreement with Campbells Bay

2022-06-328

It is moved by Denis Dubeau and unanimously resolved to request a price quote from Deveau Avocats for the preparation of a new Joint Fire Service Agreement with the municipality of Campbells Bay.

Carried

ADJOURNMENT

2022-06-329

It is moved by Rick Frost and unanimously resolved to adjourn the meeting at 9:35 p.m.

Carried

Colleen Larivière
Mayor

Julie Bertrand
Director General