

MUNICIPALITY OF LITCHFIELD

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

Present: Mayor Lariviere, councilors Terry Racine, John Stitt, Denis Dubeau, Emile Morin, Rick Frost and Courtney Harris
Also present: Director General, Julie Bertrand

Quorum is met and Mayor Lariviere presides the meeting.

Adoption of Agenda

2022-11-376 It is moved by Courtney Harris and unanimously resolved to adopt the agenda, with additions, for November 6th, 2022.
Carried

Adoption of Minutes

2022-11-377 It is moved by Courtney Harris and unanimously resolved to adopt the meeting minutes from October 3rd, 2022.
Carried

URBANISM

Municipal Inspector's Reports

2022-11-378 It is moved by Rick Frost and unanimously resolved to approve the Municipal Inspector's Report and the related expenses.
Carried

ROADS/EQUIPMENT

Purchase of rims for the plow trucks

2022-11-379 It is moved by Terry Racine and unanimously resolved to authorize the purchase of 4 used rims from the plow trucks. This expense of \$240 is authorized from the budgetary item "vehicle maintenance from the 2022 provisional budget."
Carried

FINANCE

Payment of accounts

2022-11-380 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: \$18002.68

Invoices to be paid: \$ 34852.77

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 \$52 855.45 for the month of November 2022.

Signed: _____ Date: _____

Julie Bertrand, Director General

Estimate for replacement of lights in the municipal garage with LED energy efficient lighting.

2022-11-381

It is moved by Courtney Harris and resolved to get cost estimate from Pontiac Electric for the replacement of the lights in the municipal garage.

Carried

Contract for the replacement of the metal roof on the municipal garage.

2022-11-382

Whereas the municipality has requested 2 estimates for the replacement of the metal roof on the municipal garage;

Whereas the municipality has received the following 2 estimates;

Irvcon Limited: \$103 099.23 taxes included

Boulet Roofing: \$120 723.75 taxes included

Therefore,

It is moved by Terry Racine and unanimously resolved to award the contract to Irvcon Limited on the condition that the specifications and works are verified before awarding and that they guarantee that the work will be completed by the end of April 2023. This expense is authorized from the PRABAM grant funds and the TECQ funds.

Carried

PAVL-CE File: 00032017-1-84040 (7) -20220512-015

2022-11-383

WHEREAS the Municipality of Litchfield has taken cognizance of the terms and conditions for the application of the Specific

Improvement Projects (SIP) component of the Local Roads

Assistance Program (LRAP) and undertakes to respect them

WHEREAS the road network for which an application for financial assistance has been granted is under municipal jurisdiction and is eligible for the PAVL

WHEREAS the work was carried out in the calendar year in which the Minister authorized it

WHEREAS the work carried out or the inherent costs are eligible for the PAVL;

WHEREAS the accountability form V-0321 has been duly completed

WHEREAS the transmission of the accountability of the projects was made at the end of the realization of the work or at the latest on December 31, 2022 of the calendar year in which the Minister authorized them

WHEREAS, payment is conditional upon the Minister's acceptance of the Project's accounting;

WHEREAS, if the accounting is found to be in order, the Minister shall make a payment to the municipalities based on the list of work approved by the Minister,

Not to exceed the maximum amount of assistance as set out in the letter of announcement;

WHEREAS other sources of funding for the work have been declared;

Continued...

CONSEQUENTLY,

It is proposed by Emile Morin and unanimously resolved that: the Council of the Municipality of Litchfield approves the expenses in the amount of \$30,749.00 relating to the improvement work carried out and the inherent eligible costs mentioned in form V-0321, in accordance with the requirements of the Ministère des Transports du Québec, and recognizes that in the event of non-compliance with these requirements, the financial assistance will be terminated.

Carried

2022-11-384

PAVL-ERL: 2022-84040-JRF76383/67961

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

2022-11-385

2023 Land Sale-Authorization to DG

It is moved by Courtney Harris and unanimously resolved that it is hereby approved by Council and that the Secretary-Treasurer, Director General submit tax arrears as presented and take the necessary steps to have the Regional County Municipality (RCM) of Pontiac sell all the buildings in the municipality for which the property taxes have not been paid for 3 years or more.

Adopted.

2022-11-386

Representative mandate- 2023 Land Sale

To authorize the Secretary-Treasurer or a representative to bid on the acquisition of certain immovables put up for sale for non-payment of taxes.

WHEREAS the Municipality of LITCHFIELD may bid on and acquire real property put up for sale for unpaid municipal taxes in accordance with Section 1038 of the Municipal Code;

WHEREAS certain properties will be put up for sale for non-payment of taxes, as per resolution number 2022-11-385;

Continued..

WHEREAS Council believes it is appropriate to authorize the Secretary-treasurer, Director general or a representative to bid on and acquire certain properties put up for sale for non-payment of taxes;

It is moved by Courtney Harris and unanimously resolved that;

In accordance with the provisions of the Municipal Code, this Council authorizes the Secretary-treasurer, Director General, Julie Bertrand to bid for and in the name of the Municipality for certain immovables that are the object of the sale for non-payment of taxes to be held, at a date to be set, and this, up to the amount of the taxes, in capital, interests and costs.

Carried

HUMAN RESOURCES

Hiring of a new employee-job posting #4

2022-11-387

Whereas the Municipality has requested applications for Job-Posting #4;

Whereas the Human Resources Committee has met and reviewed the conform applications received;

Whereas the members of the Human Resources committee met with the candidate Michel Denault;

Whereas the Human Resources Committee recommends to members of council to hire:

Michel Denault for the Job Posting #4

Whereas the position will be on a 6 months probation period and following a positive performance review, the position will become permanent;

Whereas it is agreed on that the starting wage will be \$25/hour;

Whereas the position will require 40 hours per week of service with the possibility of overtime if and when required and the offer is in accordance with the duties described in the Job Posting #4 requirements which also include winter schedule requirements

Therefore,

It is moved by Terry Racine and unanimously resolved to hire Michel Denault for employment position #4. The start date will be November 21, 2022.

Carried

Remuneration increases for the spare driver/public works employee

2022-11-388

It is moved by Terry Racine and unanimously resolved to increase the rate of remuneration for the spare driver to \$25/hour. It is also resolved to increase the remuneration for James Morin (spare driver/public works employee) to \$25/hour and this rate is retroactive as of October 18, 2022.

Carried

*It is noted that council has set the 2023 PTI meeting date as December 15, 2022 at 5:00p.m. and the Public 2023 Budget meeting for December 15, 2022 at 5:30 p.m. The Director General will post the notices as required by law.

TRANSFER SITE

Authorization for cost to plug in the tractor for the months of December 2022 to March 2023.

2022-11-389

It is moved by Rick Frost and resolved to authorize the expense of \$150/month, payable to Mickey Creek Golf Course, for the “plug in” of the tractor for the months of December 2022 to March 2023, inclusive. This expense is authorized from the budgetary item “transfer site maintenance” from the 2023 provisional budget.

Carried on division of votes

5 yes

1 no

CORRESPONDANCE

Mayor Lariviere read the correspondence

MISCELLANEOUS

MRC Pontiac 3 Point minimum recommendation Hunting signs

2022-11-390

It is moved by Terry Racine and unanimously resolved that the Municipality of Litchfield will NOT erect the MRC Pontiac 3 Point minimum recommendation Hunting signs.

Carried

911 Next Generation agreement

2022-11-391

It is moved by Courtney Harris and unanimously resolved that Mayor Lariviere and Director General, Julie Bertrand, to sign the 911 Next Generation agreement for 2023.

Carried

ADJOURNMENT

2022-11-392

It is moved by Emile Morin and unanimously resolved to adjourn the meeting at 7:56 p.m.

Carried

Colleen Larivière
Mayor

Julie Bertrand
Director General