

MUNICIPALITY OF LITCHFIELD

Minutes of the Regular Council Meeting on January 9th, 2023 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

2023-01-415 It is moved by Terry Racine and unanimously resolved to adopt the agenda for January 9th, 2023.

Carrie

Adoption of Minutes

2023-01-416 It is moved by Denis Dubeau and unanimously resolved to adopt the meeting minutes from December 5th, 2022 regular meeting, December 19th, 2022 PTI meeting and December 19th, 2022 Budget Meeting.

Carried

URBANISM

Municipal Inspector's Reports

2023-01-417 It is moved by Emile Morin and unanimously resolved to approve the Municipal Inspector's Annual Report and the related expenses.

Carried

Taxpayer request to allocate a name to a private road.

2023-01-418 Whereas the municipality has received a request from Mathieu Gagné to name the private road on his property, lot # 3545383; Whereas he has given 2 suggestions for names; Whereas the municipality is in agreement; Therefore,
It is moved by Courtney Harris and unanimously resolved to submit a request to the Commission du toponymie de Quebec to name the private road on lot 3545383, "chemin du Petit Castor".
Carried

Authorization to purchase 4 tires for the John Deere Grader

2023-01-419 It is moved by Rick Frost and unanimously resolved to authorize the purchase of 4 tires at the cost of \$1375 each plus installation.

This expense is authorized from "equipment repairs and maintenance" from the 2023 provisional budget.

Carried

Painting of the bumper on the F150 truck

2023-01-420 Whereas the municipality requested a price quote from Phillippe Pilon to paint the bumper on the F150 truck;
Therefore,

Continued.

It is moved by Terry Racine and unanimously resolved to authorize the painting of the bumper on the F150 truck for the amount of \$400 plus taxes.

Carried

2023-01-421 Painting of the bottom of frame of the John Deere grader
Whereas the municipality requested a price quote from Phillippe Pilon to paint the bottom frame under the doors of the John Deere grader;
Therefore,
It is moved by Terry Racine and unanimously resolved to authorize the painting of the bottom of the frame under the doors of the John Deere grader for the amount of \$1000 plus taxes.
Carried

FINANCE

2023-01-422 Payment of accounts
It is moved by Rick Frost 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: \$1668.00

Invoices to be paid: \$20 710.44

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 \$22 378.44 for the month of January 2023.

Signed: _____ Date: _____

Julie Bertrand, Director General

*NOTICE OF MOTION is given by Courtney Harris that at this meeting a draft Tax rate by-law is presented.

2023-01-422 PROJECT 1 - 2023 DRAFT TAX RATE BY-LAW2023-249
To determine the general tax rate, garbage disposal rate and interest rate on arrears for the 2023 fiscal year.

Whereas the content of article 252 of the Act respecting municipal taxation;

Whereas a notice of motion was given by Courtney Harris at a session of council held on January 9,2023 to the effect that the present by-law would be presented for adoption;

Whereas a project by-law 2023-249 was presented by Courtney Harris at a special meeting of council on January 9, 2023;

Therefore, it is moved by Courtney Harris and unanimously resolved and ruled by the municipal council of the municipality of Litchfield to adopt the present project by-law as follows:

Continued.

SECTION 1 GENERAL TAX RATE 2023

ARTICLE 1-1

That the general mill rate of .63\$ for 100\$ value stated in the evaluation role, be implemented for the 2023 fiscal year on all taxable immovables situated in the municipality of Litchfield.

SECTION 2 INTEREST RATE ON TAX ARREARS 2023

ARTICLE 2-1

From the time that the taxes are in arrears, the unpaid balances will incur interest at the annual rate of 5%.

To determine the rate for garbage disposal for the 2023 fiscal year

SECTION 3 GARBAGE DISPOSAL RATE 2023

ARTICLE 3-1

The rate for garbage disposal will be a flat rate of 120\$/unit, to include all residences, cottages, camps and/or all domiciles situated within the territory of the Municipality of Litchfield.

Carried

*NOTICE OF MOTION is given by Emile Morin that at a subsequent meeting of council a Draft-Patrimonial Building - Demolition Permit By-Law will be presented.

CREATION OF A FUND DEDICATED TO THE FINANCING OF EXPENSES RELATED TO HOLDING AN ELECTION

2023-01-423

WHEREAS Bill 49, the *Act to amend the Act respecting elections and referendums in municipalities, the Municipal Ethics and Good Conduct Act and various legislative provisions* (SQ 2021, c. 31), came into force on November 5, 2021;

WHEREAS, as of January 1, 2022, municipalities must set up, in accordance with sections 278.1 and 278.2 of the *Act respecting elections and referendums in municipalities* (AERM), a fund dedicated to the financing of expenses related to holding an election;

WHEREAS, in accordance with the Act, the council must annually allocate the necessary amounts to this fund for the next general election;

Therefore, it is proposed by Denis Dubeau and resolved by a unanimous vote of the councillors present:

TO CREATE a fund dedicated to the financing of expenses related to holding an election;

THAT this fund will be made up of the amounts allocated annually by the council, as provided for in section 278.2 of the AERM;

Carried

ALLOCATION OF SUMS TO THE FUND DEDICATED TO THE FINANCING OF EXPENSES RELATED TO HOLDING AN ELECTION

2023-01-424

WHEREAS, by its resolution number 2023-01-423, the municipality has, in accordance with section 278.1 of the AERM, established a fund dedicated to the financing of expenses related to holding an election;

WHEREAS, in accordance with section 278.2 of the AERM, the council must, after consultation with the returning officer, annually allocate the sums that are necessary to ensure that the fund is sufficient to cover the cost of the next general election in the year in which that election is to be held;

WHEREAS the cost of the next general election is presumed to be at least equal to the cost of the last general election or the one preceding it, whichever is greater, subject to the special measures provided for in the Act for the 2021 general election (which is not to be taken into account);

WHEREAS, in accordance with the Act and after consultation with the returning officer, the council wishes to allocate \$ to this fund;

Therefore,

It is proposed by Denis Dubeau and resolved by a unanimous vote of the councillors present.

TO ALLOCATE to the fund dedicated to the financing of expenses related to holding an election the amount of \$ for the fiscal year 2023;

THAT this amount be taken from the *unrestricted operating surplus for the general fund for the fiscal year*.

Carried

Purchase of sensors for the ventilation system in the Municipal garage.

2023-01-425

It is moved by Courtney Harris and unanimously resolved to authorize the purchase of 2 sensors for the ventilation system in the municipal garage. This expense of \$1590.10 is authorized from the budgetary item "garage maintenance" from the 2023 provisional budget.

Carried

Request for tender for the supply of propane for 2023-2025

2023-01-426

Whereas the municipality put out a call for tender for the 2023-2025 supply of propane;

Whereas the municipality did receive 2 submissions;

Whereas it is necessary to clarify technical information regarding the equipment to be provided;

Therefore,

It is moved by Emile Morin and unanimously resolved to not accept any of the tenders submitted until clarification. It is also resolved that the municipality may request new submissions.

Carried

- 2023-01-427** Authorization to purchase winter jackets for employees
It is moved by Terry Racine and unanimously resolved to authorize the purchase of jackets for the public works employees. This expense is authorized from the budgetary item "Boots and clothing" from the 2023 provisional budget.
Carried
- 2023-01-428** 2023 Annual Red Cross agreement and donation
It is moved by Emile Morin and unanimously resolved that the municipality adheres to the agreement with the Red Cross for 2022-2023;
It is also resolved to send a contribution of \$170 to the Red Cross for victim services for the year 2022-2023.
Carried
- 2023-01-429** Awarding of contract for the repairs and modifications to the washrooms at the municipal Halte.
Whereas the municipality requested multiple price quotes for the repairs and modifications to the washrooms at the municipal Halte;
Whereas the following conformed quote was received;
Renovations Delta Inc. \$71,307.50 taxes included
Therefore,
It is moved by Emile Morin and unanimously resolved that the contract be awarded to Renovations Delta Inc. for the amount of \$71,307.50 taxes included. The amount is authorized from the TECQ funds. It is also resolved that the contract is contingent on the work be completed by December 2023.
Carried
- 2023-01-430** Awarding of contract for the replacement of doors and windows in the municipal garage.
Whereas the municipality request multiple price quotes for the replacement of doors and windows in the municipal garage;
Whereas the following conformed quote was received;
Renovations Delta Inc. \$36,332.10 taxes included
Therefore,
It is moved by Courtney Harris and unanimously resolved to award the contract to Renovations Delta Inc. for the amount of \$36,332.10.
This amount is authorized from the TECQ Funds. It is also resolved that the contract is contingent on the work be completed by December 2023.
Carried
- 2023-01-431** La Programme de soutien à des projets de garde pour le relâche scolaire et la période estivale 2023
ATTENDU QUE le ministère de la Famille (Ministère) a élaboré et mis en place le Programme de soutien à des projets de garde pour la relâche scolaire et la période estivale 2023 (Programme), qui vise à soutenir de nouveaux projets ou à bonifier l'offre de garde existante pour les enfants d'âge scolaire, pendant la relâche scolaire et la période estivale 2023, afin de favoriser un meilleur équilibre des responsabilités familiales et professionnelles des parents d'enfants d'âge scolaire ;

ATTENDU QUE La Municipalité de Litchfield souhaite présenter une demande d'appui financier au Ministère en **2022-2023** pour un projet permettant d'augmenter l'offre de garde pour les enfants d'âge scolaire pendant la période estivale et les grands congés scolaires;

SUR LA PROPOSITION DE MME. COURTNEY HARRIS, CONSEILLIÈRE, IL EST RÉSOLU À L'UNANIMITÉ des membres du conseil :

- 1) D'autoriser la demande de soutien financier dans le cadre du Programme pour un projet permettant d'augmenter l'offre de garde pour les enfants d'âge scolaire pendant le relâche scolaire et la période estivale **2023**;
- 2) D'autorisé Mme. Julie Bertrand, directrice générale, à agir à titre de mandataire délégué pour le suivi de la demande d'appui financier et à signer la convention d'aide financière au nom de la Municipalité de Litchfield.
Carried

2023 Recycling Contract

2023-01-432

It is moved by Rick Frost and unanimously resolved to authorize the Director General to renew the Recycling contract with McGrimmon Cartage. The cost will be \$324.45/ton for recycling materials for the year 2023.
Carried

Authentication of purchase of gift certificates for employees for Christmas Gifts and for a Maternity gift for Brittany Hearty.

2023-01-433

It is moved by Terry Racine and unanimously resolved to authenticate the purchase of gift cards for employees. These expenses authorized from the budgetary item "Christmas Party/staff appreciation" and "Goodwill gestures and Donations" from the 2022 provisional budget.
Carried

Authentication of expense for Council and Staff Christmas Brunch

2023-01-434

It is moved by Terry Racine and unanimously resolved to authenticate the expense of \$462.20 for the Christmas Brunch. This expense authorized from the budgetary item "Christmas party/staff appreciation" from the 2022 provisional budget.
Carried

2023 remuneration rates for employees

2023-01-435

It is moved by Emile Morin and unanimously resolved to authorize the remuneration rates as provided for the in the 2023 provisional budget.
Carried

Roofing contract- Irvcon Ltd

2023-01-436

Whereas the municipality has awarded the contract, to Irvcom Ltd, for the replacement of the metal roof on the municipal garage;

Whereas the Irvcon Ltd has offered 2 options for the metal roofing;

Whereas the option 1- to include pre-painted 29-gauge metal

Whereas the option 2- to include Galvalume Plus 29-gauge metal

Whereas the Option 2 is less expensive and will reduce the

overall cost of the project by \$1954 + taxes;

Therefore,

It is moved by Rick Frost and unanimously resolved to accept Option 2-Galvalume Plus 29-gauge metal.

Carried

SECURITY

Beaver Control contract 2023

2023-01-437

It is moved by Terry Racine and unanimously resolved to accept the offer from Richard Brownlee for 2023 the beaver control.

The rate is \$125/beaver. This expense authorized from the budgetary item "beaver control" from the 2023 provisional budget.

Carried

CORRESPONDANCE

Mayor Lariviere read the correspondence

MISCELLANEOUS

ADJOURNMENT

2023-01-438

It is moved by Emile Morin and unanimously resolved to adjourn the meeting at 7:50 p.m.

Carried

Colleen Larivière
Mayor

Julie Bertrand
Director General

