

MUNICIPALITY OF LITCHFIELD

Minutes of the Regular Council Meeting on June 5th, 2023 at 7:00 p.m. held at the Municipal office located at 1362 route 148, Campbell's Bay, Qc.

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

Also present: Director General, Julie Bertrand

Quorum is met and Mayor Lariviere presides the meeting.

Adoption of Agenda

2023-06-510 It is moved by Terry Racine and unanimously resolved to adopt the agenda for June 5th, 2023.
Carried

Adoption of Minutes

2023-06-511 It is moved by Rick Frost and unanimously resolved to adopt the meeting minutes from the May 1st, 2023 meeting.
Carried

URBANISM

2023-06-512 **Municipal Inspector**
Director General, as acting municipal inspector, has given a report to council regarding permits and certificates.
Carried

ROADS/EQUIPMENT

2023-06-513 **2023 Road Inspection Report**
It is moved by Denis Dubeau and unanimously resolved to adopt the 2023 Road Report as presented. It is also resolved to authorize the works and expenses related to the execution of the works identified in the 2023 Road Inspection Report.
Carried

Engineering plans for the replacement of a large Culvert on Hayes Road.

2023-06-514 It is moved by Emile Morin and unanimously resolved to hire the MRC engineer, Kim Lesage, to prepare plans for the replacement of the culvert on Hayes Road.
Carried

Purchase of signs

2023-06-515 It is moved by Denis Dubeau and unanimously resolved to authorize the purchase of signs and civic numbers and posts. This expense of \$600 is authorized from the budgetary item "civic numbers" from the 2023 provisional budget.
Carried

2023-06-516

TECQ Programmation No. 7- Réfection du chemin Church

Attendu que la municipalité souhaite faire du pavage de ragréage
1.230 km du chemin Church;

Attendu que les dépenses y afférentes sont admissibles sur le
programme TECQ ;

En conséquence,

Il est proposé par Courtney Harris et résolu à l'unanimité que le
directeur général soumette une programmation #7 pour la réfection
de 1.230 km du chemin Church;

L'estimation des couts du projet est de 140 000\$;

Attendu que :

La municipalité a pris connaissance du Guide des modalités de
versement de la contribution gouvernementale dans le cadre du
Programme de la taxe sur l'essence et de la contribution du Québec
(TECQ) pour les années 2019 à 2023 ;

La municipalité doit respecter les modalités de ce guide qui lui sont
applicables afin de recevoir la contribution gouvernementale qui a été
confirmée dans une lettre du Ministre des Affaires municipales et
d'habitation.

Il est résolu que :

La municipalité s'engage à respecter les termes et conditions du guide
qui s'appliquent à elle ;

La municipalité s'engage à être seule responsable et à dégager de toute
responsabilité le gouvernement du Canada et le gouvernement du
Québec ainsi que leurs ministres, hauts fonctionnaires et employés.
Québec ainsi que leurs ministres, hauts fonctionnaires, employés et
agents de et contre toute réclamation, demande, perte, dommages et
coûts de toute natures fondés sur une blessure ou le décès d'une
personne, un dommage ou une perte de propriété en raison d'un acte
délibéré ou négligent découlant directement ou indirectement des
investissements réalisés avec l'aide financière obtenue dans le cadre
du programme TECQ 2019-2023 ;

La municipalité approuve le contenu et autorise l'envoi au Ministère
des Affaires Municipales et d'Habitation du programme de travail n° 7
ci-joint et de tous les autres documents requis par le Ministère afin de
recevoir la contribution gouvernementale qui lui sera confirmée dans
une lettre du ministre des Affaires municipales et du Logement ;

La municipalité accepte d'atteindre le seuil minimal d'investissement
en capital seuil d'investissement en capital pour les cinq années du
programme ;

La municipalité s'engage à informer le Ministère des Affaires
Municipales et d'Habitation de toute modification qui sera apportée au
programme de travail approuvé par la présente résolution.

Carried

2023-06-517

Sale of old Cub Cadet lawn mower

Whereas the municipality no longer has use for the non-
functioning lawn mower;

Whereas the municipality advertised the lawnmower for sale in
the "as is" condition;

Whereas 2 offers have been received:

Keith Sauriol \$150

Serge Mousseau \$250

Therefore,

It is moved by Emile Morin and unanimously resolved to sell the
Cub Cadet lawn mover in the "as is" condition for \$250 to Serge
Mousseau.

Carried

FINANCE

Payment of accounts

2023-06-18

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: \$9458.93

Invoices to be paid: \$151 045.06

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 \$160 503.99 for the month of June 2023.

Signed: _____ Date: _____

Julie Bertrand, Director General

PRABAM GRANT FINAL ACCOUNT

2023-06-519

Whereas the municipality received a grant from the PRABAM;
Whereas the grant money has been used to replace the roof on the municipal garage;

Whereas the work is complete;

Whereas the total amount paid was \$88 102.35 including GST;

Therefore,

It is moved by Courtney Harris and unanimously resolved that the Director General and the external auditor prepare and submit the final accounting to the Minister.

Carried

HUMAN RESOURCES

Hiring of 1 extra employee for trucking gravel

2023-06-520

It is moved by Courtney Harris and unanimously resolved that 1 extra employee be hired as a spare driver when hauling gravel.

Carried

Hiring of 1 employee to cut the grass along municipal roads.

2023-06-521

It is moved by Terry Racine and unanimously resolved that Tim Frost be hired to cut grass along the municipal roads.

The start date is immediately as of June 6, 2023.

Carried

SECURITY

Authorization of HR review expense for the fire department

2023-06-522

It is moved by Terry Racine and unanimously resolved to authorize an extra expense of \$2000 for a review of an HR review of the Campbell's Bay/Litchfield fire department.

Carried

HALTE

Purchase of an animal waste station system

2023-06-523

It is moved by Courtney Harris and unanimously resolved to purchase an animal waste station system for the Halte. This expense authorized from the budgetary item "halte maintenance" from the 2023 provisional budget.

Carried

Purchase and installation of a switch for the splash pad

2023-06-524

It is moved by Courtney Harris and unanimously resolved to purchase a replacement switch and a spare switch for the splash pad. This expense authorized from the budgetary item "halte maintenance" from the 2023 provisional budget.

Carried

MISCELLANEOUS

Donation of \$200 to the Leslie Lake Association for water testing

2023-06-525

It is moved by Denis Dubeau and unanimously resolved to donate \$200 to the Leslie Lake Association for water testing of the Leslie Lake water. This expense authorized from the budgetary item "donations" from the 2023 provisional budget.

Carried

2023-06-526

Submission of the new Retention Schedule for documents

Whereas, under section 7 of the Archives Act (R.S.Q., c. A-21.1), every public body must establish and keep up to date a retention schedule for its documents;

Whereas, pursuant to the third paragraph of section 8 of this Act, every public body referred to in paragraphs 4 to 7 of the schedule must, in accordance with the regulations, submit to the Bibliothèque et Archives Nationales du Québec (BAnQ) for approval its retention schedule and any changes relating to the addition of new documents or to documents intended for permanent retention;

Whereas the Municipality of Litchfield is a public body referred to in paragraph 4 to 7 of the schedule to this Act;

Whereas the Municipality of Litchfield wishes to use the Gestion de l'application de la Loi sur les archives (GALA) system for the development and submission of its conservation rules;

Whereas the Municipality of Litchfield does not have a delegation of powers or signature by-law or its by-law does not provide for the subject matter of this resolution;

It is proposed by Courtney Harris and unanimously resolved to authorize Director General, Julie Bertrand, to sign the retention schedule and any amendments relating to the addition of new documents or relating to documents intended for permanent retention, and to submit such schedule or amendment to the Bibliothèque et Archives nationales du Québec for approval.

Carried

CORRESPONDANCE

Mayor Lariviere reads the correspondence

ADJOURNMENT

2023-06-527

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

Carried

Colleen Larivière
Mayor

Julie Bertrand
Director General

