

MUNICIPALITY OF LITCHFIELD

Minutes of the regular council meeting held on November 3, 2014 at 7pm at the municipal office located at 1362 rte 148 Campbells Bay, Quebec.

Present: Mayor Colleen Larivière, councillors Denis Dubeau, Ken O’Leary, Joe Belanger, Émile Morin, Terry Racine and Donald Graveline.

The Interim Director General Julie Bertrand and Municipal Inspector Doug Corrigan are also present.

Visitors – Charles Stephens

Quorum is met and Mayor Colleen Larivière presides the meeting.

2014-11-213

Adoption of Agenda

It is moved by Ken O’Leary and unanimously resolved to adopt the agenda for November 3, 2014 as presented.

Carried

2014-11-214

Adoption of Minutes

It is moved by Joe Belanger and unanimously resolved to adopt the minutes of October 6, 2014 as presented.

Carried

It is noted that Charles Stephens is present to request that the municipality consider extending his weeks of work per year.

Roads

Endorsement of Shovel rental

2014-11-215

It is moved by Denis Dubeau and unanimously resolved to endorse the decision to hire a shovel to mix the winter sand and salt in the municipal yard. This expense authorized from the budgetary item “Equipment Rental” from the 2014 provisional budget.

Carried

Winter plowing of roads

2014-11-216

It is moved by Donald Graveline and unanimously resolved to plow (part of) Barney road and to plow Litchfield Lake , Barrette,Burke, Baird, Flood and Gravelle roads for the winter 2014-2015.

Carried

2014-11-217

Tire Purchase

It is moved by Ken O’Leary and unanimously resolved to purchase 2 winter tires for the 2010 international truck. This expense authorized from the budgetary item “Vehicle Maintenance of the 2014 provisional budget.

Carried

Urbansim

It is noted that the municipal inspector will work on modifying the sequence of the civic numbers on Church road.

2014-11-218

Legal procedures –Matricule # 9275-11-9671

It is moved by Emile Morin and unanimously resolved to have a letter prepared and sent by the legal firm Deveau, Bourgeois Gagné, Hébert et associés, to the property owner of matricule # 9275-11-9671 concerning a request to clean his property.

Carried

Finance

Payment of Invoices

2014-11-219

It is moved by Donald Graveline 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 prior to meeting: \$8392.80

Invoices to be paid: \$36 717.40

Total amount of invoices: \$45110.20

Certificate of availability

I, Julie Bertrand, Interim Director General of the Municipality of Litchfield, certify that there are sufficient credits available to pay the approved amount of bill totalling, \$45,110.20 for the month of November, 2014.

Signed: _____

Date: _____

Julie Bertrand

Interim Director General

Appointment of Auditor for 2014

2014-11-220

WHEREAS the municipality is legally obliged to appoint an auditor for the year 2014;

WHEREAS Gerard Labelle CPA is in the process of selling his audit clients to Janique Ethier CPA Inc;

THEREFORE,

It is moved by Joe Belanger and unanimously resolved that the municipality appoint Janique Ethier CPA Inc. as auditor for the year 2014 effective immediately.

Carried

Online banking request: payee addition for Central1 Bank

2014-11-221

It is moved by Ken O'Leary and unanimously resolved to accept the offer of addition to the payee list for Central1 Banking. It is noted that this is of no cost to the municipality.

Carried

2014-11-222

Tax Arrears-Legal procedures

It is moved by Terry Racine and unanimously resolved to send the files of tax arrears to the legal firm Deveau, Bourgeois, Gagné, Hébert & associés for collection procedures.

Carried

Transfer Site

Recycling of small electronics , florescent tubes and bulbs

2014-11-223

It is moved by Joe Belanger and unanimously resolved to recycle small electronics, florescent tubes and bulbs at the transfer site. The recuperation service is provided at no charge through a recyc-québec certified company.

Carried

Purchase of signs

2014-11-224

It is moved by Donald Graveline and unanimously resolved to purchase signs for the transfer site for ELECTRONICS, BATTERIES, STEEL and HOUSEHOLD ITEMS. This expense authorized from the budgetary item "Transfer Site Maintenance" of the 2014 provisional budget.

Carried

It is noted to send the owner of 13 McCoshen road a letter advising the business owner that businesses are not allowed to use the municipal transfer site to dispose of commercial waste.

It is noted to inform the owner that businesses are to obtain garbage pickup from an independent contractor or to take the waste to the transfer station in Clarendon.

CORRESPONDANCE

It is noted that the correspondence was discussed with members of council.

MISCELLANEOUS

Notice of Motion - Tax Rate By-Law 2014-003

Notice of motion is given by Emile Morin that at a subsequent meeting of council the Tax Rate By-law 2014-003 will be amended.

Notice of Motion - Remuneration By-Law 2013-001

Notice of motion is given by Joe Belanger that at a subsequent meeting of council the Remuneration By-law 2013-001 will be amended.

Notice of Motion –Calendar of Meetings By-law 2014-001

Notice of motion is given by Ken O’Leary that at a subsequent meeting of council the Calendar of Meetings By-law 2014-001 will be amended.

2015 Budget Meeting

- 2014-11 - 225** It is moved by Ken O’Leary and unanimously resolved that the 2015 Public Budget Meeting will be held on December 11, 2014 at 7pm at the municipal office. It is also resolved to post a public notice 7 days prior to the meeting date.
Carried

Request from Bouffe Pontiac

- 2014-11-226** It is moved by Ken O’Leary and unanimously resolved to grant Bouffe Pontiac’s request to hold a food drive at the intersection of rte 301 and 148 on December 12, 2014.
Carried

Request from the Municipality of Campbell’s Bay

- 2014-11-227** It is moved by Emile Morin and unanimously resolved to loan the municipality’s portable water pump to the Municipality of Campbell’s Bay for use in flooding of the Campbell’s Bay community rink for the 2014-2015 winter season.
Carried

Donation request for Campbell’s Bay/Litchfield Christmas Parade

- 2014-11-228** It is moved by Denis Dubeau and unanimously resolved to donate \$500 to the Campbell’s Bay/Litchfield Christmas parade. This expense authorized from the budgetary item “Christmas Parade” of the 2014 provisional budget.
Carried

Winter hours schedule

- 2014-11-229** It is moved by Denis Dubeau and unanimously resolved that the winter hours schedule for the employees will start on December 1, 2014. It is also noted that if the employees work extra hours due to snowplowing before December 1st they are to take the “time off” in that same week.
Carried

Work Agreement- Interim Director General

- 2014-11-230** It is moved by Denis Dubeau and unanimously resolved to accept the work agreement as presented for the Interim Director General.
Carried

Travel Expense Rate

- 2014-11-231** It is moved by Ken O’Leary and unanimously resolved that the travel expense reimbursable for employees using their vehicle for municipal business is at a rate of .50/km.
Carried

Municipal Sand

2014-11-232

It is moved by Ken O’Leary and unanimously resolved that taxpayers are not permitted to take winter sand from the municipal sand supply for private use. It is also resolved to post a public notice and erect a sign indicating this resolution.

Carried

Fort Coulonge Arena Project

2014-11-233

It is moved by Emile Morin and unanimously resolved to participate in the Fort Coulonge arena sign project.

Carried

Correspondance

2014-11-234

It is noted that the correspondence was read and discussed with the members of council.

2014-11-235

Motion to adjourn

It is moved by Émile Morin and unanimously resolved to close the meeting at 9:40 pm.

Carried

Colleen Larivière
Mayor

Julie Bertrand
Office Clerk