

MUNICIPALITY OF LITCHFIELD

Minutes of the regular council meeting held on November 7, 2016 at 7pm at the municipal office located at 1362 rte 148 Campbells Bay, Quebec.

Present: Mayor Colleen Larivière, councillors Denis Dubeau, Emile Morin, Donald Graveline, Joe Belanger and Terry Racine.
Councillor Ken O'Leary motivated his absence.

Also present: Director general, Julie Bertrand

Visitors: Chris Love

Quorum is met and Mayor Colleen Larivière presides the meeting.

Adoption of Agenda

2016-11-201 It is moved by Donald Graveline and unanimously resolved to adopt the agenda with modifications for November 7th, 2016 as presented.
Carried

Adoption of Minutes

2016-11-202 It is moved by Emile Morin and unanimously resolved to adopt the minutes of October 3rd, 2016 as presented.
Carried

URBANISM

Letters to taxpayers regarding the pumping of septic tanks

2016-11-203 Whereas the law Q2 R.22 requires that all septic tanks are pumped every 2 years;
Whereas the municipality has been delegated to pursue the enforcement of this law;
Therefore,
It is moved by Denis Dubeau and unanimously resolved to enclose a letter with the 2017 tax bills informing and reminding taxpayers that in respecting the Q2 R.22 Law they are obliged pump their septic tanks every 2 years.

ROADS

Request to plow a private laneway

It is noted that Mr Chris Love requested that the municipality plow his laneway and that he would like to know what would be required to have his laneway deemed a road. Mayor Lariviere and council explained that the municipality does not plow private laneways. It was also stated that the municipality would enquire about the requirements for deeming a laneway as a private road.

Nature Conservatory of Canada – damage to municipal road

2016-11-204 Whereas the municipality has sent 2 legal letters via Deveau Avocats to the Nature Conservatory of Canada in regards to the high water level on their property;

Whereas the high water level on their property is affecting the integrity of the municipal road;

Whereas the municipality has incurred expenses related to repairs and maintenance required due to the erosion of the road caused by high the water levels;

Whereas the road will require additional repairs in the near future;

Therefore it is moved by Denis Dubeau and unanimously resolved to engage the legal firm Deveau Avocats to prepare a letter requesting that the Nature Conservatory of Canada make the necessary adjustments to the water levels on their property immediately and also demand that they pay for the necessary repairs the municipality has performed and the future repairs that will be required to the road to ensure the safety of taxpayers.

Carried

Municipal Lot – route 301 North

2016-11-205 Whereas the Municipality of Litchfield owns lot #3545517;

Whereas the Municipality had an official survey of the lot prepared by Richard Fortin, Land Surveyor;

Whereas, according to the boundaries described on the survey document from the book of minutes 7809 of Richard Fortin , dated September 20, 2005, the owners of lot # 3545516 are encroaching on the municipal lot # 3545517;

Whereas the municipality has obtained confirmation from Richard Fortin on November 2, 2016 that the survey performed by him on September 20, 2005 is accurate;

Therefore,

It is moved by Denis Dubeau and unanimously resolved to send a letter to the property owners of lot #3545516 advising them that they have 30 days to remove their belongings and the gate that they erected from lot #3545517 which belongs to the Municipality of Litchfield.

Carried

FINANCE

Payment of invoices

2016-11-206

It is moved by Donny Graveline and unanimously resolved to authorize payment of invoices to be paid (excluding invoice #444 from Connexion Fibre Picanoc for the amount of \$3163.31) and to accept the payment of invoices paid prior to this meeting.

Carried

Monthly Invoices

Invoices paid prior to meeting: \$21 931.41

Invoices to be paid: \$ 129 033.08

Total amount of invoices: \$150 964.49

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 totalling, \$ 150 964.49 for the month of November 2016.

Signed: _____

Date: _____

Julie Bertrand, Director General

Tire purchase

2016-11-207

It is moved by Donald Graveline and unanimously resolved to authorize the purchase of 2 front tires for the 2017 International truck.

This expense of \$1280.00+ taxes is authorized from the budgetary item "vehicle maintenance" from the 2017 provisional budget.

Carried

Transfer of budgetary funds – modification to resolution #2016-10-190

2016-11-208

It is moved by Denis Dubeau and unanimously resolved to modify resolution # 2016-10-190 and to transfer \$1200.00 from the "garage maintenance" account and \$800.00 from "cold patch" account and \$600.00 from the "dock maintenance" account to the "brushing account" from the 2016 provisional budget. It is also resolved to authorize the hiring of a chipper and men to perform work on municipal roads. The expense of \$2400.00 plus taxes is authorized from the budgetary item "brushing" from the 2016 provisional budget.

Carried

Invitation to tender –2017 diesel fuel supply

2016-11-209

Whereas the municipality of Litchfield requests tenders for the 2017 municipal supply of L.S. diesel fuel;

Whereas the municipality received tenders from the following;

Petro Pontiac – markup of 2.3 cents/liter

MacEwan Petroleum - markup of 2.45 cents/liter

Noco Fuels Canada – markup of 6.00 cents/liter

Therefore,

It is moved by Denis Dubeau and unanimously resolved to accept the tender submitted by Petro Pontiac for the markup price of 2.3 cents/litre.

Carried

Septic and construction plans – garage repairs and improvements

- 2016-11-210 It is moved by Emile Morin and unanimously resolved to approve the septic and construction plans for repairs and improvements to be made to the municipal garage. This expense of \$2000.00 plus taxes is authorized from the TECQ program funds.
Carried

It is noted that the pre-budget working session is set for December 7th, 2016 at 430pm.

It is noted that Mayor Lariviere presented the Mayor's report to council.

Installation of a telephone wire and jacks for the municipal garage

- 2016-11-211 It is moved by Donald Graveline and unanimously resolved to approve the installation of a telephone wire and jacks for the municipal garage. This expense of \$931.00 plus taxes is authorized from the TECQ program funds.
Carried

Christmas Party

- 2016-11-212 It is moved by Joe Belanger and unanimously resolved to authorize the expense for Christmas party. This expense of \$1500.00 is authorized from the budgetary item "Christmas Party" from the 2016 provisional budget.
Carried

Donation to the Campbells Bay/Litchfield Christmas Parade

- 2016-11-213 It is moved by Joe Belanger and unanimously resolved to authorize a donation to the Campbells Bay/Litchfield Christmas Parade. This expense is authorized from the budgetary item "Christmas parade" from the 2016 provisional budget.
Carried

Adoption of 2015 Financial Statements

- 2016-11-214 It is moved by Donald Graveline and unanimously resolved to adopt the 2015 financial statements prepared and presented by Dignard Ethier CPA Inc.
Carried

Notice of motion is given by Denis Dubeau that at a subsequent meeting of council a by-law for the 2017 remuneration of council will be presented.

Notice of motion is given by Emile Morin that at a subsequent meeting of council a by-law regarding the Tax rate for 2017 will be presented.

Notice of motion is given by Denis Dubeau that at a subsequent meeting of council a by-law regarding 2017 monthly meeting schedule will be presented.

Notice of motion is given by Terry Racine that at a subsequent meeting of Council a by-law regarding brushing of municipal roads will be presented.

PAERRL Grant - expenses

2016-11-215

It is unanimously resolved to accept the PAERRL financial report as follows:

WHEREAS Transports Quebec has paid \$195, 551 as compensation for local road maintenance for the year 2016;

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

SECURITY

Joint Civil Security Plan

2016-11-216

Whereas the municipalities of Litchfield and Campbells Bay are required to prepare a civil security plan;

Whereas the municipalities of Litchfield and Campbells Bay have a joint Fire Department;

Whereas the municipalities of Litchfield and Campbells Bay share equipment and human resources that would be required in the event of a civil security emergency;

Therefore it is moved by Emile Morin and unanimously resolved that the municipalities of Litchfield and Campbells Bay prepare and exercise a joint civil security plan. It is also resolved to authorize Director General, Julie Bertrand to prepare the plan jointly with the Municipality of Campbells Bay and the MRC coordinator in charge of civil security.

Carried

TRANSFER SITE

Tractor – block heater plug in

2016-11-217

It is moved by Joe Belanger and unanimously resolved to authorize the plug in of the tractor at Mickey Creek for the 2017 winter season. This expense of \$100/month/4 months is authorized from the budgetary item “vehicle maintenance” from the 2016 provisional budget.

Carried

HUMAN RESOURCES

Layoff date for employee

- 2016-11-218 It is moved by Denis Dubeau and unanimously resolved to notify Charles Stephens that his date of layoff to winter hours is set for December 2, 2016.
Carried

Winter hours for employees

- 2016-11-219 It is moved by Denis Dubeau and unanimously resolved that the road department employees will start winter hours as of December 2, 2016.
Carried

Extension of deadline for taking holidays

- 2016-11-220 It is moved by Donald Graveline and unanimously resolved to extend the date for taking 2016 holidays to February 28, 2017.
Carried

MISCELLANEOUS

BURSARIES

- 2016-11-221 It is moved by Denis Dubeau and unanimously resolved to support two bursaries for students at Pontiac High. This expense of \$200 is authorized from the budgetary item "goodwill gestures and donations" from the 2016 provisional budget.
Carried

Nature Conservatory of Canada

- 2016-11-222 Whereas the MRC has delegated the management of water courses to the municipalities on their territories; thus the management of beaver dams falls under the jurisdiction of said municipalities;
Whereas the municipality of Litchfield wishes to maintain its competencies in this matter of deciding what the best methods are to be used in managing water level control on its territory;
Whereas the Nature Conservatory of Canada has approached the MRC Pontiac to be a partner in their project;
Whereas a partnership with the Nature Conservatory of Canada could lead to false representation when meeting with landowners;
Whereas the Municipality of Litchfield is totally against the MRC entering into a partnership with the Nature Conservatory of Canada;
Therefore,
It is moved by Denis Dubeau and unanimously resolved the municipality of Litchfield urge the MRC Pontiac to not enter into a partnership with the Nature Conservatory of Canada and strongly urges all other municipalities in the Pontiac to take a similar stance.
Carried

2016-11-223

Laurentian Bank Closure – Campbells Bay Quebec

CONSIDERING that maintaining local services is an important issue for the MRC Pontiac, to break the cycle of devitalized and ensure the recovery of its development;

CONSIDERING that a financial institution provides important services to entire population, including families, seniors and business people, and as such these local services are essential to the development of communities Pontiac;

CONSIDERING that as such it is important for MRC Pontiac communities to have a diversified range of banking and financial services;

CONSIDERING that certain segments of the population, particularly but not exclusively older people are less familiar with electronic transactions and require a bank counter service in their community;

CONSIDERING that the business community also needs a banking and financial service nearby to facilitate the growth of their businesses;

CONSIDERING that the closure of two branches of Laurentian Bank in the territory of the MRC Pontiac will result to no longer serve certain communities or reduce a range of services that may be incomplete and / or ill-suited to their needs;

CONSIDERING the remoteness of bank branches and financial institutions remaining on the territory of the MRC Pontiac will generate more trips over longer distances, regardless of the mobility capability of the population;

CONSIDERING the removal of banking and financial institutions is likely to cause delays in the processing of requests that can bring harm to some people;

CONSIDERING banking transactions by electronic methods are not an alternative, because of incomplete internet coverage throughout the territory;

CONSIDERING that the closure of two branches of Laurentian Bank in the territory of the MRC Pontiac will, at best, to increase the costs of banking and financial services for the entire population;

CONSIDERING that the closure of two branches of Laurentian Bank in the territory of Pontiac may slow down economic activities in the territory and to accelerate the decline in the population of Pontiac;

CONSIDERING that the closure of two branches of Laurentian Bank is a threat to the survival of communities of Pontiac;

CONSEQUENTLY,

It was moved by Emile Morin and unanimously resolved to ask the Laurentian Bank:

- To reconsider the closure of its branch in the territory of the MRC Pontiac;**
- To meet with the Warden of the MRC Pontiac, Mr. Raymond Durocher, before any final decision is made.**

Carried

November 2016

Motion of support request to the MTQ- Municipality of Shawville
2016-11-224 Whereas, by way of resolution #216-16, the Municipality of Shawville made a request to the MTQ to install 2 beacons to reduce the speed on the route 303 and paint a crosswalk in from the McDowell school. Whereas the municipality of Shawville has requested, be letter, that other municipalities support their request; Therefore, it is moved by Joe Belanger and unanimously resolved that the Municipality of Litchfield support the Municipality of Shawville by way of resolution and that a copy of this resolution be sent the MTQ.
Carried

CORRESPONDENCE

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

Motion to adjourn
2016-11-225 It is moved by Joe Belanger and unanimously resolved to adjourn the meeting at 10:10pm.
Carried

Colleen Larivière
Mayor

Julie Bertrand
Director General