

MUNICIPALITY OF LITCHFIELD

Minutes of the regular council meeting held on December 4th 2017 at 7pm.at the municipal office located at 1362 rte 148 Campbell's Bay, Quebec.

Present: Mayor Colleen Larivière, councillors Denis Dubeau, Joe Belanger, Donald Graveline, Emile Morin, John Stitt and Terry Racine.

Also present: Director General, Julie Bertrand, Lead hand Gerald Graveline and Municipal Inspector Robert Carle.

Quorum is met and Mayor Colleen Larivière presides the meeting.

2017-12-192

Adoption of Agenda

It is moved by Denis Dubeau and unanimously resolved to adopt the agenda for December 4th, 2017 with additions.

Carried

2017-12-193

Adoption of Minutes

It is moved by Terry Racine and unanimously resolved to adopt the minutes of November 13th, 2017 as presented.

Carried

URBANSIM

Municipal Inspectors Report

2017-12-194

It is moved by Denis Dubeau and unanimously resolved to approve the municipal inspector's report and to authorize payment for kilometres submitted.

Carried

Approval of subdivision plans- lot # 3546087

2017-12-195

It is moved by Donald Graveline and unanimously resolved to approve subdivision plans submitted by Michel Fortin from his minutes #27875 dated March 16, 2017 for Mr Emile Morin - lot # 3546087.

Carried

EQUIPMENT PURCHASE

Plow blades

2017-12-196

It is moved by Denis Dubeau and unanimously resolved to authorize the purchase of plow blades. This expense of approximately \$6000.00 plus taxes is authorized from the budgetary item "vehicle maintenance" from the 2018 provisional budget.

Carried

Request from taxpayer regarding snow removal limit and Burke and Barrette roads takeover.

2017-12-197

It is moved by Donald Graveline and unanimously resolved to send a letter of response to Mr Barrette regarding his request that the municipality takeover the Burke and Barrette roads and his request to limit snow removal boundaries.

Carried

FINANCE

Payment of accounts

2017-12-198

It is moved by Emil 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 prior to meeting: \$ 2996.43

Invoices to be paid: \$ 67033.16

Total amount of invoices: \$ 70 029.59

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, \$70029.59 for the month of December 2017.

Signed: _____

Date: _____

Julie Bertrand, Director General

Carried

2017-12-199

PAERRL Grant – expenses 2017

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 2017;

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

2017-12-200 **Appointment of council committees**
It is moved by Donald Graveline and unanimously resolved to endorse the appointment of committee members by Mayor Lariviere.
The committees being as such:
Pro-Mayor: Denis Dubeau
Fire Protection: Joe Belanger and Donald Graveline
Finance: Terry Racine and Denis Dubeau
Roads and public works: Donald Graveline, Denis Dubeau and Emile Morin
Transfer Site: Emile Morin and John Stitt
Human Resources: Terry Racine and John Stitt
Equipment/Buildings: Denis Dubeau, John Stitt and Joe Belanger
Carried

2017-12-201 **SECURITY**
Chainsaw safety training
It is moved by Joe Belanger and unanimously resolved to approve the expense of \$550.00 plus taxes for chainsaw safety training for Mr. Chris Sauriol. This expense authorized from the budgetary item "training" from the 2017 provisional budget.
Carried

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

2017-12-202 **MISCELLANEOUS**
It is moved by Joe Belanger and unanimously resolved to adopt By-law 2017-032 Schedule for holding regular council meetings.
Carried
It is noted that the members of council received copies of the by-law therefore the reading of the by-law was dispensed of.

2017-012-203 **Transfer of budgetary funds**
It is moved by Donald Graveline and unanimously resolved to transfer \$300.00 from "tools and supplies" to "training and travel for mayors and councillors" from the 2017 provisional budget.
Carried

2017-12-204 **Code of Ethics training for newly elected officials**
It is moved by Terry Racine and unanimously resolved to approve the training for Mr. John Stitt. This expense of \$281.00 is authorized from the account "training and travel for mayor and councillors" from the 2017 provisional budget.

Notice of motion is given by Emile Morin that at a subsequent meeting of council, a by-law regarding 3 tax installments for the payment of land taxes will be presented.

Tax arrears

2017-12-205 It is moved by Donald Graveline and unanimously resolved to send all files , in tax arrears in accordance with municipal protocol, for collection by Deveau Avocats .
Carried

Holiday office hours

2017-12-206 It is moved by Donald Graveline and unanimously resolved to approve the office hours for the holidays as follows: Closed December 23, 2017 to January 3, 2018 inclusive.
Carried

In-camera

2017-12-207 It is moved by Donald Graveline and unanimously resolved to go in camera at 8:20pm.
Carried

Out of camera

2017-12-208 It is moved by Donald Graveline and unanimously resolved to go out of camera at 9:05 pm.
Carried

It is noted that Mr Sauriol provided an annual report on the beaver control for 2017.

Motion to adjourn

2017-12-209 It is moved by Joe Belanger and unanimously resolved to close the meeting at 9:25 pm.
Carried

Colleen Larivière
Mayor

Julie Bertrand
Director General