

MUNICIPALITY OF LITCHFIELD

Minutes of the regular council meeting held on February 6th, 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: Kristin Morin, Tyler Morin, Jenna Pilon and Eric Pilon on behalf of the Litchfield Leisure Committee.

Quorum is met and Mayor Colleen Larivière presides the meeting.

Adoption of Agenda

2017-02-23 It is moved by Donald Graveline and unanimously resolved to adopt the agenda for February 6th, 2017 as presented.
Carried

Adoption of Minutes

2017-02-24 It is moved by Donald Graveline and unanimously resolved to adopt the minutes of January 9th, 2017 as presented.
Carried

URBANISM

Municipal Inspector Report

2017-02-25 It is moved by Denis Dubeau and unanimously resolved to approve the municipal inspector's report as presented.
Carried

Approval of subdivision plans

2017-02-26 It is moved by Denis Dubeau and unanimously resolved to approve the subdivision plans for Robert Richmond Crawford for lot # 6040823 and # 6040824 submitted by Michel Fortin from his minutes #27755 dated January 3, 2017.
Carried

ROADS

Winter sand purchase

2017-02-27 It is moved by Denis Dubeau and unanimously resolve to approve the purchase of 500m.t. of winter sand. This expense is authorized from the budgetary item "winter sand" from the 2017 provisional budget.
Carried

Liquid Calcium purchase

2017-02-28 It is moved by Emile Morin and unanimously resolved to approve the purchase of 77000 liters of liquid calcium from Multi-Route. This expense of \$21,483.00 plus taxes is authorized from the budgetary item "calcium" from the 2017 provisional budget.
Carried

FINANCE

Payment of invoices

2017-02-29

It is moved by Donny Graveline and unanimously resolved to authorize payment of invoices to be and to accept the payment of invoices paid prior to this meeting.

Carried

Monthly Invoices

Invoices paid prior to meeting: \$ 2764.58

Invoices to be paid: 25871.37

Total amount of invoices: \$28635.95

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, \$28635.95 for the month of February 2017.

Signed: _____ Date: _____

Julie Bertrand, Director General

Motion to approve the renewal of the Municipal Inspectors contract

2017-02-30

It is moved by Denis Dubeau and unanimously resolved to approve the renewal of the municipal inspector's contract for 2017.

Carried

Modification to the employee policy

2017-02-31

It is moved by Denis Dubeau and unanimously resolved to modify the amount for reimbursement of kilometers from .47/km to .50/km.

Carried

Training for the municipal inspector

2017-02-32

It is moved by Joe Belanger and unanimously resolved to approve the Combeq training for Mr Carle on March 22 and 23, 2017. This expense is to be shared with the municipality of Calumet Island on a cost share basis of 3/5 of the cost being paid by Calumet Island and 2/5 by Litchfield. This expense of approximately \$500.00 plus taxes is authorized from the budgetary item "municipal inspector – training" from the 2017 provisional budget.

Carried

2017, 2018 and 2019 Red Cross agreement renewal

2017-02-33

It is moved by Emile Morin and unanimously resolved that the municipality renew the agreement with the Red Cross. This 2017 expense of \$160.00 is authorized from the budgetary item "donations and goodwill gestures" from the 2017 provisional budget.

Carried

2017-02-34 **Tender 2017-01-13 - for the supply of a new municipal ½ ton truck**
Whereas the municipality resolved to call for tenders for the supply of a new municipal ½ ton by resolution # 2017-01-13;
Whereas the municipality sent out 3 calls to tender;
Whereas the municipality received 3 tenders from the following suppliers;

Shawville Ford Tender #1	\$43,534.14
Shawville Ford Tender #2	\$40,809.23
Mack Mackenzie Motors	\$46,562.30

Therefore,

It is moved by Denis Dubeau and unanimously resolved to accept the tender #1 from Shawville Ford in the amount of \$43,534.14 (taxes included). This expense authorized from the budgetary item “new half ton truck” from the 2017 provisional budget.

Carried

2017-02-35 **Offer of service for structural inspection services for the garage renovation project.**
Whereas the municipality requested a quote from WSP to provide a initial structural inspection for the municipal garage;
Whereas WSP submitted a quote in the amount of \$2500.00 plus taxes:
Therefore,

It is moved by Denis Dubeau and unanimously resolved to approve the offer of service from WSP and to authorize the expense of \$2500.00 plus taxes. This expense is authorized from the “TEQC funds” from the 2017 provisional budget.

Carried

2017-02-36 **Payment of tax credit**
Whereas the MRC Pontiac evaluation department reassessed the property belonging to matricule # 0178-94-4284 for the year 2015;
Whereas this reassessment was not done within the time period allowing them to process the credit at the MRC level;
Whereas the taxpayer is entitled to this credit;
Therefore,

It is moved by Emile Morin and unanimously resolved to authorize the credit of \$263.49. This amount is authorized from the “general funds” from the 2017 provisional budget.

Carried

2017-02-37 **Fort Coulonge arena advertising**
It is moved by Terry Racine and unanimously resolved to authorize the advertising renewal at the Fort Coulonge arena for 2017. The expense of \$114.98 is authorized from the budgetary item “advertising” from the 2017 provisional budget.
Carried

2017-02-38 **By-law 2017-024 - Collective Insurance FQM**
WHEREAS the municipality adopted by-law 2017-024 regarding the provision of collective insurance for employees;
Whereas the municipality has received an offer of coverage from the FQM;
Whereas the employees have agreed to the coverage;
Whereas the amount payable by the municipality is \$11000.29 (tax included) for 2017;
Therefore,
It is moved by Joe Belanger and unanimously resolved to authorize the enforcement of the collective insurance program in accordance with the by-law 2017-024 for employees and the director general's contract. The expense of \$11000.29 is authorized from the budgetary item "group insurances" from the 2017 provisional budget.
Carried

2017-02-39 **Transfer of budgetary funds**
It is moved by Donald Graveline and unanimously resolved to transfer \$5000.00 from the "group insurance" budgetary item and \$5000.00 from the "new ½ ton truck " budgetary item to the "halte repairs and maintenance" account.
Carried

2017-02-40 **Litchfield Leisure Committee**
Whereas the municipality supports the formation of the Litchfield Leisure Committee;
Whereas the Litchfield Leisure Committee has presented a formal proposal and plan for the construction and installation of a splash pad at the municipal Halte;
Whereas the Litchfield Leisure Committee has presented a request to raise funds for the construction of a splash pad at the municipal Halte;
Whereas the Litchfield Leisure Committee has agreed in writing to provide: time, labor, materials and funds towards the construction and installation of the splash pad;
Whereas the Litchfield Leisure Committee has requested that the Municipality purchase the splash pad kit;
Whereas the municipality is the owner of the property at the Halte;
Whereas the municipality chooses to enter into such an agreement with the Litchfield Leisure Committee;
Therefore,
It is moved by Denis Dubeau and unanimously resolved to approve: The Litchfield Leisure Committee project proposal, the fundraising events and the installation of the splash pad on municipal property;
The municipality also agrees to purchase the splash pad kit for the price of \$15,000.00. This expense is authorized from the budgetary item "halte repairs and maintenance" from the 2017 provisional budget.
Carried

SECURITY

ADOPTION OF THE ANNUAL REPORT FOR YEAR 5 – FIRE SAFETY COVER PLAN

2017-02-41

WHEREAS the annual report for year 5 of the fire safety cover plan has been prepared by the municipality under section 35 of the Fire safety act; WHEREAS this report must be sent to the Pontiac MRC; WHEREAS the fire safety cover plan for the Pontiac MRC terminated on October 9th , 2016 and as such has been in its sixth anniversary since then and that it will have to be revised according to section 29 of the above mentioned Act, WHEREAS during the transition period beginning on October 10th, 2016 and until the publication of a notice indicating the date of the coming into force of the revised plan, the municipalities must continue the procedures to retain the exemption of responsibility provided for in section 47 of the Act. Therefore, It is moved by Joe Belanger and resolved to adopt the annual report for year 5 of the fire safety cover plan and to transmit this report to the Pontiac MRC. Carried

FSS Attendance report for 2016

2017-02-42

WHEREAS the attendance report for 2016 was deposited at the regular meeting of council on January 10th 2017; WHEREAS the public safety / fire committees of both the Municipalities of Campbell's Bay and Litchfield met to discuss and study the attendance report; WHEREAS article 5.5.2.3 of the fire safety cover action plan states that the effectiveness of a response to depends on the level of preparation among personnel called upon to fight fires, therefore a FSS is required to provide, at least once a month, training for its members; WHEREAS the Fire Safety Service of the Municipality of Campbell's Bay and Litchfield provides a minimum of one training session per month along with opportunities of training retakes during the year; WHEREAS according to the report of attendance for the year 2016 deposited to council by the Director of Fire Safety Services at the regular council meeting of January 10th2017, not all Firefighters have met the required amount of training for 2016; such has a total of 12 practices; WHEREAS the public safety/fire committee has made a recommendation to council; Therefore, It is moved by Denis Dubeau and unanimously resolved that ,the Director of FSS , inform the Firefighters whom have not met the required amount of training sessions for 2016, to temporarily disengage from fighting fires until all 12 practices have been met. Carried

FSS training session remuneration

2017-02-43

WHEREAS council resolved by resolution number 024-02-16 and 108-05-16 that a maximum amount of 2 hours per training session, up to a maximum of 12 per year be paid to all participating Firefighters; Therefore, It is motioned by Denis Dubeau and unanimously resolved to authorize the expense of \$9 223.20 for the 2016 remuneration of monthly training sessions for the FSS of Campbell's Bay and Litchfield. The expense is allocated from the 2017 provisional budgetary item: Shared fire expenses – training and remuneration. It is also resolved that the Municipality of Litchfield be in agreement with this resolution since the cost is equally shared. Carried

MUNICIPAL PARTICIPATION IN THE FEASIBILITY STUDY ON THE INTEGRATION OF FIRE SAFETY SERVICES ON THE TERRITORY OF THE MRC PONTIAC.

2017-02-44

WHEREAS over the last few years, fire safety services have faced increasing challenges;

WHEREAS the risks involved in interventions are increasingly more complex;

WHEREAS the growing needs regarding the training of firefighters;

WHEREAS it is very difficult to recruit and retain volunteer firefighters;

WHEREAS it was necessary to look at the possibility of integrating municipal facilities, infrastructures, services or activities to better respond to the new fire safety cover plan and also to the challenges of rural areas such as aging population, the decline in the number of residents, and so on;

WHEREAS the MRC of Pontiac is ready to carry out a study on the feasibility of integration of fire safety services;

WHEREAS MAMOT has created a financial assistance program to allow the MRCs and municipalities to perform this study at the rate of 50% of the eligible costs for a maximum amount of \$ 35 000;

WHEREAS this study will not incur any additional costs to the municipality;

Therefore,

It is moved by Denis Dubeau and unanimously resolved to confirm the participation of the Municipality of Litchfield in the MRC Pontiac feasibility study on the integration of fire safety service resources.

It is also resolved to mandate the MRC Pontiac to proceed with the process of applying for financial assistance with the MAMOT.

Carried

SQ Priorities 2017

2017-02-45

It is moved by Joe Belanger and unanimously resolved to ask the SQ to maintain the municipal priorities of monitoring the 4 wheelers on roads and at the Halte and to also include monitoring of the municipal docks in Vinton.

Carried

MISCELLANEOUS

Shawville Hospital Parking

2017-02-46

Whereas the Outaouais Integrated System of Health and Social Services (CISSSO) will, as of March 1, 2017, charge parking fees in all of its health care facilities, including the Pontiac Hospital located in Shawville;

Whereas the patients and their families, as well as the hospital employees will have to pay for this;

Whereas the Shawville Hospital is not served by public transportation;

Whereas this effect of this measure will make more difficult to access health care in the Outaouais area;

Whereas the Pontiac Hospital serves part of the population of the Municipality of Litchfield;

Therefore,

It is moved by Denis Dubeau and unanimously resolved to that the Municipality of Litchfield expresses its great disappointment regarding the imposition of a parking fee at the Shawville Hospital and asks the (CISSSO) to forgo the imposition of a parking fee at the Pontiac Hospital.

Carried

PAARRM

2017-02-47

It is moved by Denis Dubeau and unanimously resolved to approve the expenses in the amount of \$ 153 174.60 for work done on the municipal roads in accordance with the requirements of the PAARRM grant.

Carried

URBANISM SERVICES – MRC by-law 227-2016

2017-02-48

It is moved by Donald Graveline and unanimously resolved to hire WSP, urbanist Stephane Dore, to complete the integration of the MRC by-law 227-2016 into the municipalities planning by-laws. This expense of a maximum of \$9000 + taxes(including translation) is authorized from the budgetary item “By-law revision” from the 2017 provisional budget. It is also resolved to transfer the amount of \$9000.00 plus taxes from the accumulated surplus to the budgetary item “by-law revision” in the 2017 provisional budget.

Carried

CORRESPONDENCE

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

Motion to adjourn

2017-02-49

It is moved by Joe Belanger and unanimously resolved to adjourn the meeting at 9:45pm.

Carried

Colleen Larivière
Mayor

Julie Bertrand
Director General